

EQUALITY IMPACT ASSESSMENT

The Equality Act 2010 legally requires all public bodies, including local authorities, to carry out equality analysis and to publish their results. CMT have agreed that we will continue to use Equality Impact Assessments to meet this requirement but using a revised template.

- Equality Impact Assessments (EIAs) should be carried out whenever you plan, change or remove a service, policy or function. Carrying out a good Equality Impact Assessment will help you to:
- Assess any potential impacts, positive and negative, in a proportionate way and with relevance
- Make decisions that are justified, evidenced, relevant and identify any mitigating proposals
- Prioritise expenditure in an efficient and fair way
- Have a record showing that the potential impacts have been considered and that decisions are based on evidence

It is important the EIA is carried out at the earliest opportunity to ensure that you have the time to undertake any additional work that will inform your decisions, for example community engagement.

Remember: EIAs need to cover both the impacts on the workforce (employment) and customers/public (service delivery).

EIAs are public documents and will be published on the Slough Borough Council website. When you have completed an EIA please send it to Equalities@slough.gov.uk. If this EIA is part of a Committee Report please also send to Joannah.Ashton@slough.gov.uk in Democratic Services.

When filling out the EIA please refer to the separate *Background information* document and for more information please look at the [Equalities](#) Page on our Intranet.

Equality Impact Assessment

Directorate: Community & Wellbeing	
Service: Corporate Procurement	
Name of Officer/s completing assessment: Joanna Anderson	
Date of Assessment: February 2012	
Name of service/function or policy being assessed: Procurement	
1.	<p>What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?</p> <ul style="list-style-type: none"> ▪ To embed effective procurement across the whole organisation using innovative, sustainable and modern procurement practices, harnessing a culture of continuous improvement, whilst remaining flexible to a rapidly changing environment and new models of and partnerships in the delivery of services ▪ Strengthen guidance of procurement ▪ Increase accountability to encourage responsible spending <ul style="list-style-type: none"> ○ Promote business case culture <p>Focus procurement activities on value for money</p>
2.	<p>Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners.</p> <ul style="list-style-type: none"> • Leadership is provided by the relevant Cabinet Member(s). • Executive and public accountability and transparency is through Cabinet and Scrutiny Committee(s). • The Council Procurement Programme Board ensures oversight and sign off of all procurement business cases and milestone activity. • Gold Projects, which are programmes of high significance, complexity and value, report to the Corporate Management Team. • Project sponsorship, strategic leadership and project management accountability is through the relevant Strategic Director senior management team and directorate project board arrangements. • Directorates are responsible for identifying contracts to be re-tendered and new procurement opportunities within the Councils spending plan and monitor progress and outcomes through monthly budget monitoring and

	<p>business planning processes.</p> <ul style="list-style-type: none"> • Standing orders, financial and procurement procedural rules provide the 'directions' for consistent decision making and processes to be complied to by all officers of the Council. <p>Corporate Procurement will be responsible for a robust implementation of the strategy via the appropriate training sessions.</p>
3.	<p>Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed (more information is available in the background information). Bear in mind that people affected by the proposals may well have more than one protected characteristic.</p> <p>The policy is designed to meet the needs of the council and service users conducting procurement activities. The strategy is designed to support local companies, small and medium sized enterprises, and the voluntary and community sector.</p>
4.	<p>What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information.</p> <ul style="list-style-type: none"> ▪ The procurement strategy enables all relevant types of contractors to bid for council contracts and ensures good practice in the award of contracts ▪ The strategy aims to remove all obstacles to conducting business with the council. ▪ The strategy supports the council in assisting local businesses, SME's, voluntary and community organisations to build their capacity to win contracts. ▪ The strategy promotes equality and opportunity and diversity and ensures that there is an equal opportunity for all suppliers who meet the stated criteria to bid for contracts. ▪ No groups are excluded from tendering for council contracts.
5.	<p>What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why?</p> <p>The potential to discriminate exists indirectly in the application of the procurement process by officers however officers have a duty to preserve the highest standards of honesty, integrity, impartiality and objectivity.</p>
6.	<p>Have the impacts identified in (4) and (5) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc).</p>

	N/A
7.	<p>Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved?</p> <p>Corporate Procurement has engaged with SME's/BME's via regular work with the Thames Valley Chamber of Commerce and more recently Thames Valley LEP.</p>
8.	<p>What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact?</p> <p>Revised Contract Procedure Rules (currently in Draft) have recommended that when obtaining three quotes at least one should be from an SME. All tender templates include evaluation criteria (where linked to the subject matter of the contract) relating to Community Benefits.</p>
9.	<p>What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below.</p> <p>From April 2012 Corporate Procurement will report on the usage of SME's and BME's. This performance indicator is on the CWB balanced scorecard which is reported quarterly at Senior Management Meetings</p>

What course of action does this EIA suggest you take? More than one of the following may apply	✓
Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	✓
Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
Outcome 3: Continue the policy despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination. (Complete action plan).	

Action Plan and Timetable for Implementation

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

Action	Target Groups	Lead Responsibility	Outcomes/Success Criteria	Monitoring & Evaluation	Target Date	Progress to Date

Name: Joanna Anderson

Signed: 

Name:

Signed:(Policy Lead if not same as above)

Date: 16/02/2012