

Equality Impact Assessment Form



**Corporate Services: Transformation
Housing and Resources**

**Service: Finance, Procurement and
Commercial Property**

Completed by: C Kirwan

Date: 16th May 2023

Subject Title: Procurement Policy

1. DESCRIPTION

Is a policy or strategy being produced or revised?

Yes

Is a service being designed, redesigned or cutback:

No

Is a commissioning plan or contract specification being developed?

No

Is a budget being set or funding allocated:

No

Is a programme or project being planned?

No

Are recommendations being presented to senior managers and/or Councillors:

Yes

Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (**Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations**)?

No

Details of the matter under consideration:

The approval of a Procurement Policy

*If you answered **Yes** to any of the above, go straight to Section 3*

*If you answered **No** to all the above, please complete Section 2*

2. RELEVANCE

Does the work to be carried out impact on service users, staff, or Councillors (stakeholders):

**delete as appropriate*

If **yes**, provide details of how these impacts on service users, staff, or Councillors (stakeholders):

*If you answered **Yes** go to **Section 3***

If you answered **No** to both Sections 1 and 2 provide details of why there is no impact on these three groups:

You do not need to complete the rest of this form.

3. EVIDENCE COLLECTION

Who does the work being carried out impact on, i.e., who is/are the stakeholder(s)?

The policy potentially impacts on WLBC Contract Managers and Suppliers.

If the work being carried out, relates to a universal service, who needs or uses it most? (Is there any group affected more than others)?

See Above.

Which of the protected characteristics are most relevant to the work being carried out?	
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The policy will be applied to all procurement activity within the Council.
What will the impact of the work being carried out be on usage/the stakeholders?	The implementation of the policy is likely to enable the best outcome for Contract Managers whilst ensuring Value for Money.
What are people's views about the services? Are some customers more satisfied than others, and if so, what are the reasons? Can these be affected by the proposals?	N/A
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	N/A
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with protected characteristics (either positively or negatively or in terms of disproportionate impact)?	N/A
6. CONSIDERING THE IMPACT	
If there is a negative impact, what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g., legislative, or financial drivers etc.).	No Negative Impact

What actions do you plan to take to address any other issues above?	No further actions on equality impact need to be taken.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The EIA will be reviewed in line with the review of the Policy.