

Equality Impact Assessment [version 2.12]



Title: Procurement of a Legal Dynamic Purchasing System and External Legal Services	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Nancy Rollason
Service Area: Legal Services	Lead Officer role: Head of Legal Services

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To seek approval to procure and enter into a dynamic purchasing system (DPS) for legal services in partnership with Constellia and procure external legal services on a range of matters requiring external legal advice.

In 2023, the council awarded its contract for the procurement of professional services to Constellia. Constellia has approached the council to ask if it would act as the contracting authority for a legal services framework or DPS to be established by Constellia.

Under the Public Contracts Regulations 2015 (PCRs), there are a number of compliant routes available to public bodies for the procurement of goods, works and services. These routes include framework agreements and dynamic purchasing systems (DPSs) which can be used to repeatedly call off services of a similar nature, such as legal services, on agreed terms and conditions, from one supplier or a panel of suppliers.

These frameworks agreements and DPSs can only be established by organisations that constitute contracting authorities under the PCRs. The council is a contracting authority under the PCRs. The Legal Service would have a dual role in this arrangement. Firstly, it would act as the contracting authority for the purposes of the PCRs. Secondly, it would call legal services off under the arrangement.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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This proposal is to establish a DPS for legal services.

The council's Legal Services team would be able to call off external legal advice when needed from the DPS. The Council's procurement rules confirm that every new £25k+ contract will need to have an Equalities Impact Assessment (EqIA) that covers the goods, services or works being procured.

As part of the commissioning process, providers will be required to demonstrate a good understanding of Equality Act 2010 requirements and the public sector equality duty; including that equality of opportunity is central to internal processes / workforce; and services will be regularly tailored and reviewed to meet the diverse needs of Bristol citizens.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Tim O'Gara
Date: 22/02/2024	Date: 22/02/2024

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.