

Equality impact assessment form Contracts for goods/works and services

Contract Details

Instructions for completion

This form is to be completed by the User Department. The Procurement Unit will contact you to identify/agree your role (s) in the forthcoming procurement process.

IMPACT ON FORCE	DOES THE CONTRACT INVOLVE THE FOLLOWING (If so cross box)		
HIGH	1	Carrying out of front line services on behalf of the police?	<input type="checkbox"/>
	2	Significant contact with the public in person?	<input type="checkbox"/>
	3	Managing recruitment & selection or promotion processes?	<input type="checkbox"/>
	4	Managing police staff?	<input type="checkbox"/>
	5	Significant or influential contact with police staff in person?	<input type="checkbox"/>
	6	Purchase of works or services which need major adaptations for people with disabilities – either for police staff or members of the public.	<input type="checkbox"/>
	7	Purchase of goods, works or services which need to take account of major gender, religious or cultural differences.	<input type="checkbox"/>
	8	(Are you aware of any other risk not detailed, if so state)	<input type="checkbox"/>

MEDIUM	1	Some contact with the public in person?	<input type="checkbox"/>
	2	Some contact with police staff in person?	<input type="checkbox"/>
	3	Significant contact with the public, but not in person?	<input type="checkbox"/>
	4	Significant contact with police staff, but not in person?	<input type="checkbox"/>
	5	Purchase of works or services which needs some adaptations for people with disabilities – either for police staff or members of the public.	<input type="checkbox"/>
	6	Purchase of goods, works or services which need to take account of some gender, religious or cultural differences.	<input type="checkbox"/>
	7	(Are you aware of any other risks not detailed, if so state)	<input type="checkbox"/>

LOW	1	Minimal contact with staff? (e.g. to co-ordinate / monitor contracted activity)	<input type="checkbox"/>
	2	Carrying out of support functions on behalf of the police?	<input type="checkbox"/>
	3	Carrying out of work for the police, which does not involve providing services directly to staff or the public? (e.g. goods, suppliers, etc. which do not need adaptations for people with disabilities, gender, religious or cultural differences)	<input type="checkbox"/>
	4	Managing non police staff?	<input type="checkbox"/>
	5	Purchase of works or services which need no adaptations for people with disabilities – either for police staff or members of the public.	<input type="checkbox"/>
	6	Purchase of goods, works or services which do not have any gender, religious or cultural differences.	<input type="checkbox"/>
	7	(Are you aware of any other risks not detailed, if so state)	<input type="checkbox"/>

Note: If you are purchasing goods which need to take into account adaptations for people with disabilities this must be included in the specification of the product.

Are there any specific equality or diversity concerns that you feel need addressing as part of this contract ? If there are please detail below or attach details.

IMPACT ASSESSMENT

Please state below what is the highest impact level applicable to the contract (High, Medium, Low, No Risk)?

Highest Impact Level is:

Please complete the box below

Signed
Name
Title
Department
Date

Action for Procurement :

Signed: