

Colchester Borough Council

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: Initial Equality Impact Assessment

Name of policy to be assessed:

- CBC Procurement Strategy 2015 - 2017

1. What is the main purpose of the policy?

- To identify the Council's strategy for procuring services from suppliers.

2. What main areas or activities does it cover?

All external spend, including:

- working with the services strategically to innovate what and how we buy when we renew contracts;
- streamlining the procurement process moving to an electronic procurement;
- strengthening supplier relationships and contract management once contracts are in place.

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

Adopting a category management approach:

- Establishing high level business outcomes and requirements
- undertaking market and spend analysis
- creating innovative approaches to what and how we buy in order to take costs out of the supply chains.

The Council will sign up to the Federation of Small Businesses Procurement Charter.

The Council will use Social Value criteria to influence the market e.g. To encourage our suppliers to pay a living wage and employ more apprentices.

4. Who are the main audience, users or customers who will be affected by the policy/ programme?

- All services will use the strategy to guide procurement of third party services from the markets.

5. What outcomes do you want to achieve from the policy?

- Better Value for Money from our external contracts, money saving at no, or minimal, impact on services
- Suppliers helping the Council deliver its Social Value goals
- Supporting the local economy by making it easier for SMEs to bid for Council contracts

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- The strategy is designed to encourage collaboration with our partners including other Districts and Local Authorities.

7. Are you aware of any relevant information, data, surveys or consultations¹ which help us to assess the likely or actual impact of the policy upon customers or staff?

- The National Procurement Strategy

8. The 'general duty' states that we must have "due regard" to the need to:

(a) eliminate unlawful discrimination, harassment and victimisation?

(b) advance equality of opportunity between people who share a 'protected characteristic'² and those who do not?³

(c) foster good relations between people who share a protected characteristic and those who do not?⁴

Not all policies help us to meet the 'general duty', but most do.

¹Click on [surveys or consultations](#) for more information. The Council's surveys and consultations include 'equality monitoring information' to help us identify any particular concerns or views expressed by any particular group or 'protected characteristic'. It can also help us to assess how representative of our customers the respondent group is. Local Data on the Protected Characteristics is available [on this page](#) of the Hub.

²The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

³This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

⁴This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

Where applicable, explain how this policy helps us to meet the 'general duty':

The policy helps us to 'eliminate unlawful discrimination, harassment and victimisation' in the following way(s):

- The strategy is in line with our obligation to procure in compliance with EU Procurement Regulations. We oblige our tenderers to comply with appropriate council policies for each contract.
- The Strategy is in line with the Social Value Act and supports our strategy of obliging the markets to support the Council's Social Value Goals (e.g. Living Wage).

The policy helps us to 'advance equality of opportunity...' in the following way(s):

- As above

The policy helps us to 'foster good relations...' in the following way(s):

- As above

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the 'protected characteristics'.

- See Section 8 above.

Remember to include reference to any relevant consultation, data or information.

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)		None identified		None identified
	Younger people (17-25) and children (0-16)	X	Increased use of social value in tenders: - increased number of apprentices		None identified
Disability	Physical		None identified		None identified
	Sensory		None identified		None identified
	Learning		None identified		None identified
	Mental health issues		None identified		None identified
	Other – <i>specify</i>				
Ethnicity ⁵	White		None identified		None identified
	Black		None identified		None identified
	Chinese		None identified		None identified
	Mixed Ethnic Origin		None identified		None identified
	Gypsies/ Travellers		None identified		None identified
	Other – <i>please state</i>				
Language	English not first language		None identified		None identified
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks		None identified		None identified
Religion or Belief	People with a religious belief (or none)		None identified		None identified
Sex	Men		None identified		None identified
	Women		None identified		None identified

⁵ National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Gender Reassignment ⁶	Transgender/ Transsexual		None identified		None identified
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian		None identified		None identified
Marriage and Civil Partnership	People who are married or in a civil partnership		None identified		None identified

10. If you have identified any negative impacts (above) how can they be minimised or removed?

(This is a key section: Please deal with each negative impact noted above in turn.)

- Not applicable

11. Could the policy discriminate⁷ against any 'protected characteristic', either directly or indirectly⁸?

- No

⁶ The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to. NB: It is generally held that transgender people disguise their features or clothing to resemble their preferred sex, whereas transsexual people wish to change their body to completely resemble their preferred sex.

⁷ The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic'.

⁸ If you answer 'yes' to question 11 (above) you will need to complete this section *and* go on to complete Section 2 in order to conduct a full Equality Impact Assessment.

Summary and findings of Initial Equality Impact Assessment

12. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No negative impacts have been identified X	Sign off screening and finish.
Negative impacts have been identified but have been minimised or removed <input type="checkbox"/>	Sign off screening and finish.
Negative impacts could not be minimised or removed <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

13. Name and job title of person completing this form:

- Clive Bull

14. Date of completion:

- 26 January 2015

15. Date for update or review of this screening:

- This Strategy is for the period 2015 -2017.