



Procurement Policy Report

Action Plan



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Department for Communities and Local Government: London

On 5th May 2006 the responsibilities of the Office of the Deputy Prime Minister (ODPM) transferred to the Department for Communities and Local Government (DCLG)

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Corporate Procurement Division (CPD) Action Plan			
Schneider-Ross Recommendations <i>(Extracted from Schneider-Ross Report dated 31 March 2006)</i>		CPD Activities	
1	A clear, co-ordinating lead at senior levels would help to ensure that staff understand their roles and responsibilities under the public duty to promote race equality, when developing, procuring and managing contracts.	Co-ordinate DM directed mail-shot with EDU	By 31/07
Status:		To commence.	
2	As part of the DCLG's work under the public duty, a further review of procurement processes should be carried out in areas not covered by CPD's activities or guidance, in order to ensure that appropriate guidance can be developed for staff working in these areas.	1. Confirm adoption of consistent procurement approach across DCLG(C). 2. Issue 'reminder' PAN signposting to existing guidance and cross referring to latest CRE Guidance and OGC Social Issues paper.	On-going By 30/06
Status:		1. To commence. 2. Guidance under revision to incorporate sustainable strategy document. On conclusion of task, will issue bulletin/PAN stressing focus.	
3	All staff responsible for identifying and managing contracts should be required to follow basic guidance on: <ul style="list-style-type: none"> the inclusion of race equality requirements in cases where these issues are a core requirement. the questions that can be built into contracts in general. effective measures to encourage a diverse range of suppliers – including BME businesses. 	1. Ensure e-procurement pack, procurement effectiveness and contract management courses all mention REIA. 2. Issue 'reminder' PAN stressing the importance of REIA's and enabling BME's and SME's the opportunity to bid.	By 31/07 By 30/06
Status:		1. To commence 2. As action above to 2.2	
4	This guidance should build on the existing guidance in the CPD procurement manual by identifying the questions that staff should address at each stage of the procurement cycle and in subsequent management and monitoring of contracts - and the type of requirements that can be incorporated within the contract. Advice should also be included on the need for impact assessments of procurement proposals, where appropriate.	Review Procurement Guidance.	By 31/07
Status:		To commence	

Continued

5	The guidance should also make clear that wherever a contract is for a service carried out on behalf of the Office (i.e., where one of its functions is contracted out) and that service or function is subject to the public duty to promote race equality – the Office must ensure that its obligations under the duty will continue to be met.	Review Procurement Guidance.	No action.
Status:		To commence as 4.	
6	A review of the scope for race equality linked requirements in marketing, communications and research contracts should be carried out, given the specific requirement within the public duty for authorities to assess whether their services, and information about their services, is accessible to all groups.	As action against 2.	No action.
Status:		To commence as against 2.1	
7	A high profile communications strategy should be developed in order to promote the guidance to all staff, including training for key staff in how to build race equality issues into contracts.	A Communications Plan for Procurement in general is drafted. This needs converting into an Action Plan and resourcing of this activity is currently being debated. Organise presentations for both Forums.	
Status:		Resourcing issues impact.	
8	The use of good practice examples on approaches taken in other government departments – including those highlighted in CRE and OGC publications, would help to promote staff awareness of what can be achieved.	As action against 2.	By 30/06
Status:		NA	
9	More clarity in relation to staff roles and responsibilities (including those between CPD and business/line staff) would help to ensure that race equality requirements are identified and incorporated where relevant.	As action against 2.	By 30/06
Status:		NA	
10	A mechanism is needed for checking that staff have considered race equality issues at key stages, and where appropriate built corresponding requirements into contracts.	As action against 2.	By 31/07
Status:		NA	
11	The scope for more proactive and widespread approaches to engaging potential BME suppliers should be explored – including the use of external initiatives such as the National Opportunities Portal.	As action against 3	By 31/07
Status:		NA	

Continued

12	<p>In relation to existing suppliers, the Office should consider:</p> <ul style="list-style-type: none"> • where it is appropriate to incorporate or amend race equality requirements in existing contracts (see CRE guidance on recommended approaches). • how to extend ethnicity monitoring to cover all suppliers. 	<p>Operating within EU and UK legal Procurement Framework will impact on this action, to the extent that for much of OPDM's procurement, this will not be feasible because the issue of race equality beyond that defined as a legal requirement in the Contract, is not of relevance to the Contract.</p> <p>In terms of future procurement, both Procurement and Client will enter into a debate (via the Guidance) to determine whether such is of relevance to the Procurement in question.</p>	No action.
Status:		As actions against 2.2	
13	<p>Approaches should be made to all external Framework providers in order to explore how the Office can ensure that appropriate race equality requirements and questions are built into the short listing stages carried out by them.</p>	<p>Need to verify that OGC has addressed this and embedded REIA's where permissible.</p>	By 30/06
Status:		TTo commence	
14	<p>The standard clause in mandatory contract conditions should be extended to include the CRE's recommended questions.</p>	<p>The relevance issue negates this recommendation. A more considered approach needs to be adopted by CPD and enforced on the Line, contract by contract, supplemented by training and communications.</p>	By 31/07
Status:		As actions above re Guidance	