

# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 4: January 2019**

Title of proposal (include forward plan reference if available)	Tender for the Provision of Interpreting & Translation Services – Appointment of Contractors
Directorate and Service Area	Adult Social Care
Name and title of Lead Officer completing this EIA	Neil Whitehouse, Procurement Officer
Contact Details	neil_whitehouse@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	None
Date EIA completed	01/02/2021
Date EIA signed off or agreed by Director or Executive Director	24.02.2021
Name of Director or Executive Director signing off EIA	Katharine Willmette - Director of Adult Social Care
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

The Council and Sandwell Childrens Trust have a requirement for the provision of externally provided Interpretation Services to support a range of Client Services (including Adults & Childrens Services, Housing, School Admissions, Taxi Licensing and Welfare Rights) at various locations throughout the Borough of Sandwell and on occasions outside of the Council boundaries.

This service will need to be delivered through face to face, telephone and video methods (via MS Teams) during normal and outside of office hours, weekends and if and when required on Bank Holidays.

There is also a requirement for Translation of the written word in the form of a letter, pamphlet or other publications.

A tendering exercise is being undertaken to renew the Council's Contract for the period 12th April 2021 and will be for a period of 4 years until 31<sup>st</sup> March 2025.

**2. Evidence used/considered**

Returned Tender Documents

**3. Consultation**

Consultation has been undertaken with Beverley Stevens, Commissioner, Adult Social Care and Joanne Jackson, Procurement & Performance Officer in Sandwell Childrens Trust.

#### **4. Assess likely impact**

Please give an outline of the overall impact if possible.

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age			✓	
Disability			✓	

<b>Gender reassignment</b>			✓	
<b>Marriage and civil partnership</b>			✓	
<b>Pregnancy and maternity</b>			✓	
<b>Race</b>	✓			<p>The provision of interpreting and translation services will assist Council staff where professionals work together across agencies to promote the importance of communication and language to parents to provide earlier support to children who need it</p> <p>The provision of interpreting and translation services will assist Council staff to support service users and their families with care and support needs to make choices about the life they lead.</p>

<b>Religion or belief</b>			✓	
<b>Sex</b>			✓	
<b>Sexual orientation</b>			✓	
<b>Other</b>			✓	

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.



**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

Regular quarterly performance management meetings will be held with the successful contractors to ensure the level of service provided to service users is compliant with the specification.

## 8. Action planning

You may wish to use the action plan template below



**9. Publish the EIA**

## Where can I get additional information, advice and guidance?

In the first instance, please consult the accompanying guide “Equality Impact Assessment Guidance”

### **Practical advice, guidance and support**

Help and advice on undertaking an EIA or receiving training related to equalities legislation and EIAs is available to **all managers** across the council from officers within Service Improvement. The officers within Service Improvement will also provide overview quality assurance checks on completed EIA documents.

**Please contact:**

Kashmir Singh - 0121 569 3828