



# EQUALITY IMPACT ASSESSMENT (EqIA)

## Summary results of the EqIA

### **Title of policy/practice/process/service:**

Procurement Policy.

### **Is the policy new (proposed), a revision to an existing policy or a review of current policy?**

Revision of an existing policy. Compliance with regulation and legislation, best practice and public procurement duties with a focused emphasis on sustainability. Improved procurement practices and encourage more innovative, sustainable practices by contractors. While not specific to equality, there is scope to embed equality within sustainability and to consider equality alongside these issues during the procurement process. For contracts relevant to equality include Equality Impact Assessment.

### **Key findings from this assessment (or reason why an EqIA is not required):**

The original policy was create in 2016 and since then there have been a number of new procurement guidance that has come into force since then including, but not limited to:

- The Public Contracts (Scotland) Regulations 2015
- The Procurement (Scotland) Reform Act 2014
- The Procurement (Scotland) Regulations 2016
- The Public Procurement etc. (Scotland) (Amendment) (EU Exit) Regulations 2019.

Review of the policy found that templates to improve the consideration of equality duties could be implemented. Fair work practices can assist in meeting our equality duties. There may be an issue with the accessibility of the Public Contract Scotland website and our documentation, which we will monitor.

### **Summary of actions taken because of this assessment:**

Specific reference to equality duties in policy and our expectations on staff using templates that reflect both good procurement practice and our equalities duties. Within the updated tender documentation there is now a section that related to equalities.

The procurement team will look at each procurement separately as part of the strategy/scoping document to understand if there are any equality related areas we may need to address.

### **Ongoing actions beyond implementation include:**

Monitoring of requests for documentation in alternative formats.

### **Lead person(s) for this assessment (job title and department only):**

Senior Procurement Officer.

### **Senior responsible owner agreement that the policy has been fully assessed against the needs of the general duty (job title only):**

Director of Corporate Services and Accounts.

**Publication date (for completion by Communications):**

23/05/2023

**Document control**

<b>Document control:</b>	V0.2
<b>Date policy live from:</b>	23 May 2023
<b>Review cycle:</b>	Annual

**Document change log**

<b>Version/Author</b>	<b>Date</b>	<b>Comment</b>
V0.1	December 2022	Draft discussed with Policy Team
V0.2	February 2022	Reviewed by Director

## Step 1 - Framing the planned change

*Discussing step 1 and step 2 with the Policy Officer (Equalities) at an early stage will help identify appropriate evidence. This may include support from the wider Policy and Development team.*

**1.1 Briefly describe the aims, objectives and purpose of the policy/practice/process/service. You can use the information in your project specification, business case etc.**

The purpose of the policy is to provide guidance for our staff involved in any procurement activity, ensuring compliance with varying statutory requirements whilst enabling Scottish Legal Aid Board to meet its aims and objectives.

As a publicly funded organisation, Scottish Legal Aid Board must comply with various Procurement and UK legislations. The process of procuring goods and/or services must be fair, transparent, non-discriminatory, and open to audit and accountability.

We are committed to ensuring that we do not breach any legislation and proactively promote equality, sustainability and diversity. Scottish Legal Aid Board will only contract with suppliers who are aligned with, and can meet, our standards and those set by the most current legislation, including but not limited to:

- Health and Safety Act 1974
- Equality Act 2010
- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 - Regulation 9
- Data Protection Act 1998
- Bribery Act 2010
- Freedom of Information (Scotland) Act 2002
- Modern Slavery Act 2015
- General Data Protection Regulation.

It is our policy to use internal resources in the first instance. If the goods or services cannot be delivered in house, then an external supplier should be sourced.

It is our policy to advertise all regulated contracts on Public Contracts Scotland website and to fulfil our legislative duties.

## 1.2 Why is the change required? *Legislative, routine review etc.*

There have been a number of changes in procurement guidance since the previous version was prepared:

- The Public Contracts (Scotland) Regulations 2015
- The Procurement (Scotland) Reform Act 2014
- The Procurement (Scotland) Regulations 2016
- The Public Procurement etc. (Scotland) (Amendment) (EU Exit) Regulations 2019
- Equality Act 2010
- Data Protection Act 1998
- Bribery Act 2010
- Freedom of Information Act 2000
- General Data Protection Regulation.

## 1.3 Who is affected by this policy/practice/process/service? *Be clear about who the ‘customer’ is.*

- Suppliers
- Staff and service users (indirectly).

## 1.4 Policy/practice/process/service implementation date? *Project end date, date new legislation will take effect.*

01/01/2023

## 1.5 What other SLAB policies or projects may be linked to or affected by changes to this policy/practice/process/service? *The EqIA for related policies might help you understand potential impacts, and/or your findings might be relevant to share.*

N/A.

There is legislation to ensure all public sector bodies are compliant with the principles of open, fair and transparent procurement decisions. Any decision to proceed with an award of contract that does not meet these principles would be unlawful and could be challenged in a court of law.

## Step 2: Consider the available evidence and data relevant to your policy/practice/process/service

*The information you gather in this section will:*

- help you to understand the importance of your policy/practice/process/service for different equality groups,
- inform the depth of equality impact assessment you need to do (this should be proportional to the potential impact on equality groups), and
- provide justification and an audit trail behind your decisions, including where it is agreed an equality impact assessment is not required.

## 2.1 What information is available about the experience of each equality group in relation to this policy/practice/process/service?

Stay focused on the topic and scope of your policy/practice/process/service. Does the policy/practice/process/service relate to an area where there are already known inequalities? Refer to the EqlA guidance for sources of evidence.

Remember, this step in the EqlA process is NOT about the impact your policy has on equality groups and what we need to do to mitigate those. That assessment is done under Step 4.

Note: If you proceed to a full EqlA you should continue to add to this section as you develop the policy/practice/process/service, come across new evidence and/or undertake a consultation.

Equality characteristics	Evidence source (web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).
<b>Cross cutting evidence</b>	(1) Final Equality Impact Assessment (EqlA) - <a href="#">Changes to the Public Procurement Rules in Scotland, February 2016, The Scottish Government</a>	<p>Public contracts for social and other specific services are generally relevant to most, if not all, of the protected characteristic groups. For example, when assessing bids, the weighting applied to service and quality criteria, has an impact on the outcome of the procurement exercise, the service itself and the people accessing it. (1)</p> <p>Our desk research shows that:</p> <ul style="list-style-type: none"> <li>• the number of tender exercises we conducted has been relatively low over the past couple of years</li> <li>• procurements relate to services that need to be provided to the organisation rather than being people-orientated (that is, they are not social services)</li> </ul>

Equality characteristics	Evidence source (web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? <i>Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).</i>
	(2) Desk review of previous SLAB procurements	<ul style="list-style-type: none"> <li>based on the last few procurement exercises, evidence suggests the type of suppliers we attract are typically from within Scotland</li> <li>most of the procurement exercises that have been carried out have been done using framework agreements. (2)</li> </ul>
<b>Age</b>	<p>(1) Child labour may be involved in the supply chains of major IT suppliers (example of <b>mining and laptops, building laptops, general IT providers</b>)</p> <p>(2) Desk research</p>	<p>SLAB procures IT equipment periodically and these will involve global supply chains. (1)</p> <p>Given the nature of our procurement to date, there is no clear evidence that the policy could have noticeable impact on this characteristic beyond IT equipment. Public procurement policy and legislation is fundamentally non-discriminatory and requires public bodies to treat all bidders equally and without discrimination. (2)</p>
<b>Disability</b>	<p>(1) Review of policy</p> <p>(2) <b>Scottish Government's Fairer Scotland for disabled people</b></p>	<p>We use a number of external frameworks for translation services, which includes braille. The policy doesn't currently include commitment to make the procurement process accessible. There is a risk that the process will not be accessible to individuals that could require reasonable adjustments. We advertise procurement opportunities on the Public Contracts Scotland website. (1)</p> <p>People with disabilities face employability and pay gap challenges. (2)</p>
<b>Race</b>	<p>(1) Desk research</p> <p>(2) <b>Scottish</b></p>	<p>Given the nature of SLAB procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics. (1)</p> <p>People from minority ethnic groups face employability and pay gap challenges. (2)</p>

Equality characteristics	Evidence source (web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? <i>Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).</i>
	<a href="#">Government analysis of labour market outcomes of Scotland's Minority Ethnic Population</a>	
Sex	(1) Desk research (2) <a href="#">Gender pay gap data</a> for Scotland	Given the nature of SLAB procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics. (1)  Women face pay gap challenges. (2)
Gender Reassignment	(1) Desk research (2) <a href="#">Reuters: A new pay gap - this time for Britain's LGBT+ workers</a>	Given the nature of SLAB procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics. (1)  LGBT+ people in the UK face pay gap challenges. (2)
Sexual orientation	(1) Desk research (2) <a href="#">Reuters: A new pay gap - this time for Britain's LGBT+ workers</a>	Given the nature of SLAB procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics. (1)  LGBT+ people in the UK face pay gap challenges. (2)
Religion or Belief	(1) Desk research	Given the nature of SLAB procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics. (1)

Equality characteristics	Evidence source (web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the policy/practice/process/service? <i>Lack of evidence may suggest a gap in knowledge/need for consultation (step 3).</i>
Pregnancy or maternity	(1) Desk research	Given the nature of SLAB procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics. (1)
Marriage/civil partnership	An assessment against this characteristic is not required unless the policy or practice relates to work, for example, HR policies and practices.	
Care Experienced ( <i>corporate parenting duty</i> )	(1) Desk research  (2) <a href="#">House of Commons committee report on care system outcomes</a>	Given the nature of SLAB procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics. (1)  People in England who have been in care face pay gap and employability challenges. These are likely to be replicated in Scotland. (2)

**2.2 Using the information above and your knowledge of the policy/practice/process/service, summarise your overall assessment of how important and relevant the policy/practice/process/service is likely to be for equality groups.**

Based on the information gathered above, the main impacts of this policy are likely to be in relation to sex, pregnancy/maternity, disability, and race. Any other potential impacts should be investigated during the consultation process.

Proposed changes to the policy should address the risk of their being internal pay discrimination and seek to address any external market-based or societal discrimination transferring across into SLAB's pay system

**2.3 Outcome of step 2 and next steps. Complete the table below to inform the next stage of the EqIA process.**  
*Consult with the project group and/or Corporate Policy Officer (Equalities) on completing this section.*

Outcome of Step 2 following initial evidence gathering and relevance to equality characteristics	Yes/ No (Y or N)	Next steps
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There is no relevance to equality or our corporate parenting duties	N	Proceed to Step 5: agree with decision makers that no EqIA is required based on current evidence
There is relevance to some or all of the equality groups and/or our corporate parenting duties	Y	Proceed to Step 3: complete full EqIA
It is unclear if there is relevance to some or all of the equality groups and/or our corporate parenting duties	N	Proceed to Step 3: complete full EqIA

### Step 3 - stakeholder involvement and consultation

*This step will help you to address any gaps in evidence identified in Step 2. Speaking to people who will be affected by your policy/practice/process/service can help clarify the impact it will have on different equality groups.*

***Remember that sufficient evidence is required for you to show ‘due regard’ to the likely or actual impact of your policy/practice/process/service on equality groups. An inadequate analysis in an assessment may mean failure to meet the general duty.***

*The Policy and Development team can help to identify appropriate ways to engage with external groups or to undertake research to fill evidence gaps.*

**3.1 Do you/did you have any consultation or involvement planned for this policy/practice/process service?**

No

**3.2 List all the stakeholder groups that you will talk to about this policy/practice/process/service.**

N/A.

**3.3 What did you learn from the consultation/involvement? Remember to record relevant actions in the assessment action log.**

N/A.

## Step 4 - Impact on equality groups and steps to address these

You must consider the three aims of the general duty for each protected characteristic. The following questions will help:

- Is there potential for discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010? How will this be mitigated?
- Is there potential to advance equality of opportunity between people who share a characteristic and those who do not? How can this be achieved?
- Is there potential for developing good relations between people who share a relevant protected characteristic and those who do not? How can this be achieved?

### 4.1 Does the policy/practice/process/service have any impacts (whether intended or unintended, positive or negative) on any of the equality characteristics?

In the tables below, record the impact the policy/practice/process/service might have on each equality characteristic, as it is planned or as it operates, and describe what changes in policy/practice process/service or actions will be required to mitigate that impact. Copy any actions across to the project action log.

Cross cutting impact	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination	X			We require all procurement to comply with the fundamentals of sound procurement as set out in section 2.0 of the policy, with clear evaluation criteria stated in advance. This guards against any unconscious bias. To ensure that there is no scope for discriminatory practices related to protected characteristics in our procurement practices, these are implemented in line with the public procurement policy and legislation. SLAB's procurement policy also ensures that the Public Sector Equality Duty, to advance equality of opportunity and to foster good relations, are fulfilled. This is achieved through encouraging suppliers to consider how

				they can contribute to promoting and advancing equality in delivering the contract, and placing requirements to complete probity statements as well as to include equality policies/statements when submitting tenders.
potential for developing good relations	X			We require suppliers to complete probity statements and include equality policies or statements when submitting tenders.
potential to advance equality of opportunity	X			SLAB's procurement process encourages suppliers to consider how they can contribute to promoting and advancing equality in delivering the contract, including through Fair Work practices where appropriate. Where a supplier directly impacts on our equality duties, assessment of their equality commitments forms a significant part of our contracting criteria. The amendments to the tender template will help to strengthen the equality impact of the policy in general, and will also help to identify and strengthen the impact of SLAB procurement.
<b>Age</b>	<b>Place 'X' in the relevant box(es)</b>			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>No impact</b>	
potential for discrimination	X			SLAB's procurement process encourages suppliers to consider how they can contribute to promoting and advancing equality in delivering the contract.
potential for developing good relations	X			SLAB require suppliers to complete probity statements and include equality policies or statements when submitting tenders. Where a supplier directly impacts on our equality duties, assessment of their equality commitments forms a significant part of our contracting criteria.
potential to advance equality of opportunity	X			SLAB uses framework agreements where possible, where bidders will have been checked for compliance with all equalities and other legal

				compliance. This assists in mitigating the potential risk relating to child labour and IT equipment.
<b>Sex</b>	<b>Place 'X' in the relevant box(es)</b>			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>No impact</b>	
potential for discrimination	X			Incorporation of fair work practices in evaluation processes and contracts as appropriate will contribute to addressing the pay gap for women.
potential for developing good relations	X			
potential to advance equality of opportunity	X			The amendments to the tender template will help to strengthen the equality impact of the policy in general, and will also help to identify and strengthen the impact of SLAB procurement on this characteristic.
<b>Disability</b>	<b>Place 'X' in the relevant box(es)</b>			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>No impact</b>	
potential for discrimination	X			Incorporation of fair work practices in evaluation processes and contracts as appropriate will contribute to addressing the employment related challenges of people with disabilities.
potential for developing good relations			X	There is little that can be done to further improve the accessibility of the procurement process via Public Contracts Scotland. Public Contracts Scotland format limits the opportunities to advertise in different formats. Moreover, it may not always be possible to accommodate requests for alternative, more accessible formats within the usual timeframe for responses to invitations to tender, although we will strive to do so. We will collate and review these requests (see 6.2).

potential to advance equality of opportunity	X			The amendments to the tender template will help to strengthen the equality impact of the policy in general, and will also help to identify and strengthen the impact of SLAB procurement on this characteristic. SLAB do use a number of external frameworks for translation services, which includes braille.
Gender reassignment	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination	X			Incorporation of fair work practices in evaluation processes and contracts as appropriate will contribute to addressing the pay gap for trans people.
potential for developing good relations	X			
potential to advance equality of opportunity	X			The amendments to the tender template will help to strengthen the equality impact of the policy in general, and will also help to identify and strengthen the impact of SLAB procurement on this characteristic.
Race	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination	X			
potential for developing good relations	X			Incorporation of fair work practices in evaluation processes and contracts as appropriate will contribute to addressing the employment related challenges of people from minority ethnic backgrounds.

potential to advance equality of opportunity	X			The amendments to the tender template will help to strengthen the equality impact of the policy in general will also help to identify and strengthen the impact of SLAB procurement on this characteristic.
<b>Religion or Belief</b>	<b>Place 'X' in the relevant box(es)</b>			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>No impact</b>	
potential for discrimination			X	No impact on this characteristic.
potential for developing good relations			X	
potential to advance equality of opportunity			X	
<b>Sexual Orientation</b>	<b>Place 'X' in the relevant box(es)</b>			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	<b>Positive impacts</b>	<b>Negative impacts</b>	<b>No impact</b>	
potential for discrimination	X			Incorporation of fair work practices in evaluation processes and contracts as appropriate will contribute to addressing the pay gap for gay, lesbian and bisexual people.
potential for developing good relations	X			
potential to advance equality of opportunity	X			The amendments to the tender template will help to strengthen the equality impact of the policy in general will also help to identify and strengthen the impact of SLAB procurement on this characteristic.
<b>Pregnancy &amp; Maternity</b>	<b>Place 'X' in the relevant box(es)</b>			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your

	Positive impacts	Negative impacts	No impact	justification to not make changes despite the potential for adverse impact.
potential for discrimination			X	No impact on this characteristic.
potential for developing good relations			X	
potential to advance equality of opportunity			X	
<b>Marriage &amp; Civil Partnership</b>	Place 'X' in the relevant box(es)			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination			X	Not relevant to this EqIA.
potential for developing good relations			X	
potential to advance equality of opportunity			X	
<b>Care experienced young people</b>	Place 'X' in the relevant box(es)			<b>Describe the changes or actions (if any) you plan to take.</b> For example, to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination	X			Incorporation of fair work practices in evaluation processes and contracts as appropriate will contribute to addressing the pay gap for care experienced people.
potential for developing good relations	X			

potential to advance equality of opportunity	X			The amendments to the tender template will help to strengthen the equality impact of the policy in general will also help to identify and strengthen the impact of SLAB procurement on this characteristic.
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**4.2 Describe how the assessment so far might affect other areas of this policy/practice/process/service and/or project timeline?**

Within the updated tender documentation there is now a section that related to equalities. The procurement team will look at each procurement separately as part of the strategy/scoping document to understand if there are any areas we may need to address.

The procurement staff are in conversation with the communications team and with their assistance we will be doing posts on IntraSLAB and the SLAB website.

There are a number of videos on our Learning Management System (LMS) which are being reviewed and updated as required. Once they have been updated, a post will be added to IntraSLAB alongside details for holding awareness sessions.

**Potential costs:** There may be a requirement for additional resource to assist with the contract management element on Oracle.

**Resource impact:** In order to implement some of these changes there is potential of requiring additional resources for contract management.

We have already started the process to make the changes, and have scheduled this to be completed in the next 12 months.

**4.3 Having considered the potential or actual impacts of your policy/practice/process/service on equality groups, you should now record the outcome of this assessment below.**

*Choose from one of the following (mark with an X or delete as appropriate):*



Please select (X)	Implications for the policy/practice/process/service
X	<p><b>No major change</b> Your assessment demonstrates that the policy/practice/process/service is robust. The evidence shows no potential for unlawful discrimination and that you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.</p>
	<p><b>Adjust the policy/practice/process/service</b> You need to take steps to remove any barriers, to better advance equality of to foster good relations. You have set actions to address this and have clear ways of monitoring the impact of the policy/practice/process/service when implemented.</p>
	<p><b>Continue the policy/practice/process/service with adverse impact</b> The policy/practice/process/service will continue despite the potential for adverse impact. You have justified this with this assessment and shown how this decision is compatible with our obligations under the public sector equality duty. When you believe any discrimination can be objectively justified you must record in this assessment what this is and how the decision was reached.</p>
	<p><b>Stop and remove the policy/practice/process/service</b> The policy/practice/process/service will not be implemented due to adverse effects that are not justified and cannot be mitigated.</p>

## Step 5 - Discuss and review the assessment with decision makers and governance structures

*You must discuss the findings of this assessment with senior decision makers during the lifetime of the project/review and before you finalise the assessment. Relevant groups include, but are not limited to, a Project Board, Executive Team or Board members. EqIA should be on every project board agenda therefore only note dates where key decisions have been made (for example draft EqIA sign off, discussion about consultation response).*

### 5.1 Record details of the groups you report to about this policy/practice/process/service and impact assessment. Include the date you presented progress to each group and an extract from the minutes to reflect the discussion.

The Procurement Policy has been revised and updated over the past six months with a number of discussion with the Corporate Services Director and Internal Audit team.

The Senior Procurement Officer was regularly engaging with Policy Officers (Equalities) to progress the Equality Impact Assessment alongside development of the Procurement Policy. Progress review meetings took place on 15 November and 6 December 2022.

## Step 6 - Post-implementation actions and monitoring impact

*There may be further actions or changes planned after the policy/practice/process/service is implemented and this assessment is signed off. It is important to continue to monitor the impact of your policy/practice/process/service on equality groups to ensure that your actual or likely impacts are those you recorded. This will also highlight any unforeseen impacts.*

### 6.1 Record any ongoing actions below.

*This can be copied from the project action log or elsewhere in this assessment and should include timescales and person/team responsible. If there are no outstanding items please make this clear.*

The Procurement team will look to carry out annual reviews of the policy.

### 6.2 Note here how you intend to monitor the impact of this policy/practice/process/service on equality groups. In the table below you should:

- *list the relevant measures,*

- *identify who or which team is responsible for implementing or monitoring any changes,*
- *identify where the measure will be reported to ensure any issues can be acted on as appropriate.*

Measure	Lead department/ individual	Reporting (where/ frequency)
Collate and review any requests for documentation in alternative formats, for volume and if achieved in timescale needed	Procurement team	Line manager

### 6.3 EqlA review date.

*This EqlA should be reviewed as part of the post-implementation review of the policy/practice/process/service. The date should not exceed three years from the policy/practice/process/service implementation date.*

23/05/2026

### Step 7 - Assessment sign off and approval

*Once final consultation has been undertaken with Corporate Policy Officer (Equalities), all equality impact assessments must be signed off by the relevant Director or Senior Responsible Owner (SRO), even where an EqlA is not required. The Chief Executive must approve all equality impact assessments. Note the relevant dates here:*

**Director/SRO sign off:** 20/01/2023

**Chief Executive approval:** 23/05/2023

*All full equality impact assessments must be published on SLAB's website as early as possible after the decision is made to implement the policy, practice, process or service.*