

## Equality Impact Assessment Record

DATE OF EIA	<b>31 MARCH 2009</b>
DIRECTORATE	<b>CORPORATE SERVICES</b>
PART ONE - INITIAL SCREENING RECORD	
1. ACTIVITY TO BE ASSESSED	PROCUREMENT STRATEGY 2009 -2011
2. WHAT IS THE ACTIVITY?	<input checked="" type="checkbox"/> <b>POLICY/STRATEGY</b> <input type="checkbox"/> <b>FUNCTION/PROCEDURE</b> <input type="checkbox"/> <b>PROJECT</b> <input type="checkbox"/> <b>REVIEW</b> <input type="checkbox"/> <b>SERVICE</b> <input type="checkbox"/> <b>ORGANISATIONAL CHANGE</b>
3. IS IT A NEW OR EXISTING ACTIVITY?	<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>EXISTING</b>
4. WHO ARE THE MEMBERS OF THE EIA TEAM?	HEAD OF PROCUREMENT, PRINCIPAL POLICY OFFICER, SENIOR PROCUREMENT OFFICER
6. INITIAL SCREENING ASSESSMENT.  IF THE ANSWER TO EITHER OF THESE QUESTIONS IS 'YES' THEN IT IS NECESSARY TO GO AHEAD WITH A FULL EQUALITY IMPACT ASSESSMENT.	<p><b>1. DOES THE ACTIVITY HAVE THE POTENTIAL TO CAUSE ADVERSE IMPACT OR DISCRIMINATE AGAINST DIFFERENT GROUPS IN THE COMMUNITY?</b></p> <p>NO.</p> <p><b>2. DOES THE ACTIVITY MAKE A POSITIVE CONTRIBUTION TO EQUALITIES?</b></p> <p>YES. THE PROCUREMENT STRATEGY INCLUDES SECTIONS ON EQUALITY, SUSTAINABILITY, VOLUNTARY SECTOR AND ETHICAL PROCUREMENT.</p>
7. DID PART 1: INITIAL SCREENING INDICATE THAT A FULL EIA WAS NECESSARY?	<input checked="" type="checkbox"/> <b>YES – FULL EIA COMPLETED AND RECORDED BELOW.</b>

PART TWO - FULL EIA RECORD	
8. WHY IS A FULL EIA BEING COMPLETED ON THE ACTIVITY? DOUBLE CLICK ON BOXES TO CHECK ALL THAT APPLY.	<p><b>THE ACTIVITY HAS THE POTENTIAL TO HAVE AN ADVERSE IMPACT/DISCRIMINATE AGAINST DIFFERENT GROUPS IN THE COMMUNITY.</b>      <input type="checkbox"/></p> <p><b>THE ACTIVITY MAKES A POSITIVE CONTRIBUTION TO EQUALITIES</b></p> <p><input checked="" type="checkbox"/></p>
10. WHO IS THE ACTIVITY DESIGNED TO BENEFIT/TARGET?	<p>THE PURPOSE OF THE ACTIVITY IS TO: DETAIL THE COUNCILS PROCUREMENT OBJECTIVES AND ACTION PLAN OVER THE NEXT THREE YEARS.</p> <p>THE ACTIVITY IS DESIGNED FOR: ALL OFFICERS</p>
11. SUMMARISE THE INFORMATION GATHERED FOR THIS EIA INCLUDING RESEARCH AND CONSULTATION TO ESTABLISH WHAT IMPACT THE ACTIVITY	<p>REPRESENTATIVES ON THE STRATEGIC PROCUREMENT GROUP (SPG), CORPORATE MANAGEMENT TEAM (CMT) AND THE EXECUTIVE HAVE ALL BEEN CONSULTED ON THE PROCUREMENT STRATEGY.</p> <p>THE PROCUREMENT STRATEGY PULLS TOGETHER VARIOUS OUTPUTS WHICH HAVE BEEN CONSULTED ON SEPARATELY, INCLUDING:-</p>

<p>HAS ON DIFFERENT EQUALITY GROUPS.</p>	<ol style="list-style-type: none"> <li>1. VOLUNTARY SECTOR COMPACT - CODE OF PRACTICE FOR FUNDING, PROCUREMENT AND COMMISSIONING – DEVELOPED IN PARTNERSHIP WITH THE LOCAL VOLUNTARY SECTOR REPRESENTATIVES</li> <li>2. ETHICAL PROCUREMENT BASE CODE – INTERNAL/MEMBER CONSULTATION THROUGH SPG, CMT AND THE EXECUTIVE</li> <li>3. EQUALITY IN PROCUREMENT – INTERNAL CONSULTATION THROUGH SPG AND EQUALITIES SUB-GROUP</li> <li>4. SUSTAINABLE PROCUREMENT – QUICK WINS – SPG AND CMT.</li> </ol> <p>ANALYSIS OF THE COUNCIL'S EXPENDITURE FOR 2007-8 INDICATES THAT 6.1% IS SPENT WITH SUPPLIERS WITHIN THE BRACKNELL FOREST BOUNDARIES AND A FURTHER 41.1% WITH LOCAL SUPPLIERS WITH RG, SL AND GU POST CODES.</p>	
<p>12. A) WITH REGARD TO THE EQUALITIES THEMES, WHICH GROUPS DOES THE ACTIVITY IMPACT UPON?</p> <p>B) MIGHT ANY OF THESE GROUPS BE ADVERSELY IMPACTED?</p> <p>IF YOU HAVE NOT GOT SUFFICIENT INFORMATION TO MAKE A JUDGEMENT, GO TO BOX 17 AND LIST THE ACTIONS THAT YOU WILL TAKE TO COLLECT FURTHER INFORMATION.</p>	<p>A) GROUPS IMPACTED</p> <p><input checked="" type="checkbox"/> RACE AND ETHNICITY  <input checked="" type="checkbox"/> DISABILITY  <input checked="" type="checkbox"/> GENDER  <input checked="" type="checkbox"/> AGE  <input checked="" type="checkbox"/> SEXUAL ORIENTATION  <input checked="" type="checkbox"/> RELIGION OR BELIEF  <b>PLUS</b>  <input checked="" type="checkbox"/> SMALL BUSINESSES  <input checked="" type="checkbox"/> VOLUNTARY SECTOR</p>	<p>B) GROUPS IMPACTED ADVERSELY</p> <p><input type="checkbox"/> RACE AND ETHNICITY  <input type="checkbox"/> DISABILITY  <input type="checkbox"/> GENDER  <input type="checkbox"/> AGE  <input type="checkbox"/> SEXUAL ORIENTATION  <input type="checkbox"/> RELIGION OR BELIEF</p>
<p>13. WHAT EVIDENCE IS THERE TO SUGGEST AN IMPACT/ADVERSE IMPACT?</p>	<p>A) THE REQUIREMENT TO CONSIDER SOCIAL BENEFITS – INCLUDING EQUALITY, SUSTAINABILITY, SMALL BUSINESSES AND VOLUNTARY SECTOR</p>	<p>B) NONE</p>
<p>14. ON WHAT GROUNDS CAN IMPACT OR ADVERSE IMPACT BE JUSTIFIED?</p>	<p>THE STRATEGY REFLECTS THE COUNCILS' LEGAL OBLIGATIONS IN RELATION TO EQUALITY. IN ADDITION, THE STRATEGY PROMOTES THE COUNCILS' OBJECTIVES, IN PARTICULAR –</p> <ol style="list-style-type: none"> <li>1. TO BE ACCOUNTABLE AND PROVIDE EXCELLENT VALUE FOR MONEY, AND</li> <li>2. TO LIMIT THE IMPACT OF THE RECESSION.</li> </ol>	
<p>15. HAVE ANY EXAMPLES OF GOOD PRACTICE BEEN IDENTIFIED AS PART OF THE EIA?</p>	<p>EXAMPLES ARE INCLUDED IN THE DETAILED GUIDANCE WITHIN THE PROCUREMENT MANUAL.</p>	
<p>16. WHAT ACTIONS ARE YOU CURRENTLY UNDERTAKING TO ADDRESS ISSUES FOR</p>	<p>OFFICER GUIDANCE HAS BEEN DEVELOPED AND IS INCLUDED IN THE LATEST REVISION OF THE PROCUREMENT MANUAL.</p>	

ANY OF THE GROUPS IMPACTED/ADVERSELY IMPACTED?	
<p>17. WHAT ACTIONS WILL YOU TAKE TO REDUCE OR REMOVE ANY DIFFERENTIAL/ADVERSE IMPACT?</p> <p>PLEASE ALSO LIST ANY OTHER ACTIONS YOU WILL TAKE TO MAXIMISE POSITIVE IMPACTS.</p>	<ol style="list-style-type: none"> <li>1. EQUALITY – EMBED EIAS (INTO PROCUREMENT PROCESS) – BY DEC-09</li> <li>2. SMALL BUSINESSES – EMBED CONCORDAT – BY DEC-09</li> <li>3. THIRD SECTOR – IMPROVE LINKS – MAY-10</li> </ol>
18. INTO WHICH ACTION PLAN/S WILL THESE ACTIONS BE INCORPORATED?	THE PROCUREMENT STRATEGY SUMMARY ACTION PLAN
19. WHO IS RESPONSIBLE FOR THE ACTION PLAN?	HEAD OF PROCUREMENT
20. CHIEF OFFICERS SIGNATURE.	ALAN NASH
21. WHICH PMR WILL THIS EIA BE REPORTED IN?	Q1 2009/10