



City of Edinburgh Council

Record of Equality and Rights Impact Assessment

Part 1: Background and Information

(a) Background Details

Please list ERIA background details:

ERIA Title and Summary Description: Workplace Travel Planning Consultants - Award of Contract

This ERIA relates to a report to the Finance and Resources Committee which seeks pre-approval to appoint consultancy service providers to deliver a city-wide programme of promotion of active travel in workplaces. The equalities and rights relating to the procurement process are outlined in this assessment.

Service Area	Division	Head of Service	Service Area Reference No.
Place	Planning and Transport	Paul Lawrence, Executive Director	2017P82

(b) What is being impact assessed?

Describe the different policies or services (i.e. decisions, projects, programmes, policies, services, reviews, plans, functions or practices that relate to the Corporate ERIA Title):

Policies and Services	Date ERIA commenced
SCSP - F&R report seeking pre-approval to appoint consultancy service providers to deliver a city-wide programme of promotion of active travel in workplaces	08/02/17

(c) ERIA Team

Please list all ERIA Team Members:

Name	Organisation / Service Area
Lorna Henderson	Planning and Transport, Place
Judith Cowie	Planning and Transport, Place

Part 2: Evidence and Impact Assessment

(a) Evidence Base

Please record the evidence used to support the ERIA. Any identified evidence gaps can be recorded at [part 3a](#). Please allocate an abbreviation for each piece of evidence.

Evidence	Abbreviation
Officer Knowledge	O.K.

(b) Rights Impact Assessment – Summary

Please describe all the identified enhancements and infringements of rights against the following ten areas of rights. Please also consider issues of poverty and health inequality within each area of rights:

- Life
- Health
- Physical security
- Legal security
- Education and learning
- Standard of living
- Productive and valued activities
- Individual, family and social life
- Identity, expression and respect
- Participation, influence and voice

Please indicate alongside each identified enhancement or infringement the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Summary of Enhancements of Rights

The report is seeking approval to appoint consultants to run a programme specifically focused on those who are employed by large businesses in Edinburgh. This project is focused on encouraging more walking and cycling to/for work purposes, therefore advocating healthy living. People who participate in the initiatives offered will be encouraged to live healthier. (O.K.)

In 2015-16 and again in 2016-17, a similar project was commissioned which specified that tenderers should include reference to how they would address a range of community benefits through their proposed tender submission. These included:

- Targeted recruitment and training e.g. jobs, training, work experience, job shadowing opportunities, apprenticeships for young persons and unemployed individuals
- Supported employment for people with disabilities or other disadvantaged groups
- Promotion of job opportunities through local agencies
- Training for existing workforce
- Mentoring – suppliers offering support and guidance to local organisations and individuals
- Suppliers using community venues and other community services
- Promotion of certain supply chain subcontractors (SMEs, social enterprises, supported

businesses, Third Sector Organisations)

- The staff of suppliers undertaking volunteering within communities
- Community enhancement – resources provided for community facilities (e.g. playgrounds, habitat enhancements, environmental improvements) and initiatives (e.g. energy efficiency)
- Outreach and education opportunities within the community to those associated with or impacted by the types of service provided e.g. promoting careers in construction and trades or care and support to local schools
- Sponsorship of local organisations
- Community consultation, engagement and strengthening community relations
- Equal opportunities in terms of the supplier's staffing and access to services
- User involvement from the outset

Tenderers were asked to address a minimum of two community benefits, and it is likely that this tender will request that consultants address similar community benefits. (O.K.)

Summary of Infringement of Rights

Can these infringements be justified? Are they proportional?

(c) Equality Impact Assessment – Summary

Please consider all the protected characteristics when answering questions 1, 2 and 3 below. Please also consider the issues of poverty and health inequality within each protected characteristic:

- Age
- Disability
- Gender identity
- Marriage / civil partnership
- Pregnancy / maternity
- Race
- Religion / belief
- Sex
- Sexual orientation

1. Please describe all the positive and negative impacts on the duty to eliminate unlawful discrimination, harassment or victimisation. Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

Negative Impacts

2. Please describe all the positive and negative impacts on the duty to advance equality of opportunity (i.e. by removing or minimising disadvantage, meeting the needs of particular groups that are different from the needs of others and encouraging participation in public life)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

The elements of the tender specification that enhance Human Rights also offer an opportunity to have a positive impact on the duty to advance equality of opportunity. This is through the tender process involves tenderers needing to show how they can provide

community benefits in the form of employment, training and education opportunities, should their tender be successful.

Negative Impacts

3. Please describe all the positive and negative impacts on the duty to foster good relations (i.e. by tackling prejudice and promoting understanding)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

Negative Impacts

Part 3: Evidence Gaps, Recommendations, Justifications and Sign Off

(a) Evidence Gaps

Please list all relevant evidence gaps and action to address identified gaps.

Evidence Gaps	Action to address gaps
Specification will be written by Council officers but the winning tenderer will have own style of working, and may suggest new ideas, so there are some unknowns about the scope of the project as the provider has not yet been appointed	The specification will be followed closely and KPIs will be set at the beginning of the contract when the consultant is appointed.

(b) Recommendations

Please record SMART recommendations to

- (i) eliminate unlawful practice or infringements of absolute rights;
- (ii) justify identified infringements of rights; or
- (iii) mitigate identified negative equality impacts.

Recommendation	Responsibility of (name)	Timescale
Consultants will be managed by Council officers, who will monitor the benefits of employment, education and training delivered by the successful tenderer, from the contract start date (est. June 2017) to the contract end date (est May 2018)	Judith Cowie	June 2017-May 2018

(c) Sign Off

I, the undersigned, am content that:

- (i) the ERIA record represents a thorough and proportionate ERIA analysis based on a sound evidence base;
- (ii) the ERIA analysis gives no indication of unlawful practice or violation of absolute rights;
- (iii) the ERIA recommendations are proportionate and will be delivered;
- (iv) the results of the ERIA process have informed officer or member decision making;
- (v) that the record of ERIA has been published on the Council's website / intranet, or
- (vi) that the ERIA record has been reviewed and re-published.

Date	Sign Off (print name and position)	Reason for Sign Off (please indicate which reason/s from list (i) to (vi) above)
08/02/17	Judith Cowie - Professional Officer	i-iii

29/3/17	Paul Lawrence, Exective Director of Place (gillian.johnston@edinburgh.gov.uk)	i-iii