

## Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Procurement of a E Broker solution to process DBS checks online
Directorate and Service Area	Resources/HR People Operations
Name of Lead Officer	John Walsh

### Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

#### 1.1 What is the proposal?

The council has a duty to undertake disclosure and barring (DBS) checks for staff employed in regulated posts it provides this service to schools and third parties under an Umbrella Body status. Regulated jobs are where individuals work with children and vulnerable adults. We are looking to procure an E Bulk provider (via an online portal) to enable checks to be done online.

### Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

#### 2.1 What data or evidence is there which tells us who is, or could be affected?

We do not have specific diversity information about DBS applicants, which includes schools and third parties.

7% of Bristol Economically Active Citizens (Census 2011) are disabled. For the Bristol City Council workforce overall 6% of staff are disabled (7% in People Directorate; 5% in Growth and Regeneration Directorate; 6% in Resources Directorate).

#### 2.2 Who is missing? Are there any gaps in the data?

Please see 2.1

2.3 How have we involved, or will we involve, communities and groups that could be affected?

As the requirement for a DBS check is based upon a role being regulated and will not be applicable to the majority of employees/citizens of Bristol it is not our intention to involve communities or groups.

When we have selected a supplier as a result of the procurement process we will engage with the staff led groups as appropriate for accessibility

### Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?

We have not identified any potentially adverse impact from this proposal. However we need to ensure that the online portal meets accessibility requirements including compatibility with assistive technology and that there are alternative ways for staff to complete applications where it is not possible for them to do this online which could be due to language or disability. The online DBS submission process does not require the disclosure of any 'sensitive' data which could potentially adversely impact on people because of their protected characteristics.

3.2 Can these impacts be mitigated or justified? If so, how?

The solution we are looking to procure is an online portal for the completion of DBS checks, there is the potential for an individual to sit with a Hiring Manager to complete the form online or in exceptional circumstances a paper DBS form can be supplied

3.3 Does the proposal create any benefits for people with protected characteristics?

None identified

3.4 Can they be maximised? If so, how?

N/A

### Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with

protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?
It has raised awareness to ensure that any potential supplier will need to meet the Non-Functional requirements in relation to Accessibility requirements. BCC identify possible difficulties with understanding relating to language problems and/or disabilities. A mitigation being the need to use plain English and managers to support staff with the process.
4.2 What actions have been identified going forward?
The Tender/specification document will specify minimum requirements for accessibility i.e. WCAD/W3C
4.3 How will the impact of your proposal and actions be measured moving forward?
Through ongoing monitoring of the DBS application process

Service Director Sign-Off: 	Equalities Officer Sign Off: <i>Reviewed by Equalities and Community Cohesion Team</i>
Date: 2/10/2019	Date: 30/9/2019