



Equality In Contracts

delivering promises, improving lives

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Croatian

Ako želite možete dobiti ovaj dokument i na ostalim jezicima, krupno tiskan, i u audio formatu.

Czech

Tento dokument je na vyžádání k dispozici také v jiných jazycích, ve velkém tištěném formátu a zvukovém formátu.

French

Ce document est également disponible dans d'autres langues, en gros caractères et en cassette audio sur simple demande.

Kurdish

ئەم بەلگە یە ھەروەھا بە زمانەکانی کە، بە چاپی درشت و بە شریتی تەسجیل دەس دەکەوێت

Polish

Dokument ten jest na życzenie udostępniany także w innych wersjach językowych, w dużym druku lub w formie audio.

Punjabi

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

Russian

Настоящий документ по отдельному запросу можно получить в переводе на другие языки напечатанным крупным шрифтом или на аудиокассете.

Urdu

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔



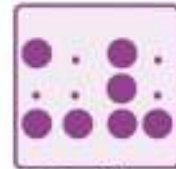
In large type



CD



Any other format



Braille



0845 8 507 507 (Text Relay calls welcome)



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(calls to OneCALL may be recorded for training purposes)

Equality in Contracts

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Our Vision

Wakefield and District Housing's (WDH) Vision is to create confident people and confident communities.

Equality, diversity and inclusion is at the heart of everything we do. WDH is committed to equality, diversity and inclusion in all areas of employment and business and to the provision of inclusive services, processes and procedures. Our employees are encouraged to reach their full potential and we recognise the protected characteristics and seven strands of equality: race, gender, gender reassignment, disability, sexual orientation, religion or belief and age. WDH seeks to reflect the community it serves and fulfils its legal and regulatory obligations as a minimum.

This commitment to equality, diversity and inclusion applies to all of our services – whether we provide those services directly or procure them from elsewhere. We expect high standards from suppliers who provide goods, services and works to WDH. Our commitment is identified in our Customer Charter Standards where we have identified that one of the five key principles that we will deliver to our tenants is to:

“make sure that we, and our contractors we employ, deliver our services in a way that does not discriminate against any individual or group either directly or indirectly;”

All groups in our communities, whatever their background, have a right to expect that public money is spent on local services which meet their needs – and that the money is spent in a way which promotes equality of opportunity for customers and delivers high quality results. WDH also supports supplier diversity to ensure equality of opportunity for big and small contractors alike. Supplier diversity means ensuring that WDH's procurement processes provide equal opportunities for all suppliers to compete for contracts in the public sector supply chain.

This leaflet explains WDH's expectations of suppliers regarding equality and provides information about where suppliers can get further advice and information.

We welcome and support the Equality Act 2010 and work to ensure that we meet our obligations under the Act as an employer and a service provider and ensure that those obligations are understood and embraced by our external partners.

Delivering equality in service provision

The Equality Act 2010 has important implications for organisations like WDH who carry out a public function. The changes have involved an assessment of how services are delivered and therefore have implications for the procurement of services.

Equality Act 2010

Part of the Equality Act 2010 relates to the Public Sector Equality Duty.

The general duty requires organisations that carry out a public function such as WDH to 'have due regard' to:

- eliminate unlawful discrimination
- advance equality of opportunity
- foster good relations when exercising their functions.

The Equality Act contains a specific measure on procurement, making provision: "to enable duties to be imposed in relation to the exercise of public procurement functions".

The new legislation creates an explicit connection between procurement and the new Single Equality Duty that covers all of the protected characteristics outlined in the Act.

From a procurement perspective, the Equality Act requires WDH to:

- Consider how our procurement approach can contribute to the delivery of WDH's equality objectives
- Consider the use of equality-related contract award criteria where they relate to the subject matter of the contract and are proportionate.
- Consider incorporating equality-related contract conditions where they relate to the performance of the contract and are proportionate.

This will offer a major but worthy challenge and for these reasons we want to assist and encourage contractors and other partners working with WDH to achieve good practice in all equality of opportunity areas and to help us to deliver our responsibilities.

The best employers already know that they need to use the knowledge and skills of all sections of their workforce. These employers recognise, and can demonstrate, that a diverse workforce can give a competitive edge in meeting

the demands of a broad customer base. The future challenge is to ensure that such diversity is considered when we deliver and supply goods and services to the end customer.

Our procurement processes demonstrate our commitment to equality to all our suppliers and contractors. We demonstrate this in the questions we ask, in the advice we provide and by making sure that contractual arrangements actively promote equality.

Equality in the tender process

In evaluating tenders, we will look for suppliers who can demonstrate that they understand and meet their responsibilities and operate with due regard to the legislation and can positively assist us in our obligations and aspirations.

We need to be sure that you have no history of discrimination (or if you have, that you have rectified this) and for relevant contracts we will need to make sure that you have the capacity to meet the equality standards required to deliver the contract.

For instance:

- You may be required to complete and submit a pre-qualification questionnaire as part of the tender process. This asks six questions about equality. The answers will be used to assess your compliance with statutory regulations and your approach to equality. You can find the equality questions in the following section.
- If equality is a core requirement of the contract, you may be asked to give additional evidence to support your tender submission, such as information about the way that you approach equality issues in your supply chain or have adapted the provision of your service delivery to clients to recognise inclusion and equality matters. Your bids may be scored on the approach and evidence you provide.
- If the contract has direct equality implications, requirements will be built into the tender specification and contract conditions for the service which you will need to meet in order to be successful.
- If you are a main contractor who uses sub contractors to undertake certain elements of your work then you will need to ensure that your sub contractors are aware of and are also meeting their obligations in exactly the same way that you would need to.
- You will need to be able to satisfy us that you can continuously monitor, gather data and provide us with information that will help us to be certain that our obligations towards equality are being met through the arrangements we may have with you. We need information to report progress to both our tenants and any other organisations that have a need to know.

Pre-qualification questions

- 1) Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others? Answer Yes or No, no supporting evidence is required.
- 2) In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? Answer Yes or No, please provide details of any findings.
- 3) In the last three years has your organisation been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? Answer Yes or No, please provide details of any investigations.
- 4) If the answer to question 2 and / or 3 is "Yes", what steps did your organisation take as a result of that finding or investigation? Answer Yes or No, please provide details/evidence of remedial action.
- 5) What does your organisation do to ensure that equality and diversity is embedded within your organisation? Answer Yes or No, please provide copies of any relevant policies or written statement/evidence of relevant actions.
- 6) Do you actively promote good practice in terms of eliminating discrimination in all forms through:
 - a) guidance to your employees/suppliers concerned with recruitment, training and promotion?
 - b) making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees/sub-contractors, recognized trade unions or other representative groups of employees?
 - c) appropriate recruitment advertisements or other literature? Answer Yes or No, please provide copies of any relevant policies/literature or written statement/evidence of relevant actions.

Further Advice

If required, further advice and guidance on compliance with WDH's equality standards can be obtained from:

WDH Corporate Procurement Team

Telephone: 01977 788679

Or e-mail: procurement@wdh.co.uk

Further Information

What the law says

The Equality Act 2010 has replaced the following equality legislation..

- Civil Partnerships Act 2004
- Equal Pay Act 1970 amendments 1984, 1995 and 2005
- Sex Discrimination Act 1975 and subsequent amendments 1988, 1999,
- Sex Discrimination (Gender Reassignment) Regulations 1999, 2003
- Race Relations Act 1976 and subsequent amendments 2000, 2003
- Racial and Religious Hatred Act 2006
- Disability Discrimination Act 1995 & 2005
- Protection from Harassment Act 1997
- Maternity and Parental Leave Regulations 1999
- Paternity and Adoption Leave Regulations 2002
- Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed Term Workers (Prevention of Less Favourable Treatment) Regulations 2002
- Equal Treatment Directive (Amendment) Regulation 2002
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Gender Recognition Act 2004
- Employment Equality (Sex Discrimination) Regulations 2005
- Employment Equality (Age) Regulations 2006
- Equality Act 2006 (Gender Equality Duty; Sexual Orientation; Religion or Belief)

A useful summary of the Equality Act 2010 can be found at the Home Office Equalities Website: <http://homeoffice.gov.uk/equalities/>

General advice

If you are looking for some general advice about equality issues then the following may be helpful starting places.

Equality and Human Rights Commission

<http://www.equalityhumanrights.com/advice-and-guidance/>

Tel: 0845-604-6610

Or write to: Equality and Human Rights Commission
 Arndale House
 The Arndale Centre
 Manchester
 M4 3AQ

The Equality Act Codes of Practice are especially useful as they indicate the duties applicable to WDH and our suppliers who may provide services to us or on our behalf.

Government Equalities Office

<http://www.equalities.gov.uk/>

Tel: 0303-444-0000

Or write to: Government Equalities Office
 9th Floor
 Eland House
 Bressenden Place
 London
 SW1E 5DU



Vision

to create confident communities

Mission

to inspire, transform and promote excellence

Values

to be creative, inclusive and work with integrity

delivering promises, improving lives