

Appendix 1

Template for Impact Assessment Level 1: Initial screening assessment

<b>Subject of assessment:</b>	To assess the impact of the proposal to seek to tender the cleaning of all Council buildings to an alternative provider.			
<b>Coverage:</b>	Building Cleaning (Council buildings) – Property and Commercial Services –Growth and Place			
<b>This is a decision relating to:</b>	<input type="checkbox"/> Strategy	<input type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	Project	<input checked="" type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
<b>It is a:</b>	<b>New approach:</b>	<input type="checkbox"/>	<b>Revision of an existing approach:</b>	<input checked="" type="checkbox"/>
<b>It is driven by:</b>	<b>Legislation:</b>	<input type="checkbox"/>	<b>Local or corporate requirements:</b>	<input checked="" type="checkbox"/>
<b>Description:</b>	<p>Insert short description, using the following as sub-headings:</p> <ul style="list-style-type: none"> <li>Key aims, objectives and activities</li> </ul> <p>The proposal is to seek tenders for the provision of building cleaning to all of the Councils non-school property portfolio with a view to appointing an alternative provider for this service. This will impact on approximately 140 staff who will TUPE to the alternative provider on existing terms and conditions. Any alternative provider will be required to have admitted body status to the Teesside Pension Fund.</p> <p>Statutory drivers (set out exact reference)</p> <p>There are no statutory drivers in relation to provision of the service.</p> <ul style="list-style-type: none"> <li>Differences from any previous approach</li> </ul> <p>Previously the service was delivered by an in-house team directly employed and managed by the Council. This proposal would lead to the transfer of staff to an alternative provider and would be managed on a contractual /commercial basis.</p> <ul style="list-style-type: none"> <li>Key stakeholders and intended beneficiaries (internal and external as appropriate)</li> </ul> <p>Staff affected by the proposal are predominately female and drawn from more disadvantaged wards in the Council.</p> <p>Intended outcomes.</p> <p>The tendering of this service would de-risk the delivery of this service in terms of recruitment /sickness cover, reduce the level of management input as well as delivering a more cost effective solution for the Council.</p>			
<b>Live date:</b>	Staff consultation is planned to commence by the beginning of October 2019, implementation to commence from April 2020 through dates may extend depending on employee needs around the consultation process and any mobilisation period			

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<b>Lifespan:</b>	n/a
<b>Date of next review:</b>	n/a service delivery of relevant elements will be regularly monitored and a review triggered if required

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Screening questions	Response			Evidence
	No	Yes	Uncertain	
<p><b>Human Rights</b>            Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?*</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There are no concerns that the proposal could impact negatively on human rights. The proposals would involve all staff transferring to an alternative provider on their existing terms and conditions.</p>
<p><b>Equality</b>            Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?*</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Public Sector Equality Duty (PSED) requires that when exercising its functions the Councils must have due regard to the need to:-</p> <ul style="list-style-type: none"> <li>• eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</li> <li>• advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and</li> <li>• foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</li> </ul> <p>In having due regard to the need to advance equality of opportunity, the Council must consider, as part of a single equality duty:</p> <ul style="list-style-type: none"> <li>• removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;</li> <li>• taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it; and</li> <li>• encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation is low.</li> </ul> <p>This proposal does impact predominately on female staff, however they will transfer to the alternative provider on their existing terms and conditions, therefore there is no change in this respect.</p>

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\* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.

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<b>Community cohesion</b> Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no concerns that the proposal could have an adverse impact on community cohesion. The workforce in question are employed from across Middlesbrough The proposals would involve all staff transferring to an alternative provider on their existing terms and conditions.
<b>Middlesbrough 2025 – Our Vision</b> Could the decision impact negatively on the achievement of the vision for Middlesbrough?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposal will not impact on the Mayor’s vision, as all staff will TUPE transfer to the alternative provider on existing terms and conditions.
<b>Organisational management / Change Programme</b> Could the decision impact negatively on organisational management or the transformation of the Council’s services as set out in its Change Programme?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposal is in line with the Councils Change Programme 3.1. The review is to address the Councils financial position and the delivery of services within available budgets as set out in its Medium Term Financial Plan (MTFP).  Evidence used to inform this assessment includes the budgetary figures for the service as well as the wider financial position of the Council. The Council has previously tendered for cleaning on a commercial basis which indicates our costs are between 10 to 20% higher than other providers.
<b>Next steps:</b> <ul style="list-style-type: none"> <li>➡ If the answer to all of the above screening questions is No then the process is completed.</li> <li>➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed.</li> </ul>				

<b>Assessment completed by:</b>	Martin Shepherd	<b>Head of Service:</b>	n/a
<b>Date:</b>	2nd August 2019	<b>Date:</b>	n/a