

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Nottingham City Council Printing Framework
Department: Strategy and Resources
Service Area: Communications and Marketing
Author (assigned to Covalent):

Name of Author: Marie McGlinchey
Director: Candida Brudenell
Strategic Budget EIA Y/N (please underline)

Brief description of proposal / policy / service being assessed:

Nottingham City Council to undertake an EU compliant tendering process for the procurement of an SME friendly multi-supplier framework for print services (through the council's tendering system), noting that this framework is for four years and has an estimated value of £2,400,000 in total.

Information used to analyse the effects on equality: Profile of bidding suppliers and final contractors.

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Provide details for impacts / benefits on people in different protected groups.</p> <p>Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)</p> <p>SME's from diverse and under-represented protected groups e.g. BME should have the opportunity to submit a tender for the procurement of print services, especially those unaware and unable to use the portal.</p>	<p>What will be done to reduce negative or increase positive impact. Actions should be SMART (Specific, Measurable, Achievable, Realistic, Timebound) and correspond to identified impacts. Actions will need to be uploaded on Covalent.</p> <p>Contact will be made with all known diverse local SMEs supplier.</p> <p>New and existing contacts will be emailed about the print tender before 18th January 2017 by the Design and Print Manager and Procurement Team</p> <p>Six months prior to the end of the contract review the diversity of the previous tender responses will be analysed.</p> <p>Where deficits have occurred positive action workshops with a range of</p>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input type="checkbox"/>		
Younger	<input type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Please underline the group(s)</i>				

***/issue more adversely affected
or which benefits.***

organisations regarding the renewal of
the print framework (if required) will be
conducted on or around 31/10/2020

Outcome(s) of equality impact assessment:

- No major change needed •Adjust the policy/proposal •Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Six months prior to the end of the contract review the diversity of the previous tender responses and conduct positive action workshops with a range of organisations regarding the renewal of the print framework (if required).

Approved by (manager signature):

Marie McGlinchey

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0115 8763328

Date sent to equality team for publishing:

29th December 2016

Send document or link to:

equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.