

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

Step 1 – Introductory information

Title of the policy	Procurement Strategy 2019-2024
Name of lead officer and others undertaking this assessment	David Howkins (Procurement Manager)
Date EIA started	September 2018
Date EIA completed	December 2018

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)
To ensure that stakeholders and suppliers are aware of the strategic aims of the authority in respect of Procuring Goods, Services and Works and to ensure that Charnwood Borough Council meets with all relevant EU regulations the Public Contract Regulations Act 2015 and the Charnwood Borough Council Contract Procedure rules.
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
The aims of the Procurement Strategy is to ensure that all groups are treated equally in accordance with EU regulations Public Contract Regulations Act 2015 and the Charnwood Borough Council Contract Procedure rules.
Which groups have been consulted as part of the creation or review of the policy?
Lead Member for Finance and Property and Policy Scrutiny Group.

Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.
Data/information such as: <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
The previous Procurement Strategy has not been questioned or challenged in relation to any of the protected characteristics within the Equality Act 2010. Additionally, Charnwood Borough Council has not received challenges from suppliers for breaching EU Regulations or Public Contract Regulations Act 2015. All bidders are reminded of their Equalities obligations in Charnwood Borough Councils Request for Quotation and Tendering documents.

What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)
N/A

Step 4 – Do we need to seek the views of others? If so, who?

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
Head of Finance and Property the Lead Member for Finance and Property and Policy Scrutiny Group no other bodies have been consulted the Procurement process is heavily prescribed and regulated we are not able to shape a procurement process to favour any particular group.

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).	
	Comments
Age	All age groups are treated equally.
Disability (Physical, visual, hearing, learning disabilities, mental health)	Contracts are open to all employers.
Gender Reassignment (Transgender)	There are no barriers in the procurement process to Transgender Groups.
Race	There are no barriers in the procurement process to Racial Groups.
Religion or Belief (Includes no belief)	There are no barriers in the procurement process to any religious Groups.
Sex (Gender)	There are no barriers in the procurement process to any Gender Groups.
Sexual Orientation	There are no barriers in the procurement process to any Sexual Orientation.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	There are no barriers in the procurement process to maternity or marital status.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	The Procurement process is designed to be as inclusive as possible.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

All bidders in Procurement processes are reminded of their legal obligations under the Equalities act 2010 please see below.

- 1.1 Is it your organisation's policy as an employer to comply with its statutory obligations with regards to groups with Protected Characteristics under the Equalities Act 2010? **Yes/No**
Bidders who answer 'No' will fail the Legal Obligations Section.
- 1.2 Organisations that employ 5 or more staff are legally required to have a written Equalities Statement. Please confirm if you have a statement and that it is communicated within your organisation, or less than 5 staff.
- Yes I have a Statement
- Organisation has less than 5 staff
- No Statement & more than 5 staff

Please note that answering 'No statement & more than 5 staff' will result in bidders automatically failing the Legal Obligations Section.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

The procurement process is robust when procurement documents are used to identify the suppliers of Goods, Services and Works we can ensure that all Suppliers meet their legal obligations.

■ Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

Our template documents are constantly being reviewed to incorporate any changes in legislation. Any barriers and unintended negative impact will be monitored and addressed by the Corporate Complaint System, as appropriate.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

The Procurement Strategy 2019-2024 will be reviewed in 2023.

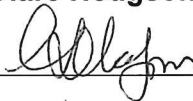
Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Barriers/ unintended negative impact of the Procurement Strategy to be monitored and assessed via the Corporate Complaints System.	Procurement Manager	Ongoing

Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		
Service users		
Partners and stakeholders	✓	This EIA will append the Strategy for decision making by elected members at Cabinet. The EIA itself will then be published on the Councils webpage for openness and transparency.
Others	✓	
To ensure ease of access, what other communication needs/concerns are there?		

Step 9- Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate	
I agree / disagree with this assessment / action plan	
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:	
Signed (Service Head): Clare Hodgson 	
Date:	09/10/18

Please send completed & signed assessment to Suzanne Kinder for publishing.