

# **WARWICK DISTRICT COUNCIL**

## **Equality in Procurement Policy**

### **1. Introduction**

Firms and organisations that are awarded tenders are acting on behalf of Warwick District Council and will be expected to comply with current equality legislation in the same manner as the Council, in both employment and service delivery.

### **2. Equality in Procurement**

Warwick District Council recognises its responsibility and commitment to equalities in all its activities. Any contractor/ organisation working for and on behalf of the Council, or any organisation receiving grants from the Council, must demonstrate their compliance with the Equality Act 2010 and subsequent legislation.

Any contract that the Council enters into should reflect its range of needs by ensuring that the services provided are tailored to our community. Therefore it is important to the Council that equality and diversity are reflected in all our procurement procedures, and in particular those that impact most on the community.

The Council procures externally sourced goods, works and services. Whilst a contractor themselves must not discriminate, the Council's duties include not only ensuring discrimination does not occur, but also actively promoting equal opportunities and good community relations. In order to do this, the Council has built relevant equality considerations into the procurement process.

Contractors, and potential contractors, need to be aware of the legal duty placed on the Council since it has implications for them.

By promoting Equality and Diversity in procurement, the Council should:

- ☐ Provide more adaptable services to tackle social exclusion, support independent living and develop stronger and more cohesive communities.
- ☐ Create a diverse and integrated workforce.
- ☐ Improve the accessibility, quality and appropriateness of our services.
- ☐ Improve overall value-for-money in terms of goods, works and services it purchases.

### **3. Working with Warwick District Council**

The Council expects all our suppliers to:

- ☐ The contractor/organisation must ensure that all providing, receiving or benefiting from the service are treated fairly, have access to the same opportunities and without discrimination. The contractor/organisation shall ensure that no person is treated unfavourably on the grounds of their sex, sexual orientation, marriage or civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability, gender re-assignment, pregnancy and maternity or any other grounds which cannot be justified.

- ☐ Comply with all relevant legislation and keep up-to-date with all developments and changes in legislation.
- ☐ Consider the relevance of equality that has been given to your contract and make sure you understand in broad terms what this means for you.
- ☐ Have an up-to-date equality policy covering employment and service delivery issues.
- ☐ Complete an equalities pre-qualification questionnaire as part of the procurement process.
- ☐ Consider what you need to do to meet the requirements of this questionnaire.
- ☐ Take steps to maintain this standard throughout the length of any awarded contract.
- ☐ comply with the principles and rule laid out in the Council's Equality Charter

#### **4. Procurement Practice and Procedure with Warwick District Council**

At the Invitation to Tender stage, the Council will seek information as to the general competence, track record, details of criminal offences and acts of grave misconduct in relation to previous and current equalities legislation. Contractors will be excluded from the tendering exercise if they have been convicted of a criminal offence or have committed an act of grave misconduct. Tenderers will also be asked to sign and return Appendix One

- ☐ The contractor/organisation must ensure that all providing, receiving or benefiting from the service are treated fairly, have access to the same opportunities and without discrimination. The contractor/organisation shall ensure that no person is treated unfavourably on the grounds of their sex, sexual orientation, marriage or civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability, gender re-assignment, pregnancy and maternity or any other grounds which cannot be justified.
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- ☐ Take steps to maintain this standard throughout the length of any awarded contract.
- ☐ comply with the principles and rule laid out in the Council's Equality Charter

## **APPENDIX ONE**

### **Warwick District Council Equality Charter**

The equality charter is an agreement between us and organization's we contract with.

The charter is a statement about how we and our suppliers will promote equality when we procure goods, services or works. It is a set of principles that both sides agree to work to.

Any public, private or voluntary sector organisation or business can use the principles of the equalities charter. By doing so, they are making a commitment to actively promote the values of equality and diversity and to take action to improve their working practices if necessary.

Please read the Warwick District Council Equality Charter below

#### **Warwick District Council will:**

- 1) Abide by equality legislation and procurement law to ensure we treat organisations fairly in our tendering and contracting process.
- 2) Treat you and your workforce fairly during the life time of your contract with the Council and deal with any complaints about equality matters in an appropriate and timely manner.
- 3) Encourage a diverse supply market, including small firms, social enterprises, ethnic minority businesses and voluntary and community sector suppliers.
- 4) Provide advice and support in relation to equality whenever we can, and signpost you to other sources of support if we cannot help.
- 5) Ask you to provide information from time to time about how you are promoting equality.
- 6) Consult and involve organisations we do business with when we review this Charter.

#### **The supplier will:**

- 1) Make sure you understand your responsibilities under equality legislation and keep up to date with changes in the law.
- 2) Ensure any organisation you sub-contract with to work to the principles of this Charter.
- 3) Treat everyone who works with you, applicants for jobs, Council officers and members of the public fairly and with respect in accordance with current Equalities Legislation.
- 4) Inform the local authority if you are found guilty of discrimination whilst delivering a Council contract.

#### **Please complete and return**

Signed: ..... Position: .....

Date: ..... Company: .....