

Scottish Borders Council

Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	Title of Proposal:	Vendor Approval Procedure
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(Please enter the title or reference for your proposal)

2.	Service Area: Department:	Chief Executives – Corporate Finance - Procurement & Payment Services
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(Please enter the department/service area submitting the proposal)

3.	Description:	<p>By creating and implementing a Vendor Approval Process the Council will be able to monitor goods, services and works spending which will in turn contribute to wider efficiency savings whilst ensuring good sustainable procurement practice.</p> <p>The procedure will ensure that Scottish Borders Council has a positive mix of approved “suppliers” by supporting local suppliers, Small to Medium Enterprise (SME’s) and Third Sector companies/organisations. SBC must also work with other public sector organisations to access national contracts if this benefits “Best Value” (i.e. getting the best balance of quality and price for our purchases). To the extent permitted by law, the procurement strategy will be used to support delivery of wider council objectives such as Equality & Diversity and Community Benefits.</p>
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(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.	
	<p>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)</p>	
	Duty	Yes/No
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	No

	Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>			No
	Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>			n/a
5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).			
	Equality Characteristic	Impact		Description <i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
		No Impact	Possible Positive Impact	
	Age (Older or younger people or a specific age grouping)		x	All procurement activity regardless of value must comply with European Union (EU) principles of: Equal treatment and non-discrimination - potential suppliers must be treated equally; Procure refers to SBC procurement strategy which will be used to support delivery of wider council objectives such as Equality & Diversity and Community Benefits.
	Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		x	As above
	Gender (Males, Females, Transgender or Transsexual people)		x	As above
	Race Groups:		x	As above

including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)				
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)		x		As above
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual		x		As above
Carers (those who have caring responsibilities for someone with an equality Characteristic)		x		As above
Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)		x		As above
Employees (those employed by the		x		As above

Council including full time, part time and temporary)				
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6.	Mitigation	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.	
	Characteristic	Mitigation
All	<p>All procurement activity regardless of value must comply with European Union (EU) principles of:</p> <ul style="list-style-type: none"> • Transparency - contract procedures must be transparent and contract opportunities should generally be publicised; • Equal treatment and non-discrimination - potential suppliers must be treated equally; • Proportionality - procurement procedures and decisions must be proportionate; and • Mutual Recognition - giving equal validity to qualifications and standards from other Member States, where appropriate. <div style="text-align: center;">  <p>Procurement Strategy 2012 to 201</p> </div>	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	

	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	x
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	James Paterson	Service Area.	Procurement & Payment Services
Post	Policy and Development Officer	Date	10/09/2015

This assessment should be presented to those making a decision about the progression of your proposal.

If it is agreed that your proposal will progress, you must send an electronic copy to corporate communications to publish on the webpage within 3 weeks of the decision.

For your records, please keep a copy of this Equality Impact Assessment form.