

# Equality Impact Assessment

**Guidance** on how to complete this form is available on StaffNet. Click on the links below to find specific guidance and examples for each section. Further supporting information is also available in the appendices at the end of the guidance.

This form is to be completed in stages to ensure the production of a robust assessment. The completion process is detailed on StaffNet.

Please contact [Tim Greaves](#) if you need this form in a different format.

### 1. What are you assessing?

Procurement Policy and Strategy
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### 2. Who is responsible?

<b>Name</b>	Carys Lord	<b>Job Title</b>	Head of Finance
<b>Team</b>	Procurement	<b>Directorate</b>	Resources

### 3. When is the assessment being carried out?

<b>Date of start of assessment</b>	24 <sup>th</sup> March 2017
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### 4. Describe the proposal?

<b>What is the purpose of the proposal?</b>
The Procurement Policy and Strategy document was last reviewed in 2008. This proposal is to update the Policy and Strategy to 2018 - 2021
<b>Why do you need to put it in place?</b>

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<p>The Council should have a statement of its Procurement Policy and Strategy so that external suppliers understand the expectations of the Council when procuring products and services. The Procurement Policy and Strategy also explains the expectations and aspirations of the Council.  </p>
<p><b>Do we need to commit significant resources to it (such as money or staff time)?</b></p>
<p>This document is a requirement as it is an update the document has already been adopted in 2008 and requires updating  </p>
<p><b>What are the intended outcomes of the proposal</b></p>
<p>To give external suppliers the expectations and aspirations of the Council when dealing with procurement  </p>
<p><b>Who does the proposal affect?</b></p>
<p>All external suppliers and all residents, businesses and organisations located in the Vale of Glamorgan  </p>
<p><b>Will the proposal affect how other organisations work?</b></p>
<p>It is a framework by which procurement is delivered effectively and efficiently, plus it should encourage ethical procurement by suppliers to the Council  </p>
<p><b>Will the proposal affect how you deliver services?</b></p>
<p>Yes as the procurement process affects other service delivery policies and is governed by the Constitution, the Contract Procedure Rules, the Financial Procedure Rules and the Procurement Code of Practice.  </p>
<p><b>Will the proposal impact on other policies or practices?</b></p>
<p>Yes. The procurement process affects other service delivery policies and practices in the directorates of the Council  </p>
<p><b>Can you change the proposal so that it further promotes equality of opportunity and fosters good relations?</b></p>
<p>The review has highlighted the need to improve the sections on Equalities and the Modern Slavery Act together with the need to consider Ethical Employment in the supply</p>

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<b>How will you achieve the proposed changes?</b>
By the Council adopting the revised policy as a timely update to the 2008 Policy to embed recent changes in the procurement environment
<b>Who will deliver the proposal?</b>
The Procurement Unit, Exchequer Services, Finance, Resources Directorate
<b>How will you know whether you have achieved the proposal's purpose?</b>
The purpose is to establish the Councils attitude to ethical and efficient procurement and stands alone as a statement document. The Procurement process will embody the Policy and Strategy and form a core document for suppliers to refer to.

### 5. What evidence are you using?

<b>Engagement (with internal and external stakeholders)</b>
The Procurement Policy and Strategy 2017 has been circulated to all officers of the Council to encourage response to the document with appropriate comments and amendments.
<b>Consultation (with internal and external stakeholders)</b>
Consultation has taken place with Equality Consultative Forum and published on the internal Staffnet sent to all officers in the Council for comment. The Equality Consultative Forum comprises Councillors, Senior Council Officers and External Organisations who consider the equality functions of the Council.
<b>National data and research</b>
Procurement: A guide for listed public authorities in Wales has a specific duty in relation to Procurement -
When procuring works, goods or services from other organisations on the basis of a <b>relevant agreement, a listed body in Wales must:</b>

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<ul style="list-style-type: none"> <li>• have due regard to whether it would be appropriate for the award criteria for that contract to include considerations to help meet the general duty</li> <li>• have due regard to whether it would be appropriate to stipulate conditions relating to the performance of the contract to help meet the three aims of the general duty.</li> </ul>
<p>Public authorities will need to have ‘due regard’ at all stages of the procurement process to the need to advance equality. For example:</p> <ul style="list-style-type: none"> <li>• advertising and selecting who to invite to tender</li> <li>• drafting the invitation to tender and evaluation criteria</li> <li>• drafting contract specifications and conditions</li> <li>• monitoring, managing and enforcing contracts.</li> </ul>
<p><b>Local data and research</b></p>
<p>None</p>

### 6. [How robust is the evidence?](#)

<p><b>Does it show what the impact will be (positive and negative)?</b></p>
<p>The evidence shows that the review of the 2008 Procurement Policy and Strategy is timely and will have a positive impact on the process of Procurement in the Vale Council due to statutory and technological changes. Comments and amendments to the draft have been incorporated into the final document where appropriate.</p>
<p><b>What are the gaps?</b></p>
<p>None</p>
<p><b>What will you do about this?</b></p>
<p>Nothing</p>
<p><b>What monitoring data will you collect?</b></p>
<p>The Policy will be a dynamic document and if there are corrections these will be made when the policy is reviewed in the future. Monitoring will also be undertaken based on</p>

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feedback from any internal or external interested party.
<b>How often will you analyse and report on this?</b>
Annually, if there is a need to report and to update the policy either with corrections or changes in legislation, where appropriate and meaningful.
<b>Where will you publish monitoring data and reports?</b>
On the Council's Staffnet Procurement Page where the Policy & Strategy Document will reside.

### 7. [Impact](#)

<b>Is there an impact?</b>
The impact affects the internal market; the citizen/customer and contractors/suppliers. No equality points were raised as feedback from the consultation.
<b>If there is no impact, what is the justification for thinking this? Provide evidence.</b>
N/A – there will be an impact as the Procurement Policy and Strategy is part of the corporate procurement process.
<b>If there is likely to be an impact, what is it?</b>
Age NO
Disability YES
Gender reassignment, including gender identity NO
Marriage and civil partnership (discrimination only) NO
Pregnancy and Maternity NO
Race NO
Religion and belief NO
Sex NO
Sexual orientation NO

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<b>Welsh language YES</b>
<b>Human rights YES</b>
<b>How do you know?</b> <b>Explain this for each of the relevant protected characteristics as identified above.</b>
Those answered Yes are affected by the Policy whereas those answered No are not directly mentioned in the Policy
<b>What can be done to promote a positive impact?</b> <b>Explain this for each of the relevant protected characteristics as identified above.</b>
The Procurement Policy & Strategy document promotes a positive impact on protected characteristic groups. The responses to the Equality Impact Assessment have been positive and the impact, if the policy and strategy is adopted and introduced, would again be positive.
<b>What can be done to lessen the risk of a negative impact?</b> <b>Explain this for each of the relevant protected characteristics as identified above.</b>
By amending the Policy document when legislation is made or where changes in society or technology occur.
<b>Is there a need for more favourable treatment to achieve equal outcomes? (Disability only)</b>
None
<b>Will the impact be positive, negative or neutral?</b> <b>Explain this for each of the relevant protected characteristics as identified above.</b>
None

### 8. Monitoring ongoing impact

<b>Date you will monitor progress</b>
1st April 2019

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<b>Measures that you will monitor</b>
Any feedback detailing corrections or omissions and when legislation/technology require amendments
<b>Date you will review implemented proposal and its impact</b>
31 <sup>st</sup> December 2018

### 9. [Further action as a result of this equality impact assessment](#)

Possible Outcomes	Say which applies
No major change	
Adjust the policy	Adjust for comments and amendments from draft to final policy
Continue the policy	
Stop and remove the policy	

### 10. [Outcomes and Actions](#)

<b>Recommend actions to senior management team</b>
Report to Cabinet for adoption the Procurement Policy & Strategy 2017
<b>Outcome following formal consideration of proposal by senior management team</b>
Adopt the Procurement Policy & Strategy and advertise on the Staffnet.

### 11. [Important Note](#)

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Where you have identified impacts, you must detail this in your Cabinet report when seeking approval for your proposal.

### 12. [Authorisation](#)

Approved by (name)	Carys Lord
Job Title (senior manager)	Heads of Finance / Section 151 Officer
Date of approval	17 <sup>th</sup> February 2018
Date of review	31 <sup>st</sup> December 2018

### 13. [Publication](#)

You must send a copy of your approved assessment to [Tim Greaves](#), Equality Co-ordinator, to publish on the equality pages of the Vale of Glamorgan website. Please detail any additional publication undertaken.