

Equality Impact Assessment Form

About the function, policy, project or decision being assessed

What is being assessed?	<input type="checkbox"/>	Function
	<input checked="" type="checkbox"/>	Policy
	<input type="checkbox"/>	Project
	<input type="checkbox"/>	Decision
Title of the function, policy, project, or decision	Procurement Policy (revised)	
What is this function, policy, project, or decision aiming 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	
Who is affected by this function, policy, project, or decision?	Suppliers Staff and service users (indirectly)	
Who should be consulted about this function, policy, project, or decision?	The revised policy will be reviewed by the MT	
Who is conducting this impact assessment?	Andrew Jenkins Ania Rolewska	
Date: 30/08/2022		Version: 1.0

Initial screening

Question	Y	N	If 'YES', briefly explain why
Does this policy, project or decision relate to our functions or areas of work within those functions for which EIA has identified equality impacts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procurement is an area of operations falling under specific duties in Wales. It is recognised that procurement process may both disadvantage certain groups and offer opportunities to advance equality.
Does this policy, project or decision relate to our Equality Objectives?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No – we do not have a specific objective around advancing equality through procurement.
Is there a risk that this policy, project, or decision could disadvantage any group of people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a risk that our procurement process may be less accessible to people from different backgrounds, including socio-economic backgrounds, people who want to communicate in Welsh, and to people with additional access needs. There is also a risk that in assessing bids we will consider some offers less favourably than others because of conscious or unconscious bias. The policy must ensure that that risk is minimised.

If you answered 'yes' to any of the questions above, proceed to the full impact assessment.

Impact Assessment

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
Cross-cutting considerations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is a risk that our procurement process will be biased.</p> <p>The policy as currently formulated mitigates that risk by stating explicitly that all our procurement should be fair, open and transparent.</p>	No further steps to mitigate this risk have been identified.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is a risk that through our procurement we will support suppliers who adopt practices contrary to our equality duties and commitments.</p> <p>The policy as currently formulated mitigates that risk by including of a statement on our duties in relation to equality in the core principles of the policy and to the tender template. The policy also states that all suppliers must be aware of PSOW equality duties and support PSOW in the fulfilment of those duties.</p>	As above.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is a risk that our procurement process will not be equally accessible to all groups.</p> <p>All PSOW procurement opportunities are advertised on Sell2Wales, a single platform and a go-to destination for all public sector procurement in Wales. This minimises the risk that some suppliers may not be aware of PSOW procurement opportunities. More specific risks and opportunities around access are discussed further below.</p>	As above.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Our procurement process presents an opportunity to advance and promote equality, by encouraging suppliers to develop or strengthen their equality policies and procedures.</p> <p>To realise that possible benefit, the policy as currently formulated sets out additional steps to strengthen the attention to equality considerations throughout the process. It includes:</p> <ul style="list-style-type: none"> • 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. • a simple process for assessing the relevance of PSOW procurement to equality. If this process identifies relevant impacts, it can lead to setting additional requirements for suppliers. 	No further steps to enhance this positive impact have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is no evidence that our procurement process is less accessible to any supplier due to age. We have not identified a specific risk that that may be the case, beyond a lack of awareness of our procurement opportunities.	We can use our existing contacts with organisations working with older people (e.g. Age Cymru; Age Connect) to share any news of our procurement opportunities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is no evidence that our procurement process is less accessible to any supplier due to disability.	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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
				<p>However, we are aware of the risk that suppliers with additional access needs deriving from disability may perceive or be apprehensive about such barriers and may require reasonable adjustments (for example, information in EasyRead or large print format).</p> <p>This risk is partially mitigated by the fact that all our procurement opportunities are published on the website, which means that they can be accessed using accessibility functions such as large print and BrowseAloud. However, these features are not available on Sell2Wales. Given this, suppliers with additional access needs due to disability may not be as aware as other groups of our procurement opportunities.</p>	<p>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).</p> <p>Nevertheless, the possible negative impact can be mitigated by adding a following note in the tender template 'Please let us know if you require any additional assistance to engage in our procurement process. We will do our best to meet your needs'.</p> <p>We can use our existing contacts with organisations working with disabled people (e.g. Disability Wales; Learning Disability Wales; Autistic UK) to share any news of our procurement opportunities.</p>			
Gender (sex)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is no evidence that our procurement process is less accessible to any supplier due to gender. We have not identified a specific risk that that may be the case, beyond a lack of awareness of our procurement opportunities.</p>	<p>We can use our existing contacts with organisations advancing gender equality (e.g. Chwarae Teg) to share any news of our procurement opportunities.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
Pregnancy & maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above	We can use our existing contacts with organisations advancing gender equality (e.g. EYST) to share any news of our procurement opportunities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is no evidence that our procurement process is less accessible to any supplier due to their use of the Welsh language.</p> <p>However, there is a risk that the potential suppliers may be concerned that accessing the process in Welsh may put them at a disadvantage.</p> <p>To mitigate that risk, the policy as currently formulated includes an explicit statement about PSOW duties under the Welsh language standards in core principles of the policy and in the tender template.</p> <p>The policy states explicitly that tender invitations will be published bilingually and that PSOW welcomes tenders in Welsh.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy states that, in addition to its relevance to equality, all procurement should be assessed for its				

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
				relevance to the Welsh language – with additional requirements set if applicable.				
Socio-economic characteristics <ul style="list-style-type: none"> • rurality • low/no income • caring duties 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a risk that our procurement process will be less accessible to small local suppliers. However, the analysis of our procurement activities shows that we use such suppliers commonly, though mainly for lower-value procurements. <p>This risk is mitigated as follows:</p> <ul style="list-style-type: none"> • The policy states that PSOW will encourage participation of smaller local suppliers. • Our Sell2 Wales posts invite tender bids from across Wales, except for procurements that are locality specific (e.g. cleaning contract) <p>The nature and limited scope of PSOW procurement over £25,000 makes it difficult to ascertain more detailed regional trends that could lead to introduction of more specific changes to the policy at this stage.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please record the evidence that you used to assess impact:

[Procurement: A guide for listed public authorities in Wales](#)

[Procurement: community benefits guidance](#) (Welsh Government)

Examples of EIAs of procurement policy - [Ofcom](#) and [Unison](#)

Internal analysis of past procurements

- 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.

We use local suppliers where possible and in the last 12 months we have used small independent companies based in Bridgend for our counselling service, office cleaning, catering, car hire and stationery. We also use an independent company as our external reviewer and have moved in the last 12 months to using 2 small independent Welsh suppliers for our building management and review services rather than a large UK wide company. Independent Welsh suppliers also provide our political monitoring and external design service.

Evaluation of equality in procurement assessment tool

We used the tool at the planning stage of procurement activity, and we employed it more extensively in one tender exercise, resulting in adding a few additional relevant questions in the tender document.

Please record any consultation and engagement undertaken

Date / Who / Evidence collected

Outcomes report

EIA stage completed	<input checked="" type="checkbox"/>	Initial screening
	<input checked="" type="checkbox"/>	Full assessment
Summary of negative impacts identified	The assessment identified potential negative impacts on the suppliers with additional access needs due to disability. Although there is little that can be done to further improve the accessibility of our procurement process, one additional action is noted below.	
Decision	<input type="checkbox"/>	Proceed – no changes
	<input checked="" type="checkbox"/>	Proceed – actions needed
	<input type="checkbox"/>	Do not proceed
Action plan	Adding a following note in the tender template ‘Please let us know if you require any additional assistance to engage in our procurement process. We will do our best to meet your needs’ [change applied in the draft presented to the MT for approval]	
	Authorised by MT	Date 08/11/2022