

# Equality Impact Assessment (EQIA) Screening Form – FDC Engineering Team – November 2024

A successful EQIA screening will look at 5 key areas:

**1. Identify the Policy, Project, Service Reform or Budget Option to be assessed.**

A clear definition of what is being screened and its aims.

**2. Gathering Evidence and Stakeholder Engagement**

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

**3. Assessment and Differential Impacts**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

**4. Outcomes, Action and Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

**5. Monitoring, Evaluation and Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

## Section 1: Identify the Policy, Project, Service Reform or Budget Option

<b>Name of the Policy, Project, Service Reform or Budget Option to be screened</b>	FDC Engineering Team
<b>Reason for change in Policy or Policy Development</b>	N/A
<b>List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option</b>	Please see the details above about the service area being screen.

<b>Name of officer completing assessment (signed and date)</b>	<i>Garry Edwards 22/10/2024</i>
<b>Assessment verified by (signed and date)</b>	

**If applicable, please provide further details about the name and description of policy being analysed**  
*Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required*

Fenland District Council - Engineering Services Team  
 Covering the management and maintenance of Car Parks, Streetlights, Street Furniture, Sewage Treatment Works, Awarded Watercourses, Civil Parking Enforcement, Wisbech and Whittlesey Bus Stations and Industrial Roads. The Engineering Team also provides professional design, project management and procurement services for Public Realm, Highways, Street Lighting, Port and Maritime, Leisure and Amenity and Drainage schemes along with and other such technical and support requirements for internal Council requests. If the prerequisite is outside the technical or resource capability of the team, the works will be outsourced, but project managed within the team.

All work is undertaken in accordance with relevant legislation, technical procedures and design standards including good practice from a range of organisations both nationally and locally. Work is procured and commissioned in accordance with Fenland District Councils procurement and governance process and procedures.

**Section 2: Gathering Evidence and Stakeholder Engagement**

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

**Reminder** – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Name any research, data, consultation or studies referred to for this assessment	State if this reference refers to one or more of the protected characteristics	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.
Please refer to the text box below for consultation information.		

**If applicable, please provide further Information about stakeholder engagement or detail used for customer analysis**

*Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible*

**The Main Stakeholders**

Members, Internal Clients within Fenland District Council, Parish, Town and County Councils within the Fenland District, (neighboring Councils), Cambridge and Peterborough Combined Authority, town centre businesses, law enforcement agencies, Environment Agency, Internal Drainage Boards (IDBs), Wisbech Port Authority and members of the public. Contractors are also important stakeholders who deliver the construction work on site on behalf of the Council.

**Consultation Information**

Consultation is undertaken where required as part of the feasibility or design process for major works schemes and incorporated within the Project Management or PID Document where applicable. Stakeholders and in some circumstances the public are able to comment on draft designs & proposals with feedback taken into account to inform the final design. Specific consultation is also undertaken with statutory bodies where required and also the relevant Town, Parish or County Council at key stages throughout the project.

Statutory notices at site location and adverts in newspapers are also utilized as part of legislative requirements for some schemes. Liaison meetings are held with key organisations such as the County Council, Police and IDB's where necessary so that any issues brought to the Council's attention can be addressed.

In addition to consultation the project team may also issue press and/or information notices to inform the public and stakeholders that works will be taking place and where necessary setting out alternative arrangements or approaches whilst work is being delivered on site. This information is also made available on site or published on the website at least 7 days prior to commencing construction works.

Consultation is provided in writing but may also for larger schemes include plans and drawings to illustrate the text and provide a visual impression of what a scheme will look like when it has been completed. Plans would typically show the layout and where items will be located in a scheme. This information makes it easier for people to comprehend the proposed scheme and gain a good impression of the finished design. This also enables people to be able to comment on the proposals where applicable.

### **Surveys, Questionnaires and Evaluation**

Where applicable, pre-scheme consultation is undertaken as outlined above. However, many of the maintenance works schemes do not benefit from formal consultation, as the proposed works are undertaken in accordance with statutory design standards. However, where works have scope for stakeholder input, pre scheme consultation is undertaken and stakeholders can input into the scheme.

Where applicable post scheme consultation is carried out, although feedback is often limited. The poor return rate is however taken as a positive. It is expected that consultees would respond if there were specific problems or issues that needed to be addressed.

The following words are used within consultations covering the specific protected characteristics.

“We would like to learn about your experience in using our services. As a Council we must avoid any form of discrimination. Legislation states that we must ensure that you do not receive any lesser service from us on the grounds of your age, disability, gender reassignment, race, religion and belief, gender or sexual orientation. These traits are known as protected characteristics, if you have any concerns on any of these grounds or have any other issues about equality in our service delivery, then please let us know what these are so that we can address them.”

### **FDC Website & 3Cs**

The Council website includes web pages for Car Parks, Street Furniture, Bus Shelters, Drainage, Street Lighting, Highways, Sewage Treatment Works and Pumping Stations. These pages provide information on our assets, the location of assets such as car parks and the process and procedures for reporting faults and problems. This enables the customer to provide feedback to FDC and/or the County Council depending on the nature of the problem.

The Council also has a 3Cs – Correspondence, Compliments and Complaints procedure which customers can also use to tell us about issues and problems as well as providing more general feedback. This is another way that customers can contact us and for us to monitor feedback.

Where applicable, consultation findings and feed back to key stakeholders and the public is usually made by email, video call or letter as well as verbal discussion. These will also be held with Ward Councilors and Portfolio Holders. Meetings are sometimes held to enable key stakeholders to meet and discuss key topics. In some cases, additional consultation may be undertaken as appropriate due to specific issues with an individual scheme. Individual and specific comments are assessed and taken account of.

### **Project Delivery**

FDC have been working in partnership with a streetlight service provider to ensure that all Council owned or managed street light assets remain in a good state of repair. The contract includes for the provision of streetlight maintenance, repairs and renewal works with these services also being offered to Clarion Housing Association and several Parish Councils within Fenland.

Replacement work has been ongoing since 2018 with most of the Councils streetlights now having been replaced with LED luminaires. All streetlights have been rebranded with new ID plates fitted making it easier for residents to identify the asset owner and report faults via email, online or by using the QR code that links to the Councils website. We have also updated the website page to reflect the streetlight contract arrangement which can be found at [Street lights - Fenland District Council](#). These vital improvements help to ensure that our communities have good lighting standards where they are needed whilst contributing to reduce the fear of crime and increase safety at night when out and about.

The Engineering Team are responsible for the operation and management of twenty Sewage Treatment Works and Pumping Station (STW) sites serving the rural communities whose properties do not benefit from having access to the mains public sewer network. FDC also maintains a surface water pumping station which serves part of the commercial port estate. Repairs and maintenance works are continually ongoing, and the Council has invested significantly in its STW capital programmed replacements over the last 15 years. Fen Road Guyhirn sewage treatment works is due to be replaced in early 2025. Lindens Close Thorney Toll plant is planned to be replaced in 2025/26.

FDC is currently working in partnership with Cambridgeshire County Council on the implementation of Civil Parking Enforcement (CPE) within the Fenland District. Currently the responsibility for all on-street traffic regulation orders and parking restriction enforcement arrests with the Police with fixed penalty notices being issued for parking offences. The Police are also responsible for waivers, suspensions and dispensations.

### **Section 3: Assessment and Differential Impacts**

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Option has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

- a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group

- for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
- a definition of disability under the Equality Act 2010 is available on the [gov.uk website](http://gov.uk)
- there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Sex or Gender	Women		X		
	Men		X		
	Transgender		X		
Race	White		X		
	Mixed or Multiple Ethnic Groups		X		
	Asian		X		
	African		X		
	Caribbean or Black		X		
Disability	Other Ethnic Group		X		
	Physical disability	X			
	Sensory Impairment (e.g. sight, hearing)		X		
	Mental health		X		
LGBT	Learning disability		X		
	Lesbians		X		
	Gay Men		X		
Age	Bisexual		X		
	Older people (60+)		X		
	Younger people (18-25)		X		
Marriage and Civil Partnership	Children (0-16)		X		
	Women		X		

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
	Men		X		
	Lesbians		X		
Pregnancy and Maternity	Women		X		
Religion and belief	See below		X		

Summary of Protected Characteristics most impacted	Whilst many of the routine maintenance work schemes undertaken by the Engineering Team are likely to have very little positive or negative impacts on the protected characteristic groups, often improvement, upgrade and new design schemes have a positive impacts on groups with disabilities. This is because new improvement and upgrade works are designed in accordance with current UK British and design standards and guidelines which provide a platform for the recommended adaptations.
Summary of Socio-Economic impacts	New improvement and upgrade works, particularly associated with public realm and car park schemes take account of user socio-economic habits within the design process. Information is gathered through site inspections, surveys or consultation exercises to ensure that user behaviours and how users interact with the existing facility is captured. This information is then assessed to see if improvements can be made through design process and incorporated into the scheme.
Summary of Human Rights impacts	N/A
Summary Explanation of the scoring against the protected characteristics	<p>In designing and developing projects and schemes consideration is given to all the equality issues at that time.</p> <p>In line with 2004 legislation every effort is made to ensure that accessible and disabled people' are considered.</p> <p>Current Car Park management, industry guidance and good practice informs the recommended number of disabled parking spaces provided in our Car Parks. A breakdown of the number of parking spaces and disabled parking provision in car parks is available on our website.</p>

## Section 4: Outcomes, Actions and Public Reporting

Screening Outcome	Yes, No or not at this stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	No

If applicable, please state the overall outcome of the assessment, impacts and customer Analysis
<p>The impact of the projects and programmes delivered and implemented by the Engineering Team is generally positive. Providing town centre car parks, managing and maintaining street furniture such as streetlighting and bus shelters etc which all benefit local residents and visitors. Most of the specific projects undertaken come as the result of pro-active asset management, routine inspections, requests from Councilors and the local community and are facilities that benefit the public, local residents and visitors.</p>

## Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Arrangements for Monitoring	Please refer to the text boxes below for monitoring information.
Timing of the current review	November/December 2024
Next scheduled review	November/December 2025



**If applicable, please provide details of the arrangements for future monitoring:**

*Note when analysis will be reviewed; include any equality indicators and performance against those indicators*

Schemes are designed in accordance with a range of guidance including National Government or British standards, codes of practice, health and safety requirements and technical guidance from relevant organizations and authorities. E.g. Cambridgeshire County Council and Department for Transport in respect of Highways, the Environment Agency & British Water for Sewage Treatment Work discharges etc.

The Engineering Team ensure they are up to date on the relevant standards applicable to scheme delivery which can be subject to change.

Project evaluation questionnaires are completed for the large tendered major works projects. Feedback can then be given either in writing or verbally by phone. As previously stated, post scheme feedback received is limited, however where received it is appraised and taken account of and used for future projects. We will continue to use our current processes and procedures for monitoring projects.

For tendered works Contractors are required to be Construction Line registered to level two (silver) status and demonstrate that they have their own equality and equal opportunities policy; alternatively, they can sign up to a policy that we will provide. This approach will be the minimum required and where possible we would like contactors to meet a higher standard. We expect such policies to be equal to those of the Council or more comprehensive.

**If applicable, please provide details of any supporting data/ research linked to monitoring arrangements (both FDC & Partners):**

Where required a Project Initiation Document (PID) or project brief is developed at the outset of the project. This provides clarity about the project including what is to be delivered and by when with key milestones and outcomes. These are referred to throughout the project to ensure that the project is being delivered to the requirements of the Client. Going forward the Council is looking to introduce project management software to replace any current systems.

Construction Line – Where the Engineering Services Team requires the use of external consultants and contractors for large projects the Councils procurement policy requires that suitable consultants/contractors are selected from Construction Line or sourced from Council approved agents. Selecting contractors from the Construction Line database provides easy access to competent contractors that have gone through a certified pre-qualification process. This ensures that any organisations listed are suitable to undertake the work and that they have met certain standards and procedures, which would otherwise cost clients considerable time and money to undertake each time a new contractor is needed. Construction Line annually inspects contractors and consultant's policies including their procedures for compliance with Equality and other legislation. Where the works are of a low value, the procurement policy encourages the use of local suppliers where appropriate with works being allocated following

receipt of works quotations in line with the Councils code of procurement requirements. Contractors are expected to be registered with Construction Line to level 2 (Silver). We also prefer our suppliers to be Contractors Health and Safety Assessment (CHAS) registered where possible.

The use of framework contracts are being used more frequently. These have been competitively procured at National level by Government procurement organisations, or similar e.g. Eastern Shires Purchasing Organisation (ESPO) which is a public sector owned professional buying organisation. The Council is able to utilize these contracts which benefits from competitive rates, expertise and quality service provision. Generally, the contracts are let for a 3-year period with some options to extend for a further 1-2 years. Examples of the ESPO frameworks in use include energy suppliers (gas and electricity); Display Energy Certification, Energy Performance Certificates, Statutory Testing and Inspection (e.g. fixed wire and portable appliance testing). Frameworks procured by other local authorities may also be used if they are 'open' for use by others e.g. Cambridgeshire County Council asbestos contractor framework. The use of frameworks reduces procurement costs, helps to ensure consistency of approach, and compliance with national and European procurement procedures and vetting procedures including Equality, diversity and inclusion.

Legislative works undertaken as part of planned works, repairs and maintenance are usually procured using framework contracts. These are typically either through ESPO or other local authority works frameworks which are open for others to use.

Most programmed and reactive Engineering repairs and maintenance works contracts for highway related and sewage treatment works assets are procured via a tendered works process. Contract packages are compiled by the Engineering Team tailored to FDC requirements and specifications. Some tendered works contracts are open for other local authorities within Cambridgeshire to use. In 2018 the Engineering Team tendered a 3-year (+2 year extension) streetlight repairs, maintenance and replacement works contract. This was made available for other District Councils within Cambridgeshire to join, and South Cambridgeshire DC took this opportunity. The Engineering Team tendered this contract again in 2024 following a contractor soft market testing exercise.

Contractor requirements - all contractors working with or for FDC, on FDC property are required to confirm in writing that they have read the Councils 'management of contractor's code of practice. When contractors are working on FDC owned property, permits to work are issued in line with CDM Regulation best practice.

FDC Overview and Scrutiny Car Parking Review (2008 & 2009) – This included the commissioning of survey work in 2008 for each car park and included a programme of recommended improvements for some of the car parks, the majority of which were implemented.

Streetlight Database – A streetlight inventory database has been developed containing all asset data to include electrical and structural test information for streetlight assets. Updates are added regularly for ongoing routine maintenance works to reflect the current asset status. The inventory data is also used to inform replacement and upgrade programs and life cycle planning.

Market Town Transport Strategies (MTTS) – Each of the four Fenland Market Towns has an MTTS. These are twenty-year strategies of transport projects and improvements that will address known and future improvements that will be needed for the highway and transport networks. Engineering Services design and help implement projects contained in these strategies through partnership working arrangements with the Combined Authority and Cambridgeshire County Council

Sewage Treatment Works (STW) and Pumping Stations (PS) Strategy and Delivery Plan. The Councils STW & PS have been assessed across a range of criteria, scored and weighted accordingly and recorded within a decision assisting matrix, which then dictates future Capital Investment and plant replacement requirements.

Carparks, Bus Shelters and specific street furniture assets receive 6 monthly visual inspections. Where defects are identified, remedial action is undertaken. Bus Shelters have a unique identification plate with contact information, asking users to report defects as they are found, thus reducing the amount of time the shelter is damaged.

Streetlights have Fenland DC branded ID Enplates with Council contact information for customer reporting of faults. The Public can report a streetlight defect via telephone/email, or the FDC web portal via a QR code. Repairs are then attended to by the FDC approved service provider.

## Legislation

### **Equality Act (2010) – the Equality Act 2010 (Specific Duties)**

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.