



Mansfield District Council

Creating a District where People can Succeed

Equalities Guidance for Contractors & Suppliers

Equality Duty Guidance for Contractors & Suppliers

Mansfield District Council is committed to providing an excellent service in all that we do. We are committed to ensuring that all members of staff provide a professional service to the citizens of the District.

By recognising and valuing individual differences we will develop understanding and increase confidence amongst all groups within the District.

We aim to make our organisation reflect the diversity of background and cultures within which we operate. We shall ensure that not only our staff, but also all members of the District with whom we come into contact are treated with respect and dignity and not subject to harassment, bullying, victimisation or unjustifiable discrimination.

All members of staff will demonstrate their commitment to these principles and will challenge unacceptable behaviour on the grounds of age, disability, gender, gender reassignment, marital status, race, colour, ethnic or national origin, religion or belief, sexual orientation or any other unjustifiable reason.

In addition we consider it necessary for our partners and organisations that intend to supply goods, works and services on our behalf to have a strong commitment to our diversity principles. It is also necessary for them to be able to demonstrate that steps have been taken to ensure good equality practice and that consideration has been given to provide equality of access to the goods, works and services provided.

Equality Commitment

As part of the public equality duties placed on the Public Sector, a commitment to scrutinise equality across age, disability, gender, race, religion and belief and sexual orientation has been established. This in effect means we will:

- Eliminate unlawful discrimination and harassment on the grounds of age, disability, gender, gender re-assignment, race, religion and belief and sexual orientation.
- Promote equality of opportunity.
- Promote good relations and positive attitudes between people of different groups and communities.
- Take steps to meet disabled peoples needs even if this required more favourable treatment.
- Encourage participation by disabled people in public life.

What does this mean for Contractors & Suppliers?

We expect that:

- All contracts are delivered in a way that is non-discriminatory, promotes equality of opportunity for staff, members of the community and partners.
- That goods, works and services provided by contractors and suppliers cater for all potential users. That where necessary reasonable adjustments are made to ensure access to disabled staff and members of the community.
- There is no difference in the satisfaction rate of users or staff from different communities.
- Contractors and suppliers understand the importance of good diversity practice within our authority and the role that plays in increasing community confidence.

Is the expectation of all Contractors & Suppliers the same?

Much of the current equality legislation is applied to all organisations. It is recognised that statutory bodies have additional responsibilities placed upon them. Mansfield District Council expects potential contractors and suppliers of goods, works and services to demonstrate a commitment to equality and diversity. Mansfield District Council takes a risk based approach to equalities. We will use a Procurement Risk Matrix, as shown below, to establish what actions we need to take in our Procurement processes. For example those contracts that have a high level of front line contact will have a high degree of equalities focus in the Pre-Qualification Questionnaire (PQQ), Invitation to Tender (ITT) and post tender contract management. An example of this would be the Decent Homes contract where the main contractor is providing a front line customer service for Mansfield District Council in our tenants' homes. Nevertheless it is recognised that small businesses may not have the advanced policies that larger organisations do. Therefore the following outlines the expectations of contractors and suppliers.

Mansfield District Council – Equalities in Procurement Matrix

| | | Value | |
|---------|--|--|--|
| | | Under £50K | Over £50K |
| Contact | High Contact Significant contact with public – delivering front line services | Low Value – High Contact | High Value – High Contact |
| | | <ul style="list-style-type: none"> • Carrying our services on behalf of the authority • Eg Training with equality and diversity themes • Eg Equality related surveys • Eg Specific repairs in vulnerable housing etc | <ul style="list-style-type: none"> • Carrying out front line services on behalf of this authority • Significant contact with the public in person • Purchasing goods/services that have a significant impact upon equality and diversity issues • Eg Decent Homes contract |
| | Low Contact Limited contact with public – contract mainly focussed on supply of goods | Low Value – Low Contact | High Value – Low Contact |
| | | <ul style="list-style-type: none"> • Purchase of goods not directly related to equality issues • No direct service to the public involved • Eg one-off small value items | <ul style="list-style-type: none"> • Supply of goods with no direct contact with the public but high value contract • Eg Office equipment supplier for the whole authority |

Actions Required for Each Quadrant

High Value – High Contact

The contractors that meet this level of contact and spend must achieve the following criteria as set out below;

1. Provision of an equality/diversity policy in respect of race gender, gender re-assignment, disability, sexual orientation, religion, belief and faith that covers the following as a minimum
 - Recruitment, selection, training, promotion, discipline and dismissal procedures and practice
 - A commitment to eliminate discrimination, harassment and victimisation within the organisation and a clear message to the organisation that this commitment will be enforced
 - A clear understanding of how this equality policy will be communicated to staff, customers and clients
 - Identification of the senior manager with responsibility for the policy and its effective implementation and review.
 - A regular schedule for the review of the policy
2. Recruitment practices to address the issues within the equality policy to promote open and inclusive recruitment methods and to include
 - regular monitoring of applicants by race, gender and disability followed by a detailed analysis of this data
 - Managers involved in the recruitment and selection process receive the appropriate learning and development in relation to equality and diversity within recruitment practices
3. Additional equality monitoring to be carried out on the number of employees who are;
 - In post
 - Applying for vacancies
 - Applying for and undertaking learning and development opportunities
 - Promoted
 - Disciplined or dismissed
 - Reporting grievances
 - Leaving the organisations employment

If monitoring reveals that there is under representation or patterns of possible inequality with certain groups that the organisation has taken the appropriate steps to address those issues
4. That the organisation regularly monitors its level of customer complaints against equality strands and addresses these issues appropriately and proportionally

5. That staff who are delivering front line services on behalf of this authority in situations involving vulnerable customers have the appropriate Equality and Diversity training

Low Value – High Contact

The contractors that meet this level of contact and spend must achieve the following criteria as set out below;

1. Provision of an equality/diversity policy in respect of race gender, gender re-assignment, disability, sexual orientation, religion, belief and faith that covers the following as a minimum
 - Recruitment, selection, training, promotion, discipline and dismissal procedures and practice
 - A commitment to eliminate discrimination, harassment and victimisation within the organisation and a clear message to the organisation that this commitment will be enforced
 - A clear understanding of how this equality policy will be communicated to staff, customers and clients
 - Identification of the senior manager with responsibility for the policy and its effective implementation and review.
 - A regular schedule for the review of the policy
2. That staff who are delivering front line services on behalf of this authority in situations involving vulnerable customers have the appropriate Equality and Diversity training
3. That the organisation monitors its level of customer complaints against equality strands and addresses these issues appropriately and proportionally

High Value – Low Contact

The contractors that meet this level of contact and spend must achieve the following criteria as set out below;

1. Provision of an equality/diversity policy in respect of race gender, gender re-assignment, disability, sexual orientation, religion, belief and faith that covers the following as a minimum
 - Recruitment, selection, training, promotion, discipline and dismissal procedures and practice
 - A commitment to eliminate discrimination, harassment and victimisation within the organisation and a clear message to the organisation that this commitment will be enforced
 - A clear understanding of how this equality policy will be communicated to staff, customers and clients
 - Identification of the senior manager with responsibility for the policy and its effective implementation and review.

- A regular schedule for the review of the policy

Low Value – Low Contact

Contractors must provide a written assurance that the appropriate commitment to diversity will be achieved. If the contractor does not have their own Equality Policy in place they must agree to adopt the principles of the Council's Corporate Equality Policy

Other Contract Criteria

Companies with fewer than 5 directly employed people must provide a written assurance that the appropriate commitment to diversity will be achieved. If there is also a significant contact with the public with specific equality implications then these requirements will also form part of the procurement process.

If your organisation is awarded the contract what does this mean?

In connection with issues of equality and diversity the authority will, where appropriate, pass on the public sector obligations from the equalities duties to the supplier/contractor. The Council's Contract Manager will ensure that these duties are complied. Your organisation will be expected to cooperate fully with the Contract Manager. Mansfield District Council will insert contract conditions that are:

- are relevant to the performance of the contract and consistent with the achievement of value for money, whilst not imposing unnecessary burdens that would seriously deter small and medium sized enterprises from competing for contracts
- are compatible with the EU treaty principles
- clearly state that the contractor or supplier must not discriminate unlawfully under the current equalities legislation
- ensure appropriate standards of conduct/behaviour are met when undertaking the contract, this includes contact with members of staff or when visiting our premises
- provide monitoring information specific to the contract.

Mansfield District Council seeks to provide the best possible services to the diverse communities within our district. We aim to be a community leader and an effective corporate body which recognises and responds to the different needs of our community – those who visit, live or work in our district. Through our contractual relationships with our contractors and suppliers we strive to provide an excellent service to our citizens, free from discrimination.