

**Please read the guidance before completing this form**

**KENT COUNTY  
COUNCIL  
EQUALITY ANALYSIS / IMPACT ASSESSMENT  
(EqIA)**

**This document is available in other formats, Please contact**

**Barbara.Bragg@Kent.gov.uk or telephone  
on 03000 414716**

**You need to start your Equality Analysis and data collection when you start to create or change any policy, procedure project or service**

**When developing high-level strategies under which other policies will sit, if those policies are jointly owned by KCC and partner organisations, they will need to take the partnership approach to EqIAs,**

Please read the EqIA GUIDANCE and the EqIA flow chart available on KNet.  
**Directorate:**

**Growth , Environment &Transport**

**Name of policy, procedure, project or service**

**Procurement of Kent County Councils Record Management Contract**

**What is being assessed?**

The Procurement of a Records Management Storage (RMS) contract , to enable Kent County Council to be compliant with the Lord Chancellors Code of Practice on the safe management of records issued under section 46 of the Freedom of Information. This procurement and award of a contract will be managed by Libraries, Registration & Archives in partnership with KCCs Records Manager based within the Information , Resilience and Transparency Team. The RMS contract provides a service to Directorates across KCC .

July 2015

**Responsible Owner/ Senior Officer: Barbara Bragg**

**Date of Initial Screening: March 2017**

**Date of Full EqIA : 8<sup>th</sup> March 2017**

*Update each revised version below and in the saved document name.*

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Comment</b>
V1	B Bragg	08/03/2017	
V2	J Pearson	10/03/2017	Additions and sign-off

**Screening Grid**

Characteristic	Could this policy, procedure, project or service, or any proposed changes to it, affect this group less favourably than others in Kent? YES/NO If yes how?	Assessment of potential impact HIGH/MEDIUM LOW/NONE UNKNOWN		Provide details: a) Is internal action required? If yes what? b) Is further assessment required? If yes, why?	Could this policy, procedure, project or service promote equal opportunities for this group? YES/NO - Explain how good practice can promote equal opportunities
		Positive	Negative	Internal action must be included in Action Plan	If yes you must provide detail
<b>Age</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive.
<b>Disability</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive
<b>Gender</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive
<b>Gender identity</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive
<b>Race</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive
<b>Religion or belief</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive

<b>Sexual orientation</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive
<b>Pregnancy and maternity</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive
<b>Marriage and Civil Partnerships</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive
<b>Carer's responsibilities</b>	No	High	None	a) No b) No	Yes - The provision of this Contract and Service does not differentiate between any individual or group and is fully inclusive

## Part 1: INITIAL SCREENING

**Proportionality** - Based on the answers in the above screening grid what RISK weighting would you ascribe to this function – see Risk Matrix

<b>Low</b>	<b>Medium</b>	<b>High</b>
Low relevance or Insufficient information/evidence to make a judgement.	Medium relevance or Insufficient information/evidence to make a Judgement.	High relevance to equality, /likely to have adverse impact on protected groups

State rating & reasons

Low : The service is accessible to all users.

### Context – What we do now and what we are planning to do

The current contract for the storage of the Authorities Records Management Service expires 30/07/2017. This service facilitates the collection , physical storage , retrieval and destruction of records to agreed standards , enabling Kent County Council to be compliant with existing legislation. A tendering and procurement process will be run to establish a new contract at the best value.

### Aims and Objectives:

To procure a contract ensuring the continuation of the Authorities Records Management Service.

The successful supplier will be compliant with Industry environmental and safety standards and work to agreed time and performance indicators.

### Beneficiaries

Directorates within Kent.

### Information and Data used to carry out your assessment

The Service is used by the following Directorates who pay proportionately for their usage.

Education & Young Peoples Services	21%
Growth, Environment & Transport	13%
Social Care, Health & Wellbeing	59%
Srategic & Corporate Services	7%

July 2015

**Who have you involved and engaged with**

**Representatives from the Directorates were engaged as part of the market testing and visited storage facilities. The new proposed contract and KPI's are thus shaped by this feedback.**

**Potential Impact**

**By an award of a new Contract , continuation of an existing service to fulfill Kent Count Councils statutory requirements for the storage or records.**

**Adverse Impact and how can these adverse impacts be mitigated.**

**None , only if no new contract is in place as this would jepordise KCC's modern records but as not proposed this is not an issue.**

**Positive Impact:**

**JUDGEMENT**

Set out below the implications you have found from your assessment for the relevant diversity groups. If any negative impacts can be justified please clearly explain why.

**Option 1 – Screening Sufficient YES**

Following this initial screening our judgement is that no further action is required.

**Justification: No single group is disadvantaged, this is not a customer service and is a function for KCC to ensure that it is compliant with legislation and can provide the necessary records of its activity- this is a positive and achieved through the proposed approach.**

**Option 2 – Internal Action Required NO**

There is potential for adverse impact on particular groups and we have found scope to improve the proposal

**Option 3 – Full Impact Assessment NO**

**Monitoring and Review**

**Sign Off**

I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.

**Senior Officer**

Signed: Barbara Bragg Name: Barbara Bragg

Job Title: Strategic Manager- Specialist and Support Service

Services Date: 08/03/17

**DMT Member**

Signed: James Pearson Name: James Pearson

July 2015

Job Title: Head of Service, Libraries, Registration and Archives

Date:10/03/17

Please forward a final signed electronic copy to the Equality Team by emailing

[diversityinfo@kent.gov.uk](mailto:diversityinfo@kent.gov.uk)

The original signed hard copy and electronic copy should be kept with your team for audit purposes.



**Equality Impact Assessment Action Plan**

<b>Protected Characteristic</b>	<b>Issues identified</b>	<b>Action to be taken</b>	<b>Expected outcomes</b>	<b>Owner</b>	<b>Timescale</b>	<b>Cost implications</b>