

Equality Impact Assessment Recording Form

This is a new and important process that will require different perspectives to be considered and, in some cases, difficult decisions may need to be made about policy and service delivery.

Whilst it is necessary to identify a lead officer, it is advised that they do not undertake the impact assessment on their own, but set up a group comprising a diverse range of staff responsible for delivery the service, there may also be an opportunity to include a customer, stakeholder, partner or critical friend to get a more rounded understanding of the full implications of the policy, practice, service or function.

For more information on carrying out the assessment please refer to the guidance notes or contact the Equalities and Diversity Officer or your Department's Equality Champion.

STEP1 Equality Impact Assessment Team

Name of Policy, practice, service or function: **Procurement Strategy**

Service Standards-

Business Plan-Mission, vision, values.

Assessment Manager Name: **Niall Clark**

November 2009

Directorate Responsible: **Asset Management**

Service Area: **Procurement**

Other members of the assessment team:

Name	Position	Area of Expertise
Niall Clark	Procurement Manager	Technical
Linda Henstock	Tenant Board Member	User
Chris Brailsford	Tenant Board Member	User
Ian Yeomans	Director of Asset Management	Technical

STEP2 Identifying the aims/objectives of the policy, practice, service or function

Questions

1	<p>What are the main aims and objectives or purpose of the policy, practice, service or function?</p> <p>To set out the vision and strategic direction by which RH Ltd delivers its services. To develop, deliver and improve the procurement process throughout Rykneld Homes.</p> <p>What outcomes do you want to achieve? To have a clear strategic direction for Procurement over the next 3 Years</p>
2	<p>Are there any associated services, policies or procedures? Yes</p> <p>If 'Yes' please list below</p> <p>Financial Regulations Value for Money Strategy Asset Management Strategy Contract Procedure Rules</p>
3	<p>Who is affected by this policy, practice, service or function, or by the way it is carried out? i.e. Who are the internal and external customers, groups, communities or any other stakeholders?</p> <p>All service areas within Rykneld Homes</p>
4	<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where more than one person, team, department or body? – and include any outside organisations who deliver under procurement arrangements etc.</p> <p>Procurement staff and all senior staff with financial responsibilities within Rykneld homes.</p>

Questions

5	<p>Is the policy, practice, service or function affected by external drivers for change? e.g. new legislation, national policy, external inspection etc. Yes</p> <p>Public Procurement Rules</p>
6	<p>What existing or previous inspections of the policy, practice, service or function are there? E.g. Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>Internal Audit report Oct 2009</p> <p>What did they tell you?</p> <p>The Procurement Team has delivered considerable improvements in the procure to pay cycle and has clear objectives. A legacy of old supply arrangement need to be resolved and plans are in place to do this.</p>
7	<p>How is information about the policy, practice, service or function publicised?</p> <p>RH Ltd Communications Plan</p> <p>Board meetings</p> <p>AM Involvement Monitoring Group,</p> <p>Web internet, Estate Inspections/Assessments.</p>

STEP 3 Equality Impact Assessment

Although this form is set out under the six strands of equality we are focusing on (race, disability, gender, age, religion and belief and sexuality), consider any impacts/barriers that might cross over between race/disability, gender/religion and belief, sexuality/age etc. or all three. Use the boxes on the next couple of pages to indicate where the policy, practice, service or function could have a positive or negative impact for different groups and your reasons.

Race

This question looks broadly at adverse impacts/barriers in terms of race, whilst the next page considers adverse impacts/barriers which may be particular to people from one ethnic group.

Question 9 considers impact/barriers for different ethnic groups within the five broad census headings.

8	Identify any adverse impacts/barriers of the policy or procedure on people who may be disadvantaged because of their race Status survey identifies 99% white British, white 1% Irish. 2001-census 97.95% white British. No identified adverse impact.	
9	Broad categories used in 2001 census	Identify any adverse impact/barriers of the policy, practice, service or function on people who may be disadvantaged because of their race
	• Asian or Asian British	None
	• Black or Black British	None
	• Chinese	None
	• Dual Heritage	None
	• White	None

	<ul style="list-style-type: none"> • Any other people 	None
	<ul style="list-style-type: none"> • Gypsies and Travellers 	None
	<ul style="list-style-type: none"> • Asylum Seekers and Refugees 	None
10	<p>Where do you think improvements could be made for people of different racial groups?</p> <p>Suppliers from the BME sectors could be identified and encouraged to tender for work. However the Procurement Strategy supports all sectors of the business community to access potential contracts.</p>	

Gender

It is worthwhile remembering that women and men have different priorities in relation to what services they want and different needs for how these are provided. Men-only or women-only delivery for some services could be an option.

11	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their gender.	
	Women	Tender opportunity are available for all potential suppliers regardless of there gender, however women may be disadvantaged in the wider business community. All contracts are awarded on merit and the gender of the supplier or main representative of the supplier would have no influence on the decision making process.
	Men	As women above.
	Transgender	As women/men above.
12	Where do you think improvements could be made for people experiencing disadvantage because of their gender? Continuing to encourage all suppliers regardless of gender to tender for RHL opportunities.	

Disability

All service providers have a duty to make reasonable adjustments for people with disabilities, including physical features of premises, so it is advisable to anticipate any adjustments that may be required. Consider the barriers faced by different groups of people with disabilities as listed in the boxes below. Note also that changes to legislation mean that conditions such as MS, HIV and cancer are now included under the DDA from the time of diagnosis.

13	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their disability.	
	People with physical or mobility impairments	Access to ensure all events hosted or organised by Rykneld Homes and associated groups ensure fully DDA compliant venues.
	People with sensory impairments (hearing, visual and speech)	Ensure that potential suppliers are encouraged to identify any sensory impairments and arrange meetings, discussions to take account of this Loop system maybe required at events together with microphone etc.
	People who use mental health services	Unless suppliers identify that this is an issue for them if attending meetings or understanding documents etc, procurement policies and practice would have no issue with anyone using such services.
	People with learning disabilities	As above
	People who have a non-visible condition such as epilepsy or diabetes	As above
14	Where do you think improvements could be made for people experiencing disadvantage because of their disability? Continuing to encourage all suppliers regardless of disability to tender for RHL opportunities.	

Age

When answers the following questions consider the needs of the wider age range of District

15	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their age.	
	0-9	N/A
	10-15	N/A
	16-19	Suppliers from all sectors of society are able to bid for supply options regardless of age.
	20-29	Suppliers from all sectors of society are able to bid for supply options regardless of age.
	30-44	Suppliers from all sectors of society are able to bid for supply options regardless of age.
	45-59	Suppliers from all sectors of society are able to bid for supply options regardless of age.
	60-64	Suppliers from all sectors of society are able to bid for supply options regardless of age.
	65-74	Suppliers from all sectors of society are able to bid for supply options regardless of age.
	75-over	N/A
16	Where do you think improvements could be made for people experiencing disadvantage because of their age? Continuing to encourage all suppliers regardless of age to tender for RHL opportunities.	

Religion and Belief

17	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief.	
	Christian	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
	Buddhist	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
	Hindu	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
	Jewish	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
	Muslim	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
	Sikh	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
	Other	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
	No religion or belief	Suppliers from all sectors of society are able to bid for supply options regardless of religion.
18	Where do you think improvements could be made for people experiencing disadvantage because of their religion or religion? Continuing to encourage all suppliers regardless of religious beliefs to tender for RHL opportunities.	

Sexuality

19	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their sexuality.	
	Lesbian, gay or bisexual people	Suppliers from all sectors of society are able to bid for supply options regardless of religion .
20	Where do you think improvements could be made for people experiencing disadvantage because of their sexuality? Continuing to encourage all suppliers regardless of their sexuality to tender for RHL opportunities.	

Customer Access

23	<p>How do customers currently access the service i.e. what are the access channels e.g. web, telephone, letter etc.</p> <ul style="list-style-type: none">• Web – email• Letter• Telephone• Open Days• Meet the buyer events/seminars• What improvements can be made?• Better web site
	<p>Are there any physical barriers to accessing the service? No</p> <p>How are they overcome? As above</p>

STEP 4 Collecting the information and data about how the policy, practice, service or function impact on communities

Please record your information and data below with reference to:

- Deciding what information or data you will need or desire
- Using both quantitative and qualitative data
- Ensuring that where possible there is information that allows all perspectives to be considered
- Identified any gaps in the information/data and what it can tell you

Data or information	When and how collected	Source	What it tells you – please consider all 6 equality strands where possible	Gaps in information
Customer feedback and complaints	Community Involvement Team, monthly reporting.		Issues regarding the performance of suppliers	Not specific about individual suppliers performance.
Consultation and community involvement	Tenants procurement team	Meetings	Views on potential and current suppliers	Not involved in enough projects due to time commitments.
Performance information including Best Value	Performance reports		Performance of existing suppliers that affects all areas of diversity.	Not specific to individual suppliers.

STEP 5 Monitoring

For this step it is important to refer to any monitoring information which is already held. As stated in the guidance notes arrangements need to be set up for effective monitoring if this is not already taking place.

	<p>How do we know whether our service is accessible to all groups?</p> <p>All potential suppliers are welcomed and where possible contracts are widely advertised.</p>
	<p>If there is a lack of information, what research will be carried out, and for which groups?</p> <p>Check to ascertain profile of suppliers for E/D info.</p>
	<p>If this is a new policy, or one not currently monitored, what are the arrangements to begin monitoring the actual impacts of the policy?</p> <p>Annual Impact Assessment</p>

STEP 6 Consultation

	<p>What have service users/non-users or other stakeholders (including employees) already told you about the policy and negative impacts?</p> <p>Who has been consulted and what methods were used?</p> <p>Proposed strategy was distributed and discussed at AMIRG with all members of the group including tenants.</p>
	<p>If you need to carry out further consultation, who will you be consulting with and by what methods?</p> <p>Some staff members. Discuss the strategy and seek views, Review with peers from other similar organisations.</p> <p>Assemble a fresh tenant focus group to consult.</p>

STEP 7 Equality Action Plan

Problem/barrier identified

Actions to overcome problem/barrier

Resources required Responsibility Target date –
see SIPS –Business Plan 2009/10

See Asset Management Service Action Plan