



Review of Co-operative Procurement Strategy

Equality Impact Assessment (EqIA) Form

April 2025- March 2028

Date created	January 2025
Approved by	Executive
Owner	Brian Moldon
Version	2
Author	Lisa Baldock Corporate Procurement Manager
Business Unit and Team	Corporate Procurement – Finance

Please [click this link](#) to find the EqIA guidance toolkit for support in completing the following form.

For translations, braille or large print versions of this document please email equalities@stevenage.gov.uk.

Title:	Review of the Co-operative Procurement Strategy 2025-2028	
Please answer Yes or No to the following questions:		
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

Where a positive impact is likely, will this help to:	
Remove discrimination and harassment?	Yes
Promote equal opportunities?	Yes
Encourage good relations?	Yes

If you answered 'Yes' to one or more of the above questions you should carry out an EqIA.

Or 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 below and seek approval from your Assistant Director before confirming this by sending this page to equalities@stevenage.gov.uk.

I determine that no EqIA is needed to inform the decision on the .

Name of assessor:

Decision approved by:

Role:

Role: Assistant Director

Date:

Date:

Equality Impact Assessment Form

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

What is being assessed?		Review of Co-operative Procurement Strategy 2025-2028			
Lead Assessor	Lisa Baldock			Assessment team	Contracts and Procurement Group
Start date	January 2025	End date	March 2028		
When will the EqIA be reviewed? (Typically every 2 years)	March 2027				

Who may be affected by the proposed project?	Staff procuring across the Council, local stakeholders and contractors.
What are the key aims of the proposed project?	<ul style="list-style-type: none"> 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 Making Stevenage Even Better Corporate Plan 2024-2027 strategic priorities. <p>The Strategy manages the Council's duty to provide value for money for our residents and customers through effective procurement policies and practices.</p>

What positive measures are in place (if any) to help fulfil our legislative duties to:					
Remove discrimination & harassment	Procurement is conducted fairly and transparently opening	Promote equal opportunities	Procurement is conducted fairly and transparently opening	Encourage good relations	Procurement is conducted fairly and transparently opening

	<p>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 conditions and good contract management.</p>		<p>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 conditions and good contract management.</p>		<p>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 conditions and good contract management.</p>
--	--	--	--	--	--

<p>What sources of data / information are you using to inform your assessment?</p>	<ul style="list-style-type: none"> • The Procurement Act 2023 • The Councils Contract Procedure Rules (formally known as the Contract Standing Orders) • Other Council Policies and Strategies that link into procurement i.e. Data Protection, the Modern Slavery Act, Climate Change Strategy, Commercial and Insourcing Strategy & Safeguarding. <p>Data used in the Strategy to show how much is spent locally and nationally - £12,873,514.66 (local) & £56,837,567.60 (national)</p>
--	---

<p>In assessing the potential impact on people, are there any overall comments that you would like to make?</p>	<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 pre-market engagement 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>
---	--

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 Procedure Rules state 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 £100,000 are advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) 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. Where procurements are age specific such as independent living schemes additional due diligence on suppliers may need to be undertaken in these individual procurements.

Disability 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 Procedure Rules state 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 £100,000 are advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) 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. Where procurements are disability related for example stair lift installations additional due diligence on suppliers may need to be undertaken in these individual procurements.

Gender Reassignment					
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 Procedure Rules state 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 £100,000 are advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) 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. Where procurements are related to gender assignment additional due diligence on suppliers may need to be undertaken in these individual procurements.

Marriage or Civil Partnership					
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 Procedure Rules state 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 £100,000 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 needs are		

	advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) to ensure maximum accessibility and ability to participate.		met for differing projects. Where procurements are related to marriage or civil partnership additional due diligence on suppliers may need to be undertaken in these individual procurements.
--	--	--	---

Pregnancy & Maternity					
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 Procedure Rules state 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 £100,000 are advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) 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. Where procurements are related to pregnancy and maternity for example healthy hub initiatives then additional due diligence on suppliers may need to be undertaken in these individual procurements.

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	
Please evidence the data and information you used to support this assessment	The Contract Procedure Rules state 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 £100,000 are advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) 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. Where procurements are related to race for then additional due diligence on suppliers may need to be undertaken in these individual procurements.		

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	

<p>Please evidence the data and information you used to support this assessment</p>	<p>The Contract Procedure Rules state 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.</p>		
<p>What opportunities are there to promote equality and inclusion?</p>	<p>The Council encourages all suppliers to register on the Supply Hertfordshire portal. All contracts over £100,000 are advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) to ensure maximum accessibility and ability to participate.</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. Where procurements are related to religion or belief then additional due diligence on suppliers may need to be undertaken in these individual procurements.</p>

<p style="text-align: center;">Sex</p>					
<p>Positive impact</p>	<p>The Procurement Strategy refers to the Equality Act 2010.</p>	<p>Negative impact</p>	<p>The mitigation of any negative impact will be achieved through training and advising Officers on equalities in procurement.</p>	<p>Unequal impact</p>	
<p>Please evidence the data and information you used to support this assessment</p>	<p>The Contract Procedure Rules state 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.</p>				
<p>What opportunities are there to promote equality and inclusion?</p>	<p>The Council encourages all suppliers to register on the Supply Hertfordshire portal. All contracts over £100,000 are</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</p>		

	advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) to ensure maximum accessibility and ability to participate.		met for differing projects. Where procurements are related to sex for example male/female only health initiatives then additional due diligence on suppliers may need to be undertaken in these individual procurements.
--	--	--	--

Sexual Orientation 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 Procedure Rules state 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 £100,000 are advertised through Supply Hertfordshire and the central Digital Platform (Find a Tender Service) 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. Where procurements are related to sexual orientation then additional due diligence on suppliers may need to be undertaken in these individual procurements.		

<p align="center">Socio-economic¹</p> <p align="center">e.g., low income, unemployed, homelessness, caring responsibilities, access to internet, public transport users, social value in procurement</p>					
Positive impact	<p>Holding webinars and meet the buyer events to support all organisations that want to do business with the Council and updating the Selling to the Council guide. Using the Social Value portal to embed social value in all covered procurements over the PA 2023 threshold.</p> <p>Promoting the Supply Hertfordshire website and the Central Digital Platform for all organisations to see opportunities that exist and to ensure they are registered to be selected for</p>	Negative impact	<p>Some complex covered procurements (those over the Procurement Act 2023 thresholds) may deter local and small suppliers from bidding, however the procurement strategy encourages links for larger suppliers to use our local supply chain for the delivery of required projects and encourages the consideration of lots.</p>	Unequal impact	<p>Where some suppliers/individuals have difficulty using technology they may find it hard to read the strategy or find it hard to access opportunities to supply the Council.</p>

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.

	under threshold procurements.				
Please evidence the data and information you used to support this assessment	The Contract Procedure Rules state that the Social Value Act requires commissioners to consider securing economic, social or environmental benefits when buying services above the Procurement Act 2023 threshold.				
What opportunities are there to promote equality and inclusion?	We advertise our procurement opportunities over £100,000 electronically through Supply Hertfordshire and through the Find a Tender Service to ensure maximum accessibility and ability to participate. We encourage all suppliers to register on the Supply Hertfordshire portal. Procuring Officers are required 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 unnecessarily. Procuring Officers are reminded to embed policy requirements only when strictly needed and to try not to overcomplicate the procurement process.	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. Where procurements are related to socio-economic factors then additional due diligence on suppliers may need to be undertaken in these individual procurements.		

Consultation Findings

Document any feedback gained from the following groups of people:

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

Overall Conclusion & Future Activity

Explain the overall findings of the assessment and reasons for outcome (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 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 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	Corporate Procurement Manager/Procuring	Ongoing	By reminding the Procuring Officers about contracts and Equalities and ensuring that they embedding the

	<p>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>	Officers/Shared Legal Services		<p>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>
<p>By encouraging local, and diverse suppliers to participate in the Council's contract opportunities</p>	<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 and Find a Tender Service</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 Social Media accounts</p>	Corporate Procurement Manager/Procuring Officers	Ongoing	<p>By reminding the Contracts and Procurement Group and Procuring Officers about encouraging and enabling local and diverse suppliers to participate in contract opportunities.</p>

Approved by Assistant Director / Strategic Director: Brian Moldon

Date: 10/02/25

Please send this EqIA to equalities@stevenage.gov.uk for critical friend feedback and for final submittance with the associated project.