

# Equality Impact Analysis

## Assessment Proforma

EIA  
Title:

Sustainable Procurement and Commissioning Strategy

- 1.0 The public sector equality duty (2011) covers the following eight **protected characteristics**:

**Age, disability, ethnicity, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.**

The duty also covers marriage and civil partnership, but only relating to the elimination of unlawful discrimination (see below, 2.0).

- 1.1 SLDC includes “**rurality**” and “**socio-economic disadvantage**” as additional categories in its equality impact assessments. Although socio-economic status and rurality are not recognised protected characteristics under the Equality Act, people on low incomes or in rural isolation are highly likely to be affected by services that are intended to support vulnerable people.

- 2.0 **The General Equality Duty.**

SLDC, in the exercise of its functions, should:

- a. **Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.**
- b. **Advance equality of opportunity between people who share a protected characteristic and those who do not.**
- c. **Foster good relations between people who share a protected characteristic and those who do not.**



# Step 1

## **Summarise the subject and expected outcomes of this EIA.**

The Sustainable Procurement and Commissioning Strategy sets the framework for the Council to purchase goods, services and works to deliver value for money and to meet the needs of local citizens. The purpose of the strategy is to set out a corporate framework for how the Council will conduct its procurement of goods, works and service based around the following priorities:

- Making Savings
- Supporting Local Economies
- Leadership
- Modernising Procurement

The aim of this EIA is to ensure that our procurement strategy does not prompt any disproportionate negative impact on people with any of the protected characteristics. Individual EIAs will be prepared for significant individual procurement exercises.

The expected outcome of this EIA is the identification of any potential issues and a commitment to undertake the recommended mitigating actions to ensure our services are adequately assessable to the whole community.

## **Who are your main stakeholders and list any engagement undertaken (include surveys, feedback forms, complaints, statistics etc.).**

The Procurement Strategy will impact on Council Members and officers, current and potential suppliers, partners, stakeholders and the community as a whole. We have consulted internally with our Portfolio Holder, Financial Services, and Legal Services to ensure we are in compliance with legislation.

## Step 2

### Equality Action Plan

<p><b>In providing this service, what are the impacts for the following people?</b></p> <ol style="list-style-type: none"> <li>1. Age (young and old)</li> <li>2. Black and Minority Ethnic</li> <li>3. Disabled</li> <li>4. Faith/Belief</li> <li>5. Sexual Orientation</li> <li>6. Gender</li> <li>7. Gender reassignment</li> <li>8. Pregnancy and maternity</li> <li>9. Marriage and Civil Partnership</li> <li>10. Socio-economic disadvantage (including rural deprivation, 'rurality')</li> </ol> <p>(See glossary below for definitions)</p>	<p><b>Positive impacts</b></p>	<p><b>Negative impacts</b></p>	<p><b>Mitigating actions (to avoid negative impact):</b></p>	<p><b>Lead Officer &amp; When</b></p>	<p><b>Complete Y/N</b></p>
<p>Socio-economic disadvantage (including rural deprivation)</p>			<p>Pre-market engagement to identify the needs of the community and users through increased consultation and encapsulate into specifications.</p>	<p>Procurement and Contracts Manager – Ongoing</p>	
			<p>Develop strategies for organising procurement into lots that do not create unwanted barriers for smaller businesses.</p>	<p>Procurement and Contracts Manager - Ongoing</p>	
			<p>Identify the needs of the community and include in tender evaluation criteria.</p>	<p>Procurement and Contracts Manager - Ongoing</p>	

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			<p>Reflect sustainability and equalities considerations in contract monitoring arrangements.</p>	<p>Procurement and Contracts Manager - Ongoing</p>	
			<p>Seek feedback on an annual basis from customers over services available.</p>	<p>Procurement and Contracts Manager - Ongoing</p>	
			<p>Hold supplier briefings for a diverse range of suppliers to provide them with the tools to compete effectively.</p>	<p>Procurement and Contracts Manager - Ongoing</p>	

## Step 3

*Examples of good equality practice you have put in place (For example, all venues used are accessible for people with mobility, hearing and sight impairments)*

- Ongoing and flexible support to suppliers in preparing tenders to assist with any obstacles and ensure a 'level playing field'
- Ongoing monitoring of the size, type and locality of suppliers winning contracts and participating in procurement exercises
- A standard approach to feedback adopted to ensure all suppliers are privy to the same level of information
- Utilising the North West e-tendering portal, The Chest to ensure a consistent, accessible and non-discriminatory approach to procurement.
- Revising our procurement documents to allow for greater understanding of our requirements across our diverse supplier base and lead to a less resource intensive process in preparing a submission.
- A Quick Payment Scheme has been adopted which supports Small Medium Enterprises (SMEs) so that financial concerns won't deter them from tendering against larger firms.
- A robust approach to equalities to be included in the contract monitoring procedure to ensure the council's good practice filters through and requirements are maintained.
- Our Guidance and Strategy documents will be made available in various formats to address visual impairments and language barriers.
- Work with various business organisations to ensure the details of our procurement processes and any message of change is far-reaching

The council has a list of equality contacts who can be contacted for consultation or to ask advice. The list is on the intranet under Equality and Diversity. If you need any support when completing this Equality Impact Analysis, please contact the Partnerships and Funding Officer.

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### Glossary

**Age:** This refers to a person having a particular age (for example, 32 year-olds) or being within an age group (for example, 18-30 year-olds).

**Civil partnership:** Legal recognition of a same-sex couple's relationship. Civil partners must be treated the same as married couples on a range of legal matters.

**Disability:** A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Includes: Physical/sensory disability, mental health or learning disability.

**Gender reassignment:** A person has the protected characteristic of gender reassignment if the person is 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.

**Maternity:** The period after giving birth. It is linked to maternity leave in the employment context. In the non-work context, protection

against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding.

**Race:** It refers to a group of people defined by their colour, nationality (including citizenship), ethnic or national origins. Includes, Asian, Black and White minority ethnic groups inc. Eastern Europeans, Irish people and Gypsy Travellers.

**Religion or belief:** "Religion" means any religion, including a reference to a lack of religion. "Belief" includes religious and philosophical beliefs including lack of belief (for example, Atheism). The category includes Christianity, Islam, Judaism, Hinduism, Buddhism, and non religious beliefs such as Humanism.

**Sexual orientation:** This is whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

**Socio-economic disadvantage:** This includes people on low incomes, as well as issues around rural and urban deprivation, such as access to services and transport. Rurality should be specifically considered as South Lakeland is defined as 'Rural-80' – this means we have at least 80 percent of our population in rural settlements and larger market towns.