



## First things first: does this activity need an EqIA?

<b>Subject of the assessment:</b>	<b>Review of the Co-operative Procurement Strategy 2021-2024</b>	
<b>Please answer Yes or No to the following questions:</b>		
Does it affect staff, service users or the wider community?		Yes
Has it been identified as being important to particular groups of people?		Yes
Does it or could it potentially affect different groups of people differently (unequal)?		Yes
Does it relate to an area where there are known inequalities or exclusion issues?		No
Will it have an impact on how other organisations operate?		Yes
Is there potential for it to cause controversy or affect the council's reputation as a public service provider?		Yes

<b>Where a positive impact is likely, will this help to:</b>	<b>Please tick all that apply (✓)</b>
Remove discrimination and harassment?	Yes
Promote equal opportunities?	Yes
Encourage good relations?	Yes

If you ticked or answered Yes to one or more of these questions you should carry out an EqIA. There are two levels of analysis (Brief and Full) and in deciding which to go for, you should think about not just the number of people affected but the significance of the effect on them – both positive and negative.

If you answered No to all of the questions and decide that your activity doesn't need an EqIA you must explain below why it has no relevance to equality and diversity. You should reference the information you used to support your decision and seek approval from your Head of Service or Strategic Director before sending this to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk).



# Full Equality Impact Assessment

For a policy, project, service or other decision that is new, changing or under review

<b>What is being assessed?</b>		<b>Review of Co-operative Procurement Strategy 2021-2024</b>			
Lead Assessor	Lisa Baldock			Assessment team	Contracts and Procurement Group
Start date	December 2020	End date	October 2021		
When will the EqlA be reviewed?	October 2022				

Who may be affected by it?	Staff procuring across the Council, local stakeholders and contractors.
What are the key aims of it?	<ul style="list-style-type: none"> <li>The Strategy has been written around five principle foundations of Community Wealth Building, Sustainability, Social Value &amp; Ethical Procurement, Commercial and Insourcing and Pro-active Procurement.</li> <li>It has been revised and rewritten to align with the Council’s Future Town, Future Council ambitions and outcomes.</li> <li>The Strategy manages the Council’s duty to provide value for money for our residents and customers through effective procurement policies and practices.</li> </ul>

What <b>positive measures</b> are in place (if any) to help <b>fulfil our legislative duties</b> to:					
Remove discrimination & harassment	Procurement is conducted fairly and transparently opening opportunities for all types of organisation to do business with the Council. Procurements undertaken will ensure suppliers are committed to following the Equalities Act 2010 through signed terms and	Promote equal opportunities	Procurement is conducted fairly and transparently opening opportunities for all types of organisation to do business with the Council. Procurements undertaken will ensure suppliers are committed to following the Equalities Act 2010 through signed terms and	Encourage good relations	Procurement is conducted fairly and transparently opening opportunities for all types of organisation to do business with the Council. Procurements undertaken will ensure suppliers are committed to following the Equalities Act 2010 through

	conditions and good contract management.		conditions and good contract management.		signed terms and conditions and good contract management.
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What sources of data / information are you using to inform your assessment?	<ul style="list-style-type: none"> <li>• The Public Contract Regulations 2015</li> <li>• The Councils Contract Standing Orders</li> <li>• Other Council Policies and Strategies that link into procurement i.e. Data Protection, the Modern Slavery Act, Climate Change Strategy, Commercial and Insourcing Strategy &amp; Safeguarding.</li> <li>• Data used in the Strategy to show how much is spent locally and nationally - £22,418,469.16 (local) &amp; £37,374,767.07(national)</li> </ul>
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In assessing the potential impact on people, are there any overall comments that you would like to make?	<p>Under the foundation of Community Wealth Building the Council will be identifying the number of social enterprises, for example Mutual, Co-operatives, Community Interest Companies etc. in the local community. We will understand what services they can provide and look to conduct preferred contract procurement targeted to social enterprises.</p> <p>The consideration of completing an EQIA is given in the guidance on the intranet for officers undertaking a procurement process to ensure that individual needs are met for differing procurement projects.</p>
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## Evidence and impact assessment

Explain the potential impact and opportunities it could have for people in terms of the following characteristics, where applicable:

Age					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	



Please evidence the data and information you used to support this assessment	The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.		
What opportunities are there to promote equality and inclusion?	The Council encourages all suppliers to register on the Supply Hertfordshire portal. All contracts over £75,000 are advertised through Supply Hertfordshire and Contracts Finder to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	The consideration of an Equalities Impact Assessment for all procurement exercises to ensure that individual needs are met for differing projects.

<b>Disability</b> e.g. physical impairment, mental ill health, learning difficulties, long-standing illness					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment	The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.				
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<b>Gender reassignment</b>					
Positive	The Procurement	Negative	The mitigation of any	Unequal	

impact	Strategy refers to the Equality Act 2010.	impact	negative impact will be achieved through training and advising Officers on equalities in procurement.	impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.			
What opportunities are there to promote equality and inclusion?	The Council encourages all suppliers to register on the Supply Hertfordshire portal. All contracts over £75,000 are advertised through Supply Hertfordshire and Contracts Finder to ensure maximum accessibility and ability to participate.	What do you still need to find out? Include in actions (last page)	The consideration of an Equalities Impact Assessment for all procurement exercises to ensure that individual needs are met for differing projects.		

<b>Marriage or civil partnership</b>					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.			
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<b>Pregnancy &amp; maternity</b>					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.			
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<b>Race</b>					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.			
What opportunities are there to promote equality and inclusion?	The Council encourages all suppliers to register on the Supply Hertfordshire portal. All contracts over £75,000 are advertised through Supply Hertfordshire and Contracts Finder to ensure maximum accessibility and ability to	What do you still need to find out? Include in actions (last page)	The consideration of an Equalities Impact Assessment for all procurement exercises to ensure that individual needs are met for differing projects.		

	participate.		
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Religion or belief					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.			
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Sex					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.			
What opportunities are there to promote equality and inclusion?	The Council encourages all suppliers to register on the Supply Hertfordshire portal. All contracts over £75,000 are	What do you still need to find out? Include in actions (last page)	The consideration of an Equalities Impact Assessment for all procurement exercises to ensure that individual		

	advertised through Supply Hertfordshire and Contracts Finder to ensure maximum accessibility and ability to participate.		needs are met for differing projects.
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<b>Sexual orientation</b>					
e.g. straight, lesbian / gay, bisexual					
Positive impact	The Procurement Strategy refers to the Equality Act 2010.	Negative impact	The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.	Unequal impact	
Please evidence the data and information you used to support this assessment		The Contract Standing Order 8.7 states that the Council must have due regard to the requirements of the public sector equalities duty under the Equalities Act 2010, which must be taken into account when procuring goods, work or services from external providers.			
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<b>Socio-economic<sup>1</sup></b>					
e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement					
Positive impact	Holding webinars and meet the buyer events to support all organisations that want to do	Negative impact	Some complex EU procurements may deter local and small suppliers from bidding, however	Unequal impact	Where some suppliers/individuals have difficulty using technology they may find it hard to

<sup>1</sup>Although non-statutory, the council has chosen to implement the Socio-Economic Duty and so decision-makers should use their discretion to consider the impact on people with a socio-economic disadvantage.

	<p>business with the Council and updating the Selling to the Council guide. Using the Social Value portal to embed social value in all procurements over £75,000. Promoting the Supply Hertfordshire website for all organisations to see opportunities that exist and to ensure they are registered to be selected for under threshold procurements.</p>		<p>the procurement strategy encourages links for larger suppliers to use our local supply chain for the delivery of required projects.</p>		<p>read the strategy or find it hard to access opportunities to supply the Council.</p>
<p>Please evidence the data and information you used to support this assessment</p>	<p>The Contract Standing Order 6.5.12 states that the Social Value Act requires commissioners to consider securing economic, social or environmental benefits when buying services above the OJEU threshold. The Council has extended this further with the launch of the Social Value Portal under the Social Value &amp; Ethical Procurement foundation of the Strategy which will be used for all procurements over £75,000.</p>				
<p>What opportunities are there to promote equality and inclusion?</p>	<p>We advertise our procurement opportunities over £75,000 electronically through Supply Hertfordshire to ensure maximum accessibility and ability to participate. We encourage all suppliers to register on the Supply Hertfordshire portal. Encouraging Procuring Officers to carry out pre-market engagement prior to procuring goods/works/services. Procuring Officers should consider carefully the procurement thresholds for each opportunity so as not to exclude smaller suppliers</p>	<p>What do you still need to find out? Include in actions (last page)</p>	<p>The consideration of an Equalities Impact Assessment for all procurement exercises to ensure that individual needs are met for differing projects.</p>		

	unnecessarily. Procuring Officers are reminded to embed policy requirements only when strictly needed and to try not to overcomplicate the procurement process.		
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**What are the findings of any consultation with:**

Staff?	<p>The findings of the consultation include making a strong bid to show diversity and inclusivity by attracting all suppliers. This will be managed by:</p> <ul style="list-style-type: none"> <li>Pre-market engagement</li> <li>Webinars to help encourage and simplify the process</li> <li>Promoting the Supply Hertfordshire website</li> <li>Only embedding policy requirements where needed</li> <li>There will also be training and guidance offered to procuring staff to remind Officers of the five principle foundations of the revised strategy.</li> </ul>	Residents?	Residents did not respond as part of the consultation.
Voluntary & community sector?	<p>The actions have already been inserted into the opportunities to promote equality and inclusion and include:</p> <ul style="list-style-type: none"> <li>Pre-market engagement</li> <li>Webinars to help encourage and simplify the process</li> <li>Promoting the Supply Hertfordshire website</li> <li>Only embedding policy requirements where needed</li> </ul>	Partners?	<p>The actions have already been inserted into the opportunities to promote equality and inclusion and include:</p> <ul style="list-style-type: none"> <li>Pre-market engagement</li> <li>Webinars to help encourage and simplify the process</li> <li>Promoting the Supply Hertfordshire website</li> <li>Only embedding policy requirements where needed</li> </ul>

Other stakeholders?	<p>The actions have already been inserted into the opportunities to promote equality and inclusion and include:</p> <p>Pre-market engagement</p> <p>Webinars to help encourage and simplify the process</p> <p>Promoting the Supply Hertfordshire website</p> <p>Only embedding policy requirements where needed</p>	
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## Overall conclusion & future activity

Explain the <b>overall findings</b> of the assessment and <b>reasons for outcome</b> (please choose one):		
1. No inequality, inclusion issues or opportunities to further improve have been identified		
Negative / unequal impact, barriers to inclusion or improvement opportunities identified	2a. Adjustments made	Adjustments have been identified and will be used to promote equality and inclusion.
	2b. Continue as planned	
	2c. Stop and remove	

Detail the <b>actions that are needed</b> as a result of this assessment and how they will help to <b>remove discrimination &amp; harassment, promote equal opportunities</b> and / or <b>encourage good relations</b> :				
Action	Will this help to remove, promote and / or encourage?	Responsible officer	Deadline	How will this be embedded as business as usual?
Incorporate equalities training as part of corporate procurement training suite.	This will help to promote equal opportunities and raise the awareness in the procurement process.	Corporate Procurement Manager	Ongoing	By asking Procuring Officers to check that appropriate Equalities clauses are included in the procurement process and that they are being fair and transparent with their

				process.
Ensure that all contracts comply with the Equalities Act 2010	<p>Corporate Procurement is to train and advise as appropriate on the Equalities Act 2010</p> <p>Departments are to check that the Equalities Act 2010 is covered in any procurement documents issued (latest versions on the intranet will contain up to date clauses)</p> <p>Legal Services to ensure that Equalities clauses are inserted into contract terms and conditions.</p>	<p>Corporate Procurement Manager</p> <p>Procuring Officers</p> <p>Shared Legal Services</p>	Ongoing	<p>By reminding the Procuring Officers about contracts and Equalities and ensuring that they embedding the appropriate clauses in contracts</p> <p>Through good contract management to ensure that the continuation of compliance with the Act continues throughout the contract duration.</p>
By encouraging local and diverse suppliers to participate in the Council's contract opportunities	<p>Through internal training supporting the requirement for pre-market engagement</p> <p>By working with the Council's Business Relationship Manager to support smaller, unusual or less culturally embedded suppliers to register on Supply Hertfordshire</p> <p>By updating Selling to the Council Guide to help small and local businesses understand the procurement process</p> <p>By delivering webinars to help encourage and simplify the process</p> <p>By advertising contracts through the Council's Twitter account</p>	<p>Corporate Procurement Manager</p> <p>Procuring Officers</p>	Ongoing	By reminding the Contracts and Procurement Group and Procuring Officers about encouraging and enabling local and diverse suppliers to participate in contract opportunities.



**Approved by Assistant Director / Strategic Director: Clare Fletcher**

**Date: September 2021**

Please send this EqIA to [equalities@stevenage.gov.uk](mailto:equalities@stevenage.gov.uk)