

Supplementary Agenda



Tendering Committee

Date: Wednesday, 30 May 2018

Time: 09:15

Venue: Committee Room 3,
Council Offices, Garshake Road, Dumbarton

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 scott.kelly@west-dunbarton.gov.uk

Dear Member

ITEMS TO FOLLOW

I refer to the agenda for the above Meeting of the Tendering Committee which was issued on 17 May 2018 and now enclose copies of the undernoted reports which were not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

- | | | |
|----------|--|----------------|
| 5 | CONTRACT AUTHORISATION REPORT: GROUNDS
INVESTIGATION WORKS AT SITE OF FORMER ST ANDREWS
HIGH SCHOOL | 11 – 14 |
|----------|--|----------------|

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Grounds Investigation Works at the site of the former St Andrews High School to Dunelm Geotechnical and Environmental Limited.

6 CONTRACT AUTHORISATION REPORT: APPOINTMENTS OF 15 – 31
STRUCTURAL/CIVIL ENGINEER AND MECHANICAL/
ELECTRICAL ENGINEER FOR THE NEW BUILD HOUSING
PROJECT AT THE SITE OF THE FORMER ST ANDREWS HIGH
SCHOOL

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contracts for Structural/Civil Engineer and Mechanical/Electrical Engineer for the new build housing project at the site of the former St Andrews High School.

Distribution:

Councillor J. Finn (Chair)
Councillor G. Casey
Councillor I. Dickson (Vice Chair)
Councillor D. Docherty
Provost W. Hendrie
Councillor M. McNair
Councillor L. O'Neill
Councillor B. Walker

All other Councillors for information

Strategic Director - Transformation & Public Service Reform
Strategic Lead - Regulatory

Date of Issue: 22 May 2018

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 30 May 2018

Subject: Contract Authorisation Report – Grounds Investigation Works at the site of the former St. Andrews High School

1. Purpose

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Grounds Investigation Works at the site of the former St. Andrews High School to Dunelm Geotechnical and Environmental Limited.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Grounds Investigation Works at the site of the former St. Andrews High School to Dunelm Geotechnical and Environmental Limited.
- b) Note that the contract shall be for a period of 9 Weeks at a cost of £73,277.00 ex VAT.

3. Background

- 3.1** The purpose of the tender was to appoint a qualified and experienced Grounds Investigation contractor to enable the future house building works to be completed successfully at the site of the former St. Andrews High School.
- 3.2** The budget for the build of new houses on this site was agreed at Council, on 5 March 2018, as part of the HRA Capital Plan. These investigatory works form part of the works required to progress with this project and form an element of this budget, the total budget approved being £17.987m over the years from 2018/19 to 2020/21.
- 3.3** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 (below the EU threshold) for Works. A Contract Strategy document was also approved by the Corporate Procurement Manager on 16 March 2018.

3.4 A contract notice was published on the Public Contracts Scotland advertising portal on 16 March 2018. 27 suppliers' expressed an interest, with 7 suppliers submitting a response by the deadline for the submissions of 12 noon on 13 April 2018.

4. Main Issues

4.1 The 7 tender submissions were evaluated by representatives from Consultancy Services, Corporate Procurement Unit, Health & Safety Services and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity against a set of award criteria which was based on a cost / quality ratio of 70% / 30%. 6 out of the 7 tender submissions passed the award criteria. The scores relative to the award criteria of each tenderer, are as follows:

	Dunelm Geotechnical and Environmental Ltd	Structural Soils Ltd	Allied Exploration & Geotechnics Ltd	Soil Engineering Geoservices Ltd	SOCOTEC UK Ltd	Raeburn Drilling & Geotechnical Ltd
Quality (30%)						
Ground Investigation Works Reporting (30%) (Score out of 9.00)	4.50	6.75	4.50	6.75	4.50	4.50
Quality Management and Health and Safety Systems (28%) (Score out of 8.40)	4.20	4.20	4.20	2.10	4.20	0.00
Working with Landowners and Key Stakeholders (20%) (Score out of 6.00)	3.00	6.00	3.00	4.50	4.50	4.50
Professional Ability and Experience (20%) (Score out of 6.00)	3.00	4.50	3.00	4.50	4.50	1.50
Community Benefits (2%) (Score out of 0.60)	0.45	0.45	0.15	0.30	0.30	0.00
Quality Sub-Total:	15.15	21.90	14.85	18.15	18.00	10.50
Cost (70%)						
Price	£73,277.00	£85,475.12	£76,991.45	£93,076.00	£102,792.20	£104,335.00
Price Sub Total	70.00	60.01	66.62	55.11	49.90	49.16
Total Score	85.15	81.91	81.47	73.26	67.90	59.66

4.2 It is recommended that the contract is awarded to Dunelm Geotechnical and Environmental Limited of Durham, who has provided the most economically advantageous tender. The contract shall be for a period of 9 weeks at a cost of £73,277.00, ex VAT.

4.3 Dunelm Geotechnical and Environmental Limited has committed to Fair Working Practices and pay all of their employees the National Living Wage or above.

4.4 Dunelm Geotechnical and Environmental Limited have committed to deliver the following community benefits as part of delivery of this contract:

- Provide site visiting opportunities to local college, universities and schools;
- Visiting educational premises to provide seminars/workshops on site investigations;
- Offer the chance for students to gain work experience;
- Offer the chance for Students to gain work experience; and
- Provide lessons to local schools where possible to introduce pupils to the type of work Dunelm do and the opportunities for them to form a career in the profession.

5. People Implications

5.1 There are no People Implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of this contract will be met from the main budget line for new build housing within the capital programme of Regeneration, Environmental & Growth.

6.2 This procurement exercise was conducted in accordance with the agreed Contract Strategy signed by the Procurement Manager in close consultation with Consultancy Services and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 The successful supplier has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report to determine if there is an equalities impact. The result was there is no equalities impact.

9. Strategic Assessment

9.1 This report contributes to the Councils Strategic Priorities and particular towards:

- A Strong local economy and improved employment opportunities; and
- Supported individuals, families and carers living independently and with dignity.

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 03 May 2018

Person to Contact: Angus Cameron – Senior Procurement Officer, Corporate Procurement Unit, Council Offices, Garshake Road, Dumbarton. Telephone: 01389 776952. Email angus.cameron@west-dunbarton.gov.uk

Jamie Dockery – Strategic Housing Officer, Regeneration, Environment & Growth, Council Offices, Garshake Road, Dumbarton. Telephone: 01389 737366. Email Jamie.dockery@west-dunbarton.gov.uk

Appendices: None

Background Papers: Contract Strategy - Grounds Investigation Works at the site of the former St. Andrews High School

Wards Affected: Clydebank

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 30 May 2018

Subject: Contract Authorisation Report: Appointments of Structural / Civil Engineer & Mechanical / Electrical Engineer for the New Build Housing Project at the Site of the Former St Andrews High School

1. Purpose

- 1.1** The purpose of this report is to seek approval of Tendering Committee to authorise the Strategic Lead – Regulatory to conclude the award of contracts for Structural / Civil Engineer & Mechanical / Electrical Engineer for the New Build Housing project at the site of the former St Andrew's High School.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead – Regulatory to conclude the award of the call off contract for the appointment of a Structural / Civil Engineer for the New Build Housing project at the site of the former St Andrews High School, under the Crown Commercial Services Framework Agreement - RM 3741, Lot 5 to Atkins Ltd for a contract period of 12 weeks at an estimated value of £89,040 exc VAT; and
- b) Authorise the Strategic Lead – Regulatory to conclude the award of the call off contract for the appointment of a Mechanical / Electrical Engineer for the New Build Housing project at the site of the former St Andrews High School, under the Crown Commercial Services Framework Agreement - RM 374, Lot 6 to Atkins Ltd for a contract for a period of 12 weeks at an estimated value of £94,478 exc VAT.

3. Background

- 3.1** The budget for the build of new houses on this site was agreed at Council, on 5 March 2018, as part of the HRA Capital Plan. These investigatory works form part of the works required to progress with this project and form an element of this budget, the total budget approved being £17.987m over the years from 2018/19 to 2020/21.
- 3.2** In support of the requirement to identify a provider for Structural and Mechanical Engineering consultants, a comparison has been undertaken of the offerings available through both Scotland Excel and Crown Commercial Services (CCS) framework agreements (FA).

- 3.3** A mini competition - competitive process for consultants already on that FA, usually secures additional savings and other benefits; however, due to the complexity, technical compatibility and the time required to facilitate a mini competition, the mini competition is a risk to the overall delivery of the *Strategic Housing Investment Plan* (SHIP). It was decided therefore to conduct a direct award procedure - a contract is awarded to a consultant on the FA without further competition.

- 3.4** The tables below show the current baseline costs and the estimated costs for each Structural / Civil Engineer consultant through the two FAs:

Scotland Excel Buildings Related Engineering Consultancy FA:

Name	Partner Hourly Rate	Senior Engineer Hourly Rate	Engineer Hourly Rate	Technician Hourly Rate	Total Cost 12 Weeks
Fairhurst	£85.00	£50.00	£43.50	£41.25	£105,480
Punch Consulting Engineers Ltd	£70.00	£57.00	£45.00	£42.00	£102,720
Scott Bennett Associates Ltd	£100.00	£65.00	£55.00	£50.00	£129,600
Will Rudd Davidson (Edinburgh) Ltd	£75.00	£68.00	£64.00	£54.00	£125,280

CCS RM3741 "Project Management & Full Design Team Services" FA: Lot 5 - Civil and Structural Engineering Services:

Name	Partner Hourly Rate	Senior Engineer Hourly Rate	Engineer Hourly Rate	Technician Hourly Rate	Total Cost 12 Weeks
Atkins Limited	£71.68	£41.84	£35.99	£35.99	£89,040

- 3.5** The tables below show the current baseline costs and the estimated costs for each Mechanical / Electrical Engineer consultant through the two FAs:

Scotland Excel Buildings Related Engineering Consultancy FA:

Name	Partner Hourly Rate	Senior Engineer Hourly Rate	Engineer Hourly Rate	Technician Hourly Rate	Total Cost 12 Weeks
Aecom Infrastructure & Environment Uk Ltd	£103.96	£67.30	£50.91	£34.33	£123,120
Davie + McCulloch Ltd	£70.00	£55.00	£45.00	£35.00	£98,400
Mott Macdonald Ltd	£93.00	£64.00	£45.00	£38.00	£115,200
Ramboll UK Ltd	£100.00	£65.00	£55.00	£45.00	£127,200

CCS RM3741 "Project Management & Full Design Team Services" FA: Lot 6 - Building Services Engineering:

Name	Partner Hourly Rate	Senior Engineer Hourly Rate	Engineer Hourly Rate	Technician Hourly Rate	Total cost 12 Weeks
Atkins Limited	£78.13	£43.76	£37.47	£37.47	£94,478.40

4. Main Issues

- 4.1** It is recommended that the contract is awarded to Atkins Ltd, of Glasgow, for the Structural / Civil Engineering services through CCS FA (RM 3741), Lot 5, at the cost of £89,040 over 12 weeks.
- 4.2** It is recommended that the contract is awarded to Atkins Ltd, of Glasgow, for the Mechanical / Electrical Engineering services through CCS FA (RM 3741), Lot 6, at the cost of £94,478.40 over 12 weeks.
- 4.3** Atkins Ltd has been commissioned under a separate procurement exercise and have undertaken an extensive report on behalf of West Dunbartonshire Council (the Council) for the St. Andrew's site, and the associated works required for Planning. As Atkins Ltd has already provided an extensive report, there will be the removal of duplication in having another consultant producing a report for the Council at an additional cost. Another benefit of appointing Atkins Ltd is that they are experienced and skilled in the implementation of District Heating Networks, which is a consideration of the Council's future housing designs, which is a consideration in the delivery of new build housing at the site of the former St Andrew's High School.

5. People Implications

- 5.1** There are no People Implications.

6. Financial and Procurement Implications

- 6.1** The costs of these works will be met from the approved capital budget for new house builds on the St Andrew's site. Estimated cashable savings of £17,601.60 have been identified based on the rates provided on the FAs.
- 6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

7. Risk Analysis

- 7.1** The successful consultant has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report and no equalities impact was identified.

9. Consultation

9.1 Legal, Finance and Service stakeholders have been consulted on the content of this paper, with no issues being identified.

10. Strategic Assessment

10.1 The appointments of Structural/Civil and Mechanical/Electrical Engineering consultants enables the Council to communicate effectively with external stakeholders and supports the undernoted strategic priorities:

- A Strong local economy and improved employment opportunities; and
- Supported individuals, families and carers living independently and with dignity.

Stephen West

Strategic Lead – Resources

18 May 2018

Person to Contact: Angus Cameron, Senior Procurement Officer, Strategic Procurement, Garshake Road, 01389 776952, angus.cameron@west-dunbarton.gov.uk

Appendices: LHS EIA Draft Final Oct April 2016

Background Papers: None

Wards Affected: All

Appendix 1

EQUALITY, HEALTH AND HUMAN RIGHTS IMPACT ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	West Dunbartonshire Local Housing Strategy 2017 to 2022 (LHS)
Lead Department & other departments/ partners involved:	HEED
Responsible Officer	Jamie Dockery
Impact Assessment Team	Jamie Dockery Strategic Housing Officer Ricardo Rea Policy, Planning and Performance Officer (Equalities)
Is this a new or existing PFD?	Revised
Start date of this EIA process: 08 04 2017	
This EIA builds on work undertaken during the EIA of the current LHS published in December 2011	
End date of this EIA process;	
What are the main aims of the PFD ?	To provide an overarching framework setting out key issues and priorities for housing and housing support and an action plan outlining how these will be addressed by the Council and its partners.
Who are the main target groups/ who will be affected by the PFD ?	The Strategy affects the whole population of West Dunbartonshire but also makes specific reference to the following particular needs groups:

	<ul style="list-style-type: none"> • Adults, including older adults with Disability Long term conditions Mental ill health • Alcohol/Drugs • Vulnerable Young People • Other vulnerable groups such as people Syrian people relocated under the vulnerable person's scheme.
Relevance to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
Yes: The LHS is highly relevant as it influences the way in which the Council “exercises its public functions”; it is also the case that there will likely be considerable public/community interest in the LHS.	
It is noted that this PDF is a high level strategy and that individual impact assessments will be required of the component parts as they are developed.	
Section 2: Evidence Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	<p>The development of the LHS has been underpinned by the Council's commitment to promoting and sustaining equality and inclusion, and equality and diversity principles. In particular, the Council is committed to fulfilling the three key elements of the general equality duty as defined by the Equality Act 2010:</p> <ul style="list-style-type: none"> • Eliminating discrimination, harassment and victimisation

	<ul style="list-style-type: none"> • Advancing equality of opportunity between people who share a protected characteristic and persons who do not share it • Fostering good relations between people who share a protected characteristic and persons who do not share it.
Research and relevant information	<p>Race</p> <p>1. Limited WDC housing statistics.</p> <p>2. ODS research 2002 Housing black and minority ethnic communities in West Dunbartonshire. (Communities Scotland #7)</p> <p>3 Audit of Research on Minority Ethnic Issues in Scotland, Scottish Executive Central Research Unit, 2001. Full report: www.scotland.gov.uk/cru/kd01/red/auditethnic-00.asp and the findings: www.scotland.gov.uk/cru/resfinds/sirf4-00.asp</p> <p>Age</p> <p>An understanding of the ageing demographic and the shifting balance of care underpins the LHS.</p> <p>Gender/Age</p> <p>There is a known high incidence of young women presenting as homeless in West Dunbartonshire. Proposals to address this issue are contained in the Council's Homelessness Strategy and are noted in the LHS.</p> <p>Chapter 6 of the Glasgow and Clyde Valley Housing Market Partnership Housing Needs and Demand Assessment contains valuable background information on Households with Specific Housing Requirements:</p>

	http://www.gcvsdpa.gov.uk/images/stories/documents/HNDA%20Final.pdf All The LHS has been informed by the WDC Equality Mainstreaming Report & Equality Outcomes 2013 -2017: http://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/council-wide-plans-and-strategies/equality-diversity-and-fairness/mainstreaming-report-and-equality-outcomes/
Officer knowledge	The EIA group and other officers' knowledge will be used to help the assessment of policies developing from the PFD.
Equality Monitoring information – including service and employee monitoring	Actions arising from the LHS will be monitored through both the Council's and the HSCP's performance management frameworks.
Feedback from service users, partner or other organisation as relevant	Groups/members at the EIA have been requested to provide any relevant feedback on the LHS or on any housing related issues affecting their contacts.
Other	
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified: NB the consultation has helped to identify gaps.	Statistics on the local housing needs of the BME, LGBT people, transgender, disabled people and by religion and belief have been identified as likely gaps.
Measure to address these	<p>Work is underway within WDC to improve equalities monitoring on applications, allocations and repairs. This will cover all protected groups. Further work is needed on establishing what information is held by other social housing providers in these areas.</p> <p>The Council recognises that there are particular gaps across the spectrum in our</p>

	knowledge of the Private Rented Sector and this has been identified as an area where more holistic working is required.
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>	
Section 3: Involvement and Consultation Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.	
<p>The preparation of the LHS entailed a wide ranging consultation exercise , which commenced in November 2015. With the involvement of the Council's Equalities' Officer and Tenant Participation Section, the following consultation events/processes were carried out in developing the LHS:</p> <ul style="list-style-type: none"> • A presentation to the West Dunbartonshire Tenants and Residents Organisation (WDTRO) • A presentation to the West Dunbartonshire Housing Providers Forum • A written invitation to comment issued to a wide range of interested groups and organisations, including all Tenants and Residents Associations and the Council's list of "interested tenants" • an on-line survey available on the Council's website • a Citizens' Panel postal survey of 858 residents weighted to be as representative as possible of the diversity in WD • West Dunbartonshire Equality Forum 21st September 2016 • A presentation to the West Dunbartonshire Access Panel 29th September 2016 • A presentation to the West Dunbartonshire Homelessness and Housing Access Forum • The offer of a presentation was extended to all groups on the consultation list • A proposed meeting with an assembly of groups engaged in youth housing issues could not be arranged within the consultation timescale. However, a meeting with the grouping has been rearranged in November as part of the consultation over Allocation Review. 	

The WDEF was identified as a focus of the consultation over the LHS preparation. This quarterly forum is regularly attended by BME Groups, disabled people, persons representing the views of younger people (for example Y Sort It, who cascaded the survey out to all of their contacts), LGBT people and WDCVS. Officers involved in the Syrian Vulnerable Persons Relocation work also attend the WDEF. The survey was distributed to the extended WDEF mailing list which includes:

- WD Mental Health Forum
- Brain Injuries Experience Group
- Churches Together
- Muslim Education Association
- Seniors Forum
- Carers of West Dunbartonshire
- Minority Ethnic Women's Association
- Shop Mobility
- Access Panel.
- Y Sort It (Youth focused)
- Carers of West Dunbartonshire
- Dumbarton District Women's Aid
- Clydebank Women's Aid
- Isaro Social Integration Network
- Ethnic Minority Association

A follow-up meeting took place with the Access Panel. The Access Panel was set up in 1991 and is made up of people with disabilities, carers and individuals who have an interest in access issues. The AP encourages people with disabilities to participate in community life and offer advice and information on the built environment and all other services and issues relating to disabled issues. The panel has recently been closely involved in the development of the new Health Care Centre in Alexandria, from inception to completion. The meeting resulted in a request for more AP input into policy development on the forthcoming Allocation Policy, in particular in respect of houses with aids and adaptations. This is being followed up in the course of the Allocations Policy review.

The Homelessness and Housing Access Forum also provided an opportunity to consult with a wide variety groups involved in working around homelessness and housing support including:

- Alternatives

- Blue Triangle HA
- Women's Aid
- Action for Children
- Home from Home
- CAB
- Clydebank Independent Resource Centre
- Y-Sort It.

The survey was circulated to all members of this forum. The lack of bespoke supported accommodation for young people with “risky” behaviour was an issue raised at the presentation to this form. It is intended that the upcoming review of the supported accommodation model will take this into consideration.

A report on the consultation results and process will be posted on the Council's website on the Local Housing Strategy Page:

<http://www.west-dunbarton.gov.uk/council/strategies-plans-and-policies/housing/local-housing-strategy/>

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts			
Protected Characteristic	Positive Impact	Negative Impact	No impact
Race	<ul style="list-style-type: none"> • Improve understanding of BME housing needs. • Improve understanding of housing needs of gypsies/travellers. • Increase the availability of larger size housing more suited to the needs of many BME families. • Improve access to housing information and advice 		Travelling Showpeople
Sex	<ul style="list-style-type: none"> • Improving the availability of accessible housing will have a disproportionately positive impact on women. • Improved support services for vulnerable homeless people will have a disproportionately positive impact on women. 		
Gender Re-assignment	<ul style="list-style-type: none"> • Improve access to housing information and advice 		
Disability	<ul style="list-style-type: none"> • Improve the availability of accessible housing • Better coordinate the availability of aids and adaptations • Improve access to housing information and advice 		
Age	<ul style="list-style-type: none"> • Improve and expand the housing options available for elderly people through links to the Change Fund 		

	<p>agenda.</p> <ul style="list-style-type: none"> • Increasing the number of houses suitable for single people will be beneficial to both elderly and younger age groups. • Better Housing Support Services for Homeless persons will be of particular assistance to young people. • Improving access to housing information and advice will be of particular benefit to elderly and younger age groups. • Improving the availability of accessible housing will have a disproportionately positive impact on the elderly. • Improve access to housing information and advice 		
Religion/ Belief	<ul style="list-style-type: none"> • Improve access to housing information and advice 		
Sexual Orientation	<ul style="list-style-type: none"> • Improve access to housing information and advice • Improve understanding of LGBT housing needs 		
Civil Partnership/ Marriage	<ul style="list-style-type: none"> • Improve access to housing information and advice 		
Pregnancy/ Maternity	<ul style="list-style-type: none"> • Improving the availability of accessible housing will have a positive impact on this group • Design standard promotes inclusion of wheelchair/bike/pram space in hall of new social 		

	rented homes		
Socio- economic	<ul style="list-style-type: none"> Improved provision of affordable housing is a key theme of the PFD, benefiting the socially and economically disadvantaged. Improve access to housing information and advice 		
<i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i>			
Section 5: Addressing impacts Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan			
1. No major change			
2. Continue the PFD		Continue, no negative impacts identified.	
3. Adjust the PFD			
4. Stop and remove the PFD			
Give reasons:			
<i>Note: Link to Section 6 below Action Plan</i>			

Section 6: Action Plan Please describe any action which will be taken following the assessment in order to;

- reduce or remove any negative impacts,
- promote any positive impacts, or
- gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
Collate already collected data	Stefan Kristmanns	Provides for reporting at year end on access of service by different groups.		Race
Carry out further research on the housing and homelessness needs of the minority ethnic communities.	John Kerr	Improve understanding of housing need.		
				Gender
				Gender Reassignment
Review how the Scheme of Assistance has operated	Alan Young	Ensure that outcomes were as planned, and check cross cutting impacts/uptake with other protected characteristics to ensure efficiency and fairness		Disability
				Age
				Religion/ Belief
Carry out further research on the housing	John Kerr	Improve understanding of housing need.		Sexual Orientation

and homelessness needs of the LGBT community.				
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Socio- economic
Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD				
No				
Section 7: Monitoring and review				
Please detail the arrangements for review and monitoring of the policy				
How will the PFD be monitored? What equalities monitoring will be put in place?	PFD will be monitored through: <ul style="list-style-type: none"> • WDC Covalent Performance Management System • HSCP processes • The Council's Housing Management Team • Annual reporting to the Housing and Communities Committee • the Housing Providers Forum, in liaison with RSLs and the Scottish Government • Annual Reporting to the CPWD on SOA elements. 			
When will the policy be reviewed?	Annually			
Is there any procurement involved in this PFD? Yes/No	No			
Section 8: Signatures				

The following signatures are required:		
Lead/ Responsible Officer:	Signature:	Date:
EIA Trained Officer:	Signature:	Date:
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature: J Dockery	Date: 10/10/2016
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) within Community Planning and Policy	Signature:	Date: