

PART A - Initial Equality Screening Assessment

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.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title

Title: Ethical Procurement Policy Update 2025

Directorate: Finance & Customer Services

Service area: Financial Services

Lead person: Karen Middlebrook

Contact: 01709 334755

Is this a:

☒

Strategy / Policy

☐

Service / Function

☐

Other

If other, please specify

2. Please provide a brief description of what you are screening

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. The decisions in this policy aren't new – they have been considered as separate stand-alone decisions.

Annually a review of the Ethical Procurement Policy is undertaken to ensure the content remain up to date with legislative and policy decisions. This report reflects the update undertaken in 2025.

The report makes a recommendation to formalise support of the UK Steel Charter by signing up to this. This isn't a new decision, the UK Steel Charter, is the successor Charter to the Sustainable British Steel Charter whereby the Council passed as motion in 2015 to sign up to this. This intentions and principles from the original charter in 2015 still remain

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about 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.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		✓
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>	✓	
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		✓
If you have answered no to all the questions above, please explain the reason		
N/A		

If you have answered **no** to **all** the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

- **How have you considered equality and diversity?**

As previously referenced, this report provides an update on the refreshed Ethical Procurement Policy. The policy acts as an umbrella policy to capture in one centralised place the commitments / decisions taken by the Council to drive ethical practice in its procurement activities. Each of the decisions taken will have considered equality and diversity, such as the Social Value policy driving improvements in employment and skills opportunities for disadvantaged groups experiencing barriers to accessing the employment market.

In addition, where Services are undertaking procurement activity, they are required to give appropriate consideration equality and diversity in the design of the specification.

- **Key findings**

Addressing inequalities is at the core of a number of the commitments / policy decisions taken as summarised below:

- Social Value Policy – supporting disadvantaged individuals that are experiencing barriers in accessing the employment market to have greater access to education, employment and training.
- Real Living Wage – ensuring individuals are paid a fair wage for the work they undertake.
- Modern Slavery – ensuring the Council's supply chain acts in an ethical manner, to enable the identification of industries/sectors where modern slavery may be prevalent and the steps to be taken to prevent this from occurring
- Safeguarding – ensuring the Council's supply chain support the Council's policy position regarding safeguarding and know how to identify, report and escalate any issues.

- **Actions**

Individual officers within Service Areas will be responsible for considering the impacts and outcomes required for each individual commissioning/procurement process and this will be documented through the pre-procurement business case, which is to be approved by the relevant Service Area Assistant/Strategic Director.

There is a duty for procurement to ensure the procurement processes designed as proportionate to the scale of work being procured and do not present unnecessary barriers for Small to Medium Enterprises to engage in the opportunity. An ongoing action will therefore be for the procurement team to continue to liaise with the business support offer available through RiDO (Go 4 Growth and SYMCA Business Support and Supply Chain Advisors) to ensure local SMEs are upskilled in participating in local government procurement processes.

Date to scope and plan your Equality Analysis:	<p>Please see Part B (Equality Analysis Form)</p> <p>The Ethical Procurement Policy is reviewed and updated on an annual basis.</p> <p>Individual officers within Service Areas will be responsible for considering the impacts and outcomes required for each individual commissioning / procurement project or the relevant policy / motion they are responsible for.</p>
Date to complete your Equality Analysis:	<p>Please see Part B (Equality Analysis Form)</p> <p>The Ethical Procurement Policy is reviewed and updated on an annual basis.</p> <p>Individual officers within Service Areas will be responsible for considering the impacts and outcomes required for each individual commissioning / procurement project or the relevant policy / motion they are responsible for.</p>
Lead person for your Equality Analysis (Include name and job title):	Individual officers within Service Areas will be responsible for considering the impacts and outcomes required for each

	<p>individual commissioning / procurement project or the relevant policy / motion they are responsible for.</p> <p>Karen Middlebrook (Head of Procurement) will be overall responsible for this Ethical Procurement Policy and its ongoing review.</p>
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5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Karen Middlebrook	Head of Procurement	27/05/2025

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening 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 of **all** screenings 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 screening completed	27/05/2025
Report title and date	Ethical Procurement Policy Update 2025
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	28/05/2025

