

Equality Impact Assessment: Screening Tool

Summary of proposal

Name of proposal	Procurement Strategy for Electrical Repairs and Maintenance including Out of Hours Cover
Reference number (if applicable)	2324-0057
Service Area	Housing Property Services
Date screening completed	27/7/2023
Screening author name	Demetria Kinobe
Fairness and Equality team sign off	Charlton Brown
Authorising Director/Head of Service name	Mike Hall

Before completing the EQIA Screening Tool please read the guidance and FAQs. For further help and advice please contact equalities@islington.gov.uk.

Please provide a summary of the proposal.

Please outline:

- What are the aims/objectives of this proposal?
- Will this deliver any savings?
- What benefits or change will we see from this proposal?
- Which key groups of people or areas of the borough are involved?

The Council intends to appoint up to two (2) contractors under a framework agreement to deliver borough-wide electrical repairs and maintenance works including out of hours cover, primarily to Council residential properties including communal areas. This framework agreement will include out of hours emergency cover. Contractors will be required to provide cover for the entire Borough. Call-off contracts for works will be issued to contractors in rotation. This will be closely monitored by the Contract Officers and service manager overseeing the contractor's operational works, utilizing KPI information that is available on the IT management system to ensure contractors have a fair share of the most and least profitable areas. This is a move away from geographical rotation which is in place with the current contract. A decision has been made to amend the works allocation approach from that currently in place as under the geographical rotation contractors have sometimes rejected works if they are not in their designated area. This will ensure leaseholders have the opportunity to benefit from equitable pricing.

The total estimated value for this procurement is £3.3 million over an 4 year period. £825,000 a year.

The service currently has an existing contract for the provisions outlined above and is currently up for renewal. The contract is managed by the Electrical Cyclical testing Manager and the team that conducts post inspections of any works as well as highlighting any outstanding works that are required to be carried out following an inspection. The current contract expires on the 5th April 2024.

The council is a landlord to around 35,000 council tenants and leaseholders living in homes located across the borough. As a landlord the council is responsible for ensuring the provision of safe and fully operational electrical related repairs including domestic electrical repairs to switches, sockets, light fittings, etc. It will also include repairs to communal and estate lighting including electrical intakes.

The contracts will be designated to one Contract Officer within the Repairs structure that will conduct monthly operational meetings with the two separate suppliers. The Electrical Cyclical Testing Manager will also be present in both of these meetings to ensure the suppliers are aligned in delivering the best service delivery possible.

On whom will the proposal impact? Delete as appropriate.

Group of people	Impacted?
Service users	Yes
Residents	Yes
Businesses	No
Visitors to Islington	No

Group of people	Impacted?
Voluntary or community groups	No
Council staff	Yes
Trade unions	N/A
Other public sector organisations	N/A
Others	Please specify:

What consultation or engagement has taken place or is planned?

Please outline:

- Which groups or communities you have consulted/plan to consult
- Methods used/will use to engage (for example, focus groups)
- How insight gained from engagement or consultation has been/will be fed into decision making or proposal design

If you have not completed any engagement activity and do not plan to, you should outline why this decision has been made.

Owing to the scope, length and value of the contract, section 20 consultation applies. Leaseholders will be given the opportunity to comment on the council's plans. A well-established consultation approach for section 20 is in place, and leaseholders will be consulted on the council's proposed approach.

Before entering into a long-term contract, the council will serve a "Notice of Intention" to enter into a long-term agreement for works. Having appointed suppliers, the council will draw up a detailed brief that will be costed against a schedule of rates. Leaseholders will be provided with an Indicative Cost letter, which gives a broad early estimate of the scope of works and costs.

Later, when the works and costs are fully agreed, the council will write to leaseholders with a "Notice of Estimates" (Section 20 notice), giving details of the works and costs and the estimated bill.

The section 20 notice provides detailed, yet easy to understand, information about the proposed works, how the proposed costs were calculated, and contact information for the officers involved.

There are a variety of ways residents can have their say, depending on the nature of the works and the costs involved. This might include stakeholder meetings or questionnaires

What impact will this change have on people with protected characteristics and/or from disadvantaged groups?

Of the groups you have identified above, please now indicate the likely impact on people with protected characteristics within these groups by checking the relevant box below. Use the following definitions as a guide:

Neutral – The proposal has no impact on people with the identified protected characteristics

Positive – The proposal has a beneficial and desirable impact on people with the identified protected characteristics

Negative – The proposal has a negative and undesirable impact on people with the identified protected characteristics

You should then assess whether the negative impact has a low impact, medium impact or high impact. Consider the level and likelihood of impact. Please also think about whether the proposal is likely to be contentious or perceived as a negative change by certain groups, as this could justify the completion of a full EQIA. See the guidance for help.

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	<p>The contract in question will have a neutral impact on different age groups. The successful supplier will be required to have due consideration of both the legislative requirements of the Equality Act 2010, but also more practical considerations that might impact residents in the course of the contract's delivery.</p> <p>There is a requirement to ensure any solutions, such as the equipment installed on a site, meet the needs of a diverse range of residents, such as those with loss of hearing as a result of old age, as well as the conduct of the supplier themselves, where works might take place in occupied residences, taking account of vulnerability issues and residents who may refuse access for this reason.</p> <p>The successful supplier will be required to outline their approach to working with diverse groups as part of the procurement process.</p>
Disability (include carers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	<p>It is anticipated that the contract itself will have an overall positive impact on different impairment groups, however this will come as a by-product of</p>

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
				<p>the contract's effective delivery. Suppliers will be required to outline their understanding of the diverse needs of leaseholders, taking account of the borough's demographic makeup and more localised equality information wherever this is possible and practical, and this will inform effective delivery of the contract.</p> <p>As for older leaseholders, the supplier will be required to demonstrate an understanding of different impairment groups, both in their specific needs in terms of supply of equipment, but also in terms of how operatives work in occupied sites and the individual needs of residents, including communicating with the leaseholder.</p> <p>It is anticipated that the nature of the contract will have a greater requirement to consider the needs of blind and visually-impaired leaseholders, deaf and hearing impaired leaseholders, and those with mobility impairments. As a result, potential suppliers will be required to provide insights into how they take account of the needs of these groups as part of the procurement application process, with those suppliers evidencing a greater</p>

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
				awareness of the diverse needs of such groups likely to receive higher scores for their application as a result of this, and as such are more likely to be awarded the contract. Suppliers will also be subject to regular contract review meetings that will identify projects that require greater input from the supplier, as well as responding to any concerns the contract manager might have regarding the supplier's approach.
Race or ethnicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	It is not anticipated that the contract will have any identifiable impact on different racial or ethnic groups. The successful suppliers will be required to outline how they will communicate with leaseholders as part of the procurement process, as well as take account of local demographics in the way in which they deliver the contract. This might include taking account of specific language needs, as well as ensuring operatives are aware of any cultural sensitivity matters where appropriate.
Religion or belief (include no faith)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	The contract is not anticipated to have any impact on different religious groups. As above, suppliers will be required to evidence understanding of the diverse needs of the borough's residents, including cultural sensitivity, making use of local demographic data and intelligence to improve

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
				service delivery. However, it is not anticipated that the nature of the contract itself will have any identifiable impact on different religions or faith groups.
Gender and gender reassignment (male, female or non-binary)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	As above, beyond ensuring suppliers and their operatives have an understanding of the borough's diverse communities, it is not anticipated that the contract will have any impact on any gender group. It will be essential that the supplier demonstrate that they are able to deliver the contract while considering leaseholders and any related sensitivities, such as working in occupied premises, however, the contract as a whole does not have any identifiable impact on any gender group.
Maternity or pregnancy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	Beyond ensuring suppliers and their operatives have an understanding of the borough's diverse communities, it is not anticipated that the contract will have any impact regarding pregnancy and maternity. It will be essential that the supplier demonstrate that they are able to deliver the contract while considering leaseholders and any related sensitivities, however, the contract as a whole does not have any identifiable impact regarding this characteristic.

Protected characteristic	Positive impact	Neutral impact	Negative impact	Description of the impact (if applicable)
Sex and Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	Beyond ensuring suppliers and their operatives have an understanding of the borough's diverse communities, it is not anticipated that the contract will have any impact regarding sex and sexual orientation. It will be essential that the supplier demonstrate that they are able to deliver the contract while considering leaseholders and any related sensitivities, however, the contract as a whole does not have any identifiable impact regarding this characteristic.
Marriage or Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	Beyond ensuring suppliers and their operatives have an understanding of the borough's diverse communities, it is not anticipated that the contract will have any impact regarding marriage and civil partnership. It will be essential that the supplier demonstrate that they are able to deliver the contract while considering leaseholders and any related sensitivities, however, the contract as a whole does not have any identifiable impact regarding this characteristic.
Other (e.g. people living in poverty, looked after children, people who are homeless or refugees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

How do you plan to mitigate negative impacts?

Where there are disproportionate impacts on groups with protected characteristics, please outline:

- The other options that were explored before deciding on this proposal and why they were not pursued
- Action that is being taken to mitigate the negative impacts

Action	Lead	Deadline	Comments

Screening Decision	Outcome
Neutral or Positive – no full EQIA needed*.	Yes
Negative – Low Impact – full EQIA at the service director’s discretion*.	No

Screening Decision	Outcome
Negative – Medium or High Impact – must complete a full EQIA.	No
Is a full EQIA required? Service decision:	No
Is a full EQIA required? Fairness and Equality recommendation:	No

* If a full EQIA is not required, you are still legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please send this completed EQIA Screening Tool to equalities@islington.gov.uk for quality checking by the Fairness and Equality Team.