

## Equality Impact Assessment Template – Policy, Function or Strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended. This will ensure equality considerations are taken into account before a decision is made and the policy, function or strategy can be altered, if required.

<b>1. Policy, function or strategy</b>		
a.	Name/description of the policy, function or strategy <sup>1</sup>	Procurement Strategy 2022/25
b.	Responsible organisation(s)/Lead Service	Property Services / Procurement
c.	Lead Officer	David Aitken, Procurement and Building Services Manager
d.	Date of Impact Assessment	22/02/2022
e.	Partners/other Services involved in the development of the policy, function or strategy	Scottish Government Environment & Regeneration Finance & Corporate Governance Property Services Audit
f.	Is the policy, function or strategy?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	The Procurement Strategy is a legislative requirement under the Procurement Reform (Scotland) Act 2014. The strategy has been developed in line with the Scottish Governments aspirations to have a national Procurement Strategy as well as the National Outcomes and Inverclyde's Corporate Plan and LOIP

<sup>1</sup> Please attach details of the policy, function or strategy to this Template

		This is a refresh of the 2018 Procurement Strategy that focuses on engaging in more service specific improvements whilst focusing on increasing the social, economic and environmental impact procurement can have.	
h.	What are the intended outcomes of the policy, function or strategy?	<p>Outcomes are detailed within the strategy but focus on the key areas detailed below:</p> <ul style="list-style-type: none"> <li>➤ Leadership, Risk Management, Governance &amp; Compliance</li> <li>➤ Value for Money &amp; Continuous Improvement</li> <li>➤ Sustainability &amp; Social Value</li> <li>➤ Economic Recovery</li> <li>➤ Net Zero &amp; Circular Economy</li> </ul>	
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-Wide	
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	x	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		x	Advance equality of opportunity between people of different groups
		x	Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Yes. Internal stakeholders have been engaged and key external stakeholders will be engaged and involved in the delivery of the priorities within the strategy.	

<b>2. Does the policy, function of strategy impact on:</b>		
	<b>Yes</b>	<b>No</b>
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation <b>(see Section 3)</b>	x	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty <sup>2</sup> <b>(see Section 6)</b>	x	
c. Local Outcomes Improvement Plan (LOIP) 2017/22 <sup>3</sup> <b>(see Section 7)</b>	x	
d. Corporate Plan 2018/22 <sup>4</sup> <b>(see Section 8)</b>	x	
<b>3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.</b>		
<b>4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.</b>		
<b>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy Officer: <a href="mailto:karen.barclay@inverclyde.gov.uk">karen.barclay@inverclyde.gov.uk</a>.</b>		
Signature:	Date:	

<sup>2</sup> [Fairer Scotland Duty: interim guidance for public bodies](#)

<sup>3</sup> [Local Outcomes Improvement Plan 2017/22](#)

<sup>4</sup> [Corporate Plan 2018/22](#) (agenda item 5)

### 3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

Protected Characteristic	Impact					Reasons/Comments
	Positive High	Positive Low	Neutral	Negative High	Negative Low	
Age		x				<p>Procurement work within a legislative context and adopt the Public Contracts Scotland 2015 regulations which states the Equalities Act 2010 as a specific duty within that framework.</p> <p>All procurements will therefore be carried out in accordance with this and regulation 9(4) which is the duty to consider award criteria and conditions in relation to public procurement.</p>
Disability		x				
Gender Reassignment			x			
Marriage and civil partnership			x			
Pregnancy and maternity		x				
Race		x				
Religion and belief		x				

Sex		x				
Sexual orientation		x				
Other groups to consider • Carers		x				

<b>4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?</b>	
x	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
x	Advance equality of opportunity between people from different groups
x	Foster good relations between people from different groups

**5. Impact – groups**

From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.

**Positive impacts**

+

*(Describe groups affected.)*

The strategy is part of a national and local effort to leverage the power of good procurement in relation to the impact it can have on the delivery of social, environmental and economic outcomes.

As the equalities act is a duty within the public contracts Scotland regulations 2015 all characteristics could be impacted

**Negative impacts**

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*(Describe groups affected.)*

## 6. Impact – Fairer Scotland Duty

What impact will this policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

<b>Positive impact</b> +	<b>Neutral impact</b> =	<b>Negative impact</b> -
x		

**Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.**

A key deliverable within the Procurement Strategy is to continue to source and deliver community benefits as well as implement and embed the Inverclyde fair working first action plan in to the procurement process. The implementation of the 7 key fair work first areas detailed below are incorporated in to all procurement activity:

1. appropriate channels for effective voice, such as trade union recognition
2. investment in workforce development
3. no inappropriate use of zero hours contracts
4. action to tackle the gender pay gap and create a more diverse and inclusive workplace
5. providing fair pay for workers (for example, payment of the real Living Wage)
6. offer flexible and family friendly working practices for all workers from day one of employment
7. oppose the use of fire and rehire practices

## 7. Impact – LOIP 2017/22

Which Priority/Priorities from the LOIP 2017/22 will this policy, function or strategy impact on?

□	1. <b>Population:</b> Inverclyde’s population will be stable and sustainable with an appropriate balance of socio - economic groups that is conducive to local economic prosperity and longer term population growth
x	2. <b>Inequalities:</b> There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced (This may already have been highlighted at Section 6.)
□	3. <b>Environment, culture and heritage:</b> Inverclyde’s environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit
x	4. <b>The local economy:</b> Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential

### **Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.**

The Procurement Strategy has been developed and aligned to the councils LOIP priorities. Detailed below are the high level areas that the Procurement strategy will focus on:

- Leadership, Risk Management, Governance & Compliance
- Value for Money & Continuous Improvement
- Sustainability & Social Value
- Economic Recovery
- Net Zero & Circular Economy

All the areas above are directly aligned to supporting the council to deliver the priority 4 within the LOIP. All of the Strategic Aims, Objectives and Key Priorities within the Procurement strategy have specific objectives and are supported by a procurement action plan.



## **Inequalities**

A focus on adopting a new approach to the delivery of social value / community benefits will enable the council to put a sharper focus on the delivery of more outcomes that support the disadvantaged within our communities.

## **The Local Economy**

Having a local focus in the form of a local supplier and supported business policy combined with the delivery of social value / community benefits will play a key role in supporting the local economy. Another example of this is the councils involvement in the city region which through similar approaches supports job creation; assisting unemployed people back to work; graduate and modern apprentice opportunities.

### **8. Impact – Corporate Plan 2018/22**

Which Priority/Priorities from the Corporate Plan 2018/22 will the policy, function or strategy impact on?

<input type="checkbox"/>	1. To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
<input checked="" type="checkbox"/>	2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
<input checked="" type="checkbox"/>	3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
<input checked="" type="checkbox"/>	4. To reduce the prevalence of poverty and, in particular, child poverty in our communities
<input type="checkbox"/>	5. To safeguard, support and meet the needs of our most vulnerable families and residents
<input type="checkbox"/>	6. To improve the health and wellbeing of residents so that people live well, and for longer
<input checked="" type="checkbox"/>	7. To protect and enhance our natural and built environment
<input type="checkbox"/>	8. To preserve, nurture and promote Inverclyde's unique culture and heritage
<input checked="" type="checkbox"/>	9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources

x	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs
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**Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.**

The Procurement Strategy has been developed and aligned to the councils Corporate Plan priorities. Detailed below are the high level areas that the Procurement strategy will focus on:

- Leadership, Risk Management, Governance & Compliance
- Value for Money & Continuous Improvement
- Sustainability & Social Value
- Economic Recovery
- Net Zero & Circular Economy

All the areas above are directly aligned to supporting the council to deliver the priorities within the corporate plan. All of the Strategic Aims, Objectives and Key Priorities within the Procurement strategy have specific objectives and are supported by a procurement action plan.

**Outcomes:**

**2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them**

The Procurement strategy will support the delivery of the fair work first action plan and the development of a social value / community benefit policy that will support communities and in particular area of deprivation. Following on from the social value approach community wealth building principles and practices will be considered in the future.

**3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality job**

The procurement strategy will support local businesses via the development and implementation of a local and supported businesses procurement policy. This combined with the social value / community benefit approach will support the above objective.

**4. To reduce the prevalence of poverty and, in particular, child poverty in our communities**

As above (response to outcome 3)

**7. To protect and enhance our natural and built environment**

The Procurement strategy will support the delivery of the Councils Net Zero strategy while also ensuring that circular economy approaches are considered where relevant and propitiate in the procurement of goods, works and services.

**9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources**

The Procurement strategy will support stakeholder engagement with local communities and key partners to enhance and shape future policy outcomes detailed with the procurement strategy such as social value policy, local and supported business policy etc.

**10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs**

The procurement strategy will support the development of a number of tolls that will provide guidance and training on areas of the strategy such as procurement activity, climate literacy and use of e procurement and sustainability tolls.

## 9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, Officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy, function or strategy)	<p>Preparation of the strategy involved engagement with officers from across different Council service areas including:</p> <p>Environment &amp; Regeneration Corporate Governance and Finance</p> <p>This both informed and shaped the content and outcome detailed within the procurement strategy.</p>
Research	<p>The council are represented at the Heads of Procurement forum which is facilitated by the Scottish Government and several meetings focussed on the development of a national procurement strategy. The outcomes and findings of these meetings have been incorporated in to the Procurement Strategy.</p>
Officers' knowledge and experience (including feedback from frontline staff)	<p>Recent changes to procurement regulations and statutory duties within public sector means that procurement has a greater focus that ever in supporting the delivery of social, economic and environmental outcomes aligned to Scotland's National Performance Framework.</p>
Equalities monitoring data	<p>As part of every tender over 50k the Single Procurement Document (SPD SPD) Scotland mandates, captures, monitors and reports on equalities data.</p>
User feedback (including complaints)	N/A
Stakeholders	<p>Environment &amp; Regeneration Corporate Governance and Finance</p>

Other	
Are there information gaps and, if so, what are these?	To support the delivery of the actions contained within the procurement strategy further consultation will be carried out with Scotland Excel, Supplier Development Programme, Chamber of commerce etc. to ensure the actions and outcomes are shaped accordingly.

## 10. Consequences of analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	Due the procurement strategy being developed in accordance with the national framework, the Councils LOIP and Corporate plan the strategy raises no negative equality/inequality issues and will lead to environmental benefits.
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

The policy has an action plan with key deliverables. Progress against the delivery of the action plan will be reported every 6 months to the P&R committee.

When is the policy, function or strategy due to be implemented?

The strategy covers the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025, however there will be an annual refresh which will be reported to the relevant committee.

When will the policy, function or strategy be reviewed?

The strategy will report progress 6 monthly and reviewed on an annual basis via engagement with key stakeholders.

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

The Procurement team will be responsible for the delivery of the majority of the actions contained within the action plan. However services will be required to dedicate resources to ensure a council wide delivery approach.

**11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.**

N/A

<b>Details of the Person(s) who completed the Assessment:</b>		
Name:	David Aitken	
Position:	Procurement & Building Services Manager	
Date:	24/02/2022	
<b>Authorised by:</b>		
Name:	Stuart Jamieson	
Position:	Interim Service Director - Environment and Economic Recovery	
Date:	09/03/2022	

Thank you for your assistance with the completion of this task.

Please send a copy of the completed Template to Karen Barclay, Corporate Policy Officer at [karen.barclay@inverclyde.gov.uk](mailto:karen.barclay@inverclyde.gov.uk).