



Appendix A2

Equality Impact Assessment Form

(FULL)

Step 1

Name of proposal

Purchase To Pay (P2P)

Step 2

Is this a full Equality Impact Assessment Yes If Yes, please complete the remainder of this form.

Step 3

(i)Lead Directorate/Service:

Finance

(ii)Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

No

(iii)What is the aim of the proposal? Please give full details.

The Purchase to Pay project involves the deployment of new functionality within the Council's corporate financial system (Integra2) to provide electronic workflows for ordering and the related invoices. This will, for example, facilitate automated scanning, processing and payment of supplier invoices. The financial benefits of Purchase to Pay will be in terms of the improved spend data that the new processes will give to improve the Council's Procurement activity. This will allow, for example, the challenge of off contract spend, identification of opportunities for spend to be aligned with currently available contracts and opportunities for new supplier contracts to be put in place. The savings afforded by these opportunities will be concerned with either: providing the same level of output for reduced cost; or providing an increased level of output for the same cost. As such there will not be any negative impact onto any protected characteristic given outputs will remain the same.

(iv) Is it a new proposal? Yes Please indicate OR

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function? No Please indicate

Step 4: Which people does your proposal involve or have consequences for?

Please indicate all which apply:

Employees Yes/~~No~~

Job Applicants ~~Yes/No~~

Service users ~~Yes/No~~

Members of the public ~~Yes/No~~

Step 5: List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:

Internal data (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

The project will involve the review of improved spend data once this has been facilitated by the new functionality for our corporate finance system and comparing this with current / potential contract opportunities. As such this data will not be available until following the conclusion of the project. However, as noted elsewhere, the benefits generated by the project will not, in themselves, have an impact on protected characteristics.

Internal consultation (e.g. with staff, trade unions and any other services affected).

Taking place through internal board / working group.

External data (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

Not applicable.

External consultation (e.g. partner organisations, national organisations, community groups, other councils).

Not applicable.

Other (general information as appropriate).

Not applicable.

Step 6: Evidence Gaps.

Are there any gaps in the equality information you currently hold? Yes/No

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

Step 7: Are there potential differential impacts on protected characteristic groups?

Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.

Age

Impact

Not applicable

Disability

Impact

Not applicable

Gender reassignment

Impact

Not applicable

Marriage and Civil Partnership

Impact

Not applicable

Pregnancy/Maternity

Impact

Not applicable

Race - (includes Gypsy Travellers)

Impact

Not applicable

Religion or Belief

Impact

Not applicable

Sex

Impact

Not applicable

Sexual orientation

Impact

Not applicable

Step 8: Consultation with any of the groups potentially affected

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

Not applicable, as there are no anticipated negative impacts.

Step 9: What mitigating steps will be taken to remove or reduce potentially negative impacts?

Not applicable, as there are no anticipated negative impacts.

Step 10: If a potentially negative impact has been identified, please state below the justification.

Not applicable, as there are no anticipated negative impacts.

Step 11: In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics

Not applicable, as the system and contractual changes arising are anticipated to be neutral in nature.

Step 12: Is there any action which could be taken to advance equalities in relation to this proposal?

Not applicable.

Please Note: Step 13 would normally be the FSD Assessment and is not applicable to this proposal.

Step 14: What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?

Equality impact assessment will be further considered as part of each separate contract opportunity.

Step 15: Where will this Equality Impact/Fairer Scotland Duty Assessment be published?

On the Council's public website.

Step 16: Sign off and Authorisation. Please state name, post, and date for each:

Prepared by: Steven Mill, Service Leader Finance, 3 February 2023

Reviewed by: Doreen Phillips, Snr Practitioner (Equalities), 6 February 2023

Approved by: Ian Lorimer, Director of Finance, 10 February 2023
