

# **Supporting Good Decisions**

Promoting Equality & Human Rights, Reducing Inequality and Protecting the Environment

## **Integrated Impact Assessment Form**

# Integrated Impact Assessment Form

## Promoting Equality, Human Rights and Sustainability

<b>Title of Policy/ Proposal</b>	Procurement Strategy 2023-2028
<b>Timescale for Implementation</b>	Going to Cabinet in January 2023 for implementation from 01/04/23
<b>IIA Completion Date</b>	29/11/22
<b>Completed by</b>	Michelle Coyle
<b>Lead officer</b>	Michelle Coyle

### Section 1: Screening

#### 1.1 Briefly describe the policy/proposal/activity you are assessing.

Set out a clear understanding of the purpose of the policy/ proposal/ activity being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

The Procurement Reform (Scotland) Act 2014 requires any public organisation which has an estimated annual regulated spend of £5 million or more (excluding VAT) to develop and review a procurement strategy annually before the start of the next financial year.

The procurement strategy sets out how ELC intends to carry out its regulated procurements i.e. procurements with an estimated value equal to or greater than £50k (excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

The procurement strategy has an important role in setting out how we run our procurement service. The procurement strategy allows us to provide a strategic focus for its procurement activities, including contract and supplier management, and an overview on how its approach to procurement supports its broader aims and objectives. Documenting a procurement strategy and establishing a review process will:

- help with strategic planning;
- increase transparency and visibility;
- provide a better basis for engagement and remove unnecessary inconsistencies.

The procurement strategy demonstrates how ELCs approach to procurement supports delivery of its broader aims and objectives. The procurement strategy outlines 5 key strategic objectives:

- Contributing to the council’s Net Zero and climate change targets
- Delivering Best value and Continuous Improvement
- Ensuring Compliance and Good Governance
- Increasing Sustainability and Community Benefits
- Supporting Economic Recovery

The procurement strategy will be measured and reported on an on-going basis with any significant slippages or deviations being highlighted to CMT and Cabinet, as appropriate.

Annual Procurement Report: In addition to the mandatory procurement strategy, to meet regulatory requirements ELC must also prepare and publish an annual procurement report disclosing how its procurement activity has complied with its published procurement strategy.

The procurement strategy/revised procurement strategy and annual procurement report are published on the internet.

**1.2 What will change as a result of this policy?**

How ELCs approach to procurement supports our broader aims and objectives. The focus of our procurement activities will reflect the key strategic objectives outlined above.

**1.3 Deciding if a full Impact Assessment is needed.**

Please answer the following questions:

	Yes	No
1. The policy/ proposal has consequences for or affects people e.g. how they can access a service?		X
2. The policy/proposal has potential to make a significant impact on equality?		X <i>(but will set objectives)</i>
3. The policy/proposal is likely to have a significant environmental impact?		X <i>(but will set)</i>

		<i>objectives)</i>
4. The policy/ proposal has implications for the storage/ collection of personal data?		X

- If you have answered yes to questions 1 and 2 above, please proceed to complete the Integrated Impact Assessment. If you have answered No then an IIA does not need to be completed. Please keep a copy of the screening paperwork.
- If you have identified that your project will have a significant environmental impact, please proceed to complete the Integrated Impact Assessment. You will also need to consider whether you need to complete a Strategic Environmental Assessment. Please contact
- If you have answered yes to question 4, please seek further advice from the Data Protection Officer.

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## Section 2: Integrated Impact Assessment

### 2.1 Have those who are affected by the policy had the opportunity to comment on new proposals?

N/A Consultation has been carried out with internal stakeholders and Scotland Excel – see Monitoring, reviewing, transparency and reporting section of the strategy (p22). There is no statutory requirement to carry out public consultation on the Strategy

### 2.2 What information/data have you used to inform the development of the policy to date?

Many sources of information used, including Regulations, Policies, Guidance and Tools listed on p17 of the strategy

### 2.3 What does the evidence/ research suggest about the policy's actual or likely impact on equality groups and those vulnerable/ or experiencing socio-economic disadvantage?

Evidence	Comment
Which groups are in particular need of this service?	Strategy is high-level and generic but aims to positively contribute to all groups within our community as well as the business community.
What level of service uptake/ access is there from protected and vulnerable groups?	There are specific Procurement Equality Duties that apply when a public authority awards a contract or framework agreement which is covered by the Public Contracts (Scotland) Regulations 2015. There is also the Fairer Scotland Duty, Part 1 of the Equality Act 2010, came into force in Scotland in April 2018. These are detailed in the strategy and supported by our Procurement Procedures (Standing Orders) and Working Instructions). Our procurement process encourages suppliers to consider how they can contribute to promoting and advancing equality in delivering the contract.
Can you identify positive outcomes for service users	
What is the service user experience of those from protected or vulnerable groups?	
What opportunity have those from protected groups had to co-produce or comment on the service/ plans?	

	<p>Performance Framework, including Communities, Fair Work and Business, Human Rights and Poverty, Children and Young People, Economy and Education and Environment.</p> <p>Positive outcomes linked to the areas outlined above, for example, implementation of fair work first (real living wage), delivery of community benefits, embedding sustainable procurement tools and consideration of climate and circular economy in commodity strategy development.</p> <p>The strategy will not have a direct impact on user experience but individual procurement projects may – these will be considered in individual commodity strategies. Where a supplier directly impacts on our equality duties, assessment of their equality commitments forms a significant part of our contracting criteria.</p> <p>There has been no public consultation undertaken for this strategy</p>
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**2.4 How does the policy meet the different needs of groups in the community?**

<p><b>Equality Groups</b></p> <ul style="list-style-type: none"> <li>• Older people, people in the middle years</li> <li>• Children and young people children</li> <li>• Women, men and transgender people (includes issues relating to pregnancy and maternity)</li> <li>• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)</li> <li>• Minority ethnic people (includes Gypsy/Travellers, migrant workers)</li> </ul>	<p>See comments above – The strategy is high level and sets the approach for a wide range of procurement activity. Individual commodity strategies will consider specific impacts on equality groups.</p> <p>See Strategy for further details and examples</p>

<ul style="list-style-type: none"> <li>• Refugees and asylum seekers</li> <li>• People with different religions or beliefs (includes people with no religion or belief)</li> <li>• Lesbian, gay, bisexual and heterosexual people</li> <li>• People who are unmarried, married or in a civil partnership</li> </ul>	
<p><b>Those vulnerable to falling into poverty</b></p> <ul style="list-style-type: none"> <li>• Unemployed</li> <li>• People on benefits</li> <li>• Lone Parents</li> <li>• Care experienced children and young people</li> <li>• Carers (including young carers)</li> <li>• Homeless people</li> <li>• Those involved in the community justice system</li> <li>• People with low literacy/numeracy</li> <li>• Families with 3 or more children</li> <li>• Those with a child/ children under 1</li> </ul>	<p>See comments above – strategy is high-level and generic. Individual commodity strategies will consider specific impacts on equality groups.</p> <p>See Strategy for further details and examples</p>
<p><b>Geographical communities</b></p> <ul style="list-style-type: none"> <li>• Rural/ semi rural communities</li> <li>• Urban Communities</li> <li>• Coastal communities</li> <li>• Those living in the most deprived communities (bottom 20% SIMD areas)</li> </ul>	<p>See comments above – strategy is high-level and generic. Individual commodity strategies will consider specific impacts on equality groups.</p> <p>See Strategy for further details and examples</p>
<p><b>Communication Needs:</b></p> <ul style="list-style-type: none"> <li>• Gaelic Language Speakers</li> <li>• BSL users</li> <li>• English as a Second Language</li> <li>• Other e.g. DeafBlind, Plain English, Large Print</li> </ul>	<p>See comments above – strategy is high-level and generic. Individual commodity strategies will consider specific impacts on equality groups.</p> <p>See Strategy for further details and examples</p>

**2.5 Are there any other factors which will affect the way this policy impacts on the community or staff groups?**

N/A

**2.6 Is any part of this policy/ service to be carried out wholly or partly by contractors?**

If yes, how have you included equality and human rights considerations into the contract? Yes equality and human rights considerations are part of commodity strategy development, selection and award criteria, and on-going contract management, as relevant to the procurement project.

**2.7 Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?**

There is a statement on the document on how versions of this leaflet can be supplied

**2.8 Please consider how your policy will impact on each of the following?**

**Equality and Human rights**

- Promotes / advances equality of opportunity e.g. improves access to and quality of services
- Promotes good relations within and between people with protected characteristics and tackles harassment
- Promotes participation, is inclusive and gives people control over decisions which affect them
- Preserves dignity and self-respect of individuals (does not lead to degrading treatment or stigma)
- Builds support networks, resilience, community capacity

**Comments:**

See previous comments and details in the strategy

**Reduces Poverty**

- Maximises income and/or reduces income inequality
- Helps young people into positive destinations
- Aids those returning to and those progressing within the labour market
- Improves employability skills, including literacy and numeracy



- Reduces the costs of taking part in activities and opportunities
- Reduces the cost of living

Comments :

See previous comments and details in the strategy

**Protecting the Environment and Improving Sustainability:**

- Reduces the need to travel or increases access to sustainable forms of transport
- Minimises waste / encourages resource efficiency / contributes to the circular economy
- Ensures goods / services are from ethical, responsible and sustainable sources
- Improves energy efficiency / uses low carbon energy sources
- Protects and/or enhances natural environments / habitats / biodiversity
- Promotes the transition to a low carbon economy
- Prepares and/or adapts communities for climate change impacts

Comments:

See previous comments and details in the strategy

### Section 3.Action Plan

What, if any changes will be made to the proposal/ policy as a result of the assessment?

Changes to be made	Expected outcome of the change	Resources Required	Timeline	Responsible person
Enhanced content has been added to the strategy in relation to equalities duties	Commitments are more explicit	Time	Complete	M. Coyle
Ensure there is ongoing consideration of equality impact considerations as part of ELCs procurement processes.	Commitments are embedded in procurement process as part of on-going annual reviews	Time	Annually	M. Coyle
Ensure ELCs procurement strategy continues to promote equality and ensures there is equal opportunity for all suppliers who meet the stated criteria to participate.	Commitments are embedded in procurement strategy as part of on-going annual review & reporting	Time	Annually	M. Coyle

#### For consideration of the Head of Service

Can you identify any cumulative impacts on equality groups or vulnerable people arising from this policy, when considered alongside other changes across other services?

*The procurement strategy 2023-2028 will support equality- and reduce disadvantage. The updated strategy does not introduce a change of policy direction for the council.*

#### Sign off by Head of Service



**Name:** Ellie Dunnet, Head of Finance

**Date:** 21 December 2022