

1 Name of Policy (E1 and R1B)

Policy for the Purchase of Supplies & Services, Panel of Contractors

2 Please indicate which category the activity specified in Section 1B above relates

- Developing a
Adopting a
Implementing a
Revising a
Designing a Public Service
Delivering a Public Service
- | | | | | | |
|--------|-------------------------------------|----------|--------------------------|------|--------------------------|
| Policy | <input type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Policy | <input type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Policy | <input type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Policy | <input checked="" type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| | <input type="checkbox"/> | | | | |

3 Please indicate nature of policy

If Departmental, please specify which department

Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

Corporate ☒ Departmental ☐

Audit and Risk

Policy for the Purchase of Supplies & Services, Panel of Contractors

To provide a standard and compliant format when purchasing supplies and / or services, or using Panel of Contractors.

E4 Are there any Section 75 groups which might be expected to benefit from the intended policy? If so, explain how.

No

E5 Who initiated or wrote the Policy?

Procurement Manager

E6 Who is responsible for the implementation of the policy?

Lead Assurance and Risk Officer

E7 Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? If yes, are they:

- Financial ☒
- Legislative ☒
- Other, please specify ☐

E8 Who are the internal/external stakeholders (actual or potential) that the policy will impact upon?

- Staff ☒
- Service Users ☐
- Other Public sector organisations ☐
- Voluntary/Community/Trade Unions ☒
- Other, Please specify ☐
- Service suppliers ☐

E9 Is this policy associated with any other Council Policy(s)?

- Yes ☒
- No ☐

If yes, please state the related Policy(s)

- Council's policy on Monetary Limits for Competitive Bidding
- Equal Opportunities Policy.
- Fraud Policy
- Local Government Code of Conduct for Employees
- Local Government Code of Conduct for Councillors
- Derry City and Strabane District Council Payment Regulations (Including Credit Card & Petty Cash)
- Capital Expenditure and Major Corporate Projects regulations
- Single Tender Action Approval Form
- Register of Decisions Form
- Council's policy on Monetary Limits for Competitive Bidding
- Equal Opportunities Policy.
- Fraud Policy
- Local Government Code of Conduct for Employees
- Local Government Code of Conduct for Councillors
- Derry City and Strabane District Council Payment Regulations (Including Credit Card & Petty Cash)
- Capital Expenditure and Major Corporate Projects regulations
- Single Tender Action Approval Form
- Register of Decisions Form

E10 How does the policy contribute towards the achievement of the Council's strategic objectives?

In the achievement of the objectives and priorities set out in the Corporate and Business Plans, Derry City and Strabane District Council will be exposed to various risks. The task of management is to respond to these risks so as to maximise the likelihood of achieving the objectives and priorities by managing the exposure to risk to an acceptable level.

This policy will have a positive impact on the Council's commitment to be open and accountable and aims to provide quality and value for money.

E11 How does the Council interface with other bodies in relation to the implementation of this policy?

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.

E12 Available Evidence/Information (Section 75 Categories):

Religious Belief	
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men and Women Generally	Strabane Council area falls below the Northern Ireland Average and the level of male entrepreneurship is almost 4 times more than that of females in the Council district.
Disability	
Dependant	

E13 Needs, Experience and Priorities (Section 75 Categories):

Religious Belief	There may be suppliers from a particular faith group who are prohibited from an
Political Opinion	
Racial Group	Minority groups may not know how to access procurement opportunities or have an

Age
 Marital Status
 Sexual Orientation
 Men and Women Generally
 Disability
 Dependant

Formats are not always accessible. All staff need to be equality aware and ensure that
Formats are not always accessible. All staff need to be equality aware and ensure that

Screening Questions:

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality

E14 categories? Minor/Major/None

Religious Belief
 Political Opinion
 Racial Group
 Age
 Marital Status
 Sexual Orientation
 Men and Women Generally
 Disability
 Dependant

Minor - Positive
The objectives of the Strategy include ensuring that procurement best practice is applied consistently throughout Council. The Strategy outlines how Council will achieve its objectives with ways to procure and manage services which will be sustainable for the communities and areas serviced and benefit local citizens. Key procurement objectives are to ensure that all procurement practices are legal, ethical, transparent and conform to local, national and European Union regulations.

E15 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories? If Yes, provide details. If No, provide reasons.

Religious Belief
 Political Opinion
 Racial Group
 Age
 Marital Status
 Sexual Orientation
 Men and Women Generally

Not Applicable as this policy is applied universally
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Disability
Dependant

Are there opportunities to better promote good relations between Section 75 equality categories through tackling prejudice and/or promoting understanding? If Yes, the policy will be considered by a Designated Working Group

Religious Belief
Political Opinion
Racial Group

E16 Is there evidence to suggest that this policy would promote positive attitudes towards people with a disability? If yes, provide details of opportunities identified.

Not Applicable as this policy is applied universally

E17 Is there evidence to suggest that this policy would encourage the participation of people with a disability in public life? If yes, provide details of opportunities identified.

Not Applicable as this policy is applied universally

Not Applicable as this policy is applied universally

PART 3. SCREENING DECISION

E19 if the decision is not to conduct an equality impact assessment, please provide details of the reasons.

This policy will be applied to all S75 categories universally - Council have ensured that the consideration of equality issues is fully integrated into the procurement decision making process.

When completing the qualification questionnaire bidders must confirm compliance with all applicable fair employment, equality of treatment and anti-discrimination legislation and shall use their best endeavours to ensure that their employment policies and practices and delivery of the services required of them under the agreement have due regard to the need to promote equality of treatment and opportunity

E20 If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced. Please provide details.

E21 If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

PART 4: MITIGATION

E22 Reasons to support your decision

-

R1F What definition of 'rural' is the Public Authority using in respect of Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition)

Other Definition (Provide details and the rationale below)

A definition of 'rural' is not applicable

☒

☐

☐

Details of alternative definition of 'rural' used.
Rationale for using alternative definition of 'rural'
Reasons why a definition of 'rural' is not applicable.

R2 Understanding the impact of the Policy, Strategy, Plan or Public Service

R2A Is the Policy, Strategy or Public Service likely to impact on people in rural areas?

Yes ☐

No ☒ If the response is No GO to Section R2E

R2B Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

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R2C If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

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R2D Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

☒ Rural Business

☐ Rural Tourism

☐ Rural Housing

☐ Jobs or Employment in Rural Areas

Education or Training in Rural Areas

☐

Broadband or Mobile Communications in Rural Areas

☐

Health or Social Care Services in Rural Areas

☐

Poverty in Rural Areas

☐

Rural Crime or Community Safety

☐

Rural Development

☐

Agri-Environment

☐

Other

If the reason to Section 2A was YES go to Section 3A

R2E Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas

Not Applicable as this policy is applied universally regardless of whether the business submitting the tender is based in rural or urban area

3 Identifying the Social and Economic Needs of Persons in Rural Areas

R3A Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?
Yes ☐ No ☒

If the response is NO GO TO Section R3E

R3B Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas

- Consultation with Rural Stakeholders ☐
- Consultation with Other Organisations ☐
- Surveys or Questionnaires ☐
- Published Statistics ☐
- Research Papers ☐
- Other Publications ☐

Other Methods or Information Sources (include details in Question 3C below)

☐

R3C Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

R3D Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

R3E Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

This policy dictates a procurement process which is driven by legislation and therefore there is no requirement to assess the social and economic needs of the people in rural areas

R4 Considering the Social and Economic Needs of Persons in Rural Areas

R4A Please provide details of the issues considered in relation to the Social and economic needs of people in rural areas.

R5 Influencing the Policy, Strategy, Plan or Public Service

R5A Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes ☒

No ☐

If the response is NO GO TO Section R5C

R5B Please explain how the development, adopting, implementation or revising of the Policy, strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

Whilst this policy dictates a procurement process which is driven by legislation and therefore has not been influenced by rural needs. Council have been mindful of the potential of poor broadband in rural areas and therefore raises awareness of tendering opportunities in various media outlets as well as the internet and allows other means of submission outside of online. This policy dictates a procurement process which is driven by legislation and therefore has not been influenced by rural needs

If the response to Section 5A was YES GO TO Section 6A.

R5C Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified

R6 Documenting and Recording

R6A Please tick below to confirm that the RNA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

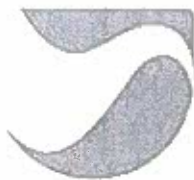
I confirm that the RNA Template will be retained and relevant information compiled.

☒

Conclusion:

This policy will be applied to all S75 categories universally and to all who submit tenders whether they are in urban or rural areas - Council have ensured that the consideration of equality and rural issues is fully integrated into the procurement decision making process.

When completing the qualification questionnaire bidders must confirm compliance with all applicable fair employment, equality of treatment and anti-discrimination legislation and shall use their best endeavours to ensure that their employment policies and practices and delivery of the services required of them under the agreement have due regard to the need to promote equality of treatment and opportunity



Derry City & Strabane
Council
Chairman
Chaitan Choudhury &
Chairman of Strabane
Derry City & Strabane
Council

APPROVAL & AUTHORISATION

Undertaken/Screened by:	Colin Kiene
Position/Job Title	Procurement Managers Insurance
Division/Branch	
Date	16th Dec 2019
Approved by:	J. Donegan
Position/Job Title	LEAD INSURANCE OFFICER
Division/Branch	INSURANCE
Date	16/12/19.