

## Equality Impact Analysis Record (Inclusion Risk and Benefits)

This form should be completed in conjunction with EIA Tip Sheet and Key EIA Considerations

### Part 1 – The Document

1.	Name of Policy, Procedure, Activity, Decision or Service:	Responsible Procurement Policy			
	Status of PPADS (please tick)	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> UNDER REVIEW	<input type="checkbox"/> CHANGING	<input type="checkbox"/> EXISTING
2.	a. Main purpose of PPADS:	<p><b>The purpose of this policy and the associated procedure is:</b></p> <ul style="list-style-type: none"> <li>•To provide a framework to ensure that responsible procurement considerations are applied throughout our commissioning and procurement activities;</li> <li>•To support the Authority’s wider commitments and values;</li> <li>•To ensure compliance with relevant legislation.</li> </ul>		b. Project Manager and Process owner:	AD Resources/ Treasurer
	c. Project/processes this PPADS is linked to:	<p>The policy sets out the general principles that the Authority will follow across all of its procurement and commissioning activities, to consider our impact relating to Social Value, Ethical Sourcing and Environmental Sustainability, during the procurement lifecycle, to include - specification drafting, supplier evaluation, selection and onward performance of potential and contracted suppliers</p>			
3	List the information, data or evidence used in this analysis:	<p>ESFA Procurement Strategy Responsible Procurement Policy Benchmarking with CIPS best practice guidance Benchmarking with other local Authorities and other Fire &amp; Rescue Services Social Value Act 2012 Modern Slavery Act 2015 Public Contracts Regulations 2015 The Equality Act 2010 Fire &amp; Rescue Service Equality &amp; Diversity Strategy 2008-2018 Health &amp; Safety at Work Act 1974 Code of Conduct and Conflict of Interest LGA Climate Emergency – Fire and Rescue Services 2020</p>			

### Part 2 - Analysis

Characteristics	Neutral Impact (x)	Negative Impact* (Risk Assess & score)	Positive Impact (x)	Narrative Section, detail below why and how you scored impact, you should consider:  What are the risks &/or negatives, benefits and or opportunities to that Protected Characteristic?  You <u>will</u> need evidence to support your Analysis.
A person of a particular age	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<p>Impacts considered in relation to the supply chain, the community, the Service &amp; its staff.</p> <p>Suppliers are mandated to comply with the Equality Act 2010 and will be required to provide a written equality policy which</p>

				<p><b>covers: recruitment, selection, training and promotion.</b></p> <p><b>In addition, the policy mandates that we will consider, from the outset, how we can assure and proactively promote the equalities agenda and alignment with the Authority's values, throughout the procurement lifecycle or where they perform any function on our behalf.</b></p> <p><b>For Equality and Diversity to be embedded within our supply chain, the policy will:</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure equality factors are considered in procurement activities from the outset, as with all responsible procurement considerations</b></li> <li>• <b>Consider equality-related contract conditions where they relate to the performance of the contract</b></li> <li>• <b>Include proportionate equality-related award criteria in the tendering process</b></li> <li>• <b>Include equalities issues and reviews in performance monitoring during the life of the contract/framework</b></li> </ul>
A disabled person	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<b>As above</b>
A person of a particular sex, male or female	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<b>As above</b>
Pregnancy, Maternity, Marriage or Civil Partnership	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<b>As above</b>
A person of a gay, lesbian or bisexual sexual orientation	<input type="checkbox"/>		<input checked="" type="checkbox"/>	As above
A person of a particular race	<input type="checkbox"/>		<input checked="" type="checkbox"/>	As above
A person of a particular religion or belief	<input type="checkbox"/>		<input checked="" type="checkbox"/>	As above
Transgender a person whose gender identity/expression does not make their assigned sex	<input type="checkbox"/>		<input checked="" type="checkbox"/>	As above

<b>Community considerations</b> Application across communities or associated with socio-economic factors considering the 10 dimensions of Equality	<input type="checkbox"/>		<input checked="" type="checkbox"/>	The policy will ensure as part of the procurement process, suppliers are required to consider the wider benefits for the community, including those across the equality dimensions.
Criminal convictions	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Suppliers are vetted against criteria relating to breaches of the Human Rights Act, Health & Safety Legislation and the Modern Slavery Act.
Rural living	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Rural Living Responsible procurement considerations include: How the contract will be of benefit to the surrounding area and the residents Suppliers offering time and skills to social enterprises and voluntary and community Total amount (£) spent in the local supply chain through the contract. How suppliers will target specific priority (Not in Education, Employment or Training), hard to reach and under-represented groups. No. of residents from a defined locality employed directly or through the supply chain as a result of any given contract
Human rights	<input type="checkbox"/>		<input checked="" type="checkbox"/>	How the supplier will work to help others, e.g. local charities, local community groups, local resident engagement, supporting local culture and heritage. This could include funding specific events and groups, sponsorship or sharing expertise, knowledge or facilities and equipment. No. of apprenticeship scheme work placements Human Rights The policy mandates that any applicable organisation that works with the Authority (i.e. partnerships and suppliers), are expected to understand and comply with the requirements set out in the Modern Slavery Act 2015 legislation. It offers guidance to determining modern slavery and ethical risk based on commodity type and geographical location of the product source.

### Part 3 – The results

	Yes	No	
Are there negative scores in <b>Low</b> ? (see guidance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If Yes, list any actions required to adjust the activity and any mitigation you will implement in the action plan below in <b>section 6</b></i>
Were positive impacts identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If No, I &amp; D will contact you about this</i>
Are some people benefiting more than others? If so explain who and why.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are one or more negative scores in <b>Medium</b> or <b>High</b> ? (See guidance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If Yes, Contact I &amp; D for further consultation</i>

### Part 4 - Consultation, decisions and actions

If medium or high range results were identified who was consulted and what recommendations were given?

Describe the overall decision on this Policy, Procedure, Activity, Service or Decision:

EIA status -in progress - the policy will be further consulted with Representative Bodies and Staff Networks.

List all actions identified to address/mitigate negative risk or promote positively

Action	Responsible person	Completion due date
Consultation with Representative Bodies and Staff Networks	Claire George	30/10/21

When, how and by whom will these actions be monitored?

As above

### Part 5 – Sign Off

Created by (Print Name): Claire George

Department: Procurement

Signature\*\*Cgeorge

Date: 17/08/21

To be completed by Equalities Team

Signature\*\*

EIA number:

Assessment date:

Review date:

**\*\* Please type your signature to allow forms to be sent electronically\*\***

**Part 6 - Equality Improvement Plan**

<b>Issues Area of adverse impact and Reasons</b>	<b>Solution Action What can be done to mitigate impact, what can be done to obtain further information</b>	<b>Responsibility/Lead Manager Who will be responsible for this action</b>	<b>Target Timescales When will this be completed Financial factors</b>	<b>Comments Corporate Risk Factors</b>