

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 123
2.	Policy Name	Ards and North Down Borough Council Procurement Policy
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Finance and Performance
5.	Description of policy to be screened	<p>Ards and North Down Borough Council Procurement Policy is applicable to all staff and is effective from the date the policy is approved by the Council.</p> <p>A procurement exercise will always begin with either the review of a previous contract or the identification of a new need within the organisation which cannot be met with existing resources or contracts.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>All procurement should seek to accommodate the core values of the local government and be administered to ensure adherence to relevant UK and EU legislation and ultimately provide best value for money. The procurement cycle is the cyclical process of key steps to be followed for each procurement exercise, always with the ‘need’ at the centre.</p> <p>The aim of this policy is to ensure:</p> <ul style="list-style-type: none"> • Accountability, • Competitive Supply, • Consistency, • Effectiveness, • Efficiency, • Fair-dealing, • Integration, • Integrity, • Informed Decision-Making, • Legality, • Responsiveness, • Transparency and • Buy Local Policy

6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories are expected to benefit as the policy ensures the principles of best value for money are used to determine the preferred and or actual supplier.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not enacted as intended or where breaches occur and they are not challenged.
8.	The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate	The Council, council officers, Elected Members, Northern Ireland Executive, Northern Ireland Departments, their Agencies, non-Departmental Public Bodies (NDPBs) and Public Corporations. Suppliers and potential suppliers.
9.	Please provide details of other policies which have a bearing on this one.	
	<p>Policies: A revised Public Procurement Policy for Northern Ireland Departments, their Agencies, non-Departmental Public Bodies (NDPBs) and Public Corporations (2002)</p> <p>E 15 Ards and North Down Borough Council - Corporate Plan E 28 Corporate Complaints policy and procedure E 116 Declaration of Interests Policy for Employees</p>	<p>Owned by : Northern Ireland Executive</p> <p>Ards and North Down Borough Council</p>
10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	NISRA and NINIS statistics for the Borough area will indicate the profile of residents but not for businesses that have a small number of employees. Larger employees will have published data from Article 55 employee monitoring returns to the Equality Commission for Northern Ireland.
	Political Opinion	Electoral Office data from recent elections will detail the political representation on Ards and North Down Council, The Stormont Executive for this electoral area and Westminster election. This will indicate the profile of residents but not businesses.
	Racial Group	NISRA, NINIS and Northern Ireland Strategic Migration Partnership data. This data will indicate the profile of residents but not businesses or employees.
	Age	NISRA and NINIS statistics for the Borough area will indicate the profile of residents but not service providers.

	Marital Status	NISRA and NINIS statistics for the Borough area will indicate the profile of residents but not service providers.
	Sexual orientation	No reliable data available. This would not be relevant for this policy.
	Men & Women generally	NISRA and NINIS statistics would not be available from any source for accurate age profile of small service providers in the area due to regular staff movement.
	Disability	NISRA and NINIS statistics for the Borough area will indicate the profile of residents but not service providers. Employers have a responsibility to ensure they do not discriminate against any individual on the grounds of disability. There is no reliable data available for local service providers.
	Dependents	NISRA and NINIS statistics for the Borough area will indicate the profile of residents but not service providers. Employers have a responsibility to ensure they do not discriminate against any individual on the grounds of reasonable consideration in relation to those for whom they care. There is no reliable data available for local service providers.

11.	Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?	
	Religious Belief	This policy is to ensure equity and fairness of a transparent procurement process. The procurement is of the goods or services and not in relation to any individuals profile directly or indirectly.
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

Does this Policy require an Equality Impact Assessment?

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	No impact identified as the principles of procurement are to be applied in all procurement across the council services.	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	No as this policy is in relation to the provision of goods and services and does not consider the profile of any supplier or potential supplier or their employees or potential employees.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
Dependents			

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	This policy does not impact on good relations.	
	Political Opinion		
Racial Group			

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
		If "Yes" provide details	If "No" provide details
	Religious Belief	No as the policy is based on principles of procurement.	
	Political Opinion		
Racial Group			

Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons)	No as the policy is based on principles of procurement.
	Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	

Disability Discrimination Order (NI) 2006

	Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
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	<ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	Yes	The council is committed to ensuring the procurement process is fair and accessible by all potential suppliers. To ensure this is possible the use of a range of communication methods are used to engage with a broad range of potential suppliers and alternative formats of any information will be made available on request where a need exists.
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Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

	Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u>	Should any relevant monitoring data become available this will be used in future procurement exercises. Comments and complaints received in relation to any procurement exercises that may imply equality, good relations and disability duties have not been complied with by the council officers or elected members.
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Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>

Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on human rights that you have identified?	
	Please indicate any ways in which you consider the policy positively promotes Human Rights	

I can confirm that the proposed policy / decision have been screened for:-

<input type="checkbox"/>	Equality of opportunity and good relations
<input type="checkbox"/>	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

<input type="checkbox"/>	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Debbie Bolton
Title: Procurement Manager
Date: 17 August 2017
Signature:

Director/Head of Service decision approved by:

Name: Andrew Scott
Title: Head of Performance and Projects
Date: 17 August 2017
Signature:

If an Equality Impact Assessment is required

	Priority Rating for Timetabling an Equality	Priority Criterion	Rating
			Effect on equality of opportunity and good

Impact Assessment. (1-3)	relations	
	Social need	
	Effect on people's daily lives	
	Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation		
Screened by :	Position/Job Title: Procurement Manager	Date: 17 August 2017
Approved by:	Head of Performance and Projects	17 August 2017