

Diversity Impact Assessment

Name of policy, programme or project:

Stations Operational Equipment and Lineside Signs –

Ref: 7762 Tender Process for Signage, Poster Boards and Frames

Name: [REDACTED] **Your job title/position:** Procurement Manager and Business Support Specialist

Department: National Supply Chain **Date:** 20 May 2016

Diversity Impact Assessments (DIA) are the method used by Network Rail to clearly demonstrate that we have paid due regard to our duties within the Equality Act 2010. The DIA is a tool that helps NR confirm that our policies and the way we design, build and operate will work for everyone. Completed Diversity Impact assessments must be copied to the **Access and Inclusion Manager** DiversityandInclusion@networkrail.co.uk

Step 1: Clarifying Aims

Q1. What are the aims of this project/piece of work?

This project is a competitive tender exercise led by Route Services to source a future supplier of Signs, Frames and Posts for both Network Rail (NR) managed stations, NR buildings and depots and Lineside Requirements. This includes both the supply of the asset plus the design and signwriting.

Potential suppliers will be required to express interest, pass a prequalification questionnaire, demonstrate that they can meet particular standards and then competitively bid for business worth around £3.5m per annum. The contract will be in place for 5 years.

Q2. Could this work impact on people? If yes, explain how.

Yes. This requirement will impact upon Network Rail staff and the general public, in fact anyone who comes across the sign in use. The project will also impact the incumbent supplier's workforce.

The market for bespoke signs in the UK typically consists of a mixture of commercial organisations and social enterprises, some of whom have links to local authorities, charitable benefactors and the armed forces.

The social enterprises that operate in this market often utilise a much higher than average workforce who have some form of disability. According to their 2014 annual report RBLI have 400 employees supported by 40 carers or assistants. In the 1980's, local authorities typically

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established supported workshops to make their road signs utilising high numbers of people with disabilities. NR currently uses one such organisation to supply signs and has done so for many years. Although this supplier provides NR with quotes for particular jobs, they have not been subject to a formal competitive tender process in the past.

There are three impacts on people :

- a) As NR is a significant customer of this social enterprise (about £600 to £700k is almost 5% of their annual turnover), should they not be successful in the tender process, disabled people working in their factory could no longer have any employment if they were not able to accept any offer under TUPE (if and where it applied) or find alternative employment.
- b) Should this social enterprise be successful and maintain or increase their business, the treatment of disabled staff needs to be consistent with Network Rail's D&I policy and meet the Public Sector Equality Duty, now that NR has been re-classified as a public sector organisation
- c) The specification of the signs procured in future, in particular those giving safety instructions are appropriate for everyone in the affected groups

Step 2: The Evidence Base

Q3. Summarise what data we have about the diversity of the people potentially impacted by this work and any research on the issues effecting their inclusion.

Disability

A study undertaken by the policy department of the European parliament identifies Remploy sheltered workshops employed about 2,200 disabled people in 2010/2011. More detailed information can be found at:

[http://www.europarl.europa.eu/RegData/etudes/STUD/2015/536295/IPOL_STU\(2015\)536295_EN.pdf](http://www.europarl.europa.eu/RegData/etudes/STUD/2015/536295/IPOL_STU(2015)536295_EN.pdf)

(Refer to paragraph 9.6.4).

How many employees are affected at our incumbent supplier's social enterprise? According to their 2014 annual report they have 400 employees supported by 40 carers or assistants described as "friends of".

As well as employing ex-service personnel, they now support disabled people and those with long-term health conditions. For members of the team that have previously served in the Armed Forces, working at this social enterprise provides them with the opportunity to use the skills they acquired during their service in a civilian work environment. This offers ex-service personnel the chance to earn a living while developing their skills; helping them to maintain their independence on "civvy street". They also provide support to disabled members of staff , ensuring they have work that is

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suitable for them while receiving any additional assistance they may require. At any time they are able to provide employment support to their workforce see:

<http://www.rblifeworksfamilies.co.uk/help/>. There is evidence that RBLI support people to get employment see: <http://www.rbli.co.uk/>. Staff are not paid for the work they do when they fulfil roles as volunteers.

Age, Race, Religion or Belief and Gender

In relation to the issue of the specification of the signs procured, NR has identified there are several groups of people impacted by the work:

1. Trackside signs display messages for train drivers, although train drivers are required to meet minimum medical fitness requirements ref: GO/RT3451.
2. Safety instruction signs in any location, display messages for those working on or crossing the railway including the general public, NR employees and their contractors.
3. Way-finding signs for the general public and staff in NR railway stations and staff and visitors to NR's own buildings

Therefore people who have visual impairment, the elderly, and those of different race, religion or belief or gender are likely to be affected in these groups. Signage is also incredibly important to people with mental health issues such as dementia, the 1 in 5 of the population who have dyslexia and people who have English as a second language, where an audio or visual sign may be more appropriate.

How many people have visual impairment or blindness in the UK?

Almost two million people in the UK are living with visual impairment or blindness. That's approximately one person in 30.

Who has visual impairment or blindness?

Visual impairment or blindness affects people of all ages, but as we get older we are increasingly likely to experience visual impairment or blindness.

- One in five people aged 75 and over are living with visual impairment or blindness.
- One in two people aged 90 and over are living with visual impairment or blindness.
- Nearly two-thirds of people living with visual impairment or blindness are women.
- People from black and minority ethnic communities are at greater risk of some of the leading causes of visual impairment or blindness.
- Adults with learning disabilities are 10 times more likely to be blind or partially sighted than the general population

Source: RNIB Website 2016

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Ethnic Make-up of the UK Population

According to the 2011 Census, the ethnic composition of the United Kingdom was as set out in the table below.

Ethnic group	Population (2011)	Percentage of total population^[17]
<u>White</u>: Total	55,010,359	87.1
<u>Gypsy/Traveller/ Irish Traveller</u>: Total	63,193	0.1
Asian or Asian British: <u>Indian</u>	1,451,862	2.3
Asian or Asian British: <u>Pakistani</u>	1,174,983	1.9
Asian or Asian British: <u>Bangladeshi</u>	451,529	0.7
Asian or Asian British: <u>Chinese</u>	433,150	0.7
Asian or Asian British: <u>Other Asian</u>	861,815	1.4
<u>Asian</u> or <u>Asian British</u>: Total	4,373,339	6.9
<u>Black</u> or <u>Black British</u>: Total^[note 1]	1,904,684	3.0
<u>Mixed</u> or Multiple: Total	1,250,229	2.0
Other Ethnic Group: Total	580,374	0.9
Total	63,182,178	100

Pregnancy/maternity Sexual Orientation, Marriage/Civil Partnership and Gender Re-assignment

No negative impacts have been identified for these groups

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Step 3: Impact

Q4. Given the evidence listed at step 2, what potentially negative impact could this work have on people who share protected characteristics?		
Protected Characteristic	Y/N	Explain the potential impact
Disability	Y	<p>If a sheltered workshop was successful in this tender, the affected group may find themselves subject to treatment not equivalent to those in employment in a commercial organisation.</p> <p>If the incumbent supplier (a social enterprise) is not successful in the tender process, the affected group may find themselves at risk of unemployment if they cannot find work elsewhere.</p> <p>The sight data identifies those who have learning disabilities are more likely to have a visual impairment or blindness which may mean they were unable to properly read the signs being procured and this may put their safety at risk. Those with dementia and mental health conditions may not be able to read or understand text and again this may put their safety at risk</p>
Age	Y	The sight data identifies those who are older are more likely to have a visual impairment or blindness which may mean they were unable to properly read the signs being procured and this may put their safety at risk.
Pregnancy /maternity	N	No negative impacts identified to the best of our knowledge, unless associated with one of the affected characteristics
Race	N	No negative impacts identified to the best of our knowledge, unless associated with one of the affected characteristics
Religion or belief	N	No negative impacts identified to the best of our knowledge, unless associated with one of the affected characteristics
Gender	Y	The language used on text signs may be offensive e.g. Men at Work
Sexual orientation	N	No negative impacts identified to the best of our knowledge, unless associated with one of the affected characteristics
Marriage/Civil Partnership	N	No negative impacts identified to the best of our knowledge, unless associated with one of the affected characteristics
Gender reassignment	N	No negative impacts identified to the best of our knowledge, unless associated with one of the affected characteristics
Q5.What extra will you do to have a positive impact on diversity and inclusion?		

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Options being considered:

1. Limit the tender (as we are legally able to do) so that only Sheltered Workshops can bid for the business, hence protecting those social enterprises in this category
2. To issue an information notice to publicly engage with the potential supplier base to share Network Rail's D&I objectives, our key minimum characteristics around pay, management and career outcomes for those in the affected group. NR will carry out a supplier workshop/Webex briefing for those expressing interest.
3. Work with the Asset Management Services to review the specification of signs being procured to address where feasible features which would better meet the needs of the affected groups and reduce the safety risk. However following consultation, this piece of work cannot be done at the outset and will need to be incorporated in future activity when specific demands are identified by the business.

Step 4: Consultation

Q6. How has consultation with those who share a protected characteristic informed your work?	
Who was consulted?	Changes made as a result of consultation
Potential Suppliers including sheltered workshops via a webex held on Tuesday 7 June 2016	NR shall limit part of the tender (option 1) for our "controlled items" to sheltered workshops to help protect business with organisations supporting disabled people in this category. NR shall send our briefing note on the Public Sector Equality Duty to all suppliers who express interest.
Cultural Fusion Can Do	Network Rail's staff support groups affected by this tender were consulted on our impact assessment and confirmed that Race, Religion or Belief had no direct impacts on this proposal.
Asset Management Services have been given details of the tender requirements for review and comment	Asset Management Services is responsible for setting up a project to consider reviewing signage on stations. Any changes to specification will need to be considered at a later date such as when signs are commissioned, as their project outputs are not currently available.

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Step 5: Informed Decision-Making

Q7. In light of the assessment above, what is your decision? Please tick and provide a rationale	
Continue the work	No
Justify and continue the work	No
Change the work	<p>Strategy – NR will incorporate all the recommended actions, we will limit the tender lot for controlled items to Sheltered Workshops to minimise the potential impact upon Sheltered Workshops.</p> <p>Pre-market engagement – We have issued a PIN notice and have carried out a supplier briefing of our D&I requirements and duties:</p> <p>https://networkrail.bravosolution.co.uk/esop/toolkit/opportunity/opportunityDetail.do?opportunityId=28012&oppList=PAST</p> <p>A preliminary supplier briefing was undertaken by Webex on 7 June 2016 where we explained our future requirements, obligations to meet the Public Sector Equality Duty and our specific diversity and inclusion expectations for the pre-qualification stage.</p>
Stop the work	No

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Step 6: Action Planning

Q8. What actions will be taken to address any potential negative impacts and deliver positive impacts?			
Action	By when	By who	Comment
Carry out pre-market engagement with interested suppliers	7 June 2016	Route Services	Complete
Devise procurement strategy to limit the controlled items to sheltered workshops	20 August 2016	Route Services	In Progress
Monitoring of this DIA through:			
a) Pre –market engagement	7 June 2016	Route Services	Complete
b) PQQ responses and evaluation	30 October 2016		
c) Tender Evaluation and Contract Award	24 December 2016		
d) Post Contract Management Plan	1 February 2017		

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Step 7: Sign off

Name	Position ⁱ	Signed	Date
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Step 8: Add an action to your plan setting out how you will monitor this DIA

This action plan will be reviewed when the procurement stage is complete.

Revision Date: 31/08/2017

ⁱ A DIA should be signed by someone can approve policy, programme or budget changes when required.