

EQUALITY IMPACT ASSESSMENT

THE STAGE ONE ASSESSMENT FORM - the initial screening process

SERVICE, POLICY OR FUNCTION BEING ASSESSED: PROCUREMENT
DESCRIPTION OF SERVICE, POLICY OR FUNCTION: (e.g. main purpose, users or beneficiaries etc) SERVICE – THE PROCUREMENT OF GOODS AND SERVICES ON BEHALF OF THE AUTHORITY
Please indicate if it is an existing area of service or a new area/project: Recently implemented service area

Target Equality Group <i>(see guidance note 2 for details)</i>	Does it have a Positive Impact If yes, please explain how <i>(see guidance note 6 for details)</i>	Does it have a Neutral Impact If yes, please explain how <i>(see guidance note 9 for details)</i>	Does it have a Negative Impact If yes please explain how, indicate if it is legal and whether or not it is intended. <i>(see guidance note 7 for details)</i>	If it has a negative impact, is the level of this impact high or low? <i>(see guidance note 10 for details)</i>
Age	<ul style="list-style-type: none"> • The Council’s recently adopted ‘Procurement Strategy and Framework (2008-11)’ has a requirement that suppliers “Promote equality of opportunity and sustainability in making procurement decisions” 	No identified impact	No identified impact	N/A

Target Equality Group <i>(see guidance note 2 for details)</i>	Does it have a Positive Impact If yes, please explain how <i>(see guidance note 6 for details)</i>	Does it have a Neutral Impact If yes, please explain how <i>(see guidance note 9 for details)</i>	Does it have a Negative Impact If yes please explain how, indicate if it is legal and whether or not it is intended. <i>(see guidance note 7 for details)</i>	If it has a negative impact, is the level of this impact high or low? <i>(see guidance note 10 for details)</i>
	<ul style="list-style-type: none"> • Pre-qualification questionnaires issued to prospective tenders include an equal opportunities section. 			
Belief or faith	As above	No identified impact	No identified impact	N/A
Disability	As above	No identified impact	No identified impact	N/A
Sexual Orientation	As above	No identified impact	No identified impact	N/A
Gender	As above	No identified impact	No identified impact	N/A
Race	As above	No identified impact	No identified impact	N/A

PLEASE ANSWER THE FOLLOWING QUESTIONS IF ANY AREAS HAVE BEEN IDENTIFIED WITH LOW LEVEL NEGATIVE IMPACT

IS THE IMPACT LIKELY TO CHANGE OVER TIME?

Yes	<input type="checkbox"/>	No	NO
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IF YES, HOW WILL THE IMPACT CHANGE?

WHAT CAN YOU DO TO MINIMISE OR REMOVE ANY *UNINTENDED* NEGATIVE IMPACT?

HOW COULD YOU MONITOR THIS WORK?

IF YOU HAVE IDENTIFIED ANY AREAS WHERE THE LEVEL OF NEGATIVE IMPACT IS HIGH PLEASE REFER TO YOUR HEAD OF SERVICE PRIOR TO COMPLETING A STAGE TWO ASSESSMENT FORM

Signed: Tracey Farthing (other team members - Ryan Jones, Gwen Mallindine)

Date: 1st September 2008