

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Communities, Housing & Environment	Service area: Strategy and Investment
Lead person: Helen Taylor	Contact number: 0113 535 1651
Date of the equality, diversity, cohesion and integration impact assessment: 30/11/2022	

1. Title: Supply and Installation (including Groundworks) of Bin Frames and bespoke Metal Fencing

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify; Significant Operational Decision

2. Members of the assessment team:

Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Katherine Curling	LCC	Investment Strategy Manager
Vicky Cook	LCC	Investment Project Manager
Helen Taylor	LCC	Senior Project Officer

3. Summary of strategy, policy, service or function that was assessed:

The Director of Communities, Housing & Environment is recommended to approve the proposed procurement strategy methodology and the commencement of a competitive tender process which will subsequently lead to the award of a contract for the manufacture and installation (including groundworks) of Bin Frames and bespoke metal works.

4. Scope of the equality, diversity, cohesion and integration impact assessment
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail: n/a	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>
Please provide detail: n/a	

<p>5. Fact finding – what do we already know Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback. (priority should be given to equality, diversity, cohesion and integration related information)</p>
<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision: Several framework providers were explored to see if these could support the Supply and Installation (including groundworks) of bin Frames and Bespoke Metal Fencing. However there was no framework agreement to deliver the works. Leeds City Councils Internal Service Providers Leeds Building Services and Parks & Countryside are unable to deliver the work due to resource issues and the specialist nature of the works.</p>

It has been agreed to get the widest market to do an open tender as it was felt using Constructionline would not attract enough responses. The procurement will be carried out in line with the provisions of the Council's Contract Procedure Rules in line with CPR 3.1.7 to engage with the external market to undertake a procurement in competition to identify best value. The evaluation approach to be implemented is the Quality & Price separated methodology in line with Contracts Procedure Rule 15.2(a), this means contractors will be required to meet the prescribed minimum threshold on the quality submission. Following this assessment those who pass the set threshold will be evaluated on a price only basis.

Are there any gaps in equality and diversity information
Please provide detail:
 n/a

Action required:
 n/a

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes No

Please provide detail:
 The bin stores will be installed city wide and residents will be consulted at their location prior to installation. We do have an incumbent contractor and specifications have been reviewed inline with the installs, with variations based on site requirements.

Action required:
 Consultation completed on a location specific basis prior to works.

7. Who may be affected by this activity?
 please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input type="checkbox"/> Other		

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)
Please specify:
 Where bin stores are due for installation, this is usually to minimise the fire risk for local residents; ensuring waste is stored externally and from a safe distance from blocks. Locations are agreed with the Fire Safety Team, Housing Management Team and Waste Management Team. Where residents require additional support, variations to the design

are agreed. Where additional support is required, this is agreed with resident and internal colleagues.

Stakeholders

- | | | |
|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Services users | <input type="checkbox"/> Employees | <input type="checkbox"/> Trade Unions |
| <input type="checkbox"/> Partners | <input checked="" type="checkbox"/> Members | <input type="checkbox"/> Suppliers |
| <input type="checkbox"/> Other please specify | | |

Potential barriers

- | | |
|--|--|
| <input type="checkbox"/> Built environment | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care |
| <input type="checkbox"/> Timing | <input type="checkbox"/> Stereotypes and assumptions |
| <input type="checkbox"/> Cost | <input type="checkbox"/> Consultation and involvement |
| <input type="checkbox"/> Financial exclusion | <input type="checkbox"/> Employment and training |
| <input type="checkbox"/> specific barriers to the strategy, policy, services or function | |

Please specify

n/a

8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

Installation of bin stores and safe location of waste will improve fire safety risk for residents.

Action required:

n/a

8b. Negative impact:
Potential unsightly waste being located to the external of blocks. Screens to hide the bins can be installed to minimise the visual impact. Sites are designed to minimise the risk of flytipping, so that excess room around the bins is minimised.
Action required:
Ongoing design review and consultation with internal and external parties.

9. Will this activity promote strong and positive relationships between the groups/communities identified?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
n/a – should not significantly affect relationships
Action required:
Ongoing design review and consultation with internal and external parties.

10. Does this activity bring groups/communities into increased contact with each other? (for example, in schools, neighbourhood, workplace)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
n/a – negligible impact, some shared communication when sharing external bins.
Action required:
Ongoing design review and consultation with internal and external parties.

11. Could this activity be perceived as benefiting one group at the expense of another? (for example where your activity or decision is aimed at adults could it have an impact on children and young people)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required:
n/a

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job title	Date
Helen Taylor	Senior Project Officer	30/11/2022
Date impact assessment completed		30/11/2022

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: