

Equality Impact Assessment

Why do I need to consider equality issues?

Under the Equality Act 2010, as a public authority, we have a duty to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations between people who share a protected characteristic and people who do not share it

“As a public body, it is important that everyone who needs to can access our services.”

The term ‘protected characteristic’ covers age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex, and sexual orientation. If we fail to consider how a proposal could affect different groups in different ways, it is unlikely to have the intended effect. This can contribute to greater inequality and poor outcomes.

The Equality Duty applies to all the decisions made in the course of exercising the Council’s public functions. It applies to service provision and also internal operations and is a legal obligation.

In addition to this, the Council has specific Equality Objectives for 2020 to 2024 relating to:

- Using data and local intelligence better
- Supporting good community relations
- Accessible information and services
- Working for the Council

When formulating, reviewing, planning or providing services or policies, the Council needs to demonstrate that it has assessed the impact of any changes on people who are protected under the Equality Act, and that it has taken steps to remove or minimise any harm that it has identified.

More information about our objectives, and the Equality Act, can be found at www.reigate-banstead.gov.uk/equality.

Stage 1: Relevance Screening

“Do not leave the Equality Impact Assessment to the last minute!”

If you are considering changes to a service, a new or updated strategy or policy, or starting a new project, and people will be impacted by those changes in any way, you need to think about equality issues as part of the process.

The first stage should be to complete a Stage 1 Relevance Screening. This will allow you to assess the relevance of your proposal to equality and determine whether a full Stage 2 Equality Impact Assessment is required.

Your service area is responsible for carrying out Equality Impact Assessments and monitoring the ongoing impact of proposals. Please contact [Cath Rose, Head of Corporate Policy](#), if you have any questions about the Equality Impact Assessment process, and suggestions about how it could be improved, or would like any assistance in completing the template.

Stage 1: Relevance Screening

1. Introduction

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| 1.1 Service: | Neighbourhood Services |
| 1.2 Name of proposal, policy, strategy or project being assessed: | Retender of Home Improvement Agency and Handy Person Services |
| 1.3 This is: | A change to an existing activity (including ceasing that activity) <i>If other, please specify:</i> The services have been outsourced for many years, but the need to retender means that there may be a change of service provider. |
| 1.4 Completing officer's name: | Katie Jackson |
| 1.5 Date Screening completed: | 01/02/2023 |
| 1.6 Signed off by: | Head of Service name: Morag Williams Date: 01/02/2023 |

2. About the proposal

*** Note that the term 'proposal' is used here to include any new services proposed for introduction, changes to an existing service, withdrawal of an existing service, any new policy or strategy or change to an existing policy or strategy, and any project ***

2.1 What is the main purpose of the proposal?

Please explain in one or two short paragraphs

The proposal is to retender the Home Improvement Agency and Handy Person Service contract. The outcome of the procurement process may be a new service provider or it may be that the current provider retains the contract and continues delivery. While the services being delivered will remain substantially the same under the new contract, the retender does present the opportunity to modify and update the service specifications and performance indicators, so certain aspects may be amended, which may affect service delivery and service users.

2.2 Why is it being introduced / reviewed / changed now?

This could be, for example, because of new government legislation or guidance, because of changing service user needs, or for financial reasons.

The Home Improvement Agency and Handy Person Service contract has been outsourced for many years, and was most recently retendered in 2018. It is due to expire in January 2024 at the end of a full 5 year term, and so requires retender during 2023. The Council's Contract Procedure Rules (CPR's) govern all procurement activity and set the threshold values for the authority to procure and award contracts. The HIA and HPS contract is worth at least £0.600 million over 5 years and as such requires Executive authority to award.

2.3 Who could be affected by your proposal?

This could be, for example, because of new government legislation or guidance, because of changing service user needs, or for financial reasons.

a. Will the proposal introduce a change which will affect how services or functions are delivered?

Yes

If yes, please identify which group(s):
More than one of the above

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| b. Will the proposal affect people - service users, employees or the wider community? | Yes | <p><i>Please briefly explain your answer:</i></p> <p>If there is a change of service provider as a result of the retender, this will impact service users, the staff of the current service provider, to whom TUPE will apply, and staff working on these services at the Council and at Surrey County Council e.g. the Occupational Therapy teams, who are closely involved in the provision of housing assistance services delivered by this contract. If there is no change of service provider, the retender still presents an opportunity to seek continuing service delivery improvement, which would be beneficial to all parties mentioned above.</p> |
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3. Assessment of relevance

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| 3.1 Who is the intended audience or target group(s) for the proposal and/or which group(s) of people might be affected? |
| Internal audience or group: Staff within one specific team (please specify below) |
| External audience or group: Multiple (please specify below) |
| <i>If other or multiple, please specify.</i> Local residents who use the services delivered by this contract, partner agencies such as Surrey County Council and the current service provider, Millbrook Healthcare Limited. |
| <p><i>Please provide more details about the target audience or affected group(s), for example how many people will be affected and the likely extent of the impact:</i></p> <p>Internally, the retender will affect staff dealing with housing assistance work i.e. the Environmental Health Manager and Housing Improvements Officer. This includes the impacts of undertaking the large scale procurement process and also impacts subsequently arising from a potential change of service provider e.g. transition and implementation phase, establishing new relationships between all parties for service delivery and contract management. Externally, a change of service provider would affect service users who were part way through receiving grant funded works, during the transition and implementation phase. A change of provider would impact on the current provider, including their staff, to whom TUPE would apply. Surrey County Council Occupational Therapy teams, who are closely involved in the provision of housing assistance services delivered by this contract, would also be affected by a change of service provider. In all cases, this would present some initial disruption and change in delivery details during any transition and implementation phase.</p> |

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| 3.2 Evidence and engagement <i>What information have used to assess the proposal for its relevance to equality? This may be data or evidence or engagement information collected and held by the Council, or by external parties.</i> <i>General Borough-level and workforce information is available at www.reigate-banstead.gov.uk/equality</i> |
| The services being retendered are directly targeted at people with the protected characteristics of age, disability and deprivation (low income), so it is reasonable to conclude that there is a significant relevance to equality. |

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| 3.3 Protected characteristics <i>Could the proposal affect people with any protected characteristics? Please indicate which by ticking the relevant boxes. Note that 'other vulnerability' is not a protected characteristic but should be considered in addition.</i> | |
| Age <input checked="" type="checkbox"/> | Race or ethnicity <input type="checkbox"/> |
| Disability <input checked="" type="checkbox"/> | Religion or belief (or lack of) <input type="checkbox"/> |

| | |
|--------------------------------------------------------|---------------------------------------------------------------------------|
| Gender reassignment <input type="checkbox"/> | Sex <input type="checkbox"/> |
| Marriage or civil partnership <input type="checkbox"/> | Sexual orientation <input type="checkbox"/> |
| Pregnancy and maternity <input type="checkbox"/> | Other vulnerability (inc deprivation) <input checked="" type="checkbox"/> |

3.4 Aims of the Equality Duty

Which of the aims of the Equality Duty are relevant? Please indicate by ticking the relevant boxes.

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act (*disadvantages suffered by people due to their protected characteristic*)

Advance equality of opportunity between those who share a protected characteristic and those who do not (*where the needs of people from protected groups are different from the needs of other people*)

Foster good relations between people who share a protected characteristic and those who do not (*encouraging protected groups to participate in public life or in other activities where their participation is disproportionately low*)

4. Conclusions

4.1 Relevance ranking

Please identify in this section the degree to which the proposal has been assessed as relevant to equality

High: The proposal shows a high degree of relevance to one or more protected characteristic and/or one or more aim of the Equality Duty

Moderate: The proposal shows a moderate degree of relevance to one or more protected characteristic and/or one or more aim of the Equality Duty

Low: The proposal shows a low degree of relevance to one or more protected characteristic and/or one or more aim of the Equality Duty

None: The proposal is not relevant to any protected characteristic or any aim of the general equality duty

4.2 Explaining a ranking of Low or None

If your assessment has identified low or no relevance to equality, please explain the reasons for this conclusion below, referencing the information you have used to inform your decision.

Click or tap here to enter text.

4.2 Further analysis

Please identify in this section whether your relevance screening demonstrates the need for further equality analysis

The relevance assessment has identified a **high** or **medium** relevance ranking, and an Equality Impact Assessment is required

The relevance assessment has identified a **low** or **no** relevance ranking, and in consideration of the evidence above, an Equality Impact Assessment is not required