

**Revised DCC Procurement Strategy &  
Contract Procedure Rules  
20 January 2016**

**Equality Impact Assessment**

# Revised DCC Procurement Strategy & Contract Procedure Rules

Contact: Tom Booty; Finance, Assets and Housing

Updated: 20.01.16

## 1. What type of proposal / decision is being assessed?

Revision to DCC's procurement strategy and Contract Procedure Rules (CPRs)

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The development of a new procurement strategy which will bring our procurement practices in line with recent changes to procurement law and policy guidance from Welsh Government. At the same time we will be revising our Contract Procedure Rules (CPR's), and following consultation we expect both the strategy and revised CPR's to be in place by April 2016.

The main change to both staff and community is that from April 2016 the majority of our procurement processes will be conducted electronically.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

<Please Select> Yes

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

Both the principles of the Strategy/CPRs and the documents themselves have been assessed for any impact on the protective characteristics based on the eight equality and diversity impacts listed in the toolkit. The Strategy and CPRs seek to ensure that there is an equal opportunity for all

suppliers who meet stated criteria to participate in bidding processes. The implementation of the Strategy will require the use of externally developed electronic systems (e.g. Proactis Plaza, Sell2Wales) so it is important that the impact of these systems on equalities is also considered.

In addition, a consultation process has been carried out whereby the draft Strategy and CPR documents were circulated both internally (to Members, CET, SLT, Internal Audit, Corporate Procurement and Middle Managers) and externally to the North Wales business community. No issues were raised in connection with equality and diversity impacts by the consultees.

**5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

No

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

It is not anticipated that there will be any disproportionate negative impact on any of the protected characteristics. We anticipate that the effect on the protected characteristics will be neutral although there may be a small negative impact, on people with visual disabilities or businesses that do not have internet access, due to the increased use of electronic procurement. There is the potential to discriminate indirectly in the way that individual officers may apply the tendering process.

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

<Please Select>	Yes. Provision has been made that in exceptional circumstances hard copy (rather than electronic) tenders can be submitted. It should be noted however, that the adoption of electronic procurement is not optional as it is a legal requirement that it must be used by 2018. Each individual procurement process will have different equality and diversity impacts so each procurement exercise will need to carry out its own EqIA. This requirement will be included in the CPRs
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<Please Select>	No
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Action(s)	Owner	By when?
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
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**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	20/01/16
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Name of Lead Officer for Equality Impact Assessment	Date
Tom Booty	20.01.16

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**