

## TEMPLATE 2

# Full Equality Impact Assessment (EqIA) Template

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this form and assessment.

What are the proposals being assessed? ( <b>Note:</b> 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	The adoption and use of the new, Sustainable Procurement Policy
Which Directorate / Service has the responsibility for this?	<b>Corporate Procurement, Finance</b>
Name and job title of lead officer	Richard Hawtin, Chief Procurement Officer
Name & contact details of the other person(s) involved in the EqIA:	Liz Holford Interim Sustainable Procurement Lead X 2039
Date of assessment:	19 <sup>th</sup> September 2011 (following IEqIA on 15 <sup>th</sup> August 2011)

### Stage 1: Overview

<p>1. What are the aims, objectives, and desired outcomes of your proposals?</p> <p>(Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<ul style="list-style-type: none"> <li>• That Council procurement and supply chain management contributes to improved social, economic and environmental outcomes in Harrow</li> <li>• That the Council achieves best value from its procurement spend; which includes the achievement of economic, social and environmental value</li> <li>• Equality and anti-discrimination is a key element of 'social sustainability'. The Sustainable Procurement Policy seeks to promote equality in Council procurement and supply chain management, by improving the performance of first tier suppliers and the Council's supply chain in relation to equality and anti-discrimination.</li> <li>• The Policy will facilitate implementation of elements of the Equality Act 2010</li> </ul>
<p>2. What factors / forces could prevent you from achieving these aims,</p>	<ul style="list-style-type: none"> <li>• Failure of Council officers to include Policy principles within their commissioning,</li> </ul>

objectives and outcomes?	<p>procurement and supply chain management processes</p> <ul style="list-style-type: none"> <li>• Failure to monitor suppliers for compliance</li> </ul>
3. How does this contribute to your Directorates Service Plan?	<ul style="list-style-type: none"> <li>• The Policy will help secure cash savings and improved efficiency within Council procurement and supply chain management</li> </ul>
4. Who are the customers? Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<ul style="list-style-type: none"> <li>• There are no customers as such for this Policy</li> <li>• Stakeholders impacted by the Policy are</li> <li>• Internal staff involved in procurement and supply chain management who will be required to implement it</li> <li>• New suppliers to the Council who will be required to respond to the Policy when submitting tenders for high value / high risk contracts</li> <li>• Local businesses and third sector; who should benefit from increased trading opportunities</li> <li>• Local residents; who should benefit from increased employment and training opportunities</li> </ul>
5. Is the responsibility shared with another department, authority or organisation? If so: <ul style="list-style-type: none"> <li>• Who are the partners?</li> <li>• Who has the overall responsibility?</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Procurement has overall responsibility</li> <li>• We will be seeking the co-operation of procurement and contract managers working within all directorates in order to implement the Policy</li> </ul>
5A. How are/will they be involved in this assessment?	<ul style="list-style-type: none"> <li>• Corporate Procurement is producing a “Sustainable Procurement Toolkit” that will provide the template processed and paperwork to enable procurement staff to implement the Sustainable Procurement Policy.</li> </ul>

**Stage 2: Monitoring / Collecting Evidence / Data**

- 6. What information is available to assess the impact of your proposals *(include the actual data, statistics and evidence)*? List the

main sources of data, research and other sources of evidence (including full references) reviewed to determine impact on each equality group (protected characteristic). This can include results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, workforce profiles, service users profiles, local and national research, evaluations etc

- (Where possible include data on the nine protected characteristics. Where you have gaps, you may need to include this as an action to address in the action plan)

<p>Age (including carers of young/older people)</p>	<ul style="list-style-type: none"> <li>• Harrow Council's Sustainable Procurement Policy mirrors the Greater London Authority (GLA) Responsible Procurement (PR) Policy. Data from construction of the East London Line, the Olympic Park and early works on Crossrail demonstrates that the GLA RP Policy has resulted in an increased number of apprenticeship, training and employment opportunities for young people (aged 16 to 24) than in previous projects where the RP Policy was not implemented.</li> <li>• Data on the impact of other age groups of the GLA RP Policy is still being collected.</li> <li>• The GLA RP Policy itself and certain progress reports are available at; <a href="http://www.london.gov.uk/rp">www.london.gov.uk/rp</a>. Information regarding impact on protected characteristics is not yet in the public domain, but has been shared in private forums, including the Sustainable Supply Chain Group and with Action Sustainability CIC, which is how it has been accessed by Harrow Council.</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this group; in particular how it relates to employment and training opportunities</li> </ul>
<p>Disability (including carers of disabled people)</p>	<ul style="list-style-type: none"> <li>• Harrow Council's Sustainable Procurement Policy mirrors the Greater London Authority (GLA) Responsible Procurement (PR) Policy. Data from construction of the East London Line, the Olympic Park and early works on Crossrail demonstrates that the GLA RP Policy has resulted in profile of workforce involved in contract delivery (e.g. constructing the East London Line) that includes a higher proportion of disabled people than were involved in previous projects where the RP Policy was not implemented.</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this group;</li> </ul>

	<p>in particular how it relates to employment and training opportunities</p>
Gender Reassignment	<ul style="list-style-type: none"> <li>• There is insufficient data available at present to gauge the impact of the GLA RP Policy on people who have undergone or who are undergoing gender reassignment</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this group; in particular how it relates to employment and training opportunities</li> </ul>
Marriage / Civil Partnership	<ul style="list-style-type: none"> <li>• There is insufficient data available at present to gauge the impact of the GLA RP Policy in relation to marriage / civil partnership</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this protected characteristic, including how it relates to employment and training opportunities</li> </ul>
Pregnancy and Maternity	<ul style="list-style-type: none"> <li>• There is insufficient data available at present to gauge the impact of the GLA RP Policy in relation to pregnancy and maternity</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this protected characteristic, including how it relates to employment and training opportunities</li> </ul>
Race	<ul style="list-style-type: none"> <li>• Harrow Council's Sustainable Procurement Policy mirrors the Greater London Authority (GLA) Responsible Procurement (PR) Policy. Data from construction of the East London Line, the Olympic Park and early works on Crossrail demonstrates that the GLA RP Policy has resulted in profile of workers involved in contract delivery (e.g. constructing the East London Line) that reflects the racial diversity of the local community, and which is more diverse than the workforce involved in previous projects where the RP Policy was not implemented.</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this protected characteristic, including how it relates to employment and training opportunities</li> </ul>
Religion and Belief	<ul style="list-style-type: none"> <li>• Harrow Council's Sustainable Procurement Policy mirrors the Greater London Authority (GLA) Responsible Procurement (PR) Policy. Data from construction of the East London Line, the Olympic Park and early works on Crossrail demonstrates that the GLA RP Policy</li> </ul>

	<p>has resulted in profile of workers involved in contract delivery (e.g. constructing the East London Line) that reflects the religious and belief diversity of the local community, and which is more diverse than the workforce involved in previous projects where the RP Policy was not implemented.</p> <ul style="list-style-type: none"> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this protected characteristic, including how it relates to employment and training opportunities</li> </ul>
Sex / Gender	<ul style="list-style-type: none"> <li>• Harrow Council's Sustainable Procurement Policy mirrors the Greater London Authority (GLA) Responsible Procurement (PR) Policy. Data from construction of the East London Line, the Olympic Park and early works on Crossrail demonstrates that the GLA RP Policy has resulted in profile of workforce involved in contract delivery (e.g. constructing the East London Line) that includes a higher proportion of women than were involved in previous projects where the RP Policy was not implemented, and which are higher than in any comparable construction programmes</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this protected characteristic, including how it relates to employment and training opportunities</li> </ul>
Sexual Orientation	<ul style="list-style-type: none"> <li>• There is insufficient data available at present to gauge the impact of the GLA RP Policy in relation to sexual orientation</li> <li>• Harrow Council should measure impact of the Sustainable Procurement Policy on this protected characteristic, including how it relates to employment and training opportunities</li> </ul>
<ul style="list-style-type: none"> <li>• <b>7.</b> Do you need to collect any additional data to be able to monitor the impact on different groups?</li> </ul>	<ul style="list-style-type: none"> <li>• Harrow Council should measure the impact of the Sustainable Procurement Policy in relation to all protected characteristics, on an on-going basis; in particular in relation to how it relates to employment and training opportunities</li> </ul>
<ul style="list-style-type: none"> <li>• <b>8.</b> Are there any other local/regional/national data sources that can inform this assessment if you have insufficient data on any of the groups?</li> </ul>	<ul style="list-style-type: none"> <li>• We should continue to collect and request data from the GLA and their sister organisations, in order to continue to monitor the impact of their Responsible Procurement Policy on protected groups</li> </ul>

<ul style="list-style-type: none"> <li>9. Have you undertaken any consultation on your proposals? (this may include consultation with staff, members, unions, community / voluntary groups, stakeholders, residents and service users)</li> </ul>							
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Who was consulted?	What consultation methods were used?	What did you learn from your consultation?	What do the results show about the impact on different equality groups (protected characteristics)?
Directors	Emailed requests for feed-back, offers of one-to-one meetings, attendance at one-to-one and team meetings where offers were accepted, presentation at Leadership Group on July 20 <sup>th</sup> 2011	There is broad agreement to the Policy amongst Directors. Comments regarding one element of the Policy (the potential cost of the London Living Wage) from two Directors were taken on board and the Policy amended accordingly	No anticipated adverse impacts on any protected characteristics
Relevant Portfolio Holders	Leadership Group meeting on July 20 <sup>th</sup> 2011. One-to-one meetings during August 2011	There is broad agreement to the Policy; in particular, its objectives of stimulating local supply chains, local employment and training	No anticipated adverse impacts on any protected characteristics
Staff	One-to-one meetings with Economic Development and Community Development staff	There is strong agreement to the Policy	No anticipated adverse impacts on any protected characteristics

**NOTE:** If you have not undertaken any consultation as yet, you need to consider if you need to carry out any consultation. For example, if you have insufficient data/information for any equality group and you are **unable** to assess the potential impact, you may want to consult with them on your proposals as how they will affect them. Any proposed consultation needs to be **completed before** progressing with the rest of the EqIA.

- **Guidance on consultation/community involvement toolkit can be accessed via the link below**  
[http://harrowhub/info/200195/consultation/169/community\\_involvement\\_toolkit](http://harrowhub/info/200195/consultation/169/community_involvement_toolkit)

10. If you have not undertaken any consultation, explain why?

### Stage 3: Assessing Impact and Analysis

11. What does your information tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

How likely is this to happen? How will you mitigate/remove any adverse impact?				
Protected Characteristic	Positive	Adverse	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 5)
Age (including carers of young/older people)	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services, employment and training opportunities, supply chain opportunities (where people operate local businesses or third sector organisations)	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Disability (including carers of disabled people)	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services, employment and training opportunities, supply chain opportunities (where people operate local businesses or third sector organisations)	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Gender Reassignment	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services, employment and training opportunities, supply chain opportunities (where people operate local businesses or third sector organisations)	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities , when deemed appropriate – and hence the impact of the Sustainable Procurement Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Marriage and Civil Partnership	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services,	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement

			employment and training opportunities, supply chain opportunities (where people operate local businesses or third sector organisations)	Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Pregnancy and Maternity	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services, employment and training opportunities, supply chain opportunities (where people with this protected characteristic operate local businesses or third sector organisations)	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Race	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services, employment and training opportunities, supply chain opportunities (where people with this protected characteristic operate local businesses or third sector organisations)	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Religion or Belief	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services, employment and training opportunities, supply chain opportunities (where people operate local businesses or third sector organisations)	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Sex	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services,	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement

			employment and training opportunities, supply chain opportunities (where people operate local businesses or third sector organisations)	Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Sexual Orientation	X		By promoting equality within the operations of suppliers and potential suppliers to the Council, the Sustainable Procurement Policy is anticipated to have a positive impact to this protected characteristic, in terms of; access to services, employment and training opportunities, supply chain opportunities (where people with this protected characteristic operate local businesses or third sector organisations)	Suppliers to the Council will be required to submit Performance Indicators (PIs) that will enable the Council to measure the outputs and outcomes of their activities, when deemed appropriate – and hence the impact of the Sustainable Procurement Policy – in relation to this protected group. If any adverse impacts are ever identified, performance correction measures can be taken to correct them
Other (please state)				
<p><b>12. Cumulative impact</b> – Are you aware of any cumulative impact? For example, when conducting a major review of services. This would mean ensuring that you have sufficient relevant information to understand the cumulative effect of all of the decisions.</p> <p><b>Example:</b> A local authority is making changes to four different policies. These are funding and delivering social care, day care, respite for carers and community transport. Small changes in each of these policies may disadvantage disabled people, but the cumulative effect of changes to these areas could have a significant effect on disabled people’s participation in public life. The actual and potential effect on equality of all these proposals, and appropriate mitigating measures, will need to be considered to ensure that inequalities between different equality groups, particularly in this instance for disabled people, have been identified and do not continue or widen. This may include making a decision to spread the effects of the policy elsewhere to lessen the concentration in any one area.</p>			<p>A cumulative impact of the Sustainable Procurement Policy should be to increase the participation of local businesses and third sector organisations as suppliers to the Council</p> <p>This is being monitored on a quarterly basis through evaluation of spend data from the SAP system</p> <p>Consultation with staff from Economic Development and Community Development indicated that there would be a positive cumulative impact resulting from this Policy, when implemented alongside on-going economic and community development programmes.</p>	
<p><b>13.</b> How do your proposals contribute towards the requirements of the Public Sector Equality Duty (PSED), which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and promote good relations between different groups.</p>				

(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

<b>Equality Group</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups	What actions can you take to meet these requirements? (Also include these in the Improvement Action Plan at Stage 5)
Age (including carers of young/older people)	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Disability (including carers of disabled people)	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Gender Reassignment	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Marriage and Civil Partnership	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Pregnancy and	Policy will help achieve this	Policy will help achieve this	Policy will help achieve this	Include relevant questions

Maternity	by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Race	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Religion or Belief	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Sex	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question
Sexual Orientation	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Policy will help achieve this by pushing requirement through supply chains and requiring suppliers to demonstrate compliance	Include relevant questions around equality and anti-discrimination in PQQs, ITTs and RFQs as appropriate to specific procurement in question

**14.** Is there any evidence or concern that **direct or indirect discrimination** may occur with reference to anti discrimination legislation?

**Direct discrimination** - occurs when a person is treated less favourably than others on the grounds of their age, disability, gender, race, religion or belief, or sexual orientation. Refer to main guidelines and toolkit for examples of direct discrimination.

**Indirect discrimination** - occurs when a rule, condition or requirement, which applies equally to everyone, has a disproportionately adverse effect on people from a particular equalities group when there is no objective justification for the rule. Refer to main guidelines and toolkit for examples of indirect discrimination.

		Age (including carers)	Disability (including carers)	Gender Reassignme nt	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Direct	Yes									
	No	X	X	X	X	X	X	X	X	X
Indirect	Yes									
	No	X	X	X	X	X	X	X	X	X

If you have answered 'yes' to any of the above you need to stop and rethink and should not proceed with your proposals. **(You are also encouraged to seek Legal Advice)**

**Stage 4: Decision**

**15.** Please indicate which of the following statements best describes the outcome of your EqlA ( ✓ tick one box only)

<b>Outcome 1</b> – No change required: when the EqlA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality are being addressed.	X
<b>Outcome 2</b> – Adjustments to remove adverse impact identified by the EqlA or to better promote equality. <b>List the actions you propose to take to address this in the Improvement Action Plan at Stage 5</b>	
<b>Outcome 3</b> – Continue with proposals despite having identified some potential for adverse impact or missed opportunities to promote equality. In this case, the justification needs to be included in the EqlA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the impact. <b>(explain this in 15A below)</b>	
<b>Outcome 4</b> – Stop and rethink: when your EqlA shows actual or potential unlawful discrimination. <b>(You are also encouraged to seek Legal Advice)</b>	

**15A.** If your EqlA is assessed as **outcome 3**, explain your justification with full reasoning to continue with your proposals?

### Stage 5: Making Adjustments (Improvement Action Plan)

16. List below any actions you plan to take as a result of this impact assessment. This will include any actions identified throughout the EqIA.

Area of potential adverse impact e.g. Race, Disability	Action proposed	Lead Officer	Timescale	Resource implication	Progress
None identified or anticipated	Monitor of impact of Sustainable Procurement Policy on an annual basis to ensure that no adverse impact has occurred and so that, if any adverse impacts are identified, rectifying action can be taken	Chief Procurement Officer	Annual collection and reporting of equality-related Sustainability PIs	One member of the Corporate Procurement team will have responsibility for leading on sustainability. This reporting requirement can be integrated into their day-to-day roles and responsibilities. Equality Officer Mohammed Ilyas will be involved in discussion.	First report to be made in October 2012
None identified or anticipated	Promotion of use of Sustainable Procurement Toolkit to officers involved in procurement, through on-line access, training and support	Chief Procurement Officer	From October 2011 on an on-going basis	Resources within Corporate Procurement who are already providing general procurement advice will be mentored and up-skilled by the current, interim team to also provide sustainability support	Mentoring and up-skilling programme has begun and will continue throughout the period that the interim procurement team are in place (to Dec 2011 or later)

### Stage 6 - Monitoring

- The full impact of the decision may only be known after the proposals have been implemented, it is therefore important to ensure effective monitoring measures are in place to assess the impact.

17. How will you monitor the impact of the proposals once they have been

- The PIs of each contract let and which includes consideration of the Sustainable Procurement Policy will be monitored as part of the contract management system for that

<p>implemented? How often will you do this?</p>	<p>service. Generally, this involves the quarterly collection and analysis of data</p> <ul style="list-style-type: none"> <li>• Data from individual contracts will be collected and the impact of the Sustainable Procurement Policy evaluated by Corporate Procurement on an annual basis, in October of each year.</li> </ul>
<p><b>18.</b> What monitoring measures need to be introduced to ensure effective monitoring of the policy? (Also Include in Improvement Action Plan at Stage 5)</p>	<ul style="list-style-type: none"> <li>• Annual summary and analysis of relevant PIs to monitor outputs, outcomes and to identify and adverse impacts</li> <li>• Up-skilling and mentoring of permanent procurement team in order to provide on-going sustainable procurement support to Council officers</li> </ul>
<p><b>19.</b> How will the results of any monitoring be analysed, reported and publicised?</p>	<ul style="list-style-type: none"> <li>• Internally monitored and reported to Finance Director (to whom the Chief Procurement Officer reports) on an annual basis</li> </ul>
<p><b>20.</b> Have you received any complaints or compliments about the policy, service, function, project or decision being assessed? If so, provide details.</p>	<p>The Economic Development and Community Development teams have complimented the Sustainable Procurement Policy</p>

### Stage 7 – Reporting outcomes

The completed EqIA must be attached to all committee reports and a summary of the key findings included in the relevant section within them.

EqIA's will also be published on the Council's website and made available to members of the public on request.

<p><b>21. Summary of the assessment</b></p> <p><b>NOTE:</b> This section can also be used in your Cabinet reports etc but you must ALSO attach the full EqlA to the report</p> <ul style="list-style-type: none"> <li>➤ What are the key impacts – both adverse and positive?</li> <li>➤ What course of action are you advising as a result of this EqlA?</li> <li>➤ Are there any particular groups affected more than others?</li> <li>➤ Do you suggest to proceeding with your proposals although an adverse impact has been identified?</li> </ul>	<ul style="list-style-type: none"> <li>➤ Equality is a key consideration within the dimension of ‘social sustainability’. The Sustainable Procurement Policy seeks to improve the performance of first tier suppliers and the Council’s supply chain in relation to equality and anti-discrimination.</li> <li>➤ The Policy will facilitate implementation of elements of the Equality Act 2010</li> <li>➤ An Equality Impact Assessment has been undertaken and indicates that the Sustainable Procurement Policy will impact positively on all protected characteristics.</li> <li>➤ Support for Council officers is being organised by Corporate Procurement Unit, to ensure that the Policy is implemented and these positive impacts are maximised.</li> <li>➤ No adverse impacts on protected characteristics are anticipated.</li> <li>➤ Annual monitoring of the impact of the Policy will be undertaken to ensure that positive impacts are accruing. If and when any adverse impacts are identified they will be rectified.</li> </ul>		
<p><b>22. How will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc</b></p>			
<p><b>Stage 8 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)</b></p>			
<p><b>The completed EqlA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.</b></p>			
<p><b>23. Which group or committee considered, reviewed and agreed the EqlA and the Improvement Action Plan?</b></p>			
<p><b>Signed: (Lead officer completing EqlA)</b></p>	<p>Liz Holford</p>	<p><b>Signed: (Chair of DETG)</b></p>	<p>Alex Dewsnap</p>
<p><b>Date:</b></p>	<p>19/9/11</p>	<p><b>Date:</b></p>	<p>21/9/11</p>