

Equality Impact Assessment [version 2.9]



Title: Book Supply Contract Tender	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Kate Murray
Service Area: Economy of Place/Libraries	Lead Officer role: Head of Libraries

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Library Service’s stock of books is at the core of its service and part of the statutory offer. In order to provide customers with the widest possible range of up to date, relevant, high quality material, within the constraints of the budget allocated, it is essential to have a purchasing contract that flexible, has no minimum spend and delivers the best possible value for money for Bristol.

The current Book Supply Contract is due to expire at the end of September 2022. In order to ensure no break in the supply of books, a tender process must be undertaken now for the goods with a contract to be in place for the beginning of October 2022.

Book materials are to include adult fiction, adult non-fiction, reference items, and children’s books. These materials need to be supplied shelf ready. We also require suppliers to offer other services which contribute to efficiency and cost effectiveness, such as supplier selection.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: The library service is a statutory universal service		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.


If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
-------------------------------------	---	-----------------

We have not identified any significant equality impact from the proposal. The supply contract will enable the purchase of library materials by professional librarians and also by supplier selection. We buy materials according to our Stock Policy, for use by library customers and anyone who may wish to use or visit the service. We are responsive to customer suggestions, publishing cycles and changing interests as well as ensuing stock is available in different formats. This is a contract process for ensuring the continuation of supply.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 9/2/2022	Date: 11/02/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.