



**East Staffordshire Borough Council  
Equality and Health Impact Assessment (EHIA)**

This EHIA documents how you have taken into account health impacts and the requirements of the Public Sector Equality Duty in the decision making process for this function, policy or service.

<b>1</b>	<p><b>Title of function, policy or service to be assessed:</b></p> <p>Procurement Strategy</p>
<b>2</b>	<p><b>Date:</b></p> <p>23<sup>rd</sup> December 2015</p>
<b>3</b>	<p><b>Name of EHIA author:</b></p> <p>James Abbott</p>
<b>4</b>	<p><b>EHIA team:</b></p> <p>James Abbott Thomas Deery</p>
<b>5</b>	<p><b>Head of Service:</b></p> <p>Sal Khan</p>
<b>6</b>	<p><b>Is the policy, function or service existing, new or being reviewed?</b></p> <p>Renewal of existing policy</p>
<b>7</b>	<p><b>State the aims, objectives and purpose of the function, policy or service and provide a summary of the service provided:</b></p> <p>The Procurement Strategy describes our approach to procurement and commissioning. The aims of the strategy are:</p> <ul style="list-style-type: none"> <li>• To make sure that planning reflects our Corporate vision, our values, aims and outcomes;</li> <li>• To secure commitment to effective and efficient procurement from Members and officers at all levels throughout the organisation;</li> <li>• To provide a focus for procurement, helping us to co-ordinate procurement and use resources as effectively as possible;</li> <li>• To plan the way forward on reforming, and continuously improving, our procurement functions;</li> </ul>

	<ul style="list-style-type: none"> <li>To help us to plan budgets, tasks and targets to meet the main procurement aims identified;</li> <li>To draw together the various issues currently facing public sector procurement and produce a strategy that will help us to respond positively to the Government's agenda;</li> <li>To encourage long-term thinking and commitment to strategic procurement issues; and</li> <li>To identify and promote the benefits of strategic procurement.</li> </ul>																																
<b>8</b>	<p><b>Are there any other functions, policies or services which might be linked with this one for the purpose of this EHIA?</b></p> <p>The Council's Contract Procedure Rules and the application forms used in the procurement process are fundamentally linked to the Procurement Strategy in this EHIA.</p>																																
<b>9</b>	<p><b>Who is it intended to affect or benefit (the target population)?</b></p> <ul style="list-style-type: none"> <li>Staff as customers purchasing goods and services</li> <li>Current and potential suppliers to the Council, including private and third sector organisations</li> <li>Residents of East Staffordshire</li> </ul>																																
<b>10</b>	<p><b>Equality impacts</b></p> <p>The Public Sector Equality Duty requires public bodies, in the exercise of their functions, to have due regard to the need to:</p> <ul style="list-style-type: none"> <li>Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.</li> <li>Advance equality of opportunity between people who share a protected characteristic and those who do not.</li> <li>Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 5px;"><b>Within this table, state whether the policy, function or service will have a positive or negative impact across the following protected characteristics and provide any comments.</b></th> </tr> <tr> <th style="width: 25%;"></th> <th style="width: 10%;">Positive Impact</th> <th style="width: 10%;">Negative Impact</th> <th style="width: 55%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td></td> <td></td> <td>i. <i>[No impact identified]</i></td> </tr> <tr> <td>Disability</td> <td></td> <td style="text-align: center;">✓</td> <td>ii. <b>People with visual impairments may have difficulty accessing online forms or submitting online tenders.</b></td> </tr> <tr> <td>Sex / gender reassignment / pregnancy or maternity</td> <td></td> <td></td> <td>iii. <i>[No impact identified]</i></td> </tr> <tr> <td>Race</td> <td></td> <td></td> <td>iv. <i>[No impact identified]</i></td> </tr> <tr> <td>Religion or belief</td> <td></td> <td></td> <td>v. <i>[No impact identified]</i></td> </tr> <tr> <td>Sexual</td> <td></td> <td></td> <td>vi. <i>[No impact identified]</i></td> </tr> </tbody> </table>	<b>Within this table, state whether the policy, function or service will have a positive or negative impact across the following protected characteristics and provide any comments.</b>					Positive Impact	Negative Impact	Comments	Age			i. <i>[No impact identified]</i>	Disability		✓	ii. <b>People with visual impairments may have difficulty accessing online forms or submitting online tenders.</b>	Sex / gender reassignment / pregnancy or maternity			iii. <i>[No impact identified]</i>	Race			iv. <i>[No impact identified]</i>	Religion or belief			v. <i>[No impact identified]</i>	Sexual			vi. <i>[No impact identified]</i>
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Other	✓	✓	<p>vii. <b>All adverts and access to tender documents is online allowing direct, unrestricted access to documents at all times.</b></p> <p>viii. <b>As ESBC advertises all tendered contracts, and receives tender submissions via online means only, organisations without internet access may experience difficulty tendering.</b></p> <p>ix. <b>Tendering processes have been revised to facilitate easier access to contracts by SMEs.</b></p> <p>x. <b>The revised tender processes provide scope for the Council to ensure compliance with Equality Legislation ahead of suppliers being awarded contracts.</b></p>

**11. What evidence do you have for the statements made in question 10?**

**ii. Disability (visual impairments)** - The Public Contracts Regulations 2015 stipulate that “*by means of the internet, offer unrestricted and full direct access free of charge to the procurement documents*”. Furthermore the 2014 EU Directive on Public Procurement has dictated that each member state must mandate electronic submission of tenders for contracting authorities by September 2018. This suggests that electronic tendering is becoming necessary.

**vii. Other (24hr access to adverts / documents)** - The requirements for unrestricted internet access increase accessibility, as it eliminates the need for a supplier to have any direct contact with the Council in order to access the procurement information / documents. Suppliers who are unable to contact the council during normal hours are not disadvantaged.

**viii. Other (electronic submissions)** - The requirements regarding electronic procurement may cause issues for suppliers without internet access. But as above, electronic tendering is becoming necessary. Also the Council’s current procurement portal’s screens are designed to meet Web Accessibility Initiative (WAI) “AA” standard or better and are compatible with standard screen reader software.

**ix. Other (reduced burden on SMEs)** - The Public Contracts Regulations 2015 have been implemented with accessibility of contracts to SMEs as a focus. Pre qualification questionnaires (PQQs) have been eliminated for most sub OJEU threshold tenders, and have been standardised for tenders above the threshold, reducing burden on SMEs and allowing them to be more competitive with larger organisations.

**x. Other (compliance with equality legislation)** - the revised procurement legislation and the

	<p>standardised continue to allow for compliance with equality legislation to be a means of supplier selection.</p>
<p><b>12</b></p>	<p><b>Consultation:</b> Describe what consultation has been undertaken on this function, policy or service, who was involved and the outcomes.</p> <p><b>External:</b></p> <p>Following training and external guidance on the revised Public Contracts Regulations, the internal tendering processes have been redesigned to account for the changes to legislation.</p> <p>The Council’s current procurement portal provider has been contacted to request information on how they make their solution accessible to all. They have advised that portal screens are designed to meet Web Accessibility Initiative (WAI) “AA” standard or better and are compatible with standard screen reader software.</p> <p><b>Internal:</b></p> <p>Corporate Management Team</p>
<p><b>13</b></p>	<p><b>Briefly explain how the policy, function or service contributes to community cohesion by answering the following questions:</b></p> <ul style="list-style-type: none"> <li>• How will it provide equality of access to services, information and employment?</li> <li>• Does it or could it promote good relationships within and between communities?</li> <li>• How will it help to prevent social exclusion?</li> <li>• Will it help to reintegrate those who have become excluded?</li> <li>• Will this assist with communities feeling that they are connected to decision making that affects them?</li> <li>• How will it provide good quality, inclusive services?</li> </ul> <p>Through strengthening our procurement procedures and methodology we are confident that the inclusion of equality, socio-economic and environmental criteria in appropriate contracts we are driving progress in suppliers and the services they deliver.</p> <p>The strategy should serve to provide good quality, inclusive services while increasing access to opportunities for SMEs to work with the Council and improve accessibility of documentation to all.</p>

<b>14</b>	<b>Health impacts – screening question</b>	
	Will the subject of this EHIA:	
		<b>No</b> (provide a brief explanation of your response)
		<b>Yes</b> (Is this impact positive or negative? provide a brief explanation of your response)
	Have a direct impact on health, mental health and wellbeing?	
Have an impact on social, economic and environmental living conditions that would indirectly affect health?		<b>✓ [Positive Impact]</b> Through Promoting Local Economic Growth via local procurement and accessibility to SMEs the well being of residents in the area is contributed to.
Have an effect on an individual's ability to improve their own health and wellbeing?		
Affect access to, and the quality of, health, mental health or wellbeing services?		<b>✓ [Positive Impact]</b> Social, economic and environmental factors are embedded in the Corporate Priorities. The strategy ensures sound procurement of effective services in line with the Priorities.
Please refer to the EHIA guidance document. If you answer yes to any of these questions a health impact assessment is required, please complete section 16.		
<b>15</b>	<b>Head of Service signature:</b> I am satisfied with the results of this EHIA.	

## 16. HEALTH IMPACT ASSESSMENT<sup>1</sup>

To be completed if you have answered yes to any of the health impact screening questions.

A. Describe the health impact(s). Please refer to the screening questions in Q14.	B. Answering yes to these questions indicates an important health impact. Be explicit and include the evidence that has been considered.			C. Are the health impacts significant?
Identify the health impact(s)	Will the health impacts affect the whole population? Will it affect particular groups of people differently?	Will the health impacts be difficult to remedy or have an irreversible impact? Are they likely to cause public concern?	Will the health impacts be medium to long term? Are they likely to create cumulative impacts?	Does this health impact have a significant positive or negative impact? (based on your responses to section B)
✓ <b>[Positive Impact]</b> Through Promoting Local Economic Growth via local procurement and accessibility to SMEs, the well-being of residents in the area is contributed to.	Affects local people doing business with the Council. May influence employment.	Positive impact, which would not cause public concern.	Over the life of the strategy. No cumulative impact.	Small positive impact.
✓ <b>[Positive Impact]</b> Social, economic and environmental factors are embedded in the Corporate Priorities. The strategy ensures sound procurement of effective services in line with the Priorities.	Procurement of services delivered across the area is fundamentally linked to the factors contained in the three Corporate Priorities, affecting the whole area equally.	Positive impact, which would not cause public concern.	Over the life of the strategy. No cumulative impact.	Intermediate positive impact.

<sup>1</sup> Adapted from 'Health Impact Assessment of Government Policy, a guide to carrying out a Health Impact Assessment of new policy as part of the Impact Assessment process.' Department of Health, July 2010 p.13

## 17. EQUALITY AND HEALTH IMPACT ASSESSMENT RECOMMENDATIONS AND ACTION PLAN

**Please describe the actions, if any, you will take to mitigate against negative health or equality impacts identified in this assessment, or to maximise the benefits of the policy or service. If significant action is required it should be included in Service Plans.**

Is it a Health or Equality action?	Issue/impact identified	Recommendation / action required	Lead officer and timescale	Resource allocation
<b>Equality Action</b>	People with visual impairments may have difficulty accessing online forms or submitting online tenders.	<p>Engagement with suppliers to highlight the message that online procurement is becoming necessary; through publication of tendering procedures and Council attendance at “Meet the Buyer” events.</p> <p>Ensure that Web Accessibility Initiative standards are considered in the Council’s E-procurement portal contracts.</p>	Programmes and Transformation Team Leader [Ongoing]	Officer time
<b>Equality Action</b>	As ESBC advertises all tendered contracts, and receives tender submissions via online means only, organisations without internet access may experience difficulty tendering.	Engagement with suppliers to highlight the message that online procurement is becoming necessary; through publication of tendering procedures and Council attendance at “Meet the Buyer” events.	Programmes and Transformation Team Leader [Ongoing]	Officer time