

Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Chief Executive's	
Service	Strategic Procurement & Project Planning	
Proposed policy	Procurement Strategy	
Date	08 October 2012	
Officer responsible for the 'policy' and for completing the equality analysis	Name	Sarah Janusz
	Post Title	Head of Strategic Procurement & Project Planning
	Contact Number	0161 253 6147
	Signature	
	Date	08 October 2012
Equality officer consulted	Name	
	Post Title	
	Contact Number	
	Signature	
	Date	

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	<p>The Procurement Strategy 2013-2015 builds on previous procurement strategies and details how the Council will approach procurement over the next 3 year period. It states the objectives we intend to achieve in relation to efficiency and local community benefit, describes the structure and corporate framework within which procurement activity will take place and describes the tools and techniques that will be used to deliver our procurement vision whilst recognising changing financial and legislative demands.</p> <p>Implementation of the strategy will deliver a consistent approach to procurement projects and ensure corporate standards and expectations in relation to local community benefit and efficiency objectives are achieved. The outcome will be better value for money through the consideration of whole life costs and wider community benefits in all procurement decisions.</p>
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Who are the main stakeholders?	<p>As a corporate strategy this covers all procurement activity undertaken by the Council. It also impacts on local public sector partners including schools and Six Town Housing and our partners in AGMA and at YPO (Yorkshire Purchasing Organisation, where we are associate members) through the pursuit of collaborative opportunities. Suppliers and service providers in the private, public and third sectors, along with their representative bodies, are also key stakeholders.</p>

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	Yes	No	Inclusion of equality considerations in procurement process ensures supply chain compliance with required standards
Disability	Yes	No	As above
Gender	Yes	No	As above
Gender reassignment	Yes	No	As above
Age	Yes	No	As above
Sexual orientation	Yes	No	As above
Religion or belief	Yes	No	As above
Caring responsibilities	Yes	No	As above
Pregnancy or maternity	Yes	No	As above
Marriage or civil partnership	Yes	No	As above

3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Yes	Ensures obligations are recognised and appropriate standards maintained by contractors working on behalf of the Council through procurement and contract management processes
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	No	
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	

If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4

If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and do not answer questions 4-6

3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	Internet link if published	Date last updated
Review of performance data in relation to compliance with procurement process equality requirements	http://www.bury.gov.uk/index.aspx?articleid=7357	April 2012

4b. Are there any information gaps, and if so how do you plan to tackle them?

[See above document](#)

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

What will the likely overall effect of your policy/service plan be on equality?	Ensuring equality is considered when making procurement decisions will have a positive impact on equality.
If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?	N/A
Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.	No
What steps do you intend to take now in respect of the implementation of your policy/service plan?	Implement in line with agreed action plan.

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

Annual monitoring of compliance with procurement procedures relating to equalities. The strategy will be reviewed in 2015.

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX (equality@bury.gov.uk) FOR PUBLICATION.