

Addressing Inequalities

Equalities Impact Assessment Interim Template – Nov
2010

Surrey County Council Equality Impact Assessment Template

Stage one – initial screening

What is being assessed?	Surrey County Council Statutory Notices Procurement
Service	Highways (All services required to publish Statutory notices)
Name of assessor/s	Michelle Caines
Head of service	Jason Russell
Date	02/08/13
Is this a new or existing function or policy?	Existing policy

Write a brief description of your service, policy or function. It is important to focus on the service or policy the project aims to review or improve.

There are a number of departments in Surrey County Council (SCC) who are required by Legislation to publish Statutory Notices in the Local Press or London Gazette to changes that are occurring in their local area that may affect them.

Aim

The aim is to procure this service from one provider to provide an efficient and economical service in publishing statutory notices.

Objectives

- Process SCC statutory notices advertisements efficiently and accurately from preparation of proofs to placement in chosen media. Ensure adverts are proof read by the agency prior to placement, and a copy is sent to the relevant SCC officer for final approval.
- Ensure adverts are placed within the timescales required. Due to the nature of the Council's work and legal requirements, this can result in adverts being required with minimum notice, or adverts being amended or pulled at the last minute.

- Demonstrate Value for Money.
- Provide necessary information to SCC departments so they can manage the finance of advertising effectively, e.g. including title of advert and purchase order number on invoices.
- Ensure all advertisements comply with relevant legislation. Understand the legal requirements governing the publication of statutory notices, and that once fixed, the date of publication is not discretionary to accord with regulations.
- Manage statutory advertising services through a single point of contact.
- Develop and maintain good knowledge of and relationship with national and local publications used by SCC and be able to advise the Council on the most cost-effective media for each vacancy.

Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.

Equality Group	Positive	Negative	No impact	Reason
Age			✓	Some elderly still have limited access to computers and rely on the local press to inform them on local issues that may affect them. The general aim of this function is to improve the procurement of statutory notices, which should benefit all local residents, businesses and road users, but will not significantly impact any one group.
Gender Reassignment			✓	The general aim of the function is to improve the information given to the public via Public Notices. This should be of benefit and is not likely to have any significantly impact on people undergoing gender

				reassignment.
Disability			✓	The strategy reinforces the council's commitment to informing a wide range of individuals and adheres to SCC's key values.
Sex			✓	The general aim of the function is to improve on information given to all road users, residents and businesses about temporary and permanent changes in their local area and is not likely to have any significantly impact on people according to their gender.
Religion and belief			✓	The general aim of the function is to improve on information given to all road users, residents and businesses about temporary and permanent changes in their local area and is not likely to have any significantly impact on people according to their faith or belief.
Pregnancy and maternity			✓	The general aim of the function is to improve on information given to all road users, residents and businesses about temporary and permanent changes in their local area and is not likely to have any significantly impact on pregnant or expecting women.
Race			✓	The general aim of the function is to improve on information given to all road users, residents and businesses about temporary and permanent changes in their local area and is not likely to have to have any significantly impact on people

				according to their race.
Sexual orientation			✓	The general aim of the function is to improve on information given to all road users, residents and businesses about temporary and permanent changes in their local area, which should be of benefit and is not likely to have any significantly impact on people according to their sexual orientation.
Carers			✓	The general aim of the function is to improve on information given to all road users, residents and businesses about temporary and permanent changes in their local area, which should be of benefit to carers.
Other equality issues – please state				None
HR and workforce issues				A separate EIA does not need to be carried out
Human Rights implications if relevant				N/A

If you find a negative impact on any equality group you will need to complete stage one and move on to stage two and carry out a full EIA.

A full EIA will also need to be carried out if this is a high profile or major policy that will either effect many people or have a severe effect on some people.

Is a full EIA required?	Yes (go to stage two)	No ✓
If no briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of your conclusion.		

It is a legal duty for some departments in SCCI to produce statutory notices to inform the public of certain processes. The contract for the provider of the service of advertising this in the local newspapers is due to expire in September 2013. It is the most cost effective method for SCC to go through an agency to purchase the advertising space.

Briefly describe any positive impacts identified that have resulted in improved access or services

Described above

For screenings only:

Review date	August 2013
Person responsible for review	Michelle Caines
Head of Service signed off	
Date completed	

- Signed off electronic version to be kept in your team for review
- Electronic copy to be forwarded to Equality and Diversity Manager for publishing