Equality Impact Assessment (EIA) Tool

Please ensure you have read the guidance pages prior to completing this tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM): Budget booklet code (if applicable): **If this is a budget EIA, please ensure the title and budget booklet code is the same as the title used within the budget booklet**	Tender for Solar PV operation and maintenance services
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Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
Nasreen Miah	Equality & Employability Consultant	29.08.24, 16.09.24, 19.09.24

Glossary of Terms

Term	**Description**
Solar PV	Solar Photovoltaic, refers to all solar panels
ITT	Invitation to Tender

Section 1 – Equality Impact

(NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

The solar hub is going out to tender for continued solar PV operation and maintenance services. The current contract for maintenance of Nottingham City Councils solar PV assets, both commercial and domestic has expired and therefore there is a need to procure maintenance services to ensure our solar assets are operating safely and efficiently.

The solar hub will be working with procurement colleagues to go out on a formal invitation to tender (ITT). There is to be no change in policies or service requirements. Procurement will work with the client team to carry out the procurement exercises set out in the recommendations. Procurement activity will be carried out in line with the Public Contracts Regulations 2015 or the Procurement Regulations 2024 depending on when the tenders are published.

The domestic solar assets installed on Nottingham City Council's social homes are installed across various wards within the city. The table below breaks down postcode areas to show the number of systems installed in each post code area

Post code	**Number of domestic solar systems**
NG1	1
NG2	142
NG3	580
NG5	628
NG6	467
NG7	250
NG8	820
NG9	5
NG11	332

1. b. Information used to analyse the equalities implications

A full tendering exercise will be conducted, and equality and diversity considerations will be included within the ITT.

The ITT will have considerations and request responses for a set number of quality questions as well as a costing exercise.

The ITT will be in the public domain for a period of approximately 4 weeks to allow sufficient for organisations submissions. Once the ITT is closed there will be a formal process to evaluate the tenders, which will follow the principles outlined below:

1) An initial examination will be made to establish the completeness of submitted tenders
2) If information within the submitted tender appears to be incomplete or erroneous, or where specific documents are missing, the Authority may request the Tenderer(s) concerned to submit, supplement, clarify, or complete the relevant information or documentation within an appropriate time limit
3) Wherever possible, any clarifications required relating to the response will be dealt with in writing via the ITT portal, which will be available for all tenderers to view
4) The Authority will evaluate the submissions to establish which it considers to be the most economically advantageous tender in accordance with the following award criteria:
   A) Quality percentage to be agreed (this document will be updated once the percentage is agreed)
   B) Price percentage to be agreed (this document will be updated once the percentage is agreed)

Quality Assessment
Tenderers will be required to submit a written response to each quality question – the quality questions are yet to be developed, once they have been agreed, this document will be updated

An example of how the responses will be scored is detailed on the table below:

Assessment	Score
Unacceptable Either no answer is provided, or the answer fails to demonstrate that any of the Authority's key requirements will be delivered.	0
Unsatisfactory Fails to demonstrate how the Authority's basic requirements will be addressed; giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief and specification.	1
Weak Barely demonstrates how the Authority's basic requirements will be addressed; giving rise to concerns whether acceptable outcomes would be delivered against the project brief and specification.	2
Satisfactory Demonstrates how the Authority's basic requirements will be addressed to deliver acceptable outcomes against the project brief and specification.	3
Good Demonstrates how most of the Authority's requirements will be addressed to deliver good outcomes against the project brief and specification.	4
Excellent Demonstrates clearly how all of the Authority's requirements will be fully addressed to deliver excellent outcomes against the project brief and specification.	5

Formal assessment
Once initial examinations are completed, a panel of assessors within the solar hub and supported by procurement colleague will assess all the responses. These will be done independent of each other in the first instance, with details only of the responses. Organisation names will not be included to aid a fair assessment. The panel is yet to be decided and agreed, and once agreed, this section will be updated.

1. c. Who will be affected and how?

Equality group/ individual	Impact type	Positive	Negative	None
People from different ethnic groups	☐ NCC staff ☐ Service users ☐ Citizens ☒ Community	☒	☐	☒
Reasons for your assessment	The commercial invitation to tender is available for all organisations with the right skills, knowledge and experience to respond to with no limitations			

(Including evidence)	providing the organisation meets the requirements set out in the specification and can demonstrate competency within the quality section of the ITT.
Details of mitigation/ actions taken to advance equality	The ITT will be open to all organisations with the right skills knowledge and experience to apply.
Details of any arrangements for future monitoring of equality impact (Including any action plans)	All organisations will respond via the ITT portal. All tender responses will be assessed using the same criteria. Only the responses and not the names of organisations will be included during initial review to avoid bias. Assessments will be completed individually by panel members and then moderated by the whole panel.

Equality group/ individual	Impact type	Positive	Negative	None
Men	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				

Equality group/ individual	Impact type	Positive	Negative	None
Women	☐ NCC staff ☐ Service users ☐ Citizens	☐	☐	☒

	☐ Community			
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Trans	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None

Disabled people/ Carers	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Pregnancy and maternity	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				

Equality group/ individual	Impact type	Positive	Negative	None
Marriage/ Civil Partnership	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				

Equality group/ individual	Impact type	Positive	Negative	None
People of different faiths/ beliefs and those with none	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				

Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Lesbian/ Gay/ Bisexual people	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Older	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			

Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Younger	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Care Experience (Please refer to the guidance notes for further information)	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			

Details of mitigation/ actions taken to advance equality	
Details of any arrangements for future monitoring of equality impact (Including any action plans)	

Equality group/ individual	Impact type	Positive	Negative	None
Other (E.g. Cohesion/ good relations, vulnerable children/ adults), socio-economic background (e.g. financial vulnerable)	☐ NCC staff ☐ Service users ☐ Citizens ☐ Community	☐	☐	☒
Reasons for your assessment (Including evidence)	Not applicable			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				

1. d. Summary of any other potential impact
(Including cumulative impact/ human rights implications):

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all the mitigations you have identified and summarise them in this action plan

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010.	The ITT is available for all organisations with the right skills, knowledge and experience to respond to with no limitations providing the organisation meets the requirements set out in the specification and can demonstrate competency within the quality section of the ITT.	Roisin Hickey	30/11/24	

	Tender responses will be reviewed by panel members independently initially, with details only of the responses - organisation names will not be included to aid a fair assessment.			
Advance equality of opportunity between those who share a protected characteristic and those who don't	The ITT will be open to all organisations with the right skills knowledge and experience to apply.	Roisin Hickey	30/11/24	
Foster good relations between those who share a protected characteristic and those who don't				
(Please add other equality outcomes as required – e.g., mitigate adverse impact identified for people with a disability)				

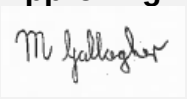
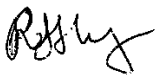
Outcome(s) of equality impact assessment:

☒	No major change needed	☐	Adjust the policy/proposal
☐	Adverse impact but continue	☐	Stop and remove the policy/proposal

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

The assessment must be approved by the manager responsible for the service /proposal. **Approving Director details** (name, role, contact details)**:** Michael Gallagher, Director of Environment & Sustainability, Michael.Gallagher@nottinghamcity.gov.uk	**Date sent for advice:** 15/10/24

Approving Director Signature: 	
Author Signature: 	
Equality Team Signature: **Nasreen Miah**	**Date of final approval:** **28/10/2024**

For further information and guidance, please visit the Equality Impact Assessment Intranet Pages
Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.