

**People and Professional
Capability – Procurement**

**Building the Procurement
Community in Government**

Equality impact assessment
July 2010

Equality Impact Assessment for the Procurement Key Work Objective.

Purpose and aim(s) of the Procurement Key Work Objective

Introduction

The Department for Work and Pensions has carried out an equality impact assessment on the Procurement Key Work Objective which introduces mandatory Continuing Professional Development to meet the requirements of the:

- Race Equality Duty;
- Disability Equality Duty;
- Gender Duty.

This is to ensure that:

- The Department does not directly or indirectly discriminate against people carrying out its functions, policies or services.
- Our strategies, policies and services are free from discrimination.
- Due regard is given to equality (specifically disability, gender and race) in decision making and subsequent processes.
- Opportunities for promoting equality are identified.

Purpose and Aims of the Objective

1. To require procurement specialists within the Department to keep their professional qualifications and memberships up to date, through undertaking 50 hours of Continuous Professional Development activity each year, pro-rata for part-time workers. Continuing Professional Development can be undertaken in a number of ways including on-line, e-learning, classroom training, job shadowing and any external charity work. If the objective is not fully met, then CIPS membership fees will not be reimbursed and payment of any procurement allowances will be reviewed, unless there are extenuating circumstances that the Head of the Procurement Function decides are sufficient.
2. To ensure all Procurement Specialists understand and undertake their hours of Continuous Professional Development and how to record it on their Personal Development Plan
3. This objective applies to all Procurement Specialists and informs them of how to undertake, monitor and record their Continuous Professional Development activities, together with their line managers, who will also be aware of their activities and approve them. Individuals must note their activities on their Personal Development Plan which should be agreed/signed off by their line manager. They may also use any on line Continuous Professional Development scheme such as those offered by professional bodies or the Office of Government Commerce.

Consultation and involvement

This objective has been introduced to and discussed with senior managers, within focus groups and various boards within The Department for Work and Pensions and across Other Government Departments. Therefore, consultation has taken place of this objective, including the processes involved and the plans for the future. It involved:

1. Internal Stakeholders - across the department as well as teams who are involved indirectly due to this new objective for example business strategy team, corporate Information Technology – People and Professional Capability Team – Procurement, Human Resources Business Partners, Communications and all Procurement Specialists and Internal Focus Groups for example People Procurement Board.
2. External Stakeholders - including organisations which represent the views for people from different groups such as the Office of Government Commerce and Other Government Departments.

Disability

The Key Work Objective does not discriminate between people with disabilities and other persons.

- It suggests a number of ways in which Continuous Professional Development can be undertaken. Therefore, people with disabilities, along with other people, can choose which activity is most suitable for them.
- The Department for Work and Pensions aims to eliminate discrimination that is unlawful under the Disability Discrimination Act. It is non discriminatory and aims to eliminate harassment of people with disabilities that is related to their disabilities. All staff are covered under DWP's Diversity and Equality policies as well as the laws and Acts, covering Diversity and Equality issues and expected to adhere to these. Penalties can be given to those found guilty of abusing these policies.
- Throughout all activities in the Department for Work and Pensions, we encourage all staff to promote positive attitudes towards people with disabilities through its policies and initiatives.
- The Department takes steps to take account of the disabilities of staff, even where that involves treating disabled persons more favourably than other persons to ensure an equal outcome for all. Individuals are responsible for notifying their line managers of their disability, if they wish to. They may need to be treated differently, due to their disability. Reasonable adjustments are provided free to any staff needing enhanced tools to work and undertake their roles effectively. Departmental E-learning is tested to ensure compatibility with assistive technologies which are used by people with disabilities within the Department.

Gender

The Key work objective does not discriminate on the grounds of gender.

- To eliminate unlawful discrimination and harassment on the grounds of sex, Continuous Professional Development takes the form of many activities that either

gender can participate in fully, whether working full or part time. It therefore does not indirectly discriminate against either gender. Managers shall take into account the working patterns of their staff when agreeing any Continuous Professional Development activity.

- To promote equality of opportunity between women and men – all Continuous Professional Development activity is open to both sexes and everyone is encouraged, through a multi channel approach, to access the information and undertake the different and flexible forms of activity, which Continuous Professional Development can take.
- To eliminate discrimination and harassment in employment and related fields and vocational training (including further and higher education), for people who intend to undergo, are undergoing or have undergone gender reassignment – The Department for Work and Pensions will not tolerate discrimination and/or harassment of any kind, either internally, or externally through any of the external contractors chosen to deliver Continuous Professional Development.

Race

The key work objective does not discriminate on the grounds of race.

- To promote equality of opportunity between people of different racial groups. Continuous Professional Development activities take various forms and can be undertaken various ways and at various times and are non-discriminatory.
- To promote good relations between people of different racial groups. The Department for Work and Pensions encourages all staff to respect others, through its policies which back-up the laws and acts.
- To eliminate unlawful racial discrimination. As above – the Department for Work and Pensions will not tolerate unlawful racial discrimination and there are policies in place to back-up laws and acts. It is disciplinary offence, if people are found not to adhere to these policies.

Monitoring and evaluation processes are in place to monitor the policy or service once it comes in. Individuals together with their line managers, through discussion, observation and feedback from others should note their Personal Development Plans with details of any Continuous Professional Development that has been undertaken, including the number of hours and type of development. Any impacts of the Key Work Objective on diversity and equality shall be reported to Helen Kidman (contact details as below).

Next steps

To be reviewed April 2011. Positive or negative impacts will come to light through feedback from staff and managers, or if it decided to undertake a random survey of Continuous Professional Development activity with individuals who will agree to participate in a survey.

Contact details

The policy owner:

Helen Kidman
Professional Development Manager
0113 232 7293
Email HELEN.KIDMAN@DWP.GSI.GOV.UK

Can be contacted to answer queries on this equality impact assessment and also provide alternative formats where requested.

For general queries on Diversity and Equality Impact Assessments, please contact the Centre of Expertise on Diversity on:
diversityandequality.IMPACTASSESSMENT@DWP.GSI.GOV.UK