



## Equality Impact Assessment questionnaire

*(covering race, gender, disability, sexual orientation, religion or belief and age)*

This Equality Impact Assessment (EqIA) seeks to assess the impacts of your service, function, policy or strategy on people who are legally protected from discrimination (this is people belonging to one or more of these groups: race, religion, disability, sexual orientation, religion or belief and age).

Conducting this EqIA will ensure that any positive or negative impacts on people legally protected from discrimination are highlighted and the necessary action is taken to ensure equality in our services.

**This impact assessment must be reviewed at least every three years.**

**Build the next review of this service/policy into**

<b>Service or Policy Area:</b>	Procurement strategy
<b>Service Unit:</b>	Performance and Policy
<b>Officer Completing Assessment:</b>	Margaret Duys supported by John Williams and Fozia Yamin
<b>Telephone:</b>	
<b>Date:</b>	19 January 2009

**[yourhttp://www.idea.gov.uk/idk/core/page.do?pagelid=9109742](http://www.idea.gov.uk/idk/core/page.do?pagelid=9109742) departments' Management Plan.**

## General

<b>Q.1</b>	<b>Please provide a brief description of this service/policy including its aims and objectives</b>
	<p>To provide advice to line managers to make efficient and effective procurement decisions. Key objectives are:</p> <ol style="list-style-type: none"> <li>1. A <b>more co-ordinated approach</b> to procurement which provides visibility and aggregation of demand between service areas, promotes procurement partnerships, and minimises spend on large corporate contracts.</li> <li>2. Procurement which is <b>sustainable for the supplier</b> whilst providing good value for money for the Council.</li> <li>3. Procurement which <b>drives business transformation and customer focus</b> by challenging existing service delivery methods</li> <li>4. An appropriate level of <b>procurement knowledge and access to professional procurement expertise</b> within the Council, including the development of a performance management framework for procurement</li> <li>5. <b>Socially responsible procurement</b>, which places environmental sustainability, action to address climate change, equality and diversity, and promoting the local economy on an equal footing with the traditional procurement priorities of efficiency and quality</li> <li>6. Appropriate <b>e-procurement</b> facilities</li> </ol>
<b>Q. 2</b>	<b>Please list the main stakeholders/beneficiaries/ recipients of this service/policy</b>
	Malvern Hills district Council and its staff, local communities of Malvern Hills, local suppliers, national suppliers
<b>Q. 3</b>	<b>If this service/policy is provided by another organisation behalf of the Council, please give the names of these organisations</b>
	N/a

## Consultation

<b>Q. 4</b>	<b>Please list any consultation activity with internal or external customers carried out over the last year: e.g. satisfaction surveys, focus groups or citizens panel exercises etc.</b>
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	Consultation event with a diagonal slice of managers to review the strategy
Q. 5	Please list any arrangements you have made, or are planning for consulting with groups protected from legal discrimination on your service/policy
	We will consult with the MYN fora in the next three months on the strategy and the action plan on this assessment
Q. 6	Please list groups protected from legal discrimination you have consulted with
	None
Q. 7	Please state how you consult with members of your staff about your service/policy
	See Q4 above
Q. 8	Please list any changes to your service/policy that you have made, or you plan to make as a result of consultation with groups protected from legal discrimination
	Awaiting consultation

Discrimination	
Q. 9	Please list any evidence you have of this service/policy having an adverse impact on any groups (internal or external) protected from legal discrimination
	<ul style="list-style-type: none"> <li>▪ We procure only from established companies which risks discriminating against recent immigrants and young persons setting up new businesses</li> <li>▪ Although we have no evidence of discrimination this is in part because we do not monitor our contracts and do not make specific provision for complaints</li> <li>▪ We currently do not signpost contract documentation</li> <li>▪ We need to review contract documentation to make sure it is plain English and accessible to all</li> </ul>
Q. 10	If the function or policy is discriminatory, is positive action justifiable to overcome the discrimination?

	No
Q. 11	Could the function or policy have an adverse impact on relations <b>between</b> groups protected from legal discrimination? If so, please describe
	None

Service Delivery	
Q. 12	Please list any alternative ways to improve <b>access to your service/policy</b> by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
	See action plan
Q. 13	Please list any alternative ways to improve <b>understanding of your service/policy</b> by groups protected from legal discrimination. <i>Include this in the Action Plan attached.</i>
	See action plan

Monitoring	
Q. 14	Please describe how monitor of take up of your service/policy
	We do not at the moment but it is a requirement in the action plan
Q. 15	How are the results of any monitoring analysed, reported and publicised?
	Not at the moment
Q. 16	Does an analysis of your customer base against baseline population figures for the District show that you are reaching all groups in your area? If not, which groups are adversely affected?
	Do not currently monitor customer base, so not aware of any adverse affect.
Q. 17	Please list any performance targets relating to equality in your function

	None
Q. 18	Please list any plans you have to introduce new targets on equality in your service/policy <i>Include this in the Action Plan attached.</i>
	None

Miscellaneous	
Q. 19	If your function is provided by a private sector or voluntary sector organisation on a contract basis, please list any arrangements <b>you have made or plan to make</b> to make sure that these organisations ensure equality.
	Our tender documentation will offer all tenderers the opportunity to have a de-brief on why their tender or quotation has not been successful. We intend to implement to offer these documents in other formats or languages. The Council will setup a monitoring system to ensure we understand the makeup of both owner and workforce of the suppliers we are dealing with. In addition we shall review our tender documentation to ensure it is in plain English.
Q. 20	Have you received any complaints about your service/policy in respect of equality issues? If so, please give a brief description
	No but see action plan
Q. 21	Please list any staff training issues on equality arising from this assessment
	None
Q. 22	Does your service/policy result in any financial support being given to people protected from legal discrimination within the voluntary and community sector. If yes, please list organisations and amounts.
	No
Q. 23	How do you plan to publicise the results of this assessment?
	Publish on the MHDC website and intranet and consult with MYN fora and DWG

## ACTION PLAN

Please detail any action that you plan to take as a result of this impact assessment

Objective	Action/s	Lead Officer	Completed by
To ensure that we procure from the widest range of sources available	Review contract procedures to ensure that we provide help and support to all contractors regardless of experience	MD	June 2009
To ensure that we monitor take up of contracts	Monitor take up of contracts and incorporate a complaints procedure	MD	September 2009
To ensure that contract documentation is accessible	Signpost contract documentation to ensure that it is available in a range of appropriate formats	MD	April 2009
To ensure that contract documentation is accessible	Review contract documentation to make sure it is plain English and accessible to all	MD	June 2009
To ensure we understand the needs of minority groups	To consult with the MYN Forum	MD	Ongoing