



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	Commercial & Procurement Services
Title of the activity etc.	Procurement of Goods & Services
Aims of the activity	Undertake a review of existing procured goods and services to determine where a saving of up to £3 million can be achieved to offset any budget shortfall when the overall budget settlement is known.
Author(s) & Title(s)	Craig Innes, Head of Commercial & Procurement Services Alan Wood, Head of Service (Finance)

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Work requires to be undertaken in relation to this.
Internal consultation with staff and other services affected.	Consultation will be undertaken with Heads of Services across all Council Directorates
External consultation (partner organisations, community groups, and councils).	Discussion will be required with suppliers pertinent to this exercise
External data (census, available statistics).	Benchmark contract and spend data will be used as guidance to support the activity.
Other (general information as appropriate).	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Yes

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures: To be determined	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger				Yes
Age – Older				Yes
Disability				Yes
Race – (includes Gypsy Travellers)				Yes
Religion or Belief				Yes
Gender – male/female				Yes
Pregnancy and maternity				Yes
Sexual orientation – (includes Lesbian/ Gay/Bisexual)				Yes
Gender reassignment – (includes Transgender)				Yes
Marriage and Civil Partnership				Yes

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	The impact to protected characteristics is unknown at this stage. Arrangements will be established to determine the overall impact and where possible mitigating steps taken forward.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps – to be determined	Timescale

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	We will continue to actively working with our supply chains, particularly at a local level to try and grow and develop them.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

To be determined.

Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).

These will be determined to support Stage 10 above.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
Where negative impacts are identified appropriate mitigation will be considered.		

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Mitigating steps will be implemented once the overall impact is known.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Commercial & Procurement Services	
	2) Title of Policy/Activity	Procurement of Goods & Services	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Craig Innes Position: Head of C&PS Date: Signature:	Name: Alan Wood Position: Head of Finance Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: Ritchie Johnson Position: Director of Business Services Date:	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date:	
	7) EIA author sends a copy of the finalised form to: eia@abdnshire	Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

