

# EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

Introduction to the EQIA screening process

A successful EQIA screening will look at 5 key areas:

**1. Identify the Policy, Project, Service Reform or Budget Option to be assessed**

A clear definition of what is being screened and its aims

**2. Gathering Evidence & Stakeholder Engagement**

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)

**3. Assessment & Differential Impacts**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level

**4. Outcomes, Action & Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported

**5. Monitoring, Evaluation & Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

## 1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

New Sustainable Procurement Strategy 2023-2027

b) Reason for Change in Policy or Policy Development

The current Procurement Strategy titled Corporate Procurement and Commercial Improvement 2018-2022 is due to expire in Dec 2022 and we are legislatively required to publish a new procurement strategy. The new Strategy will be titled Sustainable Procurement Strategy 2023-2027

c) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

The Corporate Procurement Strategy sets out the vision, objectives and actions which will direct and govern procurement activities for this council from 2023 to 2027. These reflect both national and local policies and priorities, and include our approach to the Climate Emergency, the councils net zero and adaptation ambitions, suppliers' fair work first practices and monitoring of their sustainable and ethical supply chains. Look to create opportunities for more Social Enterprises, Cooperatives, Third Sector organisations via procurement. The strategy will also look to increase opportunities for Glasgow based suppliers to support the covid recovery and economic growth. The strategy will also contribute to the community wealth building agenda by further developing community benefits and the introduction on community Wishlist's which will support local communities and community groups and organisations.

The principal aim of the Strategy is to remain at the cutting edge of procurement within the public sector whilst ensuring the principles of public procurement - transparency, integrity, openness, fairness, non-discrimination, equal treatment, competition and accountability - underpin our procurement activity and also supporting the council's climate and financial challenges. The Strategy aims to build upon the achievements and benefits derived from the council's previous corporate procurement strategies which have been ongoing since 2012. We will continue to generate process efficiencies, target savings via demand management. We will continue to work more cohesively and collaboratively with our internal clients and external stakeholders to identify better ways of working. This enhances our focus and considers innovative procurement methodologies to achieve best value outcomes in service areas and the people of Glasgow.

The strategy covers 6 main objectives, and the aims of each objective are detailed below. We have 28 actions in total and 5 of these actions are

actions that have been carried forward from the current strategy, these actions are ongoing actions and will continue to be monitored and delivered upon throughout this strategy and probably the next strategy.

Objective 1 – Support the councils net zero Ecological and adaptation ambitions

- To support the climate change agenda we will explore how we can reduce our carbon emissions within our supply chain regarding scope 1,2 and 3 emissions.
- Ensure our sourcing strategies and tender evaluation align and support suppliers which have net zero goals
- We will work with our suppliers to improve the climate resilience of our supply chains and reduce their vulnerability to climate risks.
- We will work with the Scottish Government/Council Depts and partners such as Skills Development Scotland and Chamber of Commerce to identify and consider practicable carbon counting methodologies that allow suppliers to quantify embodied carbon within the procurement process.
- Increase the council's sustainable performance by utilising the council's Sustainable Steering Group and continuing to deliver the sustainable Procurement Action Plan as derived from the Scottish Government's Flexible Framework Tool.
- We will review our community benefits process and menu to explore how we can include support for relevant projects and activities that support our adaptation, climate resilience, net zero objectives and reducing poverty
- Continue to build on our approach in utilising life cycle mapping, whole life costings and circular economy throughout the procurement process

Objective 2 – Provide Effective and Efficient Procurement for our stakeholders

- Review P2P processes and roles in conjunction with CBS and Service areas.
- Engage with suppliers and stakeholders to identify how we can improve and streamline our processes and inform mobilisation and exit strategies
- Form closer working relationships with COE's, other LA's, Agencies, Organisations and Partners to benchmark processes and procedures.
- Streamline and standardise Social Work and Corporate Procurement Unit processes and documentation.
- Identify procurement Information and Communication Technology (ICT) development requirements and work with our SITT Team and ICT provider to identify opportunities to implement them.
- Undertake a wider Legal review of the council's terms and conditions to make the contract more flexible and appealing to suppliers/contractors, reflecting volatile market whilst mitigating the opportunity of risk for the Council.

Objective 3 – Shape and Drive Innovation

- Identify the challenges facing the council which could be explored via the innovative partnership route to market and obtain a greater knowledge of the relevant evolving marketplace and global innovative solutions.
- Advocate the benefits of SCOTLAND INNOVATES PORTAL and look to incorporate variant bids and increase the utilisation of PIN notices and Early Market Engagement into our tender process.
- Ensure specification take account of market challenges such as availability of materials and are more outcome driven

**Objective 4 - Support Community Wealth Building and Increase Local Economic Growth**

- Further investigation for SME'S, Social Enterprises, supported businesses and third sector against workplan/commodities and engagement with Econ Dev/SDP and running a number of events during the year.
- Work more closely with Economic Development and SDP to shape new businesses (SME, Third Sector and Soc ent) that are pertinent and relevant to the council procurement workplan.
- Optimisation of Community Benefits - Explore how procurement can support CWL and community priorities such as poverty reduction and improve equality
- Commitment -to continue to support the national meet the buyer event and to hold at least annual one GCC meet the buyer session and relevant tender talk session in conjunction with the SDP.

**Objective 5 – Further Procurement to be a strategic Partner**

- Promote and create a better understanding of the procurement process and procedures across the council.
- Further develop our communication strategy for our internal and external stakeholders which aligns with the council's customer strategy.
- Look to develop interactive methods of sharing data.
- Engage with Education to consider how we can promote procurement at career events with a view to grow our own and succession planning.
- Increase understanding on what can be delivered under partnerships /grant funding and what is governed by the procurement rules.
- Continue to support the delivery of Council strategy and policies and motions (e.g. climate plan, city deal sustainable, economic dev, RLW Employer) action to cover council strategy requirements.
- Strategy Owners/Service Areas to engage with procurement to ensure procurement actions are achievable.

**Objective 6 – Support the councils Financial Challenges**

- Continue to target savings via demand management activities, rationalise and standardise products and monitor contract and non-contract spend via the SOAR process.
- Look to develop opportunities for open book/gain sharing incentivisation models approach across our workplan.

The strategy will also look to support the grand challenges contained within the Council's Strategic Plan, Four grand challenges are supported by Procurement strategy objectives 1,4 and 5. The delivery of the CPU BAU workplan will also support the strategic plan.

The development of the Strategy was informed by two consultations. The first sought feedback from; contracted suppliers; public sector bodies such as Scotland Excel; head of services; procurement governance board members; Social Enterprise board members; and the council's climate adaption/emergency liaison group members; regarding the delivery and performance of the council's Corporate Procurement and Commercial Improvement Strategy 2018-2022 and requested suggestions re the vision, mission and focus for the Strategy. The second consultation, which included Glasgow citizens (via the council's consultation hub) sought comments on the proposed key objectives and supporting actions of the Strategy.

The progress of the Strategy will be reviewed bi-annually by the Contracts and Property Committee. Progress will also be provided to the Procurement Advisory Board every 8 weeks and to the Corporate Procurement Asset Board quarterly. Support is required throughout the council, with specific council service areas being identified to support the completion of the various actions, within the action plan. This will be communicated via the Procurement Asset Board

d) Name of officer completing assessment (signed and date)

Gary Stewart 002/02/2023


e) Assessment Verified by (signed and date)

Maureen will approve and update

## 2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

| Please name any research, data, consultation or studies referred to for this assessment: | Please state if this reference refers to one or more of the protected characteristics: <ul style="list-style-type: none"> <li>➤ age</li> <li>➤ disability,</li> <li>➤ race and/or ethnicity,</li> <li>➤ religion or belief (including lack of belief),</li> <li>➤ gender,</li> <li>➤ gender reassignment,</li> <li>➤ sexual orientation</li> <li>➤ marriage and civil partnership,</li> <li>➤ pregnancy and maternity,</li> </ul> | Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.  |
|--|---|--|
| Previous Consultations   |   | <p>A consultation was undertaken in December 2015 to inform the council's existing Corporate Procurement Strategy 2016-2018. All feedback was reviewed and considered in the development of the final strategy.</p> <p>In line with the requirements of the new procurement regulations, Procurement Reform Scotland Act, a two stage consultation exercise was undertaken to inform the objectives and content of the</p> |

|                      |  |   |
|----------------------|--|---|
|                      |  | <p>the Corporate Procurement and Commercial Improvement Strategy 2018-2022.</p> <p>The first stage of the consultation was implemented to gain user feedback on the key areas of focus for the new procurement strategy.</p> <p>The consultation was issued to Key internal and external stakeholders (e.g. Service areas, Legal Services, CBS, Health and Safety, Elected members and a pool of suppliers, large and SME's, covering all types of contracts (works, services and goods)</p>                        |
| Phase 1 consultation |  | <p>The first phase of the consultation has been issued for the development of the new Procurement strategy but also to monitor the performance of the current strategy.</p> <p>No negative equality impacts were identified, support of black and ethnic business owners was mentioned but we must comply with the procurement legislation</p> <p>Please see output below</p> <p><br/>Procurement<br/>Strategy 2023 - 2027</p> |

|                             |  |  |
|-----------------------------|--|--|
| <p>Phase 2 consultation</p> |  | <p>The second stage consultation has been issued and also made available via the consultation hub to allow members of the public to provide feedback..</p> <p>The consultation contained a copy of the draft action plan, objectives and vision and mission statement which was based on, and influenced, by the feedback obtained from the first stage. The second stagewas also issued to the same recipients as the first stage</p> |
|-----------------------------|--|--|



### 3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

| Protected Characteristic   | Specific Characteristics        | Positive Impact<br>(it could benefit an equality group) | Negative Impact –<br>(it could disadvantage an equality group) | Socio Economic /<br>Human Rights Impacts   |
|--|---------------------------------|---|--|--|
| SEX/ GENDER  | Women                           | X   |  | The new strategy will continue to focus on maximising Community Benefit clauses/requirements, within all relevant procurement activity, to assist in creating further opportunities for targeted recruitment from priority groups and wider benefits for the council and the local area. We will also look to update our menu to support more protected characteristic groups and not just women. The strategy will also support the councils net zero ambitions which will have result in positive outcomes for vulnerable groups via just transition |
|  | Men                             | X   |  |  |
|  | Transgender                     | X   |  |  |
| RACE*  | White                           |   |  |  |
| <i>Further information on the breakdown below each of these headings, as per</i> | Mixed or Multiple Ethnic Groups | X   |  | As above   |
|  | Asian                           | X   |  | As above   |

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| <b>Protected Characteristic</b>   | <b>Specific Characteristics</b>       | <b>Positive Impact<br/>(it could benefit an equality group)</b> | <b>Negative Impact –<br/>(it could disadvantage an equality group)</b> | <b>Socio Economic /<br/>Human Rights Impacts</b> |
|---|---------------------------------------|---|--|--|
| <i>census, is available <a href="#">here</a>.<br/><br/>For example Asian includes Chinese, Pakistani and Indian etc</i> | African                               | X   |  | As above   |
|   | Caribbean or Black                    | X   |  | As above   |
|   | Other Ethnic Group                    | X   |  | As above   |
| <b>DISABILITY</b>   | Physical disability                   | x   |  | As above   |
| <i>A definition of disability under the Equality Act 2010 is available <a href="#">here</a>.</i>                        | Sensory Impairment (sight, hearing, ) | X   |  | As above   |
|   | Mental Health                         | X   |  | As above   |
|   | Learning Disability                   | x   |  | As above   |
| <b>LGBT</b>   | Lesbians                              |   |  |  |
|   | Gay Men                               |   |  |  |
|   | Bisexual                              |   |  |  |
| <b>AGE</b>  | Older People (60 +)                   | x   |  | As above   |
|   | Younger People (16-25)                | x   |  | As above   |
|   | Children (0-16)                       | x   |  | As above   |
| <b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>   | Women                                 |   |  |  |

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| Protected Characteristic   | Specific Characteristics | Positive Impact<br>(it could benefit an equality group) | Negative Impact –<br>(it could disadvantage an equality group) | Socio Economic /<br>Human Rights Impacts |
|--|--------------------------|---|--|--|
|  | Men                      |   |  |  |
|  | Lesbians                 |   |  |  |
|  | Gay Men                  |   |  |  |
| <b>PREGNANCY &amp; MATERNITY</b>   | Women                    | x   |  | As above                                 |
| <b>RELIGION &amp; BELIEF**</b><br>A list of religions used in the census is available <a href="#">here</a> . | See note                 |   |  |  |

\* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

\*\* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here](#).

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### Summary of Protected Characteristics Most Impacted

No impact at this stage

### Summary of Socio Economic Impacts

No impact at this stage

### Summary of Human Rights Impacts

No impact at this stage

## 4. OUTCOMES, ACTION & PUBLIC REPORTING

| <b>Screening Outcome</b>   | <b>Yes /No<br/>Or /<br/>Not At This Stage</b> |
|--|---|
| <b>Was a significant level of negative impact arising from the project, policy or strategy identified?</b> | Not at this stage                             |
| <b>Does the project, policy or strategy require to be amended to have a positive impact?</b>               | Not at this stage                             |
| <b>Does a Full Impact Assessment need to be undertaken?</b>  | Not at this stage                             |

| <p style="text-align: center;"><b>Actions: Next Steps</b></p> <p style="text-align: center;">(i.e. is there a strategic group that can monitor any future actions)</p> |   |   |
|--|---|---|
| Further Action Required/<br>Action To Be Undertaken  | Lead Officer and/or<br>Lead Strategic Group | Timescale for Resolution of Negative Impact (s) / Delivery of Positive<br>Impact (s)            |
| <p>Should legislations or guidance change then the sustainable procurement strategy will be updated via the agreed reporting procedure as detailed within the</p>      | <p>Maureen Fitzpatrick</p>                  | <p>Can be updated within 6 weeks if required but would propose an annual update if required</p> |

**Public Reporting**

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All completed EQIA Screenings are required to be publically available on the [Council EQIA Webpage](#) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](#): Pgs. 11-12)

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## 5. MONITORING OUTCOMES, EVALUATION & REVIEW

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been take to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** will be available to provide support and guidance.

## Legislation

### Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

- race
- sex
- being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law)
- sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
- disability (or because of something connected with their disability)
- religion or belief
- having just had a baby or being pregnant
- being married or in a civil partnership, and
- age.

Further information: [Equality Act Guidance](#)

As noted the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

- report progress on mainstreaming the general equality duty
- publish equality outcomes and report progress in meeting those
- impact assess new or revised policies and practices as well as making arrangements to review existing policies and practices
- gather, use and publish employee information
- publish gender pay gap information and an equal pay statement
- consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: [Understanding Scottish Specific Public Sector Equality Duties](#)

### Fairer Scotland Duty

Authorities should also consider Socio-Economic Impacts where appropriate. Further information: [Fairer Scotland Duty Interim Guidance](#)

### Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.