

Addressing Inequalities

UNICORN Project

Surrey County Council Equality Impact Assessment Template

Stage one – initial screening

(Please refer to pages one to twelve of the guidance before completing this screening)

What is being assessed?	Impact of Procuring a new SWAN network and contract.
Service	IMT
Name of assessor/s	Nick Roberts (IMT) & Val Head (IMT)
Head of service	Paul Brocklehurst
Date	October 2011
Is this a new or existing function or policy?	Contract renewal for existing service delivery

Write a brief description of your service, policy or function. If this screening is part of a project it is important to focus on the service or policy the project aims to review or improve.

A fully managed IT based network and telephony services for staff

Indicate for each equality strand whether there may be a positive impact, negative impact, or no impact.

Equality Strand	Positive	Negative	No impact	Reason
Age		No		
Race		No		
Disability				Impact where may be need for adaptation to telephony hardware. Would not affect

Indicate for each equality strand whether there may be a positive impact, negative impact, or no impact.

				Deaf Services provision.
Gender				
Belief / Faith			No	
Sexual Orientation			No	
Other equality issues – please state			No	
HR issues			No	
			No	

If you find a negative impact on any equality group you will need to complete stage one and move on to stage two and carry out a full EIA.

A full EIA will also need to be carried out if this is a high profile or major policy that will either effect many people or have a severe effect on some people.

Is a full EIA required?	Yes (go to stage two) = YES	No
If no briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of your conclusion.		
N/A in Stage 2		
Briefly describe any positive impacts identified that have resulted in improved access or services		
N/A in Stage 2		

Stage 2 – Full Equality Impact Assessment

Page 14 of the guidance

Introduction and background

Using the information from your screening please describe your service or function. This should include:

- The aims and scope
- The main beneficiaries or users
- The main equality, accessibility, social exclusion issues and barriers, and the equality strands they relate to (not all assessments will encounter issues relating to every strand)

If this EIA is part of a project it is important to focus on the service or policy the project aims to review or improve.

Think about what this assessment is about. You should be clear about who is intended to benefit from this service or function. Also identify whether there are other beneficiaries in addition to the main ones that you should consider. .

Stakeholders

Surrey staff

The fully managed service element of the WAN and LAN is seamless to staff. New telephony handsets if part of the procurement may require retraining.

Now describe how this fits into ‘the bigger picture’ including other council or local plans and priorities.

- This procurement is required as part of the SCC procurement rules. Bidders will be expected to comply with equality and diversity regulations. This included in the tender documentation.

Evidence gathering and fact-finding

(Page 15 of the guidance)

What evidence is available to support your views above? Please include:

- A summary of the available evidence
- Identification of where there are gaps in the evidence (this may identify a need for more evidence in the action plan)
- Information on contributing factors to inequality.
- What information is currently captured with respect to usage and take up of services.
- What the current situation is in relation to equality and diversity monitoring (where relevant)

Remember to consider accessibility alongside the equality strands

- N/A Procurement

Sources of evidence may include:

How have stakeholders been involved in this assessment? Who are they, and what is their view?

We will include relevant stakeholders as part of Procurement process.

Analysis and assessment

Given the available information, what is the actual or likely impact on minority, disadvantaged, vulnerable and socially excluded groups? Is this impact positive or negative or a mixture of both? (Refer to page 17 of the EIA guidance for full list of issues to consider when making your analysis)

Question	Age	Race	Disability
Using your initial impression, the available evidence and the view of others, what kind of equality impact will there actually be?			New hardware & software may require adaptation to meet specialist needs.
Is the impact positive or negative, or is there a mix of both?			
How significant is the impact in terms of its nature and the number of people likely to be affected?	N/A	N/A	
Could the impact constitute unlawful discrimination?	No	No	No
Can any negative impact be justified?			Yes

Question	Age	Race	Disability
What do you need to do, or what changes do you need to make in order to minimise negative impact? (Recommendations)			Ensure bidders comply with equalities and diversity regulations.
What are the positive impacts likely to result from the proposal and how can these be maximised?			More up to date IT technology will support flexibly working
Will reducing negative impacts and maximising positive ones require any additional resources?			Potentially £ cost for adapted hardware. Training may be required for staff
What further information is required to measure the probability and/or the extent of the impact?			
Where and how can that information be obtained?			

What can be done to reduce the effects of any negative impacts? Where negative impact cannot be completely diminished, can this be justified, and is it lawful?

Where there are positive impacts, what changes have been or will be Made, who are the beneficiaries and how have they benefited?

N/A

Recommendations

Please summarise the main recommendations arising from the assessment. If it is impossible to diminish negative impacts to an acceptable or even lawful level the recommendation should be that the proposal or the relevant part of it should not proceed.

- Ensure suppliers can be specific in their tender response to the EIA areas so we can evaluate accordingly
- Prioritise the impacts of the suppliers ability to meet SCC requirements & build into the scoring process

Action Plan – actions needed to implement the EIA recommendations

Issue	Action	Expected outcome	Who	Deadline for action
Ensure suppliers comply to SCC equalities requirements	Include SCC Equality Policy in ISPD specification	Supplier will comply with SCC requirements	PM	Completed
Evaluating and scoring equalities requirements alongside whole system evaluation	Ensure evaluation criteria appropriately takes account of & weights equality issues	Equalities part of the evaluation criteria creation process. Equalities reasonably and justifiably taken into account.	PM	Completed
Ensure suppliers comply to SCC accessibility requirements	Include SCC Accessibility Policy in final specification (ISFS)	Supplier will comply with SCC requirements	PM	March 2012
Ensure suppliers comply to SCC equalities	Ensure these requirements are kept in mind during	Chosen product will comply with	PM	Jan 2012

Issue	Action	Expected outcome	Who	Deadline for action
requirements	competitive dialogue sessions.	SCC requirements		
Ensure suppliers comply to SCC equalities requirements	Include SCC Equality Policy in final specification (ISFS)	Supplier will comply with SCC requirements	PM	March 2012
Specialist and non standard requirements will arise during the life time of the contract	Ensure wording and arrangements are included in the contract for potential non standard requirements in the future	Wording included in contract	Contract Manager	March 2012

- Actions should have SMART Targets
- Actions should be reported to the Directorate Equality Group (DEG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

Review date	Oct 2011
Person responsible for review	Val Head
Head of Service signed off	
Date completed	Oct 2011
Date forwarded to EIA coordinator for publishing	

- **Signed off electronic version to be kept in your team for review**
- **Electronic copy to be forwarded to your service EIA coordinator**