

**City of York Council**  
**Equalities Impact Assessment**

**Who is submitting the proposal?**

<b>Directorate:</b>		Corporate Services	
<b>Service Area:</b>		Commercial Procurement	
<b>Name of the proposal :</b>		Procurement Strategy	
<b>Lead officer:</b>		Chloe Wilcox	
<b>Date assessment completed:</b>		16/01/2026	
<b>Names of those who contributed to the assessment:</b>			
<b>Name</b>	<b>Job title</b>	<b>Organisation</b>	<b>Area of expertise</b>
Chloe Wilcox	Head of Commercial Procurement	City of York Council	Commercial Procurement

## Step 1 – Aims and intended outcomes

1.1	<b>What is the purpose of the proposal?</b> Please explain your proposal in Plain English avoiding acronyms and jargon.
	Update and modernise the council's procurement strategy.
1.2	<b>Are there any external considerations?</b> (Legislation/government directive/codes of practice etc.)
	Procurement Act 2023, and all other relevant procurement law. National Procurement Policy Statement
1.3	<b>Who are the stakeholders and what are their interests?</b>
	All businesses/suppliers working with the council via procurement activity and contracts
1.4	<b>What results/outcomes do we want to achieve and for whom?</b> This section should explain what outcomes you want to achieve for service users, staff and/or the wider community. Demonstrate how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.

	<p>This strategy provides a clear framework for ensuring the expenditure delivers value for money, whilst also achieving broader social, economic and environmental benefits for the residents of York. The objectives of the strategy are;</p> <ul style="list-style-type: none"> <li>i. Local economic growth – Support small and local businesses, remove barriers to procurement, make procurement accessible to Small Medium Enterprises (SME's) and Voluntary Community Social Enterprises (VCSE's)</li> <li>ii. Clear commitment to City of Yorks Good Business Charter, ensuring the 10 components are driven through procurement activity to create a thriving supply chain and stable economy that drives each component through supply chains</li> <li>iii. Value for money – Ensure all procurement activity secures the best quality service with a mix of fair cost, high quality and committed outcomes</li> <li>iv. Compliance and transparency – Conduct all procurement activity adhering to procurement regulations, and internal procurement policies</li> <li>v. Sustainability and Social Value – Incorporate social value and sustainability measures in all procurement activity and mirror the core commitments within the council plan</li> <li>vi. Effective planning and engagement: Inform the markets, and public of upcoming opportunities at City of York Council, and engage with markets in advance to help shape procurement opportunities</li> </ul>
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## Step 2 – Gathering the information and feedback

<b>2.1</b>	<p><b>What sources of data, evidence and consultation feedback do we have to help us understand the impact of the proposal on equality rights and human rights?</b> Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, the views of equality groups, as well your own experience of working in this area etc.</p>	
	<b>Source of data/supporting evidence</b>	<b>Reason for using</b>

Procurement legislation and National Procurement Policy Statement	To ensure the council operates in line with regulations.
Social Value	Monitor social value impact and ensure delivery across York
Compliance and Transparency	Compliance across all procurement activity
Good Business Charter	Ensure good business charter is adopted across supply chains
Fair payments	Ensure payments are made in a timely manner, including to supply chains
Insurance	Ensure the council is entering into contracts with appropriate insurance levels and cover
Carbon reduction	Ensure the council is requiring carbon reduction and sustainability in procurements and contracts
Equality Act 2010	Ensures the Equality Act 2010 is driven through procurement contracts

### Step 3 – Gaps in data and knowledge

<b>3.1</b>	<b>What are the main gaps in information and understanding of the impact of your proposal? Please indicate how any gaps will be dealt with.</b>	
<b>Gaps in data or knowledge</b>		<b>Action to deal with this</b>
N/A		

### Step 4 – Analysing the impacts or effects.

<b>4.1</b>	<b>Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any</b>
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	<b>adjustments?</b> Remember the duty is also positive – so please identify where the proposal offers opportunities to promote equality and/or foster good relations.		
<b>Equality Groups and Human Rights.</b>	<b>Key Findings/Impacts</b>	<b>Positive (+) Negative (-) Neutral (0)</b>	<b>High (H) Medium (M) Low (L)</b>
<b>Age</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	M
<b>Disability</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	M
<b>Gender</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	M
<b>Gender Reassignment</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	M
<b>Marriage and civil partnership</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	M
<b>Pregnancy and maternity</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010,	+	M

	and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.		
<b>Race</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	<b>M</b>
<b>Religion and belief</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998	+	<b>M</b>
<b>Sexual orientation</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	<b>M</b>
<b>Other Socio-economic groups including :</b>	Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?		
<b>Carer</b>	It is considered there is no impact	0	
<b>Low income groups</b>	It is considered there is no impact	0	
<b>Veterans, Armed Forces Community</b>	Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.	+	<b>M</b>
<b>Other</b>	The Procurement Strategy continues to encourage use of SME's, VCSE's and other legal entity. The Council will encourage market events, meet the buyer events, and remove barriers where possible for other economic groups.		

Impact on human rights:		
List any human rights impacted.	<b>Equality Act 2010 is incorporated into council contracts for procurement. This captures the Equality Act 2010, and Human Rights Act 1998. This requirement is also captured in the Council's Contract Procedure Rules.</b>	+ M

**Use the following guidance to inform your responses:**

Indicate:

- Where you think that the proposal could have a POSITIVE impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
- Where you think that the proposal could have a NEGATIVE impact on any of the equality groups, i.e. it could disadvantage them
- Where you think that this proposal has a NEUTRAL effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a proposal may be highly relevant to one aspect of equality and not relevant to another.

<p><b>High impact</b> (The proposal or process is very equality relevant)</p>	<p>There is significant potential for or evidence of adverse impact The proposal is institution wide or public facing The proposal has consequences for or affects significant numbers of people The proposal has the potential to make a significant contribution to promoting equality and the exercise of human rights.</p>
<p><b>Medium impact</b> (The proposal or process is somewhat equality relevant)</p>	<p>There is some evidence to suggest potential for or evidence of adverse impact The proposal is institution wide or across services, but mainly internal The proposal has consequences for or affects some people The proposal has the potential to make a contribution to promoting equality and the exercise of human rights</p>
<p><b>Low impact</b> (The proposal or process might be equality relevant)</p>	<p>There is little evidence to suggest that the proposal could result in adverse impact The proposal operates in a limited way The proposal has consequences for or affects few people The proposal may have the potential to contribute to promoting equality and the exercise of human rights</p>

## Step 5 - Mitigating adverse impacts and maximising positive impacts

5.1	<b>Based on your findings, explain ways you plan to mitigate any unlawful prohibited conduct or unwanted adverse impact. Where positive impacts have been identified, what is been done to optimise opportunities to advance equality or foster good relations?</b>
Equalities and impact, and wider council policies are included within legal agreements used for procurement and contracts as well as being captured within the Councils Contract Procedure Rules. This will be checked and continuously monitored via contract management and general service management. The mitigation of any negative impact and unlawful prohibited conduct will be achieved through training and advising Officers on equalities in procurement. Updating of all documents, policies and strategies will be kept under review to ensure adherence to legislation changes.	

## Step 6 – Recommendations and conclusions of the assessment

6.1	<b>Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:</b>
<b>- No major change to the proposal</b> – the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.	

- **Adjust the proposal** – the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance quality or to foster good relations.
- **Continue with the proposal** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the proposal** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the proposal altogether. If a proposal leads to unlawful discrimination it should be removed or changed.

**Important:** If there are any adverse impacts you cannot mitigate, please provide a compelling reason in the justification column.

Option selected	Conclusions/justification
No major change to the proposal	<p>The procurement strategy is to meet UK procurement laws, and ensure all council priorities are driven through procurements undertaken. The procurement strategy has been updated and modernised to ensure the councils commitments to:</p> <ul style="list-style-type: none"> <li>i. Continuous transparency and integrity in all procurement activity</li> <li>ii. Support local businesses and SME's and ensure they have fair access and opportunities</li> <li>iii. Further inclusion of Social Value, Sustainability and the Council Plan commitments into all procurement activity</li> <li>iv. Strong governance and accountability by all involved</li> </ul>

	<ul style="list-style-type: none"> <li>v. Compliance with internal policies and;</li> <li>vi. Compliance with all relevant Public Procurement Regulations</li> <li>vii. Improved value for money</li> </ul>
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## Step 7 – Summary of agreed actions resulting from the assessment

<b>7.1</b>	<b>What action, by whom, will be undertaken as a result of the impact assessment.</b>		
<b>Impact/issue</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Timescale</b>
<b>Training</b>	Incorporate equalities training as part of corporate procurement training suite	Head of Commercial Procurement	On-going
<b>Contracts</b>	Ensure that all contracts comply with the Equalities Act 2010	Head of Commercial Procurement and Legal Services	On-going (whilst this is already imbedded, further reminders will be given to staff across the council)
<b>Markets</b>	By encouraging local and diverse suppliers to participate in the Council's contract opportunities	Head of Commercial Procurement	On-going
<b>EDI Training</b>	EDI training to be given to Commercial Procurement, and any other stakeholders	Head of Commercial Procurement and Head	On-going

<b>8.1</b>	<b>How will the impact of your proposal be monitored and improved upon going forward?</b> Consider how will you identify the impact of activities on protected characteristics and other marginalised groups going forward? How will any learning and enhancements be capitalised on and embedded?		
	Continuous monitoring will be in place for the Procurement Strategy, and updated to reflect any new legislation, or wider council policy.		
	involved in activity to improve knowledge and continue learning.	of Equalities and Diversion.	

## Step 8 - Monitor, review and improve