

Equality Impact Assessment

Overall Information	Details of Full Equalities Impact Assessment
Financial Year and Quarter	2011/12, Q4
Name and details of policy, strategy, function, project, activity, or programme	APPROVAL TO AWARD TERM CONTRACT FOR TREE MAINTENANCE 2011-2014 (NEW) This is a new report prepared by ESD to recommend to Cabinet the award of the above contract to the most economically advantageous tender as detailed in the Cabinet Report.
Name of Service Department	Name: G Prangnell (M Hodgson / J Addis) Highways and Engineering Position: Head of Highways and Construction Email: gordon.prangnell@lbhf.gov.uk Telephone No: 020 8753 3002
Date of completion of final EIA	08 March 2011
Section 02	Scoping of Full EIA
Plan for completion	Timing: ECM - 7 March 2011 C/B - 21 March 2011 Cabinet - 18 April 2011 Contract Commences - 1 May 2011 Resources: ENV, DFCS, ADLDS and ADP Lead Officer: J Addis / M Hodgson
What is the policy, strategy, function, project, activity, or programme looking to achieve?	Aims and Objectives: The contract shall include labour, plant, materials & storage costs required to carry out the following maintenance service to trees within the public highway, parks and open space and residential housing estates under the responsibility of the council: <ol style="list-style-type: none"> 1. The winter tree pruning programme; 2. The pruning/pollarding of trees as directed/required; 3. The planting and maintenance of new trees and shrubs; 4. The provision of a tree inspection service (although please note the council generally undertakes tree inspections itself);

	5. Other ad-hoc tree surgery operations as required; and		
	6. Emergency response where tree expertise is required, including out of hours		
	Race	neutral	L The Contractor shall comply with the Equality Act 2010.
	Disability	negative & neutral	L The physical nature of the works required under this contract demands that all operatives be fully fit and not have any of their senses or movement impaired. Unfortunately this does preclude someone who is registered disabled from playing an active role within a tree maintenance gang. This is the reasoning for a negative assessment Recruitment for office, managerial and non-physical positions are open to anybody suitably qualified for the task hand under the contractors requirements under the Equality Act 2010. This is the reasoning for a neutral assessment
	Gender	neutral	L The Contractor shall comply with the Equality Act 2010.
	Age	neutral	L The Contractor shall comply with the Equality Act 2010.
	Sexual Orientation	neutral	L The Contractor shall comply with the Equality Act 2010.
	Religion/belief	neutral	L The Contractor shall comply with the Equality Act 2010.
Will it affect Human Rights, as defined by the Human Rights Act 1998?			
No			

Section 03	Assessment of relevant data and/or undertake research
Documents and data reviewed	<u>Procurement process:</u> <ul style="list-style-type: none"> ▪ The knowledge, technical advice, expertise and experience of the people in the Legal and Procurement Departments; and ▪ Lessons learnt in past procurement exercises. <u>Contract Documents:</u> <ul style="list-style-type: none"> ▪ The knowledge, technical advice, expertise and experience of the people in the Legal, Finance, Procurement and Highways Departments; ▪ Historical and proposed Tree Maintenance Programmes; and ▪ The latest industry standards.
New research	N/A

Section 04	Assess or undertake consultation
Consultation	Local residents shall be informed of any Tree Maintenance works in their streets or surrounding areas

	in advance of the works taking place in accordance with Contractual Requirements.
Assessment	N/A
Section 05	Assessment of impact and outcomes
Assessment	There is no aspect of lawful and/or unlawful discrimination associated with this report.
Section 06	Reducing any adverse impacts
Outcome of Assessment	There is no aspect of lawful and/or unlawful discrimination associated with this report.
Section 07	Action Plan
Action Plan	The report lists in Appendix 1 the proposed Contractor along with a summary of the main contract parameters.
Section 08	Agreement, publication and monitoring
Chief Officer sign-off	Name: Graeme Swinburne Position: AD Highways and Engineering Email: graeme.swinburne@lbhf.gov.uk
Key Decision Report	Date of report to Cabinet: 18 April 2011 Confirmation that key equalities issues found here have been included: Yes
Opportunities Manager	(When EIAs have been determined to be of high relevance) Name: Carly Fry Position: Opportunities Manager Email: PEIA@lbhf.gov.uk Telephone No: 020 8753 3430