



EQUALITY IMPACT ASSESSMENT

Partial Assessment Form

Policy, practice, function or project assessed	Contract Regulations Procurement Strategy
Lead Officer	Sean Missin
Team	Finance & Support Services
Start date of assessment	September 2008
Completion of assessment	January 2009

Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.

A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED

A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?

Contract Regulations and the Procurement Strategy embed strategies and operational procedures for buying goods and services into the organisation.

These documents detail asking equalities information at the Pre-Qualification Questionnaire (PQQ) and tender stages and where relevant inserting clauses into specifications and contracts.

These two key documents include elements to ensure that equalities are considered during a procurement exercise.

Service managers assess the potential impact on equalities at the start of any procurement project with an estimated value above Level 2 or where equalities is likely to be a consideration. Where necessary a suitable plan of action is undertaken.

A2. Is this policy or function associated with any other Council policy or priority?

The Council's Vision and Values.

The Council's Aims, Approaches and Actions.

Departmental Service Plans.

Financial Regulations.

A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

The residents of South Cambridgeshire District Council

Companies that trade with the Council

The Council's Members, stakeholders, clients and staff.

A4. Is the policy/function corporate and far-reaching?

These documents cover procurement of goods and services across the authority.

A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.

None

A6. Is this a new or existing policy or function?

Contract Regulations were rewritten in July 2008. The Procurement Strategy will be completed by March 2009.

Both include significant changes to include the requirements of the equalities legislation into the Council's procurement processes.

B. EVIDENCE/ DATA and CONSULTATION

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?

Since the previous updates to Contract Standing Orders and the Procurement Strategy, there were no instructions to consider equalities in procurement exercises before changes to Contract Regulations and the new Procurement Strategy were created. As a result, base line data is not available for procurement activities.

However the changes and improvements will provide monitoring information as part of the improvements. A major reason for the revision of Contract Regulations and the Procurement Strategy was to ensure that consideration and monitoring of equalities is embedded within the procurement process.

Checks have been undertaken and at present there is no national or regional equality data available on the supplier market. General data available on District population, clients and staff would be utilised concerning users of the goods or services being procured.

B2. Have you compared the data you have with the equality profile of the local population? What does it show?

Although data is not available, the key measurement is to look at contracts that in fact have an impact on equalities. The procurement processes ensure that service managers check and where appropriate make sure that equality criteria is in pre-qualification or contractual documents and that monitoring takes place.

B3. Have you identified any improvements or other changes that could be made from monitoring the data?

N/A

B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?

N/A

B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?

The Council's Equalities team (Michael McLeod and Patricia Crampton) were both consulted.

They provided an understanding of what requirements were necessary to ensure the Council was implementing equalities into procurement activities. They were both supportive of the approach adopted for this equality impact assessment and considered that it met the Level 2 requirements.

B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.

Consulted the following:

Cambridgeshire County Council, Fenland District Council, Cambridge City Council, Huntingdonshire District Council, East Cambridgeshire District Council and The Office of Government Commerce.

In addition reviewed Thameside, Luton, NHS and Police Procurement Race Equality plans.

C1. IMPACT OF THE POLICY OR FUNCTION		
Assess the potential impact on each of the equality strands/groups. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.		
DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
GENDER: Identify the potential impact of the policy or function on men and women		
<p>No groups are excluded from tendering with the Authority.</p> <p>The strategy does not disadvantage any equality groups or sub-groups; in fact it promotes equality and diversity in a number of ways. For example:</p> <ul style="list-style-type: none"> • It encourages all contractors to consider what equality policies and practices they have in place and whether they are adequate. • Where contractors deliver services on behalf of the Council through contract award and monitoring processes, contractors will be expected to meet the Council's own standards and policies. • It eliminates unlawful discrimination (including the Equal Pay Act) and harassment; and • It promotes equality of opportunity between men and women. 	Positive	Medium
RACE: Identify the potential impact of the policy or function on different race/ethnic groups		
<p>No groups are excluded from tendering with the Authority.</p> <p>The strategy does not disadvantage any equality groups or sub-groups; in fact it promotes equality and diversity in a number of ways. For example:</p> <ul style="list-style-type: none"> • It encourages all contractors to consider what equality policies and practices they have in place and whether they are adequate. • Where contractors deliver services on behalf of the Council through contract award and monitoring processes, contractors will be expected to meet the Council's own standards and policies. • It eliminates unlawful racial discrimination; and • It promotes equality of opportunity between persons of different racial groups. 	Positive	Medium

DISABILITY: Identify the potential impact of the policy or function on disabled people		
<p>No groups are excluded from tendering with the Authority.</p> <p>The strategy does not disadvantage any equality groups or sub-groups; in fact it promotes equality and diversity in a number of ways. For example:</p> <ul style="list-style-type: none"> • It encourages all contractors to consider what equality policies and practices they have in place and whether they are adequate. • Where contractors deliver services on behalf of the Council through contract award and monitoring processes, contractors will be expected to meet the Council’s own standards and policies. • It promotes equality of opportunity for disabled people. • It eliminates unlawful discrimination. • It eliminates disability-related harassment. • It promotes positive attitudes towards disabled people. • It encourages participation by disabled people in public life. • It provides for steps to be taken to meet disabled people’s needs, even if this requires more favourable treatment. 	Positive	Medium
AGE: Identify the potential impact of the policy or function on different age groups		
<p>No groups are excluded from tendering with the Authority.</p> <p>The strategy does not disadvantage any equality groups or sub-groups; in fact it promotes equality and diversity in a number of ways. For example:</p> <ul style="list-style-type: none"> • It encourages all contractors to consider what equality policies and practices they have in place and whether they are adequate. • Where contractors deliver services on behalf of the Council through contract award and monitoring processes, contractors will be expected to meet the Council’s own standards and policies. 	Positive	Medium

SEXUAL ORIENTATION: potential impact of the policy on lesbian, gay men, bisexual or heterosexual people		
<p>No groups are excluded from tendering with the Authority.</p> <p>The strategy does not disadvantage any equality groups or sub-groups; in fact it promotes equality and diversity in a number of ways. For example:</p> <ul style="list-style-type: none"> • It encourages all contractors to consider what equality policies and practices they have in place and whether this is adequate. • Where contractors deliver services on behalf of the Council through contract award and monitoring processes, contractors will be expected to meet the Council’s own standards and policies. 	Positive	Medium
RELIGION/FAITH: Identify the potential impact the policy on different religious/faith groups		
<p>No groups are excluded from tendering with the Authority.</p> <p>The strategy does not disadvantage any equality groups or sub-groups; in fact it promotes equality and diversity in a number of ways. For example:</p> <ul style="list-style-type: none"> • It encourages all contractors to consider what equality policies and practices they have in place and whether this is adequate. • Where contractors deliver services on behalf of the Council through contract award and monitoring processes, contractors will be expected to meet the Council’s own standards and policies. 	Positive	Medium
OTHER		
N/A		

PLEASE NOTE: Following completion of the section above, if the nature of the impact is adverse then you may need to proceed to a full equality impact assessment.

C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.

There are no adverse impacts; however, where any procurement project's equality impact assessment indicates that equalities will be a consideration, the service manager will include appropriate equalities clauses in the specification and tender documentation.

C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?

The Council has a duty to do so, which includes within its procurement processes.

This would be done when an individual procurement project's equality impact assessment indicates that it is relevant.

C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.

N/A

D. CONCLUSIONS			
D1. Was there sufficient data to complete the partial assessment?	Yes?	<input checked="" type="checkbox"/>	If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment? As previously stated above: <ul style="list-style-type: none"> • Amendments to Contract Standing Orders and the Procurement Strategy positively encourage all contractors to consider what policies and practices are in place. • Equality Impact Assessments will be carried out on individual procurement projects with an estimated value above Level 2 or where equalities is likely to be a consideration.
	No?	<input type="checkbox"/>	
D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?	Yes?	<input type="checkbox"/>	If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment? Again as previously stated above, the Procurement Strategy does not disadvantage any equality groups or sub-groups; in fact it promotes equality and diversity in a number of ways. For example: <ul style="list-style-type: none"> • It encourages all contractors to consider what equality policies and practices they have in place and whether they are adequate. • Where contractors deliver services on behalf of the Council through contract award and monitoring processes, contractors will be expected to meet the Council’s own standards and policies.
	No?	<input checked="" type="checkbox"/>	
D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?	Yes?	<input checked="" type="checkbox"/>	If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities? Do you plan to review the service or policy again in future to assess whether there has been any change? If so, when? The key programme has been to train people on Contract Regulations and the Procurement Strategy to embed equalities into the procurement process. This has been completed. No future assessment is planned at this stage. Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments? No
	No?	<input type="checkbox"/>	
D4. Do you have any other conclusions/outcomes from the partial assessment?			
N/A			

ACTION PLAN for enhancing existing practice

Recommendation/ issue to be addressed	Planned Milestone	Planned completion of milestone (date)	Officer Responsible	Progress
N/A				
N/A				
N/A				
N/A				

RESOURCES

Does the above action plan require any additional resources?

N/A

ARRANGEMENTS FOR MONITORING

Please give your plans for monitoring the achievement of the above actions.

N/A

SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance		
Signature of Lead Officer	Sean Missin	Date: January 2009
Signature of Corporate Manager or Chief Officer:	Rob Bridge	Date: January 2009
Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.		