

Full Equality Impact Assessment Record

Section 1:

Service:

Title of strategy, policy or service:

Officers involved in the EQIA:

Type of service (delete below as appropriate): Review of Existing Service

Next Review Date: July 2018

Q1 – What is the aim of your service?

a) To achieve best value for money on all procured goods, works and services.
b) To ensure that procurement decisions contribute to and support the corporate objectives and policies of the Council.
c) To formalize and regularize the Council's approach to procurement in order to maximize the Council's procurement performance.
d) To develop a mixed economy of suppliers and promote collaborative arrangements
e) To drive service redesign where appropriate and develop the scope for doing business electronically to assist in driving down transactions costs.

This service is delivered via:

a) Exploiting ICT-driven efficiencies associated with electronic-sourcing, (eSourcing), purchase-to-pay (P2P) and spend analysis;
b) Resources on the Loop
c) Face-to-face and telephone support

Q2 – Who is it going to benefit and how? If this is a changing function state who will be affected or not longer benefit

It aims to benefit: Officers, Members, Suppliers, Contractors, Schools, End Users, the Business Community and the Public.

Officers/Schools – Compliance with legislation (i.e. equalities), Council Financial Regulations and ensuring value for money.
Members – Probity, Code of Conduct, responsible processes, efficiency, responsibility to local tax payer and reduced exposure to risk.
Suppliers/Contractors – Consistent approach, fairness, transparency, equal treatment, openness and ultimately income.
Business Community – Inclusion, awareness, opportunities, local economy and employment
Public/End Users – Impact/quality of service, behaviour of contractor, using the goods and services we supply and value for money on services they access.

Q3 – What outcomes do you want to achieve?

The benefits insofar as they relate to sourcing and purchasing related activities are:

- a. To save money and reduce budgets through:
 - Greater efficiency in processes
 - Reduced demand for materials
 - Improved procurement decisions
 - Improved aggregation and collaboration
- b. To optimise value for money
- c. To provide greater levels of control and compliance
- d. To improve transparency and accountability
- e. To reduce back office administration in every Service Unit
- f. To reduce risk to exposure
- g. To reduce carbon footprint

Q4 – Are there barriers to doing this?

- Clarity on the role of the Strategic Procurement Team going forward.

Q5 – How will you put this into practice?

- Procurement Code to include clarity on the role of the Strategic procurement team
- Check that each project that is procured uses standard documentation to ensure that equality issues are considered as part of the procurement process (carried out by the appropriate Service Unit).
- Consideration of Equalities issues contained a standard within Strategic procurement Templates required to undertake procurement activity and considered as part of the quality criteria within the MEAT/MEAoW tenders let across the country.

Section 2: Information gathering and judging impact

Q6 - What existing information and data do you have?

- EQIA – 2009
- Business Plan 2015/16
- Contracts Register – previous contracts let through Council's pro-contract system
- Spend analysis
- Financial Regulations
- Scheme of Delegation

Q7- What does this tell us about the likely impact on different groups?

General/all equality groups

Strategic Procurement Officers – Equality issues continue to be an integral part of team management, including, awareness and compliance of Human Resources policies, sensitivity to specific needs and making reasonable adjustments where and if required. Templates devised by the office continue to be updated on a regular basis as and when required to reflect the needs of the equality agenda.

Internal Customers (other Council officers) – equality issues continue to be an integral part of service delivery, including, compliance with policies and sensitivity to needs etc.

Age: Gender reassignment: Pregnancy and maternity: Race: Sex: Religion or belief: Sexual orientation: Socially excluded groups

- Equalities policies requested through the quality assessment criteria and scored as part of the tender assessment process for works over 30k let through the Pro-Contract system.
- Standard Procurement templates placed on the Loop amended as legislation changes.

Disability

- Consideration to the format of printed documents and use of e-mail (to allow format to be changed). Adherences to Corporate print and design standards. Produce in alternative formats where requested.
- Normally visit officers at their work place so accessibility issues have been considered.
- Normally visit tenants at their work place so an accessibility issue for the tenant is not an issue.
- Ensuring appropriate consideration of team members needs e.g. liaison with Occupational Health, appropriate workstations and equipment etc.
- Use of plain English in all correspondence

Q8 - Is there any potential for direct or indirect discrimination?

Strategic Procurement Officers are mindful of the impact that individual procurements may have upon specific equality groups and the risk of direct or indirect discrimination when individual procurements are undertaken. Therefore, equality assessments are carried out as part of individual projects to properly consider equality issues. These assessments are carried out by the appropriate responsible officer/s in the respective Service Unit rather than the officers within Strategic Procurement Team, as they should have the specialist information/data of the service users involved and their specific needs.