

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 1. Topic of assessment

EIA title:	Procurement Standing Orders 2015
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EIA author:	Derek Lancaster
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## 2. Approval

	Name	Date approved
Approved by <sup>1</sup>		

## 3. Quality control

Version number	0.2	EIA completed	8 <sup>th</sup> Sept 2015
Date saved		EIA published	

## 4. EIA team

Name	Job title (if applicable)	Organisation	Role

Completing an EIA is likely to require the expertise of more than one officer. For example, you may wish to consult your Directorate Equality Group or equalities champions when undertaking your analysis. You may also wish to seek the advice of specialists from elsewhere in the council (such as colleagues from performance, customer services, legal or HR).

In some instances, it will be helpful to seek support and challenge from external organisations and/or service users when undertaking the assessment. You could also consider working with other councils that have undertaken similar work.

<sup>1</sup> Refer to earlier guidance for details on getting approval for your EIA.

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### 5. Explaining the matter being assessed

<b>What policy, function or service is being introduced or reviewed?</b>	<p>The Procurement Standing Orders (PSOs) set out how the Council authorises spending by Officers on goods, works and services, on consultants and contractors, and on direct care services. The PSOs cover all spend with external suppliers regardless of the source of funding (for example, revenue, capital, incoming grants, ring-fenced government money and/or any third party funding).</p>
<b>What proposals are you assessing?</b>	<p>The PSOs are being revised to take account of</p> <ul style="list-style-type: none"> <li>• The Public Procurement Regulations 2015</li> <li>• the latest case law affecting procurement in the public sector</li> <li>• the procurement partnership with East Sussex County Council</li> </ul>
<b>Who is affected by the proposals outlined above?</b>	<p>The PSOs are mandatory for all staff and contractors, and the procurement activity that takes place can directly affect residents.</p>

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## 6. Sources of information

Engagement carried out
Reference to Equality and Diversity Manager for input
Data used
<ul style="list-style-type: none"><li>•</li></ul>

## 7. Impact of the new/amended policy, service or function

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## 7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic <sup>2</sup>	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	<p>There are no specific impacts on any group from either the changes to PSOs now being made, or from the revised PSOs as a whole. The existing and proposed Orders specifically mention (para 3.6.3) that “we only purchase goods, works and services from suppliers who meet our standards of equality of employment and service delivery, and we ensure that the tender process is free from discrimination or perceived discrimination in accordance with the council’s Equality Policy”. Furthermore, the Orders stipulate that purchasers must comply with the Surrey Compact best practice code in relation to the Voluntary, Community and Faith Sectors.</p>		<p>Consultation with Directorate Equality Lead and with Shared Services, Legal, Audit and a group of key ‘shoppers’ who carry out purchasing activity.</p>
<b>Disability</b>			
<b>Gender reassignment</b>			
<b>Pregnancy and maternity</b>			
<b>Race</b>			
<b>Religion and belief</b>			
<b>Sex</b>			
<b>Sexual orientation</b>	<p>In line with the requirements of the 2015 legislation, PSOs will require our contract opportunities to be more widely advertised, which will make them more accessible to small businesses which are more likely to be owned by those with</p>		
<b>Marriage and civil partnerships</b>			

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<sup>2</sup> More information on the definitions of these groups can be found [here](#).

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**7b. Impact of the proposals on staff with protected characteristics**

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	There are no specific impacts on any group from either the changes to PSOs now being		Consultation with Directorate Equality Lead and with Shared Services, Legal, Audit and a group of key

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<b>Disability</b>	<p>made, or from the revised PSOs as a whole. The existing and proposed Orders specifically mention (para 3.6.3) that “we only purchase goods, works and services from suppliers who meet our standards of equality of employment and service delivery, and we ensure that the tender process is free from discrimination or perceived discrimination in accordance with the council’s Equality Policy”. Furthermore, the Orders stipulate that purchasers must comply with the Surrey Compact best practice code in relation to the Voluntary, Community and Faith Sectors.</p> <p>The systems used in support of the Orders are subject to checks by IMT that they are compliant with accessibility requirements.</p>		<p>‘shoppers’ who carry out purchasing activity.</p>
<b>Gender reassignment</b>			
<b>Pregnancy and maternity</b>			
<b>Race</b>			
<b>Religion and belief</b>			
<b>Sex</b>			
<b>Sexual orientation</b>			
<b>Marriage and civil partnerships</b>			

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### 8. Amendments to the proposals

Change	Reason for change
n/a	n/a

### 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Easier access for small businesses to our contract opportunities	Procurement has implemented a local website to advertise contract opportunities alongside other local partners, as well as advertising nationally as required by the Regulations	Done	Derek Lancaster

### 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
n/a	

### 11. Summary of key impacts and actions

<b>Information and engagement underpinning equalities analysis</b>	Reference to Equality and Diversity Manager
<b>Key impacts (positive and/or negative) on people with protected characteristics</b>	Simplification of processes around bidding for Council Contracts

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<b>Changes you have made to the proposal as a result of the EIA</b>	Not needed – already included.
<b>Key mitigating actions planned to address any outstanding negative impacts</b>	Not needed
<b>Potential negative impacts that cannot be mitigated</b>	n/a