


EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Highways contracts re-procurement – contract extension
Directorate / Service	CLC, Waste strategy, policy and procurement
Lead Officer	Fiona Heyland, Head of Waste Strategy, Policy and Procurement
Signed Off By (inc date)	Jamie Blake
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="text-align: center;">  </div> <p>Proceed with implementation</p> <p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	If the recommendations are approved by the Cabinet, the current Highways contracts will be extended for a maximum period of 3 months.

b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	<p>Contractors that currently provide the services under the five Highway maintenance and planned major works contracts will be affected by the proposal, i.e. continuing providing the services beyond the current contract due on 30 June 2014 up to a maximum period of 3 months. The service holds equalities data of major contractors' employees who work for the Council contracts in the borough. This proposal does not adversely affect the employees.</p> <p>This proposal is to facilitate the extension of the successive contracts' tender period, which aims to ensure that bidders will include adequate response to the Mayor's procurement imperatives.</p>
2 Monitoring / Collecting Evidence / Data and Consultation			
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	n/a	This proposal is to extend the contracts up to 3 months.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	n/a	
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	Based on the CLC forward plan procedure, the service has been supported by S&R (officers and managers).
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Bidders for the successive contracts raised the need to extend the tender period, because they found difficult to bid in relation to the Community Benefits required by the Mayor's Procurement Imperatives. The service will provide more detailed imperative guidance to support the contractors approach to the development of their community benefits programme.
3 Assessing Impact and Analysis			
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	<p>This proposal is to extend the contracts up to 3 months and there is no adverse impact on the contractors.</p> <p>Equalities data of those who will benefit from the Procurement Imperatives will be collected and analysed.</p>

b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	The proposed contract extension for a maximum of 3 months will impact the contractors and their employees positively.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The tender return date will be extended from 3 February 2014 to 24 February 2014. The current contracts will be extended for a maximum of 3 months.
b	Have alternative options been explored	Yes	The existing contracts are due to expire on 30 June 2014. Extending the tender period will reduce the amount of time left for the incoming contractor to mobilise the new services, to the extent that it will not be possible to start the new contract by the time that the current contracts are due to expire.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The procurement process is monitored by the council process.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	See above.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	