



City of Edinburgh Council

Record of Equality and Rights Impact Assessment

Part 1: Background and Information

(a) Background Details

Please list ERIA background details:

ERIA Title and Summary Description: Commercial Excellence Programme - Alcohol Procurement Plan for the award of CEC Alcohol Contract. ERIA on the procurement plan to engage in a collaborative framework agreement for the purchase of alcohol for resale across CEC venues operating commercial bars and catering services with aims of capturing all benefits arising from commercial and procurement activities including revenue, capital and HRA savings and cost avoidance.

Service Area	Division	Head of Service	Service Area Reference No.
Cultural Venues	Culture	Lynne Halfpenny	2017CSE98

(b) What is being impact assessed?

Describe the different policies or services (i.e. decisions, projects, programmes, policies, services, reviews, plans, functions or practices that relate to the Corporate ERIA Title):

Policies and Services	Date ERIA commenced
Alcohol Procurement Plan	

(c) When is it due to be reviewed? (insert furthest away date if question relates to a number of review dates) **4 years from award**

(d) ERIA Team

Please list all ERIA Team Members:

Name	Organisation / Service Area
John-Paul Valentine	CEC Culture, Place
Julia Sproul	CEC, Strategy and Insight Division

Part 2: Evidence and Impact Assessment

(a) Evidence Base

Please record the evidence used to support the ERIA. Any identified evidence gaps can be recorded at [part 3a](#). Please allocate an abbreviation for each piece of evidence.

Evidence	Abbreviation
Matthew Clark Equality Policy	
Matthew Clark Conduct at Work Policy	
Matthew Clark Recruitment Policy	
Matthew Clark Training and Development	

(b) Rights Impact Assessment – Summary

Please describe all the identified enhancements and infringements of rights against the following ten areas of rights. Please also consider issues of poverty and health inequality within each area of rights:

- Life
- Health
- Physical security
- Legal security
- Education and learning
- Standard of living
- Productive and valued activities
- Individual, family and social life
- Identity, expression and respect
- Participation, influence and voice

Please indicate alongside each identified enhancement or infringement the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Summary of Enhancements of Rights

No enhancements of rights through procurement of the purchase of alcohol for resale in events venues and award of formal alcohol contract

Summary of Infringement of Rights

Can these infringements be justified? Are they proportional?

No infringements of rights through procurement of the purchase of alcohol for resale in events venues and award of formal alcohol contract

(c) Equality Impact Assessment – Summary

Please consider all the protected characteristics when answering questions 1, 2 and 3 below. Please also consider the issues of poverty and health inequality within each protected characteristic:

- Age
- Disability
- Gender identity
- Marriage / civil partnership
- Pregnancy / maternity
- Race
- Religion / belief

- Sex
- Sexual orientation

1. Please describe all the positive and negative impacts on the duty to eliminate unlawful discrimination, harassment or victimisation. Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts
No infringements, no mitigating actions required
Negative Impacts
No negative impacts, no mitigating actions required

2. Please describe all the positive and negative impacts on the duty to advance equality of opportunity (i.e. by removing or minimising disadvantage, meeting the needs of particular groups that are different from the needs of others and encouraging participation in public life)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts
See equality policy
Negative Impacts
No negative impacts

3. Please describe all the positive and negative impacts on the duty to foster good relations (i.e. by tackling prejudice and promoting understanding)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts
n/a
Negative Impacts
n/a

Part 3: Evidence Gaps, Recommendations, Justifications and Sign Off

(a) Evidence Gaps

Please list all relevant evidence gaps and action to address identified gaps.

Evidence Gaps	Action to address gaps
No evidence gaps in relation to the award of this contract	

(b) Recommendations

Please record SMART recommendations which may include actions to

- (i) eliminate unlawful practice or infringements of absolute rights;
- (ii) justify identified infringements of rights; or
- (iii) mitigate identified negative equality impacts
- (iv) further advance equality and rights, and promote good relations.

Recommendation	Responsibility of (name)	Timescale

(c) Sign Off

I, the undersigned, am content that:

- (i) the ERIA record represents a thorough and proportionate ERIA analysis based on a sound evidence base;
- (ii) the ERIA analysis gives no indication of unlawful practice or violation of absolute rights;
- (iii) the ERIA recommendations are proportionate and will be delivered;
- (iv) the results of the ERIA process have informed officer or member decision making;
- (v) that the record of ERIA has been published on the Council’s website / intranet, or
- (vi) that the ERIA record has been reviewed and re-published.

Date	Sign Off (print name and position)	Reason for Sign Off (please indicate which reason/s from list (i) to (vi) above)
	John-Paul Valentine, Bars and Catering Manager, Cultural Venues	(i) (ii)
4/7/17	Lynne Halfpenny, Director of Culture	i, ii