

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. 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

Section 1: Identifying details

Your function, service area and team: Communities, Housing Property and Development, Housing Assets

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: Acceptance of Tenders - Planned Installation of PVCu Double-Glazed Windows and Doors to Council-owned blocks of flats 2018-23;

Officer completing the EqlA: Tel: Haydn Thorpe X4162 Email: hthorpe@eppingforestdc.gov.uk

Date of completing the assessment: 29th November 2018

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>This new policy is required for the acceptance of tenders for undertaking planned installations of PVCu double-glazed windows and doors to Council owned and managed blocks of flats.</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>The main aim is for the Council to enter into a Framework Agreement with a contractor for undertaking the installation of PVCu double-glazed windows and doors to Council owned and managed blocks of flats in line with the Councils Procurement Rules.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>For the successful contractors to be able to undertake the installation of PVCu double-glazed windows and doors in Council owned and managed blocks of flats it should be noted that windows and doors are listed as a “Key Building Component” under the Decent Homes Standard and these works will ensure that the Council continues to meet this statutory requirement.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>Yes – it will provide decent, safe and secure homes for Council tenants and leaseholders of Council owned and managed blocks of flats.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>No</p>

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Portfolio Holder:

2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p>
2.5	<p>Is this policy or decision associated with any of the Council’s other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The Councils Procurement Rules dictates the procedures the Council needs to follow concerning the award of contracts.</p> <p>The Council has to undertake planned installations of PVCu windows and doors to maintain Council owned and managed blocks of flats to meet the Decent Home Standard. These works are essential to maintain the safety and security of the property and ensure they continue to meet the Decent Home Standard and;</p> <ul style="list-style-type: none"> • Meet the HHSRS minimum safety standards for housing • Ensure windows and doors which are a “Key Building Component” under the Decent Homes Standard are in a reasonable state of repair. <p>Well maintained Council housing is essential to meet legislative requirements that are imposed on all landlords and this work ensures Council properties continue to meet the Decent Home Standard.</p>

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>The works are undertaken on individual Council properties and will not affect groups of the population.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Not required.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>Community engagement is not required as the work is undertaken on individual Council owned and managed blocks of flats.</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive; The work will have a positive effect on all of the identified equality groups as tenants, leaseholders and visitors to the block will benefit from safe and secure windows and doors.	M
Disability		M
Gender		M
Gender reassignment		M
Marriage/civil partnership		M
Pregnancy/maternity		M
Race		M
Religion/belief		M
Sexual orientation		M

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

