

Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

**Commissioning & Procurement Strategy 2019- 2024
Commissioning and Procurement Standing Orders**

Description of what is being impact assessed

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

The commissioning and procurement standing orders are a documented set of procedures for officers and members to follow when carrying out any commissioning and procurement activities. Although they do not directly impact on the community, they are a clear set of rules that focus on outcome based specifications to ensure that it considers appropriate social/community/environmental benefits.

The commissioning and procurement standing orders also state that Social Value should be incorporated either as a specific requirement to be delivered as part of the outcome or as part of the evaluation criteria.

Evidence

What data/information have you used to assess how this policy/service/decision might impact on protected groups?

(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.

The Council has in place a Constitution, which sets out how the Council operates, how decisions are made, and the procedures, which must be followed to ensure that these are efficient, transparent and accountable to local people. The law requires some of these processes, while others are a matter for the Council to choose.

Any major changes to these documents are presented to the Finance & Resources Overview Scrutiny Committee, before being recommended to Cabinet and then Council, the current documents were last adopted by Full Council in June 2014.

There is a need to regularly review both the commissioning and procurement strategy and commissioning and procurement standing orders to provide assurances that they remain fit for purpose and provide robust and transparent governance arrangements that support the delivery of the Corporate Plan.

Who have you consulted with to assess possible impact on protected groups? *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

Public procurement is subject to the EU Treaty principles of:

- non-discrimination
- free movement of goods
- freedom to provide services
- freedom of establishment

In addition to these fundamental treaty principles, some general principles of law have emerged from the case law of the European Court of Justice. The most important of these general principles of law in the procurement context are:

- equality of treatment
- transparency
- mutual recognition
- proportionality

These principles have been signed up to by all EU countries and implemented in to national law.

Analysis of impact on protected groups (and others)

The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, **before** you have implemented any mitigation.

- The PCs of *Marriage and Civil Partnership* and *Pregnancy and Maternity* should be added if their inclusion is relevant for impact assessment.
- Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).

Protected group	Summary of impact <i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/ public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i>	Negative impact / outcome	Neutral impact / outcome	Positive impact / outcome
Age	The commissioning and procurement standing orders are not specific to these protected groups. The guidance advises officers and members that a community impact assessment must be undertaken for each procurement which will ensure that discrimination to these groups is avoided and that consideration is given to social/community and environmental outcomes which should all have a positive impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability (physical, intellectual, mental) <i>Refer to CIA Guidance Notes and Mental Illness & Learning Disability Guide</i>	As above	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Gender reassignment	As above	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race and ethnicity	As above	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	As above	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	As above	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	As above	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not protected characteristics but consider other factors, e.g. carers, veterans, homeless, low income, loneliness, rurality etc.	As above	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Negative impacts / outcomes action plan

Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

Action taken/to be taken <i>(copy & paste the negative impact / outcome then detail action)</i>	Date	Person responsible	Action complete
N/A	Select date	N/A	<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>
	Select date		<input type="checkbox"/>

If negative impacts / outcomes remain, please provide an explanation below.	
N/A	
Completed by (all involved in CIA)	Ben Hosier & Sue Foster
Date	29th October 2019
Signed off by <i>(AD from different Directorate if being presented to CMT / Cabinet)</i>	
Date	
Entered onto CIA database - date	
To be reviewed by (officer name)	
Review date	