

**BIRMINGHAM CITY COUNCIL
PUBLIC REPORT**

Report to: CABINET
Report of: HEAD OF CONTRACT MANAGEMENT - CORPORATE PROCUREMENT
Date of Decision: 3 October 2017
SUBJECT: PROCUREMENT STRATEGY – COLLABORATIVE FRAMEWORK FOR THE SUPPLY AND DISTRIBUTION OF GROCERIES & FROZEN FOODS (F0265)
Key Decision: Yes
If not in the Forward Plan: Relevant Forward Plan Ref:004073/2017
(please "X" box) Chief Executive approved ☐
Relevant Cabinet Member(s) or O&S Chair approved ☐
Relevant Executive Member: Cllr Majid Mahmood, Cabinet Member, Value for money & Efficiency
Relevant O&S Chair: Cllr Mohammed Aikhlaq, Corporate Resources and Governance
Wards affected: ALL

1. Purpose of report:

- 1.1 This report provides details of the procurement strategy for the supply and distribution of groceries and frozen foods. The Private agenda report contains any confidential market information which could impact on the tender process.

2. Decision(s) recommended:

That Cabinet:

- 2.1 Notes this report.

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3. Consultation

Consultation should include those that have an interest in the decisions recommended

3.1 Internal

Officers from City Finance, Legal and Governance and Procurement have been involved with the preparation of this report.

Representatives from the following service areas have been involved in the preparation of this report: Children and Young People, Adults and Health, Cityserve and Acivico.

3.2 External

No external consultation has been carried out or was required.

4. Compliance Issues:

4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies?

4.1.1 This Framework Agreement contributes to the achievement of the Council's Vision and Priorities 2017-2020 as set out in Appendix 1.

Birmingham Business Charter for Social Responsibility (BB4CSR)

4.1.2 The recommended provider(s) will be required to provide actions proportionate to the value of each proposed Single Source Framework Agreement.

4.1.3 Compliance to the BBC4SR will be a mandatory requirement for tenderers and will also form part of the conditions of contract including a requirement to pay each of the Benefitting Employees the Birmingham Living Wage. Tenderers will submit an action plan with their tender submissions that will be evaluated in accordance with the criteria outlined in this report. The action plan of the successful tenderer will be implemented and monitored during the period of the agreement

4.2 Financial Implications

These Single Source Framework Agreements will not commit the Council to any level of spend.

The products bought under the Framework Agreement will be funded from within Directorates' approved budgets. In the case of Cityserve they provide meals to schools and charge the cost of these to individual schools.

The tender process will be resourced by Pelican Procurement Services Ltd, the food procurement agent for the Council with representatives from Corporate Procurement Services (CPS) and service directorates who will contribute to the development of the detailed specification and the tender evaluation process.

Information on the breakdown of spend is included in the private report.

Prices under the proposed Framework Agreement will be fixed for the first 6 months and reviewed 6 monthly thereafter. Therefore within the 3 year Framework period, 5 price reviews will take place.

At each review all supplier proposed pricing will be benchmarked against similar contracts known to Pelican to ensure that prices remain competitive. The Directorates are involved in all price reviews and a consensus is obtained before any increases are accepted.

The Framework will be offered as a Collaborative Framework Agreement comprising 2 Lots, one for groceries and provisions and one for frozen foods allowing other local authorities/public bodies within the West Midlands Region to call-off against it. This will allow the Council to benefit from a rebate on spend. 2% will be added to pricing and collected as a rebate to the Birmingham City Council.

4.3 Legal Implications

Section 1 of the Civic Restaurants Act 1947, confirms that local authorities may establish and carry on restaurants and otherwise provide for the supply to the public of meals and refreshments and may carry on such activities as are reasonably incidental or ancillary to the activities aforesaid.

Section 19 of the Local Government (Miscellaneous) Provisions Act 1976 confirms that a local authority may provide, inside or outside its area, such recreational facilities as it thinks fit and, without prejudice to the generality of the powers conferred by the preceding provisions of this subsection, those powers include in particular powers to provide – such facilities in connection with any other recreational facilities as the authority considers it appropriate to provide including, without prejudice to the generality of the preceding provisions of this paragraph, facilities by way of parking spaces and places at which food, drink and tobacco may be bought from the authority or another person.

Section 512 of the Education Act 1996 confirms that a local education authority may provide registered pupils at any school maintained by them with milk, meals and other refreshment, either on the school premises or at any place other than the school premises where education is being provided.

Section 145 of the Local Government Act 1972 confirms that a local authority may do, or arrange for the doing of, or contribute towards the expenses of the doing of, anything (whether inside or outside their area) necessary or expedient for any purpose incidental to the matters aforesaid, including the provision of refreshments or programmes and the advertising of any entertainment given or dance or exhibition of arts or crafts held by them.

Section 111 Local Government Act 1972 allows the Council to do anything which is calculated to facilitate or is conducive or incidental to the discharge of its functions.

Development of strategy to realise best value in the supply and distribution of groceries and frozen foods is made pursuant to the general power of competence contained in s1 Localism Act 2011.

The requirements of the Public Services (Social Value) Act 2012 have been considered and will be applied to this procurement. The process for securing this social value during the procurement will be through the Birmingham Business Charter for Social Responsibility, including a requirement to pay each of the Benefitting Employees the Birmingham Living Wage.

4.4 Public Sector Equality Duty (see separate guidance note)

The assessment undertaken did not highlight the need to undertake a stage 2 assessment based on no adverse impact to the equality of the community, employees and service users was identified. Please refer to Appendix.

5. Relevant background / chronology of key events:

- 5.1 The Council's requirements for products covered by this tender are varied; the majority of purchases of groceries and frozen food are made by Cityserve. Cityserve require full nutritional data and product specifications for all food items to enable them to produce menus that meet the Government's School Food Regulations and the Food for Life Serve Here scheme.
- 5.2 Groceries – the Single Source Framework Agreement for the supply and distribution of groceries and provisions was awarded to A.F. Blakemore Ltd on 11th April 2014 and was for a 4-year period commencing on 12th May 2014.
- 5.3 Frozen food - the Single Source Framework Agreement for the supply and distribution of frozen food was awarded to Brakes Ltd on 11th April 2014 and was for a 4-year period commencing on 4th August 2014. The delay from contract award to the framework commencing allowed for a detailed mobilisation of the new contract
- 5.4 To ensure that the Council is covered for future requirements, it is recommended that the Collaborative Framework Agreement for the supply and distribution of groceries and frozen food is re-tendered with an updated specification to satisfy the current and future needs of the organisation and stakeholders. As most of the major suppliers would be able to supply a comprehensive range for both Lots, advertising both commodities in one tender with separate Lots will provide the greatest opportunity to delivery of competitive pricing.
- 5.5 It is recommended that the tendering activity is undertaken in accordance with the approach outlined in Appendix 1 Option 1.
- 5.6 Pelican Procurement Services Ltd is the contracted food procurement agent to the Council, responsible for the tender process and ongoing supply chain management of contracted food suppliers.
- 5.7 The Procurement Manager within Pelican Procurement Services Ltd will manage the Framework Agreements and any performance issues.

6. Evaluation of alternative option(s):

- 6.1 See Appendix.

7. Reasons for Decisions (s):

- 7.1 To enable the Council to tender for this requirement and establish a Collaborative Framework Agreement for the supply and distribution of groceries and frozen food.

Signatures

Date

Nigel Kletz
Director of Commissioning & Procurement

Cabinet Member(s):
Councillor Majid Mahmood:
Cabinet Member, Value for Money & Efficiency

List of Background Documents used to compile this Report:

None

List of Appendices accompanying this Report (if any):

1. Relevant Council Priorities, Plans or Strategies and Procurement Strategy
2. Public Sector Equalities Duty
3. Equality Screening

Appendix 1

Relevant Council Policies, Plans and Strategies

The procurement of this Collaborative Framework Agreement will contribute to the achievement of the Council's Vision and Forward Plan priorities of :

- a healthy city - a great place for people to grow old in
- a great city for children to grow up in

Service Specific Priorities

The Framework Agreement will support service areas in achieving their goals. These are summarised below:

Children & Young People

- The need to provide groceries and frozen food to enable schools to provide nutritionally balanced meals to pupils at 300+ units across the City.
- The need to satisfy customers increasing demand for fair trade and ethically sourced products as applicable.
- The need to ensure delivery timescales and guarantee a fast response time by the supplier to queries and problems reported by units which may result in service issues in schools. The start of each term (September, January and April) is also when issues are likely to arise that require a prompt response by the supplier.

Strategic Services– Acivico

- The need to provide groceries and frozen food to enable Civic Catering to provide a catering service to 3 staff restaurants, the Council House and Highbury.

Adults and Health

- The need to provide a range of groceries and frozen food to enable units to provide a catering service across the City. These units consist of older and younger adult's residential homes and day centres
- The need for appropriate delivery timescales including the lead up to public and Bank Holidays are critical as the service provided is 24 hours per day, 7 days per week.

The object of these Framework Agreements is to assist service areas in achieving their goals by providing value for money, profitability and reliable delivery service including:

- Quality products competitively priced and supplied to the tender specification
- Full supply chain integrity and product traceability.
- Delivery within the required time frames.
- Contingency plans to cover emergency product requirements.

Scope & Contract Duration

The Council has an ongoing requirement to support Council Directorates in the provision of groceries and frozen food for their service users. The current grocery Framework Agreement expires on 11th May 2018; the frozen food one expires on 3rd August 2018.

There is a need to: -

- Comply with EU Regulations and the Council's Procurement Governance Arrangements.
- Support Directorates' requirements for the provision of groceries and frozen foods.

The key users of these Framework Agreements are Cityserve with 300 school sites, adults and health communities with 16 sites and Acivico with 5 sites. Cityserve is the main user of the Framework Agreements due to the number of sites that they service. Cityserve operates in a competitive environment in which schools can choose operators.

The current Framework Agreements were awarded for four years. The stakeholders would like to see this reduced for the new tender due to the recent cost of food pressures proposed by key suppliers.

The supply and distribution of groceries and frozen food will therefore be tendered for the period of 3 years instead of 4 years with an option to extend for a further 1 year, subject to performance and budget availability. This means that there will be only five 6 monthly price reviews before the next competitive tender exercise instead of the current seven. This is seen as a better solution for the service areas and still allows them to obtain competitive prices for a reasonable but shorter length of time. It also benefits service areas in that this shorter length will have only five price reviews, prevents price creep, which is particularly difficult to manage in a volatile market which we have recently experienced.

The Framework Agreements include a termination of convenience clause of 3 months' notice to accommodate any business changes to service areas that may occur during the term of the Framework Agreements.

Suppliers will be required to meet the mandatory standards and certification as applicable to the supply and distribution of groceries and frozen food including the following:

- Hygiene inspection report carried out by a United Kingdom Accredited System (UKAS) or equivalent accredited hygiene inspection body.
- Audit reports for each of their suppliers, to demonstrate full product traceability.
- Product specification and nutritional analysis reports for prepared products.
- Fair trade and certified ethically sourced products
- Products that meet the food for life served here scheme
- Allergen and nutritional disclosure of all products

Currently Council sites and schools receive up to 3 deliveries per week of frozen food depending on the size of the site and typically 1 delivery per week for groceries with some units receiving fortnightly delivery where possible to reduce the number of deliveries into the city. The specification will ask suppliers to advise what steps they are taking to reduce emissions with their delivery vehicles to support the Council's Clean Air Strategy. More importantly, there is also a need to reduce the number of deliveries as the current high number of deliveries to service Directorates may prevent suppliers from bidding for the framework as the distribution

costs that suppliers will incur may not be commercially viable. The Senior Leadership Team of CityServe has been advised and is working towards reducing delivery frequency. The recommendation is to tender the two commodities as separate lots on one tender. Due to the diverse range of products and number of delivery points for groceries and frozen food it is unlikely that there are any SMEs that can service both lots so by separating the categories, it may encourage smaller local companies to tender.

Pelican Procurement Services Ltd has extensive knowledge and experience of the grocery and frozen food market and consultation with the stakeholder group support this decision. During the tender process Pelican will work with a stakeholder group of representatives from each of the service areas using the Framework Agreements.

Tender Structure

1 Procurement Procedure to Market and Rationale

Grocery and frozen food wholesalers can be categorised into three different sectors distinguished by the key customer groups they serve and the platform from which they serve them. A supplier fact finding session will be held and suppliers invited to understand the tender process and break down the complexities of large tenders to encourage competition from both local and national suppliers.

Cash & carry wholesalers

Supply of products in a wide range of food and beverage categories, with most of the sales made through self-service depots. Their primary customers are independent retailers and caterers, but they may also have significant secondary customer bases drawn from the general business sector. There are a few cash and carry wholesalers that now offer a delivered service, for example Booker group have a delivery network under the brand of Chef Direct.

Delivered Retail wholesalers

Delivered grocery / frozen food wholesalers supply products to customers in the retail sector. Their customers are primarily independent shops, local convenience supermarkets and medium sized multi-site supermarkets.

Delivered Foodservice wholesalers

The supply and distribution of groceries and / or frozen food to a wide range of businesses in the foodservice market including cafes, restaurants, fast food establishments, local authority units and hospitals. As well as general wholesalers, the segment also includes many product specialists with a limited category focus.

Regional grocery and frozen food wholesalers may not have the diverse range of products required by schools and are unable to source at competitive prices due to their limited volume requirements. Some catering groups such as Caterforce and Country Range are creating a national network whereby smaller companies can provide a national service.

Local companies such as Philip Dennis Foodservice operating out of Brierley Hill, MKG out of Walsall and First-class Foodservice Ltd can offer products across both categories.

There are 4 national frozen food and grocery wholesalers, all based within a 20-mile radius of Birmingham; Brakes Foodservice, Bidfood, A F Blakemore and JJ Foodservice (see table below); all have the capability to supply the main product ranges to Birmingham City Council. Cityserve has a requirement for a significant number of frozen products that have been developed to meet requirements of the schools they service:

	Supplying Depots			
	Brakes	Bidfood	JJ Foodservice	A F Blakemore
Frozen foods	Tamworth	Cannock	Aston	Willenhall
Groceries	Coventry	Cannock	Aston	Willenhall

2 Evaluation of Alternative Options

This requirement will be tendered using the open procedure as there are a limited number of suppliers who could service Lots of this size and scale.

Award options are:

- Option 1 – advertise as one tender with two separate lots
 - Lot 1 grocery
 - Lot 2 frozen food.
 - Framework award to two separate suppliers or one supplier for both lots
- Option 2 - advertise as two tenders
 - Framework award to one supplier for each tender

It is recommended that Option 1 be the chosen path as it allows for greater flexibility for both the service areas and suppliers.

A Single Source Framework Agreement will be awarded to one supplier per lot; suppliers may apply for one or more lots. If it is beneficial for the Council to do so it may result in both lots being awarded to one supplier, to realise economies of scale.

The tender process will allow time to sample products to ensure the quality of products prior to award if necessary.

The Framework will be offered as a Collaborative Framework Agreement allowing other local authorities/public bodies within the West Midlands Region to call-off against the contract. This will allow the Council to benefit from a rebate on spend.

Due to the high volume spend on the grocery and frozen contracts it is proposed that the Single Supply Framework Agreement commencement dates will be staggered to coincide with the current expiry dates. This will also ensure that mobilisation can be managed effectively and there will be no negative impact on service users:

3. Tender Timescales

Cabinet Approval (Strategy)	3 October 2017
OJEU Notice Issued	28 th November 2017
Clarification Period	2 days
Issue Tender	1 st December 2017
Clarification Period	3 weeks
ITT Return Date	12 th January 2018
ITT Evaluations	13 th January 2018 to 2 nd Feb 2018
Delegated Contract Award	20th March 2018
Mobilisation period (if applicable)	April for Grocery and June for Frozen
Single Source Framework(s) Start	12th May 2018 and 4th August 2018

Contract start dates:

- Groceries – May 2018
- Frozen Food – August 2018

The opportunity will be advertised in OJEU and finditinbirmingham.com and Intend

4. Desired Outcome and Measures (KPI Structure)

A stakeholder group consisting of representing officers from Cityserve, Children and Young People, Strategic Services (Civic Catering), and Adults & Health has been established to review the current arrangements, new opportunities and lessons learned from the current Framework Agreement. From this the stakeholders identified their key outcomes needed from the new Agreements, these are:

- Ability to supply the full product range
- The supply and distribution of goods in accordance with the tender specification.
- The ability to deliver to units within their required delivery time frames.
- % of product availability
- Ability to supply electronic management information
- Ability to supply products that are ethically sourced
- Ability that suppliers must be able to provide restricted, approved buying lists
- Ability to provide allergen and nutritional information for every product in the format required for the use of the Pelican Piranha system.

The Framework Agreements will include KPIs that will measure the delivery of these outcomes. KPIs will be developed by the stakeholder group during tender development and will also include KPIs for measuring how suppliers will meet the requirements of the Birmingham Business Charter for Social Responsibility.

The contract manager of Pelican will manage the Frameworks Agreements and any performance issues in conjunction with the Head of Category Facilities Management; Corporate Procurement Services.

5. Tender Procedure

Evaluation Criteria

Suppliers will be required to submit responses to the following mandatory questions which will be scored as pass/fail:

- Financial Information
- Health & Safety
- Statement of Insurance Cover
- Current Capacity / Workload
- Quality Assurance and Due Diligence
- E commerce Capability
- Ability to deliver in the required delivery windows / frequency
- Product specification and nutritional analysis
- Relevant experience
- Compliance with the Birmingham Business Charter for Social Responsibility

Those passing the pass / fail criteria will be considered for quality / social value / price assessment, the evaluation methodology for which is detailed below.

The stakeholder group agreed the price quality social value split was set at 70% price, 20% service quality and 10% Social Value. Any tenderers scoring below 50% of the service quality element of the evaluation criteria will be excluded. Similarly any tenderers scoring below 40% of the social value element will be excluded.

The 70% price evaluation will be on product pricing based on a shopping basket containing the current highest volume products based on each tender lot.

In addition to assessing suppliers' proposals for delivery of the key outcomes detailed in section 3 above, the 20% service quality evaluation and 10% of the social value evaluation will be scored on the following:

Lot 1 Groceries

Quality & Service Criteria Lot 1 Groceries	Score
% Of Product Availability Excluding Substitutions	12
Urgent Delivery Response Time	12
References	10
Communication with Drivers	8
Management Structure	8
Restriction of Product Sales	10
Waste Oil Management System	7
Order Lead Time	7
Assistance with Marketing Innovation	6
Ability to Supply Fairtrade Products / Products with Quality Marks e.g. Dolphin Friendly or farm assured	6
Temperature Control of Chilled Products	6
Ability to Supply Printed Order Forms	2
Electronic Ordering Capability	6
Total	100
Social Value Criteria (10%)	Score
Local Employment	17
Buy Birmingham First	16
Partners in Communities	15
Good Employer	16
Green & Sustainable	18
Ethical Procurement	18
Total	100

Lot 2 – Frozen Food

Quality and Service Criteria - Lot 2 Frozen food	Score
Communication with Drivers	10
% Of Product Availability Exc Subs	12
Urgent Delivery Response Time	12
References	11
Management Structure	8
Restriction of Product Sales	12
Lead Time for Nominated Lines	8
Order Lead Time	7
Assistance with Marketing Innovation / Promotions	7
Ability to Supply Products with Quality Marks I.E. Msc, farm assured	6
Ability to Supply Printed Order Forms	2
Electronic Ordering Capability	5
Total	100
Social Value Criteria (10%)	Score
Local Employment	17
Buy Birmingham First	16
Partners in Communities	15
Good Employer	16
Green & Sustainable	18
Ethical Procurement	18
	100
Total	

Visits to suppliers' delivery depots will be undertaken as part of the tender evaluations and may result in amendments to bidders' scores.

**PROTOCOL
PUBLIC SECTOR EQUALITY DUTY**

- 1 The public-sector equality duty drives the need for equality assessments (Initial and Full). An initial assessment should, be prepared from the outset based upon available knowledge and information.
- 2 If there is no adverse impact then that fact should be stated within the Report at section 4.4 and the initial assessment document appended to the Report duly signed and dated. A summary of the statutory duty is annexed to this Protocol and should be referred to in the standard section (4.4) of executive reports for decision and then attached in an appendix; the term 'adverse impact' refers to any decision-making by the Council which can be judged as likely to be contrary in whole or in part to the equality duty.
- 3 A full assessment should be prepared where necessary and consultation should then take place.
- 4 Consultation should address any possible adverse impact upon service users, providers and those within the scope of the report; questions need to assist to identify adverse impact which might be contrary to the equality duty and engage all such persons in a dialogue which might identify ways in which any adverse impact might be avoided or, if avoidance is not possible, reduced.
- 5 Responses to the consultation should be analysed to identify:
 - (a) whether there is adverse impact upon persons within the protected categories
 - (b) what is the nature of this adverse impact
 - (c) whether the adverse impact can be avoided and at what cost – and if not –
 - (d) what mitigating actions can be taken and at what cost
- 6 The impact assessment carried out at the outset will need to be amended to have due regard to the matters in (4) above.
- 7 Where there is adverse impact the final Report should contain:
 - a summary of the adverse impact and any possible mitigating actions (in section 4.4 or an appendix if necessary)
 - the full equality impact assessment (as an appendix)
 - the equality duty – see page 9 (as an appendix).

Equality Act 2010

The Executive must have due regard to the public-sector equality duty when considering Council reports for decision.

The public-sector equality duty is as follows:

1	<p>The Council must, in the exercise of its functions, have due regard to the need to:</p> <ul style="list-style-type: none"> (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
2	<p>Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:</p> <ul style="list-style-type: none"> (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
3	<p>The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include steps to take account of disabled persons' disabilities.</p>
4	<p>Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:</p> <ul style="list-style-type: none"> (a) tackle prejudice, and (b) promote understanding.
5	<p>The relevant protected characteristics are:</p> <ul style="list-style-type: none"> (a) Marriage & civil partnership (b) Age (c) Disability (d) Gender reassignment (e) Pregnancy and maternity (f) Race (g) Religion or belief (h) Sex (i) Sexual orientation

Appendix 3

INITIAL SCREENING – STAGE 1

As a public authority, we need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Full Equality Assessment is required.

Name of policy, strategy or function: Tender for the Supply and Distribution of Groceries and frozen food	Ref: F230
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Responsible Officer: Nikki Fox – Pelican Procurement Services Ltd. Directorate: CYP&F, Development Directorate (Civic Catering)	Role: Chairperson of Equality Assessment Task Group Assessment Date: 4 th July 2017
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Is this a:	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Function <input type="checkbox"/>	Service <input type="checkbox"/>
Is this:	New or Proposed <input type="checkbox"/> Already exists and is being reviewed <input type="checkbox"/> Is Changing <input type="checkbox"/>			

1. What are the main aims, objectives of the policy, strategy, function or service and the intended outcomes and who is likely to benefit from it

The principle objectives of the contract are:

- The supply and distribution of groceries and frozen food to meet the requirements of stakeholders and users.
- The supply of food products that meet the nutritional and food based standards for schools.
- To provide a quality service to stakeholders and users.
- Monitoring of supplier's due diligence procedures
- Monitoring and management of product pricing.
- Working with internal catering providers to provide product innovation keeping in line with seasonal requirements
- Supply chain management.

2. Explain how the main aims of the policy, strategy, function or service will demonstrate due regard to the aims of the General Duty?

1. Eliminate discrimination, harassment and victimisation? ☐
2. Advance equality of opportunity? ☐
3. Foster good relations? ☐
4. Promote positive attitudes towards disabled people? ☐
5. Encourage participation of disabled people? ☐
6. Consider more favourable treatment of disabled people? ☐

1. Any company recommended for acceptance will have a policy that complies with the West Midlands' Common Standard for Equalities in Public Procurement.
2. The requirements of Standing Order No. 11 in respect of the Council's Equal Opportunities Policy will be incorporated into the Contract Documentation.
3. The requirements of the Disability Discrimination Act 1995 will be specifically included in the Contract Documentation to draw tenderers attention to the detail of, and the need to comply with, the Act.

3. What does your current data tell you about who your policy, strategy, function or service may affect:

Service users	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employees	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Wider community	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide an explanation for your 'Yes' or 'No' answer

The service affects all the above in a positive way by providing products to meet the dietary needs of the community.

4. Are there any aspects of the policy, strategy, function or service, including how it is delivered, or accessed, that could contribute to inequality? (including direct or indirect discrimination to service users or employees)

Yes ☐ No ☐

Please provide an explanation for your 'Yes' or 'No' answer

The aim of the contract is the supply and distribution of groceries and frozen food to all Directorates. No part of this service should impact negatively on employees and service users.

5. Will the policy, strategy, function or service, have an adverse (negative) impact upon the lives of people, including employees and service users?

Yes ☐ No ☐

Please provide an explanation for your 'Yes' or 'No' answer

The aim of the contract is the supply and distribution of groceries and frozen food to all Directorates. No part of this service should impact negatively on employees and service users.

6. Is an Equality Assessment required?

If your answer to question 2 has identified potential adverse impact and you have answered 'yes' to any of the following questions 3, 4, or 5, then you should carry out a Full Equality Assessment.

Does the Policy, Strategy, Function or Service require a Full Equality Assessment? **Yes** ☐
No ☐

If a Full Equality Assessment is required, before proceeding you should discuss the scope of the assessment with service managers in your service area as well as the Directorate Contact Officer.

If a Full Equality Assessment is **Not** required, please sign the declaration and complete the Summary statement below, then forward a copy of the Initial Screening to your Directorate Contact Officer

If a Full Equality Assessment **Is** required, you will need to sign the declaration and complete the Summary statement below, detailing why the Policy, Strategy, Function or Service is moving to a Full Equality Assessment. Then continue with your Assessment

DECLARATION

A Full Equality Assessment not required, the Initial Screening has demonstrated that the Policy, Strategy, Function or Service is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Chairperson: Nikki Fox

Summary statement 4th July 2017

Sign-off Date: 4th July 2017

	<u>Name</u>	<u>Role on Task Group</u> (e.g. service user, manager or service specialist)	<u>Contact Number</u>
1.	Nikki Fox	Chairperson	0766 402952
3.	Michael Lewandowski	Civic Catering – Service User	0121 303 4987
4.	Muir Wilson	Civic Catering – Service User	0121 303 4987
5.	Alan Devine	Adults and Health Service user	0121 675 0900