

Equality Impact Assessment Form

Please ensure that you refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team

Details
Name of Initiative to be assessed: Procurement Card Rebate
Name of responsible officer: Paul Davies
Group/Directorate: Place and Transformation
Service Area: Procurement
Date: April 2016

(a) WHAT ARE YOU ASSESSING FOR IMPACT ?

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input checked="" type="checkbox"/>	Information/ Position statement <input type="checkbox"/>
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(b) Please name and describe below

The business case looks at the opportunity to maximise the rebate we receive from using the corporate procurement card. As the procurement card programme is already in operation, there are no additional resources required to manage.

The Council spends approximately £70 million on goods, services and works. The purchase card delivers income through a rebate based on spend. The rebate percentage is dependent upon the National spend and is currently set at 1%.

For the Financial year 2014/15 the Council received a rebate of £6,942.01, this rebate is currently being received into the procurement budget to help fund the ongoing administration of the programme. In 2014/15 the percentage spend of card payments compared to the overall total category spend was 0.99%. The volume of invoices (excluding schools) that were paid in 2014/15 was 56,849. The number of card transactions was 2,831. This equated to 4.98% card transactions in relation to overall invoices paid.

There are opportunities to further increase this rebate figure by changing the Council's focus on card transactions and concentrating on high value transactions through central creditors where possible to maximise the rebate.

(c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?

If so, please identify what and how?

The delivery of the purchase card programme is not directly affected by legislation, however, the use of the card is driven by terms and conditions and ongoing supplier relationships and is supported by the Welsh Procurement Policy Statement. The use of cards is governed the same as the use of any credit card, there is a policy governing the use with regards to fraudulent or misuse of cards.

(d) Does the initiative directly affect service users, employees or the

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wider community?

Yes X

Continue assessment

No

No need to continue screening or carry out an EqlA

Screening/Relevance Test: Is an equality impact assessment required?

Screening is used to decide whether the initiative you are responsible for has a high or medium negative impact on any of the protected groups and will require a full EqlA. Please highlight the positive impact the decision will have on the protected characteristics.

What will be the effect on :-

Protected Characteristic	Impact? <i>Include Positive and Negative</i>
Age	No impact
Disability	No impact
Gender Reassignment	No impact
Marriage & Civil Partnership	No impact
Pregnancy and Maternity	No impact
Race	No impact
Religion or Belief	No impact
Sex	No impact
Sexual orientation	No impact
Carers	No impact
Welsh Language	No impact

If after completing the EqlA screening/relevance test you determine that this service/function/policy/project is not relevant for an EqlA you must provide adequate explanation below (Please use additional pages if necessary).

The purchase card is simply an alternative payment method and does not have an effect on equality issues.

Are you happy that you have sufficient evidence to justify your decision?

Yes

Signed: Ellis Cooper

Position: Corporate Director

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N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you MUST carry out a full EqIA.

Full Equality Impact Assessment

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact, including positive impact, and clearly identify which protected groups are affected.

In terms of any disproportionate / negative / adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

Please highlight positive impacts and actions that have been identified as a result of the assessment process.
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Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.
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(ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.
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Are you satisfied that the engagement process complies with the requirements of the Statutory Equality duties?
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Decision Log – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made)
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Review

Date of Next Review:

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If review is not required, explain why.
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Approved by:

Signature:

Job Title:

Approval date:

Date of Update:

Update recording

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