



PASSPORT TO EQUALITY AND DIVERSITY IN PROCUREMENT A SUPPLIERS GUIDE

2007

Corporate Procurement Unit Guidance Series

PASSPORT TO EQUALITY AND DIVERSITY IN PROCUREMENT A SUPPLIERS GUIDE

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Introduction

Calderdale Councils Equality & Diversity Policy highlights the Councils clear commitment to equality of opportunity for all.

The Council is fully committed to a policy that recognises the rights of all individuals to equality of opportunity, equality of access, and freedom from discrimination. We believe these are fundamental rights and, as a major employer and service provider in the area, we have a duty to lead on and promote these rights across the Borough.

The Council expects that any supplier or contractor doing business with the Council shares this commitment by offering equality of opportunity, and operating in a non-discriminatory manner.

This guide is intended to provide you, as potential or existing suppliers and contractors to the Council, with guidance and advise on how you can meet our expectations and requirements on equality and diversity.

Objective of the Guide

To engage our suppliers in demonstrating equalities in employment and service delivery.

To help our suppliers understand the minimum standard they are required to meet as a supplier to the Council, and how to improve those standards beyond that of the minimum legal requirement.

Calderdale's Commitment

As standard procurement practice, we require that our officers ensure that: -

- Equality and diversity are reflected in all our procurement procedures both generally and particularly in areas of procurement activity which impact most on the community.
- That our contractors deliver the right goods, works or services for all our service users.
- That there is no difference in end-user satisfaction rates.
- That they continually encourage and challenge contractors and suppliers to promote equality of opportunity beyond the scope of the contract, and their minimum legal requirements.

Commitment from our Suppliers and Providers

We expect all our suppliers, providers and contractors to:

- Share our commitment to promotion of equality and diversity, across the six strands of equality legislation;
 - Age
 - Disability
 - Gender
 - Race
 - Faith
 - Sexual Orientation
- Comply with all relevant legislative provisions.
- Keep up to date with the current developments and changes in legislation.
- Be an effective representative of the Council by respecting the rights of any individual.

Calderdale Council's Passport to Equality & Diversity in Procurement

To help you understand and meet our requirements, the Council has developed the Passport to Equalities, which is made up of two elements:

- The Calderdale Statement of Commitment To Equality and Diversity in Procurement (Appendix 1)
- The Calderdale Standard for Equality and Diversity in Procurement (Appendix 2)

The Statement is a checklist of 6 questions, which you must be able to meet in order for the Council to consider you as a possible supplier or contractor.

The Standard enables you as a supplier to further demonstrate your commitment to equality through meeting levels of criteria and providing supporting evidence. The Standard is a requirement for certain types of contract, and you will be advised at the beginning of the tender process.

The Calderdale Statement of Commitment to Equality & Diversity in Procurement

All suppliers and providers wishing to do business with the Council are required to sign the **Calderdale Statement of Commitment to Equality and Diversity in Procurement**.

The Statement can be completed in one of two ways:

- As a single document - the Statement, which is used for general procurement activities (see Appendix 1)
- As Section F of the Pre-qualification questionnaire (provided for use in all tender exercises for contracts over £60,000, and in some quote exercises).

If you are bidding for a contract and completing a pre-qualification questionnaire, then Section F of the PQQ document will be your Statement.

The Statement is based on a series of questions and descriptions of evidence, which have been prescribed by the Secretary of State in respect of Section 18(5) of the Local Government Act 1998. Calderdale has adopted the questions as a model of good practice and to help us meet our legal obligations.

You will also be asked when you express interest in tendering for Council business whether you conform to these requirements. If required to, you may be asked to provide us with appropriate documentation, including relevant examples of instructions, documents, recruitment advertisements or other literature and promotional material.

The Calderdale Standard for Equality & Diversity in Procurement

In addition to the above statement, suppliers and providers may also be required to comply with the **Calderdale Standard for Equality and Diversity in Procurement**. This asks the supplier to provide evidence of their commitment to Equality, and is divided into three levels: (the levels are based on a model developed and used by West Midlands Local Authorities and Kirklees Council)

- LEVEL 1 – (Less than 5 Employees)
- LEVEL 2 – (5-49 Employees)
- LEVEL 3 – (50 or more employees)

(Details of the minimum criteria and required evidence are found at Appendix 2 of this document)

The requirement to meet the Standard will depend on the nature and purpose of each contract, and the standard required will be indicated at the start of the tender or quote exercise.

Suppliers are strongly encouraged to meet the Standard regardless of the nature of the contract, to demonstrate their commitment to equality.

When would the Council require the Standard?

The Council has identified critical areas for the type of contract where suppliers must meet the Standard:

- Any project identified as “business critical”
- Any contract where anticipated costs exceed £60k per annum
- Any contract relating to Social Services provision
- Any contract which involves interaction with the public
- Any contract where the supplier or their employees will be the “public face” of the Council
- Any project which provides a service to a client or group
- Recruitment/marketing/communications

This is not a definitive list, and there may be additional contracts for which the Standard may be requested.

Relevant Legislation & Useful Contact

	Legislation
1	Civil Partnerships Act 2004
2	Disability Discrimination Act 1995
3	Disability Discrimination Amendment Act 2005
4	Employment Equality (Age) Regulation 2006
5	Employment Equality (Religion or Belief) Regulation 2003
6	The Employment Equality (Sex Discrimination) Regulations 2005
7	Employment Equality (Sexual Orientation) Regulation 2003
8	Equal Pay Act 1970 (Amended)
9	Equality Act 2006
10	Gender Recognition Act 2004
11	Race Relations Act 1976
12	Race Relations Amendment Act 2000
13	Race Relations Act 1976 (Amendment) Regulation 2003
14	Racial and Religious Hatred Act 2006
15	Sex Discrimination Act 1975

	Useful Contacts
1	Calderdale Council Equality and Diversity Policy can be found on the Council's website at: http://192.168.100.104/community/equality/equalitypolicy/index.html
2	Calderdale MBC Chief Executive's Office Westgate House, HALIFAX HX1 1PS Tel: 01422 392867 Tee Liburd, Acting Equality & Diversity Manager Email: tee.liburd@calderdale.go.uk
3	The Commission for Racial Equality (CRE) 5 th Floor, Maybrook House, 40 Blackfriars Street, MANCHESTER. M3 2EG Tel: 0161 835 5500 www.cre.gov.uk
4	Commission for Equality & Human Rights (CEHR) (from 1 st October 2007) Kingsgate House, 66-74 Victoria Street, LONDON. SW1E 6SW Tel: 020 7215 8415 www.cehr.org.uk
5	The Low Pay Commission Ground Floor, 1 Victoria Street, LONDON SW1H 0ET Tel: 020 7215 5773 Email: ipc:lowpay.gov.uk
6	Disability Rights Commission Arndale House, Arndale Centre, MANCHESTER. M4 3AQ Tel: 0161 958 2000 www.drc-gb.org
7	Equal Opportunities Commission Arndale House, Arndale Centre, MANCHESTER. M4 3AQ Tel: 0161 833 9244 Email info@eoc.org.uk
8	Office of Public Sector Information www.opsi.gov.uk
9	Acas www.acas.gov.uk



**CALDERDALE STATEMENT OF COMMITMENT
TO EQUALITY & DIVERSITY IN PROCUREMENT**

Approved Questions Checklist

*Tick against appropriate
answer*

1	Is it your policy as an employer and as a contractor to comply with your statutory obligations under the Equalities legislation, which applies in Great Britain, or equivalent legislation in the countries in which your organisation employs staff?	YES	NO
2	In the last three years, has any finding of unlawful discrimination been made against your organisation by the Employment Tribunal, the Employment Appeals Tribunal or any other court, or in comparable proceedings in any other jurisdiction?	YES	NO
3	In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality, the Disability Rights Commission, The Equal Opportunities Commission or a comparable body, on grounds of alleged unlawful discrimination?	YES	NO
If the answer to question 2 is YES or in relation to question 3 a finding adverse to your organisation has been made, what steps did you take as a result of that finding? You must provide details when submitting a tender or expressing an interest in obtaining Council Business			
4	Is your policy on Equal Opportunities/Diversity at Work set out:		
	a) In instructions to those concerned with recruitment, training and promotion?	YES	NO
	b) In documents available to employees, recognised trade unions or other representative groups of employees?	YES	NO
	c) In recruitment advertisements or other literature?	YES	NO
5	Do you observe as far as possible the Commission for Racial Equality's Code of Practice for Employment as approved by Parliament in 1983, and updated in 2005? This gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minority groups to apply for jobs or to take up training opportunities.	YES	NO

6 **DECLARATION**

I certify that the information submitted within and appended to this statement is correct.

I understand that the information will be used to assess my organisation's suitability to become a prospective supplier to the Authority and that information will be held on computer and manually for this purpose in accordance with the Data Protection Act 1998.

SIGNED

NAME

POSITION

FOR AND ON THE BEHALF OF

Name

Address

Please check appropriate Level.

Level Not Applicable

Level 1 – Less than 5 employees

Level 2 – 5 to 49 employees

Level 3 – 50 or more employees

DATE

A director or other authorised senior representative of your organisation must sign this form

Office Use Only

Copy to be returned to: Corporate Procurement Unit, Princess Buildings, HALIFAX. HX1 1TP

Has evidence been received	Yes / No
Is evidence suitable	Yes / No

Name

Section

Date

**THE CALDERDALE STANDARD
FOR EQUALITY AND DIVERSITY IN PROCUREMENT**

<u>LEVEL 1 (Less than 5 Employees)</u>	
Organisations with fewer than 5 employees must provide a written assurance that the appropriate level of the Standard will be achieved following any recruitment which increases the size of the firm to 5 or more employees. Although no formal assessment will take place, where an organisation has evidence to support an equality/diversity approach this will be welcomed.	
<u>LEVEL 2 (5 to 49 Employees)</u>	
All organisations with between 5 and 49 employees must achieve criteria 1 to 4 listed below.	
1	All organisations must provide an equality and diversity policy in respect of race, gender, disability, sexual orientation and age that covers at least: - <ul style="list-style-type: none"> a) Recruitment, selection, training, promotion, discipline and dismissal. b) Victimisation, discrimination and harassment, making it clear that these are disciplinary offences within the organisation c) Identification of the senior position with responsibility for the policy and its effective implementation. d) How you communicate the policy to your staff
2	Effective implementation of the policy in the organisation's recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisements
3	Regular reviews of the policy (at least every 3 years).
4	Regular monitoring of the number of job applicants from different gender, disability, age and ethnic groups (at least annually).

LEVEL 3 (50 or more Employees)

All organisations with 50 or more employees must achieve criteria 1 to 4 in Level 2 and the additional criteria 5 to 10 listed below

5	Provided written instructions to managers and supervisors on equality in recruitment, selections, training, promotion, discipline and dismissal of staff. These can be instructions for general equality and diversity in employment.
6	Provide equality training for managers and any staff responsible for recruitment and selection.
7	In addition to criterion 4 (level 2) carry out monitoring, annually, on the number of employees from different gender, disability, age and ethnic groups by grade when:
	a) In post
	b) Applying for posts
	c) Taking up training and development opportunities
	d) Promoted
	e) Transferred
	f) Disciplined and dismissed
	g) Leaving employment
8	If monitoring reveals under-representation of groups listed in 7 above, take steps, including positive action, to address any imbalances.
9	Regular reporting and consultation on equality issues with the workforce (annually).
10	Mention in the firm's recruitment advertisement and publicity literature that equal opportunity and diversity practices are in place.

If you would like this information in another
format or language, please contact:
01422 393186

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تاہلے دہا کرے یوگاہوگ کرن ۛ
01422 393186

اٹرا ہویہ معلوماٹ کی دوسری زبان
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