

APPENDIX E



Bristol City Council Equality Impact Relevance Check

This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required. Please read the guidance prior to completing this relevance check.

What is the proposal?	
Name of proposal	Electoral Services specialist printing tender
Please outline the proposal.	The procurement and tender of the council's specialist election print services.
What savings will this proposal achieve?	N/A
Name of Lead Officer	Gareth Cook

Could your proposal impact citizens from equalities communities? (This includes service users and the wider community)
Please outline where there may be significant opportunities or positive impacts, and for whom.
<p>This proposal concerns the procurement and tender of the council's election print services. It is a retender process for an existing statutory requirement. This requires specialist, technical printing which is not available in house nor under other council print and post contracts.</p> <p>All electoral printing material, where possible, is provided in different formats such as braille, large print and in several different languages by electoral services.</p>
Please outline where there may be significant negative impacts, and for whom.
<p>There will be no change to the service received by the public through the procurement of this contract. Electoral stationery will remain the same as in previous years so no negative impacts are anticipated.</p> <p>Some disabled people may be disadvantaged by the inability to produce ballot papers in in any other format, however this is due to due to legislation regarding voting procedures rather than an inability of the printer.</p>

Could your proposal impact staff from equalities communities? (i.e. reduction in posts, changes to working hours or locations, changes in pay)
Please outline where there may be significant opportunities or positive impacts, and for whom.
Staff will not affected by this proposal for a reprocurement (retender) of an existing service

Please outline where there may be negative impacts, and for whom.

N/A

Is a full Equality Impact Assessment required?

Does the proposal have the potential to impact on equalities communities in the following ways:

- access to or participation in a service,
- levels of representation in our workforce, or
- reducing quality of life (i.e. health, education, standard of living) ?

Please indicate yes or no. If the answer is yes then a full impact assessment must be carried out. If the answer is no, please provide a justification.

No. We have not identified any negative impact from the proposal.

Service Director sign-off and date:

Equalities Officer sign-off and date:
Reviewed by Equality and Inclusion Team
26/1/2021