



## Equality Impact: Screening and Assessment Form

<b>Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.</b>	
a. Name of policy or practice (list also any linked policies or decisions)	Prompt Payment of Suppliers Policy
b. Name of department	Accounts Payable and Receivable, Finance department
c. Name of Lead	Anne Marie Gregory
d. Equality Impact Assessment Team [names, job roles]	David Bywater, Consultant Paramedic, Clinical directorate Walid Hussain, Finance Officer, Finance department Emma Stewart, Finance Trainee, Finance department
e. Date of assessment	30 January 2017
f. Who are the main target groups / who will be affected by the policy?	Scottish Ambulance Service staff, patients, suppliers and other NHS Boards will be affected by this policy.
g. What are the intended outcomes / purpose of the policy?	The policies aims to ensure all approved invoices are paid within agreed contract terms.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes
<p>If yes to any of the three needs complete all sections of the form (2- 7)                  If no to all of the three needs provide brief detail as to why this is the case and complete only section 7                  If don't know: complete sections 2 and 3 to help assess relevance</p>	

<b>Section 2: Evidence, consultation and involvement</b> <b>Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.</b>			
a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
Consultation with Accounts Payable and Receivable department manager and team leader	10/01/2017	There is no distinction made in the policy from any particular groups.	Age
			Disability
			Gender reassignment
			Gender / sex
			Marriage / civil partnership *
			Pregnancy / maternity
			Race
			Religion / belief
			Sexual orientation
			Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other?

	Available evidence
b. Research and relevant information	Accounts Payable Working Group
c. Knowledge of policy lead	Consultation with department manager and team leader
d. Equality monitoring information -- including service and employee information	Percentage of invoices paid within 10 days.
e. Feedback from service users, partner or other organisations as relevant	None
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	No
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

<b>Section 3: Analysis of positive and negative impacts</b>			
<b>Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations</b>			
<b>Protected characteristics</b>	<b>i. Eliminating discrimination</b>	<b>ii. Advancing equality of opportunity</b>	<b>iii. Fostering good relations</b>
<b>Age</b>	There are no impacts which have been identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Disability</b>	There are no impacts which have been identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Gender reassignment</b>	There are no impacts which have been identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Gender / sex</b>	There are no impacts which have been identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Marriage / civil partnership</b>	There are no impacts which have been identified.		
Positive impacts			
Negative impacts			
Opportunities to enhance			

equality	
<b>Pregnancy / maternity</b>	There are no impacts which have been identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Race</b>	There are no impacts which have been identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Religion / belief</b>	There are no impacts which have been identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Sexual orientation</b>	There are no impacts which have been identified.
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.</b>	Listed below.

<b>Other</b>	
Positive impacts	There may be a positive impact on volunteers and small businesses as adherence to the policy ensures they are paid in a timely manner.
Negative impacts	
Opportunities to enhance equality	Providing suppliers with a copy of the Services' 'No PO, No Pay' letter which clearly sets out the Service's requirements for approved invoices. This will increase awareness.
Note: specific actions relating to these measures can be listed at section 5	

<p><b>Section 4: Addressing impacts</b>  <b>Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan</b></p>	
	Reasons
a. <b>No major change</b> - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	The only potential impact identified has been classed as a positive impact which will promote equality. Therefore there is no need to make any changes.
b. <b>Adjust the policy</b> – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. <b>Continue the development and implementation of the policy without adjustments</b> – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful	

discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.	
d. <b>Stop and remove the policy</b> - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.	

<b>Section 5: Action plan</b> <b>Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation</b>					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
Communications plan	Publish policy on external website. Provide suppliers with a copy of the 'No PO, No Pay' letter.	Suppliers will be aware of the Service's commitment to paying approved invoices within 10 days.	Project Lead Comms Lead	Ongoing	People on low income – volunteers and small suppliers
* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc					

<b>Section 6: Monitoring and review</b> <b>Please detail the arrangements for review and monitoring of the policy</b>	
	Details
a. How will the policy be monitored? Provide dates as appropriate	Reviewed annually or on the implementation of any new financial procedures
b. What equalities monitoring will be put in place?	Monthly monitoring - percentage of invoices paid in 10 and 30 days.
c. When will the policy be reviewed? Provide a review date.	June 2018

<b>Section 7: Sign off</b> <b>Please provide signatures as appropriate</b>			
Name of Lead	Title	Signature	Date
Anne Marie Gregory	Financial Services Manager		30 January 2017
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	19 May 2017		



