

Scottish Borders Council

Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	Title of Proposal:	Purchase to Payment Policy
----	---------------------------	----------------------------

(Please enter the title or reference for your proposal)

2.	Service Area: Department:	Chief Executives – Corporate Finance - Procurement & Payment Services
----	--	---

(Please enter the department/service area submitting the proposal)


3.	Description:	<p>This document provides guidance on the rules that apply to Scottish Borders Council staff who are involved in purchasing activity. Adherence to the policies set out in this policy is mandatory for all staff.</p> <p>As of 1st September 2015 Scottish Borders Council will implement a Purchase to Payment Policy in order to reduce processing times, improve controls and streamline the process for payment of invoices.</p> <p>A purchase order system is a key way for the Council to better understand, control and manage costs by approving expenditure before it actually happens. Purchase Orders also make processing of the invoice easier so that payment cycles are more efficient.</p> <p>The Financial Regulations (March 2012) state at section 21.5 “Official Orders shall be issued for all work, goods or services to be supplied to the Council. Orders should be issued using the Councils e-procurement system”.</p> <p>In July 2014, Scottish Procurement advised that the European Union Directive for Electronic Invoicing in Public Procurement came into force on 26 May 2014 and is to be implemented into national law by amendment to the Scottish Regulations (Public Contracts (Scotland) Regulations 2012) no later than 27 November 2018. This includes electronic purchase orders as part of the purchase to payment process.</p>
----	---------------------	---

(Please enter a full description of your proposal including its aims and objectives)

4.	Relevance to the Equality Duty.				
	Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010? (If you believe that your proposal may have some relevance – however small please indicate yes)				
	Duty			Yes/No	
	Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>			No	
Promotion of equality of opportunity? <i>(Could your proposal help or hinder the Council with this)</i>			No		
Foster good relations? <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>			n/a		
5.	Which groups of people may be impacted (both positively and negatively) if the proposal is advanced? (Please x all that apply).				
	Equality Characteristic	Impact			Description <i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
		No Impact	Possible Positive Impact	Possible Negative Impact	
	Age (Older or younger people or a specific age grouping)		x		All procurement activity regardless of value must comply with European Union (EU) principles of: Equal treatment and non-discrimination - potential suppliers must be treated equally; Policy refers to SBC Financial Regulations and Purchasing Guidelines which also have an EIA.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		x		As above	

Gender (Males, Females, Transgender or Transsexual people)		x		As above
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		x		As above
People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)		x		As above
Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual		x		As above
Carers (those who have caring responsibilities for someone with an equality Characteristic)		x		As above
Poverty (people who are on a low income including benefits claimants, people		x		As above

experiencing fuel poverty, isolated rural communities etc)				
Employees (those employed by the Council including full time, part time and temporary)		x		As above

6.	Mitigation	
Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. If you are unsure of the answer please state this and recommend further investigation.		
Characteristic	Mitigation	
All	<p>All procurement activity regardless of value must comply with European Union (EU) principles of:</p> <ul style="list-style-type: none"> • Transparency - contract procedures must be transparent and contract opportunities should generally be publicised; • Equal treatment and non-discrimination - potential suppliers must be treated equally; • Proportionality - procurement procedures and decisions must be proportionate; and <p>Mutual Recognition - giving equal validity to qualifications and standards from other Member States, where appropriate.</p> <div style="text-align: center;">  <p>Financial Regulations March 2012</p> </div>	

7.	How certain are you of the answers you have given?	
	Answer	Tick One
	Certain - I have populated the evidence base to support my answers.	
	Fairly Certain – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	x
	Not Certain – further assessment is recommended if proposal is progressed.	

Completed By			
Name	James Paterson	Service Area.	Procurement & Payment Services
Post	Policy and Development Officer	Date	24/07/2015