

First things first: does this activity need an EqIA?

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

Where a positive impact is likely, will this help to:	Please tick all that apply (\checkmark)
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.



Full Equality Impact Assessment

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

What is	being assessed	I? Revie	Review of Co-operative Procurement Strategy 2021-2024			
Lead Assessor	Lisa Baldock			Assessmen t team	Contracts and Procurement Group	
				-		
Start date	December 2020	End date	October 2021			
When will the EqIA be reviewed?		October 20	22			

Who may be affected by it?	Staff procuring across the Council, local stakeholders and contractors.
What are the key aims of it?	 The Strategy has been written around five principle foundations of Community Wealth Building, Sustainability, Social Value & Ethical Procurement, Commercial and Insourcing and Pro-active Procurement. It has been revised and rewritten to align with the Council's Future Town, Future Council ambitions and outcomes. The Strategy manages the Council's duty to provide value for money for our residents and customers through effective procurement policies and practices.

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

			W _{sive} co
conditions an	b	conditions and	signed terms
good contract		good contract	and conditions
management.		management.	and good
			contract
			management.

What sources of data /	 The Public Contract Regulations 2015 The Councils Contract Standing Orders Other Council Policies and Strategies that link into procurement i.e. Data
information are you using	Protection, the Modern Slavery Act, Climate Change Strategy, Commercial and
to inform your	Insourcing Strategy & Safeguarding. Data used in the Strategy to show how much is spent locally and nationally -
assessment?	£22,418,469.16 (local) & £37,374,767.07(national)

In assessing the potential	Under the foundation of Community Wealth Building the Council will be identifying the
impact on people, are	number of social enterprises, for example Mutual, Co-operatives, Community Interest
there any overall	Companies etc. in the local community. We will understand what services they can
comments that you	provide and look to conduct preferred contract procurement targeted to social
would like to make?	enterprises.
	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.

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

				cyusive C
information you used to supportto the requirementthis assessment2010, which must			s of the public sector ec taken into account w	t the Council must have due regard qualities duty under the Equalities Act hen procuring goods, work or
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.

Disability								
e.g. physical impairment, mental ill health, learning difficulties, long-standing illness								
Positive impact	The Procurement Strategy refers to the Equality Act		Negative impact	The mitigation of any negative impact will be achieved through	Unequal impact			
	2010.			training and advising Officers on equalities in procurement.				
Please evidence the data and information you used to support this assessment		to the requiremen	ling Order 8.7 states that ts of the public sector equip ust be taken into accour rnal providers.	qualities duty und	er the Equalities			
are there to promote suppliers to equality and Supply Here advertised advertised Hertfordshi Finder to en		encourages all register on the fordshire portal. s over £75,000 are hrough Supply re and Contracts isure maximum and ability to	What do you still need to find out? Include in actions (last page)	Impact Assessme procurement ex	ercises to ensure eeds are met for			

Gender rea	assignment				
Positive	The Procurement	Negative	The mitigation of any	Unequal	



						Crusive Co		
impact	Strateg	y refers to	impact	negative impact will	impact			
	the Equ	uality Act		be achieved through				
	2010.			training and advising				
				Officers on equalities				
				in procurement.				
Please evidence	e the dat	a and	The Contract Stand	ling Order 8.7 states that	it the Council mus	st have due regard		
information yo	u used to	o support	to the requirement	ts of the public sector eq	qualities duty und	er the Equalities		
this assessment	t		Act 2010, which m	t 2010, which must be taken into account when procuring goods, work or				
			services from exter	rvices from external providers.				
What opportun	nities	The Council	encourages all	courages all What do you still The consideration of a		on of an Equalities		
are there to pro	omote	suppliers to	register on the	need to find out?	Impact Assessm	ent for all		
equality and		Supply Hert	fordshire portal.	Include in actions	procurement ex	ercises to ensure		
inclusion?		All contracts	over £75,000 are	(last page)	that individual n	eeds are met for		
		advertised t	hrough Supply		differing project	S.		
		Hertfordshi	e and Contracts					
		Finder to en	sure maximum					
		accessibility	and ability to					
		participate.						

Marriage or civil partnership							
iviarriage o	or civii	partners	пр				
Positive	The Pro	ocurement	Negative	The mitigation of any	Unequal		
impact	Strateg	y refers to the	-	negative impact will	impact		
	J	, y Act 2010.		be achieved through			
				training and advising			
				Officers on equalities			
				in procurement.			
				•			
Please evidence	the data	and	The Contract Standi	ng Order 8.7 states that	the Council must h	ave due regard	
information you	used to	support	to the requirements of the public sector equalities duty under the Equalities				
this assessment			Act 2010, which must be taken into account when procuring goods, work or				
			services from external providers.				
What opportuni	tion	The Council (encourages all	What do you still	The consideratio	n of an	
			-				
are there to pro			egister on the	need to find out?	Equalities Impact		
equality and inc	lusion?		ordshire portal. All	Include in actions	for all procureme		
			er £75,000 are	(last page)	ensure that indiv		
		advertised th	rough Supply		met for differing	projects.	
		Hertfordshire	e and Contracts				
	Finder to ens		sure maximum				
	accessibility a		and ability to				
		participate.					

						The service, same
Pregnancy	& m a	ternity				
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	
information you	Please evidence the data and information you used to support this assessment		to the requirement	ing Order 8.7 states tha s of the public sector ec be taken into account w mal providers.	qualities duty und	er the Equalities Act
What opportunitiesThe Councilare there to promotesuppliers toequality andSupply Hertfinclusion?All contractsadvertised thHertfordshirFinder to ent		encourages all register on the fordshire portal. s over £75,000 are hrough Supply re and Contracts asure maximum r and ability to	What do you still need to find out? Include in actions (last page)	Impact Assessm procurement ex	ercises to ensure eeds are met for	

Race						
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	
information you	Please evidence the data and information you used to support this assessment		to the requirement	ling Order 8.7 states tha s of the public sector ec be taken into account wi mal providers.	ualities duty unde	er the Equalities Act
are there to promote suppliers to equality and Supply Hert inclusion? All contract advertised Hertfordshi Finder to er		encourages all register on the fordshire portal. s over £75,000 are hrough Supply re and Contracts sure maximum and ability to	What do you still need to find out? Include in actions (last page)	Impact Assessme procurement exe	ercises to ensure eeds are met for	

	and the services of the servic
participate.	

Religion or	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		
information you used to support this assessment 2010, which must services from extern			to the requirement 2010, which must services from exte	What do you still	ualities duty unde hen procuring goo	er the Equalities Act	
are there to pro equality and inclusion?	are there to promotesuppliers to registequality andSupply Hertfordsh		fordshire portal. s over £75,000 are hrough Supply re and Contracts isure maximum	need to find out? Include in actions (last page)	Impact Assessme procurement exe that individual n differing project	ercises to ensure eeds are met for	

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.		
Please evidence the data and information you used to support this assessment		regard to the require Equalities Act 2010, v	ng Order 8.7 states that th ements of the public secto which must be taken into ces from external provide	r equalities duty un account when proc	der the	
there to promotesuppliers to requality and inclusion?Supply Hertfe		encourages all register on the ordshire portal. All er £75,000 are	What do you still need to find out? Include in actions (last page)	The consideration Equalities Impact for all procurement to ensure that ind	Assessment nt exercises	



advertised through Supply	needs are met for differing
Hertfordshire and Contracts	projects.
Finder to ensure maximum	
accessibility and ability to	
participate.	

Sexual orie	Sexual orientation							
e.g. straight, le	sbian / g	ay, 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			to the requirement	ling Order 8.7 states tha is of the public sector ec be taken into account w mal providers.	qualities duty unde	er the Equalities Act		
are there to promote suppliers to equality and Supply Hert advertised advertised to Hertfordshi Finder to er		encourages all register on the fordshire portal. s over £75,000 are hrough Supply re and Contracts sure maximum and ability to	What do you still need to find out? Include in actions (last page)	Impact Assessme procurement ex	ercises to ensure eeds are met for			

Socio-economic ¹									
e.g. low incom	e.g. low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users,								
social value in	procurement								
Positive	Holding webinars	Negative	Some complex EU	Unequal	Where some				
impact	and meet the buyer	impact	procurements may	impact	suppliers/individuals				
	events to support		deter local and small		have difficulty using				
	all organisations		suppliers from		technology they				
	that want to do		bidding, however		may find it hard to				

¹Although 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.



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		ss with the		the procurement		read the strategy or
	Counci	l and		strategy encourages		find it hard to
	updatir	ng the Selling		links for larger		access opportunities
	to the 0	Council		suppliers to use our		to supply the
	guide.	Using the		local supply chain		Council.
	Social V	/alue portal		for the delivery of		
	to emb	ed social		required projects.		
	value ii	n all				
	procur	ements over				
	£75,00	0. Promoting				
	the Sup	oply				
	Hertfor	rdshire				
	website	e for all				
	organis	sations to see				
	opport	unities that				
		nd to ensure				
	they ar	e registered				
	to be s	elected for				
	under t	threshold				
	procur	ements.				
Please evidenc	a tha day	to and	The Contract Stand	ling Order 6 5 12 states	that the Social V	alua Act requires
				ling Order 6.5.12 states		•
information yo this assessmen		o support		consider securing econo ces above the OJEU thre		
this assessmen	it.			unch of the Social Value		
				nt foundation of the Str		
			procurements over		ategy which which	
			procurements over	175,000.		
What opportu	nities	We advertis	e our	What do you still	The consideration	on of an Equalities
are there to pr	omote	procuremer	nt opportunities	need to find out?	Impact Assessm	ent for all
equality and		over £75,00	0 electronically	Include in actions	procurement ex	ercises to ensure that
inclusion?		through Sup	ply Hertfordshire	(last page)	individual needs	are met for differing
		to ensure m	aximum		projects.	
		accessibility	and ability to			
		participate.	We encourage all			
		suppliers to	register on the			
		Supply Hert	fordshire portal.			
		Encouraging	g Procuring			
		Officers to o	arry out pre-			
			agement prior to			
		procuring				
		goods/work	s/services.			
		Procuring O	fficers should			
		consider ca	efully the			
		procuremer	nt thresholds for			
		each opport	unity so as not to			
		exclude sma	aller suppliers			

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unnecessarily. Procuring		
Officers are reminded to		
embed policy requirements		
only when strictly needed and		
to try not to overcomplicate		
the procurement process.		

What are the findings of any consultation with:

Staff?	The findings of the consultation include making a strong bid to show diversity and inclusivity by attracting all suppliers. This will be managed by: Pre-market engagement Webinars to help encourage and simplify the process Promoting the Supply Hertfordshire website Only embedding policy requirements where needed There will also be training and guidance offered to procuring staff to remind Officers of the five principle foundations of the revised strategy.	Residents?	Residents did not respond as part of the consultation.
Voluntary & community sector?	The actions have already been inserted into the opportunities to promote equality and inclusion and include: Pre-market engagement Webinars to help encourage and simplify the process Promoting the Supply Hertfordshire website Only embedding policy requirements where needed	Partners?	The actions have already been inserted into the opportunities to promote equality and inclusion and include: Pre-market engagement Webinars to help encourage and simplify the process Promoting the Supply Hertfordshire website Only embedding policy requirements where needed

	"clusive cov
Other stakeholders?The actions have already been inserted into the opportunities to promote equality and inclusion and include:Other stakeholders?Pre-market engagementWebinars to help encourage and simplify the processWebinars to help encourage and simplify the processPromoting the Supply Hertfordshire websiteOnly embedding policy requirements where needed	" ^d itive "

Overall conclusion & future activity

Explain the overall findings of the assessment and reasons for outcome (please choose one):				
1. No inequality, inclusion opportunities to further 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 actions that are needed as a result of this assessment and how they will help to remove discrimination & harassment, promote equal opportunities and / or encourage good relations:				
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



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