

Merseyside Fire and Rescue Service

Equality Impact Assessment Form

Title of policy:	Contract Standing Orders – Approved Supplier List
Department:	Procurement
Date:	November 2012
<p>1: What is the aim or purpose of the policy</p> <p><i>This should identify “the legitimate aim” of the policy (there may be more than one)</i></p>	
<p>Contract Standing Orders (CSO's) form part of the suite of Merseyside Fire & Rescue Authority's governance documents (the Constitution). CSOs regulate the way that works, goods and services are purchased by the Authority to ensure compliance with legal requirements.</p> <p>The Authority's Constitution incorporates Financial Regulations and Financial Procedure Rules that provide a framework for managing the Authority's financial affairs. They apply to every Member and Officer of the Authority and anyone acting on its behalf. Contract Standing Orders should be read in conjunction with both the Financial Regulations and the Scheme of Delegation which is also found in the Constitution.</p> <p>The Authority also has an approved 'Equality in Procurement' guidance document which provides further guidance to staff in respect of Equality best practice when undertaking a procurement exercise.</p>	
<p>2: Who will be affected by the policy?</p> <p><i>This should identify the persons/organisations who may need to be consulted about the policy or procedure and its outcomes (There may be more than one)</i></p>	
<p>CSO's affect internal users with any responsibility for purchasing as well as the external supply market.</p>	
<p>3. Monitoring</p> <p><i>Summarise the findings of any monitoring data you have considered regarding this</i></p>	

policy. This could include data which shows whether the policy is having the desired outcomes and also its impact on members of different equality groups.

<p>What monitoring data have you considered?</p>	<p>What did it show?</p>
<p>No monitoring data has been considered</p>	

4: Research

Summarise the findings of any research you have considered regarding this policy. This could include quantitative data and qualitative information; anything you have obtained from other sources e.g. CFOA/CLG guidance, other FRSs, etc

<p>What research have you considered?</p>	<p>What did it show?</p>
<p>EU Procurement legislation and UK Public Procurement Regulations</p>	<p>The statutory requirements with respect to public tendering thresholds and processes.</p>

5. Consultation

Summarise the opinions of any consultation. Who was consulted and how? (This should include reference to people and organisations identified in section 2 above) Outline any plans to inform consultees of the results of the consultation

<p>What Consultation have you undertaken?</p>	<p>What did it say?</p>
<p>No consultation has been undertaken</p>	

6. Conclusions

Taking into account the results of the monitoring, research and consultation, set out how the policy impacts or could impact on people from the following protected groups? (Include positive and/or negative impacts)

(a) Age

No impact on Age has been identified

(b) Disability including mental, physical and sensory conditions

The Public Contracts Regulations 2006 allow the Authority to reserve procurement competitions for supported businesses. This means that, provided there are supported businesses that can provide the goods or services required, you can restrict the tender process (or request for quotation) to supported businesses only.

A supported factory, business or scheme is one where 'more than 50% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market'

(c) Race (include: nationality, national or ethnic origin and/or colour)

No impact on Race has been identified

(d) Religion or Belief

No impact of Religion or Belief has been identified

(e) Sex (include gender reassignment, marriage or civil partnership and pregnancy or maternity)

No impact on Sex has been identified

(f) Sexual Orientation

No impact on sexual orientation has been identified

(g) Socio-economic disadvantage

The removal of the Approved Supplier List and the utilisation of the Procurement portal will allow all interested businesses (including SMEs) to register their interest in doing business with MFRA.

7. Decisions

If the policy will have a negative impact on members of one or more of the protected groups, explain how the policy will change or why it is to continue in the same way. If no changes are proposed, the policy needs to be objectively justified as being an appropriate and necessary means of achieving the legitimate aim set out in 1 above.

No changes are proposed.

8. Equality Improvement Plan

List any changes to our policies or procedures that need to be included in the Equality Action Plan/Service Plan.

Action Planned	Responsibility of	Completed by
As above		

For any advice, support or guidance about completing this form please contact the DiversityTeam@merseyfire.gov.uk or on 0151 296 4237

The completed form should be emailed to the Diversity Team at the above address for inclusion on the Diversity Action Group Agenda