

Bristol City Council Equality Impact Assessment Form

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



Name of proposal	Contract for IT Hardware and Consumables
Directorate and Service Area	Resources – IT Services
Name of Lead Officer	Sharon Scull

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?

To procure a contract for the supply of IT Hardware and Consumables for the Council and it's traded services (eg TwS)
Please note - This proposal does not include Laptops for which we already have a compliant contract in place.

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?

This proposal is to ensure we have a compliant route to market to purchase IT Hardware and Consumables, so we can continue delivering upon service requests received from the business. As this will inevitably be via a framework, the suppliers on each framework are already assessed and approved via the Crown Commercial Service

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

All suppliers on a framework apply to Crown Commercial Service and are then assessed and approved for inclusion

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

There will be no impact to service whilst we procure a new contract. However I will be pulling the requirements for the procurement together with key stakeholders and CSR

Step 3: Who might the proposal impact?

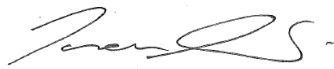
Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?
No. This does not affect the purchase of Assistive Technology products as there will be a separate process undertaken for this in due course
3.2 Can these impacts be mitigated or justified? If so, how?
N/A
3.3 Does the proposal create any benefits for people with protected characteristics?
No – there will be no change to the service that is currently provided as per 3.1
3.4 Can they be maximised? If so, how?

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?
No impact or changes
4.2 What actions have been identified going forward?
N/A
4.3 How will the impact of your proposal and actions be measured moving forward?
N/A

Service Director Sign-Off: 	Equalities Officer Sign Off: Simon Nelson
Date: 17/10/2019	Date: 6 th Oct 2019

