

Screening/Scoping Pro Forma

Section	Revenue and Payments Services		Officer responsible for the screening/scoping	Mike Bellamy		
Name of Policy to be assessed	E-Procurement Strategy		Date of Assessment	8/09/08	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?			<ul style="list-style-type: none"> •1 Outline the function that e-procurement plays to the council as a whole. •2 Identifying future plans and strategies. •3 Highlight areas that the council would need to be pro-active in to achieve best value. 			
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.			<ul style="list-style-type: none"> •1 It supports the service plan for this section. 			
3. Who is intended to benefit from this policy and in what way?			<ul style="list-style-type: none"> •2 It would mainly benefit staff working within the purchasing team, but would be of interest to other staff members in this section. 			
4. What outcomes are wanted from this policy/procedures/practice?			<ul style="list-style-type: none"> •3 The main aim of the policy is to identify the role and need for this department within the council. •4 Highlights the need to provide best practice and value for money. •5 Working in the most efficient way. 			
5. What factors/forces could contribute/detract from the outcomes?			<ul style="list-style-type: none"> •1 Advances in technology. •2 Changes in the way we conduct business. •3 The economy could have a bearing on this policy, and could easily turn this current policy into an outdated one. 			
6. Who are the main stakeholders in relation to the policy?		The purchasing and payments team.		7. Who implements the policy, and who is responsible for the policy?		Service unit head and line managers.
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?			Y	N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?			<ul style="list-style-type: none"> •1 This is a strategy document, and the contents are aimed at supporting all staff members working in this section with a greater understanding of the visions this department has. It therefore has no differential impact. 			

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •2 This is a strategy document, and the contents are aimed at supporting all staff members working in this section with a greater understanding of the visions this department has. It therefore has no differential impact. 		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •3 The wording of this document does not present any problems, however people with visual / learning disabilities may have problems as this is a paper based document. 		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •4 This is a strategy document, and the contents are aimed at supporting all staff members working in this section with a greater understanding of the visions this department has. It therefore has no differential impact. 		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •1 A lot of the procedure mentioned in this document refer to using the latest technology and in house systems. Staff from different age generations may have different knowledge, and it would be important to train all staff to use / follow our procedures, thus not to discriminate. 		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •2 This is a strategy document, and the contents are aimed at supporting all staff members working in this section with a greater understanding of the visions this department has. It therefore has no differential impact. 		

14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?		N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •3 This is a strategy document, and the contents are aimed at supporting all staff members working in this section with a greater understanding of the visions this department has. It therefore has no differential impact. 		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •4 Not as a direct result relating to the wording, but depending on the nature of the offence, some of the tasks associated with this job role, would need to be monitored by the employee's line manager. 		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	¥	N	
What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> •5 This is a strategy document, and the contents are aimed at supporting all staff members working in this section with a greater understanding of the visions this department has. It therefore has no differential impact. 		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	<p>Please explain</p> <ul style="list-style-type: none"> •6 This policy is a statement about what the department does, and what the visions are for the future of this section, so is being used more as a procedure manual.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	<p>Please explain for each heading (questions 8-16) on a separate piece of paper.</p>

Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	Please explain <ul style="list-style-type: none"> •7 The only concern would be that we only offer this policy in one language, however, historically this has never been an issue before. We may need to look into the options of producing this in an alternative formats. •8 No, other than the importance to make sure these type of documents are regularly reviewed and kept up to date with current procedures.
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	Y	N	Please explain
21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?	¥	N	Please explain
22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?			<ul style="list-style-type: none"> •9 Yes, there is a need to identify and write new procedures on other aspects of the work we do in this section. •10 The policies need review and update to reflect any changes in business. •11 We could make better use of our section on the intranet to promote our section, and provide information.

			Yes	No
		<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p> <p>Making use of improvements to the website developed by ICT around accessibility.</p>		

Signed
(completing officer)

Date September 2008

Signed
(Head of Section)

Date

Countersigned
(HR Representative)

Date November 2008