

1. Topic of assessment

EIA title:	Procurement Standing Orders 2013
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EIA author:	Derek Lancaster
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2. Approval

	Name	Date approved
Approved by ¹	Abid Dar	28 June 2013

3. Quality control

Version number	1.0	EIA completed	25 th June 2013
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.

¹ Refer to earlier guidance for details on getting approval for your EIA.

EQUALITY IMPACT ASSESSMENT TEMPLATE

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<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, grants, ring-fenced government money and/or any third party funding).</p>
<p>What proposals are you assessing?</p>	<p>The PSOs are being revised to take account of</p> <ul style="list-style-type: none"> • the latest guidance on transparency - advertising contract opportunities more widely and making them more accessible to Surrey businesses. • the Social Value Act 2012 • the latest case law affecting procurement in the public sector • improvements to purchasing processes intended to speed up transactions and ensure proper compliance • improvements to strengthen contract management • the recommendations of the May 2013 report by Lord Young, 'Growing your business: a report on growing micro businesses', making it easier for businesses to tender for contracts • the procurement partnership with East Sussex County Council
<p>Who is affected by the proposals outlined above?</p>	<p>The PSOs are mandatory for all staff and contractors, and the procurement activity that takes place can directly affect residents.</p>

EQUALITY IMPACT ASSESSMENT TEMPLATE

6. Sources of information

Engagement carried out
Reference to Equality and Diversity Manager
Data used
<ul style="list-style-type: none">• Learning from the experience of the procurement processes used by the Olympic Delivery Authority

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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 ²	Potential positive impacts	Potential negative impacts	Evidence
Age	<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>In line with the Young Report, Procurement and Commissioning are streamlining and simplifying supplier qualification questionnaires to make our contract opportunities more accessible to small businesses which are more likely to be owned by those with</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>
Disability			
Gender reassignment			
Pregnancy and maternity			
Race			
Religion and belief			
Sex			
Sexual orientation			
Marriage and civil partnerships			

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

	<p>protected characteristics.</p> <p>There is a new duty on Procurement and Commissioning to evaluate Social Value as part of the tender award criteria for all contracts over £100,000. These are to be recorded in Strategic Procurement Plan documentation.</p> <p>All tender evaluation is carried out with objective scoring mechanisms to ensure fairness to all bidders.</p>		
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7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	<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</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>
Disability			
Gender reassignment			
Pregnancy and maternity			
Race			

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Religion and belief	<p>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>		
Sex			
Sexual orientation			
Marriage and civil partnerships			

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8. Amendments to the proposals

Change	Reason for change
n/a	n/a

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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 to implement simplification to tender processes/questions as new e-tendering system rolls out in Summer 2013	August 2013	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

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

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Changes you have made to the proposal as a result of the EIA	Not needed – already included.
Key mitigating actions planned to address any outstanding negative impacts	Procurement to implement simplification to tender processes/questions as new e-tendering system rolls out in Summer 2013
Potential negative impacts that cannot be mitigated	n/a

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