

Equalities Comprehensive Impact Assessment v2

Reference: ECIA530982221

Submitted: 12 July 2023 09:25 AM

Executive summary

Title of policy / decision: Procurement of Property and Facilities Management

Policy / decision type: Cabinet Member Action (CMA)

Overview of policy / decision: The current property and facilities management contract is currently in contract (until September 2026) with MITIE and Lambert Smith Hampton. This contract is a total facilities management contract, where all aspects of facilities management and property are delivered across all of Essex. The purpose of the decision is to undertake a full review of the future property and facilities management, drawing down on the transformation reserve to undertake a design and discovery phase for all the services that ECC may require. This will include market analysis, looking at best practice and scoping options for future delivery.

What outcome(s) are you hoping to achieve?: Authority and approval to review the existing contract and explore procurement options for the options that need to be in place from autumn 2026. Securing the necessary resources to complete the exploration and discovery phase and enable options to be presented.

Executive Director responsible for policy / decision: Tom Walker (Economy, Investment and Public Health)

Cabinet Member responsible for policy / decision: Christopher Whitbread (Finance, Resources and Corporate Affairs)

Is this a new policy / decision or a change to an existing one?: New policy / decision

How will the impact of the policy / decision be monitored and evaluated?: The impact of the decision will become critical in September 2026 once the current contract expires. The options and decisions generated will enable senior decisions to be made on the approach that ECC decides to take with the management/procurement of property and facilities services.

Will this policy / decision impact on:

Service users: Yes

Employees: Yes

Wider community or groups of people: Yes

If the policy decision impacts on employees, provide details here and include potential impacts on identified groups later in the form: The buildings/estate that is used by ECC is critical as it provides office accommodation and facilities across all of Essex. The ECC portfolio covers 1,412 assets, including 418 managed sites. Without options or a strategy to replace the current contract a number of critical services will not be in place.

What strategic priorities will this policy / decision support?: Strong, Inclusive and Sustainable Economy, High Quality Environment

Which strategic priorities does this support? - Economy?: Infrastructure, Future growth and investment, Green growth, Levelling up the economy

Which strategic priorities does this support? - Environment: Net zero, Levelling up the environment

What geographical areas of Essex will the policy / decision affect?: All Essex

Digital accessibility

Is the new or revised policy linked to a digital service (website, system or application)?: No

Equalities - Groups with protected characteristics

Age

Nature of impact: Too early for impact to be known

Disability - learning disability

Nature of impact: Too early for impact to be known

Disability - mental health issues

Nature of impact: Too early for impact to be known

Disability - physical impairment

Nature of impact: Too early for impact to be known

Disability - sensory impairment

Nature of impact: Too early for impact to be known

Sex

Nature of impact: None

Gender reassignment

Nature of impact: None

Marriage / civil partnership

Nature of impact: None

Pregnancy / maternity

Nature of impact: Too early for impact to be known

Race

Nature of impact: None

Religion / belief

Nature of impact: None

Sexual orientation

Nature of impact: None

Rationale for assessment, including data used to assess the impact: The strategy of the building and the tender process may impact some of these areas. In most circumstances it is too early for the impact to be known as this is the exploratory stage.

What actions have already been taken to mitigate any negative impacts?: The review and assessment of options will consider all impacts. No negative impacts are expected.

Levelling up - Priority areas & cohorts

Children and adults with SEND, learning disabilities or mental health conditions (taking an all-age approach)

Nature of impact: Too early for impact to be known

Children on Free School Meals

Nature of impact: None

Working families

Nature of impact: None

Young adults (16-25 who have not been in education, training or employment for around 6-12 months)

Nature of impact: Too early for impact to be known

Residents of Harlow

Nature of impact: Too early for impact to be known

Residents of Jaywick and Clacton

Nature of impact: Too early for impact to be known

Residents of Harwich

Nature of impact: Too early for impact to be known

Residents of Basildon (Town) housing estates

Nature of impact: Too early for impact to be known

Residents of Canvey Island

Nature of impact: Too early for impact to be known

Residents of Colchester (Town) - Housing Estates

Nature of impact: Too early for impact to be known

Residents of Rural North of the Braintree District

Nature of impact: Too early for impact to be known

Rationale for assessment, including data used to assess the impact: This is the exploratory stage of the contract for the ECC property. Depending upon the strategy taken, the impacts are largely unknown.

What actions have already been taken to mitigate any negative impacts?: No negative impacts expected.

Equalities - Inclusion health groups and other priority groups

Refugees / asylum seekers

Nature of impact: None

Homeless / rough sleepers

Nature of impact: None

People who experience drug and alcohol dependence

Nature of impact: None

Offenders / ex-offenders

Nature of impact: None

Victims of modern slavery

Nature of impact: None

Carers

Nature of impact: None

Looked after children / care leavers

Nature of impact: None

The armed forces community (serving personnel and their families, veterans, reservists and cadets)

Nature of impact: None

People who are unemployed / economically inactive

Nature of impact: None

People on low income

Nature of impact: None

Sex workers

Nature of impact: None

Ethnic minorities

Nature of impact: None

Gypsy, Roma, and Traveller communities

Nature of impact: None

People with multiple complex needs or multi-morbidities

Nature of impact: None

Rationale for assessment, including data used to assess the impact: No impacts upon any of these groups from ECC property.

What actions have already been taken to mitigate any negative impacts?: No negative impacts

Equalities - Geographical Groups

People living in areas of high deprivation

Nature of impact: Too early for impact to be known

People living in rural or isolated areas

Nature of impact: Too early for impact to be known

People living in coastal areas

Nature of impact: Too early for impact to be known

People living in urban or over-populated areas

Nature of impact: Too early for impact to be known

Rationale for assessment, including data used to assess the impact: Too early to determine until the work is completed. Note this deals with the existing ECC property/estate, so impact is likely to be 'none' or 'positive'. Main impact will be users of buildings and ECC staff.

Families

Family formation (e.g. to become or live as a couple, the ability to live with or apart from children)

Nature of impact: Too early for impact to be known

Families going through key transitions e.g. becoming parents, getting married, fostering or adopting, bereavement, redundancy, new caring responsibilities, onset of a long-term health condition

Nature of impact: Too early for impact to be known

Family members' ability to play a full role in family life, including with respect to parenting and other caring responsibilities

Nature of impact: Too early for impact to be known

Families before, during and after couple separation

Nature of impact: Too early for impact to be known

Families most at risk of deterioration of relationship quality and breakdown

Nature of impact: Too early for impact to be known

Rationale for assessment, including data used to assess the impact: Too early to know. Impact may result from the use / allocation of buildings, but unlikely to be affected by the contract / strategy.

Climate

Does your decision / policy involve development or re-development of buildings or infrastructure?: No

Does your decision / policy take place in, or make use of, existing buildings or infrastructure?: Yes

The use of existing buildings will always have a climate impact because it requires energy consumption.

Please outline how you will mitigate against this impact: The ECC is being reviewed to be smaller and greener. This will be achieved by rationalising property and reducing carbon. This is a slightly sperate piece of work to the re-procurement of the contract, albeit linked. Mitigation will be achieved by adopting the right/best approach that enables this to be achieved.

Does your decision / policy involve elements connected to transport, travel or vehicles? This includes travel needs / requirements of both service users and staff (including staff you're planning to recruit): Yes

Where are staff or service users coming from and how are they travelling?: All ECC buildings and leased buildings affected. This will affect staff and service users.

If car travel is unavoidable, are you specifying electric cars and vehicles?: No

What is your transition plan to introduce electric vehicles?: This is likely to form part of the works element of the new contract. Too early to determine as this piece of work is exploratory.

Are you undertaking a procurement exercise?: No

Does your decision / policy involve the purchase of goods or materials?: No

Will any waste be generated by this decision? This includes waste from construction, waste generated by service users / staff, and waste generated by replacing existing products / materials with new: No

Nature of impact

Built Environment / Energy: Positive

Sustainable Transport / Travel: Positive

Waste: Positive

Extent of impact

Built Environment / Energy: High

Sustainable Transport / Travel: Medium

Waste: Medium

Rationale for assessment, including data used to assess the impact: Assumption made that the strategy works to reduce energy, ensure that buildings are in the right place for travel and that waste is handled as part of the facilities management strategy. As this is a

What actions have already been taken to mitigate any negative impacts?: All aspects to be reviewed as the strategy / approach to procure or deliver services in a different way is explored.

Action plan to address and monitor adverse impacts

Does your ECIA indicate that the policy or decision would have a medium or high adverse impact on one

or more of the groups / areas identified?: No

Details of person completing the form

I confirm that this has been completed based on the best information available and in following ECC guidance: I confirm that this has been completed based on the best information available and in following ECC guidance

Date ECIA completed: 12/07/2023

Name of person completing the ECIA: Elliot Smith

Email address of person completing the ECIA: elliot.smith@essex.gov.uk

Your function: Economy, Investment and Public Health

Your service area: Infrastructure Delivery

Your team: Infrastructure Delivery

Are you submitting this ECIA on behalf of another function, service area or team?: No

Email address of Head of Service: ben.finlayson@essex.gov.uk