

# **Equality Impact Assessment (EIA)**

## **Procurement**

### **Equality impact, needs and requirements assessment form**

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to



<b>Question</b>	<b>Response/ findings</b>
<p>What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?</p>	<p>To ensure that the awarding of work to external organisations is managed in an open and accountable manner whilst providing best value to the authority. To ensure that procurements are designed and managed to maximise their contribution to the Council's priorities.</p>
<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements</p>	<p>Various officers across all departments within the authority and in some instances by external organisations and partnerships on behalf of the authority.</p>
<b>Question</b>	<b>Response/ findings</b>
<p>Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?</p>	<p>Officers who have to undertake their procurements in regard to the policy and procedures governing procurement within the Authority.</p> <p>External organisations within the private and voluntary sector who wish to be suppliers of goods, services or works to the Authority.</p>

<p>What outcomes do we want to achieve, why and for whom?  For example, what do you want to be providing, how well, what changes or improvements, and what should the benefits be for customers, groups or communities?</p>	<p>We want to achieve maximum opportunity for organisations to take part in the Council's procurement activities and to ensure a good response from all sections of the business community.</p>
<p><b>Question</b></p>	<p><b>Response/ findings</b></p>
<p>What existing or previous inspections of the policy, practice, service or function are there? For example, Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>What did they tell you?</p>	<p>Procurement across the authority was reviewed in 2005 but there were no specific findings relating to equalities issues from that review.</p>
<p><b>Identifying potential equality issues and factors</b></p>	

Question	Response/ findings
<p>What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring</p>	<p>No formal monitoring has been undertaken in the past to assess whether policy or procedure is having an equality impact on the composition of our supply chain. Information from our existing financial systems does record equalities data against creditors but we are aware of certain areas where we have high representation from ethnic minority suppliers and areas where this would be low.</p>
<p>Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?</p>	<p>Although monitoring is not undertaken, we are aware that we have little response from BME organisations in many contracting areas. We are uncertain of whether this reflects the level of supply of BME organisations in these areas though.</p>
<p>Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?</p>	<p>We are uncertain of how demographic changes have been reflected into the business community and therefore whether these should be taken into account in the procedures.</p>
<p>Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?</p>	<p>We have not received any feedback or complaints from any groups of companies from specific communities.</p>

<p>What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?</p>	<p>There is no monitoring of the classification of suppliers in relation to the equalities classifications. Complaints would be dealt with by the central procurement unit.</p>
<p><b>Question</b></p>	<p><b>Response/ findings</b></p>
<p>Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?</p>	<p>No</p>
<p>Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?</p>	<p>No evidence of any negative effect.</p>

## Collecting the information and data about how the policy, practice, service or function, impacts on communities

Please record your information and data in this table and think about:

what information or data you will need  
 using both quantitative and qualitative data  
 making sure that where possible there is information that allows all perspectives to be considered  
 identifying any gaps in the information/ data and what it can tell you

Data or information	When and how was it collected?	Where is it from?	What does it tell you? You need to consider all six equality strands where you can	Gaps in information
Customer feedback and complaints	Either directly by the procurement unit or through the complaints officer.	From suppliers.	None received relating to equalities issues.	
Consultation and community involvement	No specific consultation done to date.	n/a		

Performance information including Best Value	Not recorded			
Take up and usage data	Not monitored			
Comparative information or data where no local information	Look at other unitary data.			
Census, national or regional statistics	N/A			
Access audits or assessments such as DDA assessments	N/A			



Workforce profile				
Where service delivered under procurement arrangements – workforce profile for deliverers	<p>Questionnaire in the tender process would request information on equalities policy of the provider.</p> <p>No consistent approach to ongoing monitoring after contract award.</p>	<p>Tender submission.</p> <p>Contract review meetings</p>	Ensures minimum standards are being met.	Contract management gaps in relation to equalities monitoring.
Monitoring and scrutiny outcomes				

## Analysing the information and data and setting equality objectives and targets

Please give your detailed findings in this table

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?
Awarding work to contractors through formal procurement procedure	Tendering	Unsure as to any equalities impacts being caused by tendering processes.	Business and voluntary sector organisations	Not known
Providing services to Derby residents via external providers	Contract Management	Monitoring of service providers may not be managing the risks associated with equalities requirements.	Potentially service users and employees of external providers.	Not known.

## Objectives - process, impact or outcome based

Please give your proposed objectives/ targets in this table

<b>Objective/Target:</b>	<b>Undertake Survey of companies who have requested documents but not gone on to bid to assess whether there are barriers caused by the process</b>
Specific	Those organisations who have engaged in the process but not completed the tendering process
Measurable	Identify reasons for dropping out
Achievable	Have the information on who to survey
Relevant	Could be directly impacting on our equalities policy
Timed	Complete by end of 2007

<b>Objective/Target:</b>	<b>Implement the use of equalities monitoring form in all Service contracts</b>
Specific	Target those contracting areas directly providing services to the general public.
Measurable	Data provided by the monitoring
Achievable	Contract managers should have resource to achieve this.
Relevant	Would have direct impact on ability to ensure equalities issues are addressed in contracting.
Timed	Start September 07 and look to have got implemented fully by September 08

<b>Objective/Target:</b>	
Specific	
Measurable	
Achievable	
Relevant	
Timed	

## Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
		2005/6	2006/7	2007/8		
<p><i>Survey companies who have not been able to manage the tendering process of the council</i></p>	<p><i>Collate details of companies who have requested data but not completed the tender process and send them a questionnaire to try to identify any barriers that could be addressed.</i></p>			<p><i>Complete survey by Dec 2007</i></p>	<p><i>Dawn Moran</i></p>	<p><i>Annual</i></p>

<b><i>Implement use of equality monitoring form in all service contracts delivery direct to general public</i></b>	<b><i>Identify all relevant contracts. Issue equalities monitoring guidelines and requirements to contract managers</i></b>			<b><i>Identified all contracting areas and contract managers by Dec 2007. First reviews completed by July 08</i></b>	<b><i>Dawn Moran</i></b>	<b><i>Annual</i></b>
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