

## EQUALITY IMPACT ASSESSMENT

**Business Division/Directorate:**

Finance

**Service:**

**Policy:**

**Event:**

**Strategy:**

**Name of Service/Title of Policy or Strategy, Name of Event:**

Requisitioning, Ordering and Receipting of Goods Procedure

**Equality Impact Assessment Undertaken by:**

Lynne Beedle, Head of Procurement and Purchase Ledger

**Date undertaken:**

08/08/2022

### Questions

**1. What are the main aims and purposes of the Service?**

These procedures are set out in this document to ensure best practice is undertaken and delays in the procurement of goods and services are avoided

The principles set out in this document must be applied to all personnel who have responsibility for the expenditure of non –pay budgets on goods and services on behalf of the Trust.

**2. Who is involved in delivering the service? (i.e., partnerships, stakeholders or agencies)**

Board of Directors  
Assistant Directors  
Budget Holders  
All Staff

**3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this service or event / implementing the policy or strategy to different groups of people and the different needs of people with protected characteristics in relation to this service?**

Trusts Procurement Strategy  
Trusts Standing Financial Instructions and Standing Orders  
Requisitioning, Ordering and Receipt of Goods Procedure

*Please use the following table to indicate the impact for the policy for the protected characteristics*

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of Age.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of disability

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of gender reassignment
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of Marriage and civil partnership
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of pregnancy or maternity
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of Race
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of religion or belief
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of Sex
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of sexual orientation
Disadvantaged groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of Disadvantaged Group

**4. What positive impacts are there for this service to better meet the needs of people with protected characteristics?**

This policy is consistent in its approach regardless of person with protected characteristic.

**5. What action would be needed to ensure the service overcomes:**

- Discriminatory negative impacts
- Exclusion
- Failure to meet the needs of people from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.

To ensure specially adapted equipment is made available for both procedure users and staff within Purchasing and Stores Departments

**6. Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised. Include:**

Options for action	Explanation if no further action is required	Lead responsible for overseeing actions	Timescales	Costs (where applicable)
Ensure Training is given to all users		Lynne Beedle, Head of Procurement	Ongoing	none

**7. Monitoring and reporting arrangements of EIA, for policies and strategies refer to section 7 of the Policy for the Development and Management of Procedural Documents.**

**For services / events please include the following:**

- How the equality impact of the service will be monitored  
*Monitoring of this procedure and if it being adhered to*
- Frequency of monitoring  
*Quarterly*
- How the monitoring results will be used and where they will be published;  
*Audit*
- Who will be responsible for reviewing monitoring results and initiating further action where required  
*Lynne Beedle, Head of Procurement*
- Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?  
*None*
- Any action points should be included in Care Group / Corporate action plans, with monitoring and review processes.  
*none*

**Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.**

Yes  No

The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

**Name:**

Lynne Beedle

**Designation:**

Head of Procurement

**Signature:**

LBeedle

**Date:**

08/08/2022