

Procurement: Part 1

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

<p>Describe the role or team responsible for procurement:</p>	<p>The supplies and procurement department consists of approximately 119 staff split across three sites, Royal Stoke and County Hospital and New Cross Hospital (Wolverhampton), and divided into 4 broad teams;</p> <ul style="list-style-type: none"> • Procurement Systems Services Primarily maintains and manages the procurement related purchase to pay system. • Capital Procurement Team Purchase all the capital funded equipment for the trust, whether via direct tenders or utilising frameworks, and consist of a senior manager, contract manager and capital buyer. • Operational Procurement and Supply Chain Management Low level procurement, which are all purchases for a broad range of goods and services for the whole Trust under the value of £20,000, are conducted by the Operational Procurement Team, consisting of assistant buyers and supervisors. There are also Materials Management roles which focus more on NHS Supply Chain related purchases. • Strategic Procurement Higher value purchases and contracts. The Strategic Procurement team has designated contract managers and buyers for the various divisions within the Trust and each manage a portfolio of contracts for their area, reviewing each and tendering for a range of products and services, or accessing various frameworks. The team consists of a number of Strategic Managers, Contract Managers and Buyers.
<p>Describe the diversity and inclusion training or guidance they receive:</p>	<p>Each member of staff is required to undertake the mandatory Trust Equality and Diversity Training and 3 yearly refresher. Those with line management responsibilities will be, as it is deemed essential to role training to undertake the Gateway to Management, which includes prerequisite e-learning on equality and diversity in recruitment e-learning package.</p>

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers' policies:

In OJEU tender the bidders are asked 'Does your organisation have a written Equal Opportunities policy? If yes, please provide a copy.' Compliance to this requirement will then be reviewed by the procurement lead during the evaluation, though this would not be a scored criteria/deciding factor.

Procurement: Part 2

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

C. None of the above

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

E. None of the above