

Equalities Impact Assessment

**Report on
Corporate Procurement Strategy
and Contract Procedure Rules.**



Part 1 - Initial Assessment (Screening)

This assessment should be conducted when developing a new policy or function or when considering making changes to an existing one. It is used to determine whether the policy or function has any equalities implications and would be based on the following information:

- Existing knowledge (internal and external)
- Existing Data (internal and external)
- Best estimates of the scope of the issues covered by the policy or function

1a. Is this a policy or function?

Policy

b. What is the name of the policy or function?

Corporate Procurement strategy and contract procedure rules.

c. Is this a new or an existing policy or function?

Updating an existing policy.

2a. What are the aims and objectives of the policy or function?

1. Provide direction and a framework for procurement activities

- (a) Encourage fully-functional organisational procurement by developing and implementing updated contract procedure rules and developing additional processes and procedures to guide procurement
- (b) Continue to develop cross-authority partnership working.

2. Develop council-wide knowledge of the procurement process

- (a) Increase corporate capacity and expertise
- (b) Train and develop expertise in staff
- (c) Develop resource material for staff use.

3. Increase accountability to encourage responsible spending

- (a) Capture efficiencies
- (b) Promote business case culture
- (c) Focus procurement activities on value for money.

4. Strengthen central oversight and guidance of procurement

- (a) Measure and make process changes to improve organisational procurement performance

(b) Provide guidance corporately.

5. Promote fair and effective relationships with external suppliers, including local suppliers

(a) Mandate active contract management

(b) Improve communications with suppliers

(c) Enhance suppliers' understanding of the Council's procurement process

(d) Encourage, while adhering to all procurement legislation, local supplier participation in Council procurement activities.

b. How do they relate to the Department's objectives in the Service Plan?

The procurement strategy and contract procedure rules will become a formal feature of the 08/09 service plan.

c. Whose needs is the policy or function designed to meet?

The policy is designed to meet the needs of the Council and the service users (people conducting procurement activities) within it.

d. What are the current priorities of the policy or function?

Ensuring compliance with EU and UK legislation, gaining more efficiencies, and increasing participation of local suppliers (within legal constraints).

3. What are the profiles of the:

a. Users of the service that the policy or function relate to?

- Unknown – do not know who is going to apply for contracts.
- Internal users (BDC).

b. BDC and departmental staff profile?

BDC

- Unknown – HR records

Department

- N/A

4. What information exists that indicates the policy or function affects groups differently? (Consider all the six equality strands i.e. Race, Gender, Disability, Sexual Orientation, Religion/Belief, Age)

a. Access to the services provided under the policy or function?

Website access only available in English and in written form.

b. Complaints on the grounds of discrimination or any other grounds?

Compliance with the EU and UK legislation ensures that there are no successful claims of discrimination under EU and UK law.

c. Concerns from staff?

None known.

d. Local or national research suggesting that there could be a problem?

None known.

e. Additional groups who may be experiencing adverse or disproportionate impact? (Consider carers, low income earners, lone parents, ex-prisoners etc)

None known.

5. What are your conclusions in relation to whether the policy or function has equalities implications?

In the future there could be a view towards making procurement documents available on the website in sound, as well as in different languages applicable to the local area.

Compliance with EU and UK law will ensure equality within the Council's procurement process.

6a. Name and role of person(s) completing the assessment

Diane Morrison – Procurement Officer
Stephanie Fields – Business Support Manager
Felicity Lee – Graduate Trainee

b. Date assessment completed:
01/11/07

c. Senior manager approval:

Part 2 - Partial Assessment

This assessment should be conducted on a new policy or function or changes being considered or made to an existing one where the initial assessment has concluded that there are equalities implications. It is used to determine whether there are any adverse or disproportionate impacts on some groups and would be based on the following information:

- Existing knowledge (internal and external)
- Existing Data (internal and external)
- Best estimates of the scope of the issues covered by the policy or function
- Risks and benefits analysis/report
- Advice/consultation from experts (e.g. Essex Racial Equality Council, DIAL) and/or interested groups (e.g. Staff Forum)

1. What information exists that indicates the policy or function affects groups differently in an adverse or disproportionate way? (Consider all the six equality strands i.e. Race, Gender, Disability, Sexual Orientation, Religion/Belief, Age)

a. Access to the services provided under the policy or function?

b. Complaints on the grounds of discrimination or any other grounds?

c. Concerns from staff?

d. Local research suggesting that there could be a problem?

e. Additional groups who may be experiencing adverse or disproportionate impact?
(Consider carers, low income earners, lone parents, ex-prisoners etc)

2a. List the groups (experts, interested groups, partner agencies etc) you have consulted with as part of the policy or function development.

b. What were the method(s) and the period(s) of consultation(s)?

c. List the results of the consultation(s).

d. Have the results of the consultation(s) been published, if so, where?

3. What are the management and delivery arrangements for the service that the policy or function relate to?

4. What are your conclusions in relation to the adverse or disproportionate impact of the policy or function?

5a. Name and role of person(s) completing the assessment

b. Date assessment completed:

c. Head of Service approval:

Part 3 - Full Assessment

This assessment should be conducted on a new policy or function or changes being considered or made to an existing one where the partial assessment has uncovered significant adverse or disproportionate impact on particular groups. It is used to determine how and when the adverse or disproportionate impact will be reduced or removed and will be based on the following information:

- Existing knowledge (internal and external)
- Existing Data (internal and external)
- Best estimates of the scope of the issues covered by the policy or function
- Risks and benefits analysis/report
- Advice/consultation from experts (e.g. Essex Racial Equality Council, DIAL) and/or interested groups (e.g. Staff Forum)
- External consultation
- Arrangements for monitoring and evaluating the assessment
- Final recommendation of the assessment.

1. If you have found that evidence of adverse or disproportionate impact:

a. How can these be removed or reduced?

b. If No to (a) above, how can the non removal or reduction be justified?

c. Will further research and/or consultation be required? If yes, what and when?

2. How will this policy or function be monitored in the future?

3. What are the conclusions of this assessment regarding:

a. Compliance with all relevant equalities legislation?

b. Compliance with equalities Codes of Practice?

4. What are your final recommendations i.e. areas requiring further action?

5. How do your recommendations relate to the aims and objectives of the policy or function?

6a. Name and role of person(s) completing the assessment

b. Date assessment completed:

c. Head of Service approval: