



Equality Impact: Screening and Assessment Form

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.	
a. Name of policy or practice (list also any linked policies or decisions)	Out of Course Payments Procedure
b. Name of department	Finance department
c. Name of Lead	Anne Marie Gregory
d. Equality Impact Assessment Team [names, job roles]	Melanie Barnes, Project Accountant, Finance department Katrina Artigue, Management Accountant, Finance department Walid Hussain, Finance Officer, Finance department Emma Stewart, Finance Trainee, Finance department
e. Date of assessment	14 February 2017
f. Who are the main target groups / who will be affected by the policy?	Scottish Ambulance Service employees who require a payment to a supplier that will only be used once or to a supplier who doesn't issue invoices.
g. What are the intended outcomes / purpose of the policy?	To ensure all staff are aware how to request a one of payment to a supplier and to ensure all suppliers are paid.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes
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	Particularly to foster good relations and advance equality with reference to small suppliers.

Section 2: Evidence, consultation and involvement 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.			
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 Cashiers department	17/01/17	We discussed the potential for positive impacts which are detailed in section 3.	Age
Internal EQIA	14/02/17		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	
c. Knowledge of policy lead	Consultation with Cashiers department
d. Equality monitoring information -- including service and employee information	
e. Feedback from service users, partner or other organisations as relevant	
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	
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	

Section 3: Analysis of positive and negative impacts			
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			
Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age	There have been no identified impacts		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Disability	There have been no identified impacts		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Gender reassignment	There have been no identified impacts		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Gender / sex	There have been no identified impacts		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Marriage / civil partnership	There have been no identified impacts		
Positive impacts			

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

are homeless or those who live in rural areas. Other	
Positive impacts	This procedure may have a positive impact on smaller suppliers who either do not issue invoices or do not have bank accounts. It ensures prompt payment in line with agreed timelines, helping smaller suppliers manage their cash flow. It also ensures that smaller suppliers are not overlooked because they are not registered on the finance systems.
Negative impacts	No negative impacts have been identified.
Opportunities to enhance equality	
Note: specific actions relating to these measures can be listed at section 5	

Section 4: Addressing impacts	
Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan	
	Reasons
a. No major change - 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 identified impacts are positive. Therefore there is no requirement to adjust the procedure.
b. Adjust the policy – 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. Continue the development and implementation of the policy without adjustments – the EQIA identifies potential for adverse impact or missed opportunity to promote	

<p>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.</p>	
<p>d. Stop and remove the policy - 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.</p>	

Section 5: Action plan					
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					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
Communications	Publish procedure on @SAS intranet.	Ensures all relevant staff are aware of options available for making payments and the necessary steps required to do so.	Project Lead Comms Lead	Ongoing	Cross cutting – lower income/smaller 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					
Section 6: Monitoring and review					
Please detail the arrangements for review and monitoring of the policy					
			Details		
a. How will the policy be monitored? Provide dates as appropriate			Annually or on the implementation of any new financial procedures		
b. What equalities monitoring will be put in place?			Upon major changes, this policy will undergo an EQIA		
c. When will the policy be reviewed? Provide a review date.			June 2018		

Section 7: Sign off			
Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Anne Marie Gregory	Financial Services Manager		14 February 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		

