

PART B – Equality Analysis Form

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Ethical Procurement Policy	
Date of Equality Analysis (EA): 02/01/2020	
Directorate: Finance & Customer Services	Service area: Financial Services
Lead Manager: Karen Middlebrook	Contact number: 01709 334755
Is this a: <input checked="" type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other If other, please specify	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Karen Middlebrook	Rotherham Metropolitan Borough Council	Head of Procurement

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

This policy pulls together a range of other policy decisions / commitments made into one comprehensive Ethical Procurement Policy aimed at improving ethical practice through the Council's supply chain.

What equality information is available? (Include any engagement undertaken)

This policy pulls together a range of other policy decisions / commitments made. Equality was considered for each of these individual decisions / commitments.

The Council spend c£300m per annum on a wide range of goods, works and services. Detailed equality information will be considered by individual officers within Service Areas for each individual commissioning/procurement project. This will be documented through the pre-procurement business case, which will be approved by the Service Area Assistant Director.

Are there any gaps in the information that you are aware of?

N/A

What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

This policy pulls together a range of other policy decisions / commitments made. Monitoring arrangements were established for each of these individual decisions / commitments.

Engagement undertaken with customers. (date and group(s) consulted and key findings)	This policy pulls together a range of other policy decisions / commitments made. Individual officers within Services Areas will be responsible for considering engagement / consultation activity. This will be documented through the pre-procurement business case, which will be approved by the Service Area Assistant Director.
Engagement undertaken with staff (date and group(s) consulted and key findings)	This policy pulls together a range of other policy decisions / commitments made. Individual officers within Services Areas will be responsible for considering engagement / consultation activity. This will be documented through the pre-procurement business case, which will be approved by the Service Area Assistant Director.

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

Individual officers within Service Areas will be responsible for considering the needs of different communities and groups for each individual commissioning / procurement process and this will be documented through the pre-procurement business case, which will be approved by the Service Area Assistant Director.

Does your Policy/Service present any problems or barriers to communities or Groups?

Individual officers within Service Areas will be responsible for considering problems or barriers to communities or groups for each individual commissioning / procurement process and this will be documented through the pre-procurement business case, which will be approved by the Service Area Assistant Director.

Does the Service/Policy provide any positive impact/s including improvements or remove barriers?

The Council spends c£300m per annum with third party suppliers / contractors on a range of Goods, Works and Services. Procurement is therefore considered an enabler in assisting the Council to deliver its strategic objectives by using its purchasing power to drive socio-economic and environmental improvements for its residents and society at large through its supply chain.

Individual officers within Service Areas will be responsible for considering positive impacts

for each individual commissioning / procurement process and this will be documented through the pre-procurement business case, which will be approved by the Service Area Assistant Director.

What affect will the Policy/Service have on community relations? (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

Individual officers within Service Areas will be responsible for considering community relations for each individual commissioning / procurement process and this will be documented through the pre-procurement business case, which will be approved by the Service Area Assistant Director.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Ethical Procurement Policy
Directorate and service area: F&CS / Financial Services
Lead Manager: Karen Middlebrook
Summary of findings:
<p>There are no direct findings as a result of the implementation of this policy. Equality considerations were considered at the time the individual policy decisions commitments were made.</p> <p>For future commissioning / procurement projects, equalities will be considered and incorporated into the pre-procurement business case which will be approved by the Service Area Assistant Director.</p>

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)

*A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Karen Middlebrook	Head of Procurement	02/01/2020
Judith Badger	Strategic Director – F&CS	02/01/2020

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	02/01/2020
Report title and date	Ethical Procurement Policy
Date report sent for publication	02/01/2020
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	02/01/2020