

Appendix 2 - Award criteria for a tender assessment for the ‘Works and Maintenance of the Council’s Sewage Treatment Plants and Pumping Stations’ contract.

Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Award criteria for tender assessment for a assessment for the ‘Works and Maintenance of the Council’s Sewage Treatment Works and Pumping Stations’ Contract.
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Tender is assessed as the most economically advantageous as against the lowest bid
Relationship with other policies / projects:	N/A
Name of senior manager for the policy / project:	Qasim (Kim) Durrani
Name of policy / project manager:	Susan Stranders

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in</i></p>	<p>If yes, state which protected groups:</p>
	<p>If no, state reasons for your decision:</p> <p>Employees and people not affected. This service relates to the method by which a tender</p>

some way.	for a site investigation will be assessed.
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Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
None – as the subject has no potential to affect or discriminate against any group of people. The service relates to the method by which a tender assessment for the Works and Maintenance of the Council's Sewage Treatment Works and Pumping Stations contract will be assessed.	N/A	N/A

Name and job title of officer completing this analysis:	Susan Stranders
Date of completion:	21 st June 2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Qasim (Kim) Durrani Assistant Director (Technical) Neighbourhoods
Date of authorisation:	21 st June 2017
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy. Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.