

Equality Impact Assessment Form

[screentip-sectionA](#)

1. Document Control

Control Details:

Title: If this is a budget EIA please ensure the title is the same as the title used within the budget booklet	Nottingham City Council Design and Print Framework
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Department:	Strategy and Resource
Service Area:	Communications and Marketing
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Strategic Budget EIA: Y/N (Does this EIA have an impact on the budget) If yes, please include the reference number	N
Exempt from publication: Y/N (All EIA's are published on Nottingham Insight for public viewing unless specified. Exemption criteria is available on the EIA section on the Intranet)	N

2. Document Amendment Record:

Version	Author	Date	Approved
1	Michelle Lawson	12.03.2021	

3. Contributors/Reviewers (Anyone who has contributed to this document will need to be named):

Name	Position	Date
Nasreen Miah	Equality & Employability Consultant	16/03/2021

4. Glossary of Terms

Term	Description

[screeintip-sectionB](#)

5. Summary

(Please provide a brief description of proposal / policy / service being assessed)

Nottingham City Council to undertake a complaint tendering process for the procurement of an small medium enterprise (SME) friendly multi-supplier framework for design and print services (through the council's tendering system), noting that this framework is for four years and has an estimated value of £3,000,000 in total.

[screeintip-sectionC](#)

6. Information used to analyse the effects on equality:

(Please include information about how you have consulted/ have data from the impacted groups)

Profile of bidding suppliers and final contractors.

7. Impacts and Actions:

<u>screeintip-sectionD</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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"/>

Please underline the group(s) /issue more adversely affected or which benefits.

<p style="text-align: right;"><u>screeintip-sectionE</u></p> <p>How different groups could be affected (Summary of impacts)</p>	<p style="text-align: right;"><u>screeintip-sectionF</u></p> <p>Details of actions to mitigate, remove or justify negative impact or increase positive impact (or why action isn't possible)</p>
<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. Black and Minority Ethnic should have the opportunity to submit a tender for the procurement of print services, especially those unaware and unable to use the portal. Training will be arrange to those that are unable to use the portal.</p> <p>Within this design and print framework, we have separated out each element of design and print into different sections (called Lots) to enable more design and print contractors to submit tenders for each Lot. They have been designed in a way to allow</p>	<p>Continue on separate sheet if needed (click and type to delete this note)</p> <p>Contact will be made with all known diverse local SMEs suppliers. We will do this by using the Council's Growth Hub Network and putting information about the print tender in the Growth Hub Network which goes out to all local SMEs. This newsletter will go out in April, in plenty of time before the print tender goes live and will be sent to over 4000 SMEs. We can directly evaluate whether any suppliers/potential suppliers have read this newsletter by using our Gov Delivery software which tells us who has opened the email (the system allows us to see the emails of who has opened the mail).</p> <p>Over the duration of the last tender – numerous print suppliers contacted the Design and Print service with interest to be on our tender. These companies will be contacted again to let them know we will shortly be out again for tender. Existing print suppliers will also be contacted.</p>

<p>for this – by separating out aspects like production and installation which some contractors can do and some cannot.</p>	<p>Six months prior to the end of the contract, the Design and Print team can 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) This will be done in conjunction with the Growth Hub to support SMEs.</p> <p>Suppliers will be selected in a fair and consistent manner for the framework by submitting their previous work and ensuring they meet certain criteria such as service delivery and timescales.</p>
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8. Arrangements for future monitoring of equality impact of this proposal / policy / service:

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9. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

10. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: Jamie.omalley@nottinghamcity.gov.uk</p>			<p>Date sent for advice: 12/03/2021 Send document or Link to: equalities@nottinghamcity.gov.uk</p>
<p>Approving</p>	<p>Manager</p>	<p>Signature:</p>	<p>Date of final approval:16/03/21</p>

Jamie.omalley@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Employability Team for advice, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
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.

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.