

Equality Impact Assessment Form Procurement Policy

See Equality Impact Assessment Policy and Procedure for detailed guidance on how to complete this form.

Section 1: Purpose and scope of policy

Title	Procurement Policy
New or existing	Existing
Owner	David Meaden
Officer(s) undertaking the EIA	Andrew Jenkins Ania Rolewska
What does the policy aim to achieve?	To ensure PSOW always undertakes a competitive process which aims to provide the best opportunity to procure goods or services with value for money
How is the policy related to other areas of work?	PSOW's Equality Plan Financial Policies
Who is likely to be affected by this policy?	<ul style="list-style-type: none"> • Suppliers • Staff and service users (indirectly)

Section 2: Assessment of relevance and proportionality

Key points to remember:

- to assess relevance you must consider evidence related to all equality characteristics
- you must record all evidence considered in [section 4](#) of this form.

Question	No	Yes	Comments
Does the policy relate to PSOW's equality objectives and identified actions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes - Objective 3.5: Ensure that the consideration of equality is embedded in PSOW decision making
Does the policy relate to functions that evidence, or previous activities have identified as being important to, particular characteristics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PSOW evidence and activities to date have not highlighted significant ways in which our procurement could affect particular characteristics.
Does the policy relate to an area where there are known inequalities, or a significant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes - procurement is an area of operations falling under specific duties in Wales and is recognised as important means of advancing equality duty. EHRC states that 'the requirement to meet the general duty

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Question	No	Yes	Comments
potential for reducing inequalities or improving outcomes?			applies to all procurement regardless of the value of the contract.'
Is there evidence to suggest that this policy may affect:			
<ul style="list-style-type: none"> equal treatment of people with certain characteristics 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy must ensure equal treatment and transparency in procurement process
<ul style="list-style-type: none"> meeting the needs of people with equality characteristics (including through provision of reasonable adjustments) 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The procurement process must be accessible to people with different characteristics and access needs. The procurement process may involve services that impact accessibility and provision of services for Welsh speakers. Where appropriate, this must be reflected in the specification and award criteria.
<ul style="list-style-type: none"> participation of people with equality characteristics 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy should ensure that no group faces a disadvantage when participating in PSOW procurement process.
<ul style="list-style-type: none"> community relations between different equality groups 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no clear evidence that the policy could impact community relations
Is there evidence to suggest that this policy may influence disadvantage due to people's socio-economic status?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy can support PSOW commitment to minimising inequalities due to socio-economic disadvantage (under the socio-economic duty) by supporting local supplier base where appropriate.
Is there evidence to suggest that this policy may affect opportunities for people to use Welsh or affect how PSOW treats the Welsh language?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes, to the extent that the procurement process may involve commissioning of translation services or services that must be rendered bilingually. The policy must also reflect PSOW duties in relation to the procurement process under the Welsh language standards.

If you answer 'yes' to any of these questions, proceed to [section 3](#).

If a policy is not deemed relevant for conducting a full EIA, proceed to [section 5](#).

Section 3: Full Equality Impact Assessment

Key points to remember:

- you must consider at this stage any need for collection of further evidence - including through engagement with groups potentially affected by the policy;
- you must record all evidence informing this stage in [section 4](#) of this form.

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Characteristic	Negative impact			Positive impact			n/a	Justification based on the evidence considered	Proposed actions to mitigate negative impact /maximise positive impact	Negative impact			Positive impact		
	H	M	L	H	M	L				H	M	L	H	M	L
General aspects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy as assessed includes a requirement for potential suppliers in procurements over £25k to demonstrate that they have satisfactory equality policies in relation to the services to be provided.	The policy can be strengthened by: <ul style="list-style-type: none"> adding statement on PSOW duties in relation to equality to the core principles of the policy and to the tender template stating that all suppliers must be aware of PSOW equality duties and support PSOW in their fulfilment adding a simple process for assessing the relevance of PSOW procurement to equality; and providing for setting additional requirements for suppliers in procurements deemed relevant 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Given the nature of PSOW procurement to date, there is no clear evidence that the policy could have noticeable impact on this characteristic.	The steps identified above to strengthen the equality impact of the policy in general will also help to identify and strengthen the impact of PSOW procurement on this characteristic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy doesn't currently include commitment to make the procurement process accessible. There is a risk that the process will not be accessible to individuals that could require reasonable adjustments. PSOW advertises procurement opportunities on Sell2Wales	There is little that can be done to further improve the accessibility of the procurement process. Sell2Wales format limits the opportunities to advertise in different formats. Moreover, it may not always be possible to accommodate requests for alternative, more accessible formats within the usual timeframe for responses to invitations to tender (3 weeks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Characteristic	Negative impact			Positive impact			n/a	Justification based on the evidence considered	Proposed actions to mitigate negative impact /maximise positive impact	Negative impact			Positive impact		
	H	M	L	H	M	L				H	M	L	H	M	L
								and on the website. Publications on the website can be accessed using accessibility functions already available on the website such as large print and BrowseAloud.	However, the steps identified above to strengthen the equality impact of the policy in general will also help to identify and strengthen the impact of PSOW procurement on this characteristic.						
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Given the nature of PSOW procurement to date, there is no clear evidence that the policy could have noticeable impact on these characteristics.	The steps identified above to strengthen the equality impact of the policy in general will also help to identify and strengthen the impact of PSOW procurement on these characteristics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Socio-economic status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy as assessed already states that PSOW will encourage participation of smaller local suppliers. Based on the last few procurement exercises, evidence suggests that the type of suppliers PSOW attracts are typically from within Wales.	The nature and limited scope of PSOW procurement makes it difficult to ascertain more detailed regional trends that could lead to introduction of more specific changes to the policy at this stage. However, we should ensure that we continue to be mindful of the characteristics of our suppliers and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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	H	M	L	H	M	L				H	M	L	H	M	L
									monitor their profile under the current policy.						
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All procurement would be undertaken in line with PSOW duties under the Welsh language standards. However, the policy as assessed does not state that explicitly, nor does it underline that the procurement process can be completed in Welsh and that tenders submitted in Welsh will not be treated less favourably than those submitted in English.	<p>The policy should include an explicit statement about PSOW duties under the Standards in core principles of the policy and in the tender template.</p> <p>The policy should state explicitly that tender invitations will be published bilingually and that PSOW welcomes tenders in Welsh.</p> <p>The policy should state that, in addition to its relevance to equality, all procurement should be assessed for its relevance to the Welsh language – with additional requirements set if applicable.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Register of evidence and engagement

Existing evidence considered	
Equality screening	<p>EHRC guide on equality in procurement</p> <p>When procuring works, goods or services from other organisations on the basis of a relevant agreement, a listed body in Wales must:</p> <ul style="list-style-type: none"> • have due regard to whether it would be appropriate for the award criteria for that contract to include considerations to help meet the general duty • have due regard to whether it would be appropriate to stipulate conditions relating to the performance of the contract to help meet the three aims of the general duty. <p>Procurement: community benefits guidance (Welsh Government)</p>
Equality Impact Assessment	<p>EIA of procurement policy - Ofcom</p> <p>EIA of procurement policy - Unison</p>
Additional evidence collected	
Equality screening: n/a	
Equality Impact Assessment	
Method of evidence collection	Desk research (review of past procurements)
Record of the evidence collected	<ul style="list-style-type: none"> • the number of tender exercises conducted by PSOW each year is very small (around 1/2 per year) • these procurements relate to services that are needed to be provided to the organisation rather than being people-orientated • based on the last few procurement exercises, evidence suggests that the type of suppliers PSOW attracts are typically from within Wales
Date completed	03/11/2020

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Section 5: Outcomes report

EIA stage completed	Screening	<input checked="" type="checkbox"/>	
	Impact assessment	<input checked="" type="checkbox"/>	
Outcome of the EIA procedure	Proceed with policy – no changes	<input type="checkbox"/>	
	Make changes to policy	<input checked="" type="checkbox"/>	
	Do not proceed with policy	<input type="checkbox"/>	
Action plan (full EIA only)			
Where actions are required to mitigate the level of negative impact or maximise positive impact, please specify:			
Key issue	Action to be taken	Responsible officer	Date for completion
The policy as assessed contains little reference to equality	Add a statement on PSOW duties and commitments in relation to equality to the core principles of the policy and to the tender document	Policy Owner	At policy approval
The policy as assessed contains no reference to the Welsh language	Add a statement on PSOW duties and commitments in relation to the Welsh language to the core principles of the policy and to the tender document	Policy Owner	At policy approval
	Add a statement that tender invitations will be published bilingually and that PSOW will facilitate the use of Welsh throughout the tender process	Policy Owner	At policy approval
The policy sets some requirements in relation to equality for procurements over 25k, but these only include submission of supplier's equality policies. There are no requirements set in relation to the Welsh language.	Add a requirement that all suppliers must be aware of PSOW equality and Welsh language duties and commitments and support PSOW in their fulfilment	Policy Owner	At policy approval
	Commit to assessing the relevance of any procurement to equality and the Welsh language; and commit to consider additional requirements in procurements deemed relevant	Policy Owner	At policy approval
Procurement activity relevant to equality and the	Add to the policy a simple tool to identify the relevant procurement activity	Policy Owner	At policy approval

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Welsh language must be accurately identified			
	Evaluate the use of the tool at next review	Policy Owner	At next review
Monitoring (full EIA only)			
Please outline monitoring arrangements	At policy approval and next review		
Please specify responsible officer	Management Team		
Publication needs (full EIA only)			
Was the impact deemed as substantial (high)?	Yes – in relation to general aspects of the policy and Welsh language		

Authorised by the MT	<input checked="" type="checkbox"/>
Date	10/11/ 2020