

## Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

<b>What is being assessed?</b>		<b>Review of Corporate Procurement Strategy 2016-2020</b>			
Lead Assessor	Lisa Baldock			Assessment team	Members of the Contracts & Procurement Group
Start date	April 2016	End date	Jan 2017		
When will the EqIA be reviewed?	April 2018				

Who may be affected by it?	Staff procuring across the Council, local stakeholders and contractors
What are the key aims of it?	<ul style="list-style-type: none"> <li>The aims are to demonstrate how Stevenage Borough Council is meeting government procurement expectations as well as local outcomes and priorities. The procurement vision is – <i>'To ensure that citizens and taxpayers of Stevenage receive best value through planned, skilful and innovative procurement in respect of all goods, works and services'</i>. Procurement should be planned and managed in accordance with the three areas of economic, environmental and social considerations.</li> <li>The policy is needed to assist in achieving value for money in the Authority's procurement processes by creating a framework in which competition between suppliers of all types can flourish.</li> <li>The strategy will guide the corporate procurement function to support the Council to deliver the Future Town Future Council Programme.</li> <li>Stevenage Borough Council hopes to achieve cashable savings, improved procurement practice and an increase in procurement capability to increase effectiveness of buying activity at the Council.</li> </ul>

<b>What positive measures are in place (if any) to help fulfil our legislative duties to:</b>					
Remove discrimination & harassment	The procurement of goods, works and services will have	Promote equal opportunities	The procurement of goods, works and services will have	Encourage good relations	The procurement of goods, works and services will

	<p>clauses built into the tender/quotation which suppliers will need to accept ensuring that they are committed to following the Equalities Act 2010. This will enable the Council to ensure all contracts meet the legislative duties and contract management will confirm that the contractor continues to meet these duties.</p>		<p>clauses built into the tender/quotation which suppliers will need to accept ensuring that they are committed to following the Equalities Act 2010. This will enable the Council to ensure all contracts meet the legislative duties and contract management will confirm that the contractor continues to meet these duties.</p>		<p>have clauses built into the tender/quotation which suppliers will need to accept ensuring that they are committed to following the Equalities Act 2010. This will enable the Council to ensure all contracts meet the legislative duties and contract management will confirm that the contractor continues to meet these duties.</p>
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<p>What sources of data / information are you using to inform your assessment?</p>	<p>The breakdown of spend by area for 2015/16, which shows how much is spent locally, regionally, nationally and internationally.                  £14,777,991.15 – Locally                  £10,627,922.66 – National                  £62,390.82 – Rest of World</p>
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<p>In assessing the potential impact on people, are there any overall comments that you would like to make?</p>	<p>We need to identify how many small medium enterprises/voluntary and community sector organisations that Stevenage Borough Council have awarded contracts to.</p> <p>We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing procurement projects.</p>
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## Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.			
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.		What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.	

Disability e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	

Please evidence the data and information you used to support this assessment	The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.		
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.

<b>Gender reassignment</b>					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement	Unequal impact	
Please evidence the data and information you used to support this assessment	The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.				
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.		

<b>Marriage or civil partnership</b>					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.			
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.		

<b>Pregnancy &amp; maternity</b>					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.			
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to	What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement		

	ensure maximum accessibility and ability to participate.		exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.
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Race					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.			
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.		What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.	

Religion or belief					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	

Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.	
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.

Sex					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.			
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.		

<b>Sexual orientation</b> e.g. straight, lesbian / gay, bisexual					
Positive impact	Strategy covers building clause in contracts to comply with Equality Act 2010.	Negative impact	The mitigation of negative impact will be achieved through training staff on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, works and services from external providers.			
What opportunities are there to promote equality and inclusion?	We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.		

<b>Socio-economic<sup>1</sup></b> e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement					
Positive impact	Holding meet the buyer events and updating the Selling to the Council guide. Considering Social Value in the procurement process where possible.	Negative impact	Some complex EU procurements may deter local and small suppliers from bidding.	Unequal impact	Where some suppliers have difficulty using the internet they may be unable to read the strategy or find it hard to access opportunities to

<sup>1</sup>Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.



	<p>Holding meet the buyer events and ensuring that tendering templates are easy to understand for all suppliers.          Advising suppliers or other stakeholders that they can use PC's to access opportunities in the Council's customer service centre/public libraries.          Promoting the Supply Hertfordshire website as a way to find out about the Council's opportunities.</p>				<p>supply the Council.</p>
<p>Please evidence the data and information you used to support this assessment</p>		<p>The Contract Standing Order 6.5.11 states that the Social Value Act requires commissioners to consider securing economic, social or environmental benefits when buying services above the OJEU threshold. To comply with the Act, commissioners must think about how what they are going to buy, or how they are going to buy it, could add these benefits, and must also consider whether they should consult on these issues.</p>			
<p>What opportunities are there to promote equality and inclusion?</p>	<p>We advertise our opportunities over £75,000 electronically through our e-tendering portal to ensure maximum accessibility and ability to participate.          Encouraging Council Officers to carry out pre-market engagement prior to procuring goods/works and services.          Procurement Officers to consider carefully the procurement thresholds for each opportunity</p>	<p>What do you still need to find out? Include in actions (last page)</p>	<p>We need to consider the requirement of completing an equality impact assessment for all procurement exercises that are over the £75,000 tendering threshold to ensure that individual needs are met for differing projects.</p>		

	so as not to exclude smaller suppliers unnecessarily. Procurement Officers to be reminded to embed policy requirements only when strictly needed and to try not to overcomplicate the procurement process.		
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What are the findings of any consultation with:

Staff?	<p>The findings of the consultation included actions to provide training to all procuring staff to ensure that they are aware of the e-tendering system. The other actions have already been inserted into the opportunities to promote equality and inclusion and include:</p> <ul style="list-style-type: none"> <li>• Pre-market engagement</li> <li>• Considering procurement thresholds</li> <li>• Promoting the Supply Hertfordshire website</li> <li>• Only embedding policy requirements where needed</li> </ul>	Residents?	Residents did not respond as part of the consultation.
Voluntary & community sector?	<p>The actions have already been inserted into the opportunities to promote equality and inclusion and include:</p> <ul style="list-style-type: none"> <li>• Pre-market engagement</li> <li>• Considering procurement thresholds</li> <li>• Promoting the Supply Hertfordshire website</li> <li>• Only embedding policy requirements where needed</li> </ul>	Partners?	<p>The actions have already been inserted into the opportunities to promote equality and inclusion and include:</p> <ul style="list-style-type: none"> <li>• Pre-market engagement</li> <li>• Considering procurement thresholds</li> <li>• Promoting the Supply Hertfordshire website</li> <li>• Only embedding policy requirements where needed</li> </ul>

Other stakeholders? (Council Members)	The actions have already been inserted into the opportunities to promote equality and inclusion and include: <ul style="list-style-type: none"><li>• Pre-market engagement</li><li>• Considering procurement thresholds</li><li>• Promoting the Supply Hertfordshire website</li><li>• Only embedding policy requirements where needed</li></ul>	
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## Overall conclusion & future activity

Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome (please choose one)</b> :		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	Adjustments have been identified and will be used to promote equality and inclusion.
	2b. Continue as planned	
	2c. Stop and remove	

Detail the <b>actions that are needed</b> as a result of this assessment and how they will help to <b>remove discrimination &amp; harassment, promote equal opportunities</b> and / or <b>encourage good relations</b> :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Incorporate equalities training as part of corporate procurement training	This will help to promote equal opportunities and raise the awareness in the procurement process.	Corporate Procurement Manager	Ongoing	By asking Procuring Officers to check that appropriate Equalities clauses are included in the procurement process and checking that they carry out EQIA's where appropriate.
By encouraging different supplier types including local, SME's, social enterprises, black and ethnic minority enterprises, women's and disabled owned businesses, the voluntary and community sector, charities, parish councils and employee mutual's to participate in the	<ul style="list-style-type: none"> <li>• Through internal training</li> <li>• By working with the regeneration team to engage suppliers through meet buyer events</li> <li>• By updating Selling to the Council Guide to help all businesses</li> </ul>	Corporate Procurement Manager/Procuring Departments	Ongoing	By reminding the Contracts and Procurement Group and all procuring officers about encouraging different types of supplier to participate in contract opportunities and ensuring that they are communicating this

Council's contract opportunities	<p>understand the procurement process.</p> <ul style="list-style-type: none"> <li>• By advertising contracts through the Council's Twitter account</li> <li>• By promoting the Supply Hertfordshire website on Council outgoing emails and by communicating the URL to suppliers.</li> <li>• By encouraging procuring officers to undertake premarket engagement for procurement exercises</li> <li>• By encouraging procuring officers to think about the procurement threshold for each opportunity so not to exclude small suppliers unnecessarily</li> <li>• By encouraging procuring officers to only embed policy requirements when strictly needed and to try not to overcomplicate the procurement process.</li> </ul>			information to their departments.
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**Approved by Head of Service / Strategic Director: Clare Fletcher – Assistant Director (Finance)**

**Date: 23/01/17**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)