

Stafford Borough Council

Equality Impact Assessment Form (EIA)

See Guidelines on completing Equality Impact Assessment Forms

Equality Impact Assessment	
1	Title of Function or Policy to be assessed: Procurement Strategy
2	Date: 15.1.09
3	Name of Lead Officer: Malcolm Vickers
4	EIA Team: Malcolm Vickers Tracy Redpath
5	Head of Service: Malcolm Vickers
6	Existing, new or review: Existing strategy (due for review in 2009 – this EIA will inform that review).
7	Set out the aims/objectives/purposes/outcomes of the function or policy, and give a summary of the service provided: The fundamental objective is to deliver efficient procurement of high quality goods and services at the most economic level. The associated objective is for sustainable procurement, which is not only about making savings but also about procuring sustainable products and services.
8	Linked policies, functions: Are there any other functions, policies or services, which might be linked with this one for the purposes of this exercise? <ul style="list-style-type: none">• Stafford Borough Corporate Plan 2008–2014• Sustainable Community Strategy 2008–2020• Financial plan• Capital strategy• Asset management plan• Annual efficiency statements• Corporate equalities policy

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9	Who is it intended to affect or benefit (the target population):		
<p>The Strategy will have an effect on the whole community within Stafford Borough, i.e.</p> <ul style="list-style-type: none"> • All residents • Local businesses • Organisations • Third sector • Staff • Tourists • Elected members • Partner organisations • Trade unions • Potential employees 			
10	Within this table, state whether the policy or function will have a positive or negative impact across the following factors and provide any comments.		
		Positive Impact	Negative Impact
Age			
Disability			
Gender			
Race			
Religion/belief			
Sexuality			
<p>The current version of the Strategy states that Stafford Borough Council is committed to ensuring that all sections of the Borough Community have access to, and benefit from the services it provides. This suggests that there may be a positive impact on one or more of the six equalities strands. However, there is nothing in the current Strategy about how this impact will be monitored or assessed. There may, therefore, currently be unintended negative impacts on sections of the community, whether contracted suppliers or recipients of services.</p>			
11	What evidence do you have for the statements you have made above?		
<p>The evidence is taken directly from the current (undated) Strategy, pages 13–14.</p>			
12. From evidence given at Q.11 what actions, if any, will you need to take against each of the following equality strands:			
Disability:	<p>Work is underway to develop a corporate contract register, which will enable the Borough Council to monitor suppliers against the six equalities strands. The data collected will need to be analysed, and the findings used to inform the next review of the Strategy after 2009. This should enable a clear assessment of the positive and negative impacts of the Strategy across the six strands.</p>		
Race:			
Gender:			
Age:			
Religion/belief:			
Sexuality:			

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13. Briefly explain how the policy or function contributes to Community Cohesion by answering the following questions:

- How will it provide equality of access to services, information and employment?
- Does it or could it celebrate diversity?
- Will it or could it promote good relationships within and between communities?
- How will it help to prevent social exclusion?
- Will it help to reintegrate those who have become excluded?
- How will it provide good quality, inclusive services?

The Borough Council has a policy to buy goods and services locally where possible. Using suppliers from within the Borough helps to prevent social exclusion by keeping wealth circulating within local communities. This also helps to promote good relationships between the Borough Council and local communities.

The explicit link between the Strategy and the Corporate Equalities Policy, and the work being done to actively promote equality of opportunity throughout the procurement process, helps to provide equality of access to information, employment and services.

The Borough Council's approach to partnership working contributes to community cohesion by enabling the procurement of services in partnership and across sector boundaries. As a result high quality services are procured and delivered that would not otherwise be available to the community.

14. Consultation:

Describe what consultation has been undertaken on this function or policy, who was involved and the outcome.

The current Strategy has not been through a consultation process. As part of the 2009 review of the Strategy, the Borough Council will need to consult two key groups: staff and suppliers. This could be done initially by sending out the draft strategy to all staff and a representative sample of current contractors.

There is also a need to seek feedback on the tendering process from suppliers. At present feedback is sought on very large tenders, e.g. waste, but not on medium or small tenders. This will also provide an opportunity for monitoring against the six equalities strands.

The Team considered the pros and cons of consulting the public on this Strategy. It was decided not to do so, because the strategy is essentially an internal document and of necessity contains an amount of technical language specific to the procurement function. Public consultation is of great importance to the Borough Council, but the Council's resources are limited, and too much consultation with the public can lead to 'consultation fatigue'. It was the Team's view that public consultations should focus on levels of satisfaction with the delivery of services, and that the information gained from such consultations should feed into ongoing procurement work and the next review of the Strategy.

Head of Service:

I am satisfied with the results of this EIA

*The findings will be referred to within Service Plans and targets built around these.

I agree to review the Action Plan after 12 Months

Signature of Head of Service:**Completion of the Toolkit:**

Action Plan

Please list on this sheet the nature of any issues and any recommendation for actions that you plan to implement as a result of undertaking this Impact Assessment

Issue Identified	Action to be taken	Name Lead	Date to be Achieved

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