



Equality Screening Template
Procurement Strategy

Belfast City Council -Equality Screening Template

The Council has a statutory duty to screen. This includes our strategies, plans, policies, legislative developments; and new ways of working such as – the introduction, change or end of an existing service, grant funding arrangement or facility. This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training first. To find out about the training needed, contact – gilmartins@belfastcity.gov.uk or dennisl@belfastcity.gov.uk

The accompanying [Screening Guidance](#) note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties¹ and what they mean in practice is available on the Equality Commission's website.

The screening template has 4 sections to complete. These are:

Section A - asks you to provide details about the policy / decision that is being screened.

Section B - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

Section C - has 4 key questions in relation to obligations under the Disability Discrimination Order

Section D - is the formal record of the screening decision.

¹ ECNI 'Section 75 of the NI Act 1998: A Guide for Public Authorities' April 2010. www.equalityni.org

Section A

Details about the policy / decision to be screened

Title of policy / decision to be screened:-

Procurement Strategy

Brief description of policy / decision to be screened:-

(Explain - Is this a new, revised or existing policy? Are there financial / legislative / procurement implications?)

The Procurement Strategy is a new policy. The Strategy aims are:

To transform and create the development of an effective, collaborative and co-ordinated purchasing effort within the Council which will support and contribute to the corporate vision, thus;

“ensuring that the council will take a lead role in improving quality of life, now and for future generations, for the people of Belfast by making the city and its neighborhoods’ better places to live in, work in, invest in, study in and visit.”

Aims and objectives of the policy / decision to be screened:-

(What is the policy trying to achieve?)

The Procurement Strategy will facilitate the development of an effective collaborative and co-ordinated purchasing effort within BCC. This will be achieved through key themes of ensuring compliance, delivering value for money through a commercial approach to procurement and supporting the local economy.

The aims will be achieved through our key themes of **ensuring compliance, delivering value for money through a commercial approach to procurement and supporting the local economy**. To do this we will deliver the following **outcomes**:

- Create a compliant, integrated, strategically managed procurement function within the Council which delivers service excellence for internal and external customers and stakeholders
- Identify and realise efficiency savings and demonstrate value for money through a commercial approach to procurement
- Manage and maximise the potential of the Council’s procurement spend to support the local economy and environment.

On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential)

- Staff
- Service users
- Other public sector organizations
- Voluntary / Community groups / Trade Unions
- Others, please specify

The impact of the Strategy is by ensuring procurement is compliant and consistent with EU Procurement Legislation which requires open and transparent processes are applied.

Are there linkages to other Agencies/ Departments?

The Procurement Strategy recognises and incorporates compliance with all relevant procurement legislation, national and international, including EC Public Procurement Legislation ensuring openness and transparency for all stakeholders.

Section B

1. Outline consultation process achieved or planned

Pre-consultation undertaken with the following:

1. Federation of Small Business
2. Federation of Master Builders
3. Construction Employer's Federation
4. Construction Industry Training Board
5. Belfast Chamber of Commerce
6. Social Economy Network

Formal consultation will be undertaken with the following:

1. Equality Consultation Forum
2. Federation of Small Business
3. Construction Employers Federation
4. CITBNI
5. Belfast Chamber of Trade and Commerce
6. Social Enterprise NI
7. Enterprise NI
8. Northern Ireland Chamber of Commerce
9. NICVA
10. CBI
11. Institute of Directors
12. Business in the Community NI
13. BCC Departments
14. Suppliers via eSourcing Ni

2. Available evidence

What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment. Please note: It is important to record information gathered from a variety of sources such as:

- *Monitoring information*
- *Complaints*
- *Research /surveys*
- *Consultation exercise and other public authorities*

The Procurement Strategy aims to remove all obstacles to conducting business and be as inclusive as possible. The Council will ensure that there are equal opportunities for all suppliers who meet the stated criteria to participate in bidding for requirements. Potential tender opportunities are publicised on the Council’s tender website at the start of the financial year to enable suppliers to decide which tenders to compete for and plan ahead. Tenders are advertised in the local press as well as available on central and local government’s electronic tendering portal e-Sourcing NI.

Section 75	Details of evidence / information and engagement
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category	
Religious belief	There may be suppliers from a particular faith group who are prohibited from an electronic procurement process because of their beliefs.
Political opinion	
Racial group	<p>Suppliers from minority groups may not know how to access procurement opportunities or have an understanding of the Council's procurement process.</p> <p>Minority groups may have oral communication barriers in accessing the procurement process including relevant information.</p>
Age	There may be difficulty for some suppliers accessing procurement information and using electronic methods of procurement.
Marital status	
Sexual orientation	
Men & women generally	Female suppliers who are new to the market may not have experience of how to access procurement opportunities or an understanding of the Council's procurement process.
Disability	There may be difficulty in accessing information and using electronic methods of procurement e.g. visual disabilities, access to website and use of eSourcing NI.
Dependants	

3. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	<p>One of the outcomes of the Strategy is to manage and maximise the potential of the Council's procurement spend to support the local economy and environment by increasing suppliers capability to participate in the tender process.</p> <p>There may be suppliers from a particular faith group who are prohibited from an electronic procurement process because of their beliefs e.g. Plymouth Brethren There may be issues regarding accessing tenders electronically and in relation to staff awareness of this difficulty and its impact.</p>	Minor
Political opinion	No relevant issues	
Racial group	<p>One of the outcomes of the Strategy is to manage and maximise the potential of the Council's procurement spend to support the local economy and environment by increasing suppliers capability to participate in the tender process.</p> <p>Minority groups may not know how to access procurement opportunities or have an understanding of the council's procurement process. There may be oral communication barriers to accessing procurement information.</p>	Minor

Age	<p>One of the outcomes of the Strategy is to manage and maximize the potential of the Council's procurement spend to support the local economy and environment by increasing suppliers capability to participate in the tender process.</p> <p>There may be age related issues in relation to accessing tenders and procurement information via electronic methods.</p>	Minor
Marital status	No relevant issues	
Sexual orientation	No relevant issues	
Men and women generally	<p>One of the outcomes of the Strategy is to manage and maximize the potential of the Council's procurement spend to support the local economy and environment by increasing suppliers capability to participate in the tender process.</p> <p>Female suppliers who are new to the market may not have experience of how to access procurement opportunities or an understanding of the Council's procurement process.</p>	Minor
Disability	<p>Accessing procurement information may be an issue for some groups using the electronic tender system. This group may not be aware that if required there may be the potential for alternative ways to participate. In addition, the council may not have the necessary communication tools that are required.</p>	Minor

Dependants		
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4. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	<p>Procurement will work collaboratively with Economic Initiatives to provide a range of training and capacity building opportunities to support potential suppliers e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring.</p> <p>Staff awareness will be raised through procurement training regarding potential barriers and how these can be overcome.</p> <p>Tender instructions will detail the process for considering potential alternative methods of submission.</p>	
Political opinion		
Racial group	<p>Procurement will work collaboratively with Economic Initiatives to develop a range of training and capacity building opportunities to support potential suppliers e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring etc. to address potential BME issues including looking at how we can communicate better.</p>	
Age	<p>Older people may be challenged with aspects of the procurement process. Procurement will work collaboratively with Economic Initiatives to provide a</p>	

	<p>range of training and capacity building opportunities to support potential suppliers e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring.</p> <p>Tender instructions will detail the process for considering potential alternative methods of submission.</p>	
Marital status		
Sexual orientation		
Men and women generally	<p>Female suppliers may be new to the supply chain and therefore unfamiliar with the procurement process. Procurement will work collaboratively with Economic Initiatives to provide a range of training and capacity building opportunities to support potential suppliers e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring etc.</p>	
Disability	<p>The Council will consider how information can be made more accessible. Procurement will work collaboratively with Economic Initiatives to provide a range of training and capacity building opportunities to support potential suppliers e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring etc.</p>	
Dependants		

5. To what extent is the policy likely to impact (positive or negatively) on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?

Good relations category	Likely impact?	Level of impact? Minor/Major/None
Religious belief		
Political opinion		
Racial group		

6. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief		
Political opinion		
Racial group		

7. Multiple identities

Provide details of the impact of the policy on people with multiple identities

Specify relevant Section 75 categories concerned.

N/A

Section C

Belfast City Council also has legislative obligations to meet under the [Disability Discrimination Order](#) and Questions 5 -6 relate to these two areas.

Consideration of Disability Duties

8. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?

Explain your assessment in full

All tenderers are treated with openness and transparency in accordance EU and UK legislative requirements. The Council will ensure that there are equal opportunities for all suppliers who meet the stated criteria to participate in bidding for requirements irrespective of their status. We will work to increase access to information, increase positive attitudes towards disabled people as well as increase staff awareness of potential issues and how these can be minimized.

9. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?

Explain your assessment in full

Tender opportunities are available electronically via eSourcing NI and therefore the opportunity for participation by disabled people should be more accessible and increase the numbers. We will work with the Council's Economic Development Unit to put in place programmes to assist in developing the capacity of disabled people thereby enabling them to respond to procurement opportunities.

Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and

to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties
The Council will consider options for developing more improved monitoring information relating to all suppliers		

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Procurement Strategy

I can confirm that the proposed policy / decision has been screened for –

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	Disabilities duties

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

***place an X in the appropriate box below**

<input type="checkbox"/>	*Screened In – Necessary to conduct a full EQIA
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<input type="checkbox"/>	*Screened Out – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached:
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<input checked="" type="checkbox"/>	* Screened Out - Mitigating Actions (minor impacts) <ul style="list-style-type: none">• Provide a brief note here to explain how this decision was reached:• Explain what mitigating actions and / or policy changes will now be introduced: <p>Procurement will work collaboratively with Economic Initiatives to provide a range of training and capacity building opportunities to support potential suppliers e.g. Introduction to procurement, Smarter Procurement and one-to-one mentoring.</p> <p>A variety of measures such as communication, access to information, capacity building will be delivered to the following groups as needs are identified.</p> <p>Religious Groups; Older People; BME communities; Women new to the market; Disabled applicants</p>
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	<p>Staff awareness will be raised through procurement training regarding potential barriers to religious groups, disabled people, female, older people and BME groups and how these can be overcome.</p>
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Formal Record of Screening Decision (cont)

Screening assessment completed by (Officer level) -

Name: Valerie Cupples

Date: 2.12.14

Department : Property & Projects

Signature: please insert a scanned image of your signature below

Screening decision approved by -

Name:

Date:

Signature: please insert a scanned image of your signature below

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – gilmartins@belfastcity.gov.uk or dennisl@belfastcity.gov.uk . The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees.

For more information about equality screening contact –

Stella Gilmartin / Lorraine Dennis

Equality & Diversity Officer (job-share)

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Belfast

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