

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

Corporate Procurement and Commercial Improvement Strategy 2018-22

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

The Corporate Procurement and Commercial Improvement Strategy sets out the vision, objectives and actions which will direct and govern procurement activities for this council and the council family for 2018 to 2022. These reflect both national and local policies and priorities, and include our approach to Brexit, suppliers' fair working practices and ethicality, sustainability, Corporate Social Responsibility, Small and Medium-sized Enterprises (SMEs), Supported Businesses, Co-operative Glasgow (to create opportunities for more Social Enterprises and Co-operatives), and Third Sector organisations. They recognise the current budget constraints and an increasing demand for goods, services and works.

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.

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 and real cash savings through rigorous challenge of all our purchasing decisions, 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 such as social care.

The strategy aims to build on the procurement model already in place, with a view to:

- Setting out clear and achievable strategic objectives which support delivery of the council's wider goals and objectives.
- Making sure we comply with our statutory procurement duties.
- Delivering and demonstrating real cash savings.

- Making sure we continue to investigate new technology and digital opportunities to improve our procurement methods.
- Continuing to promote sustainability, fair work practices and the importance of equality and equal treatment through procurement.
- Continuing to improve access to public sector contracts, particularly for Small and Medium-sized Sized Enterprises, Supported Businesses, Social Enterprises, Co-operatives and Third Sector.
- Continually focussing on improving the council's sustainable procurement performance which contributes to the council's climate change declaration.
- Encouraging more innovative use of community benefits requirements and ensuring that community benefit outcomes have been achieved.
- Making sure we continue to adopt a partnership approach between internal and external partners.
- Promoting the benefits of early procurement engagement and innovation
- Building capacity and skills within the council to improve commissioning and procurement activity.

For this strategy, the council has six key strategic procurement objectives, detailed below are the main outcome focus for each of the objectives:

1. Legal Compliance and Governance

- > Mitigation of the opportunities for procurement challenge.
- > Procurement activity will comply with all relevant statutory and regulatory requirements.
- > Procurement staff are confident in their understanding of procurement regulations and other relevant regulations.

2. Savings and Positive Outcomes

- > Assisting the council to meet budget savings targets.
- > Positive outcomes (for example changes in buying behaviour, identifying alternative solutions, improved ordering and invoicing solutions).
- > To work closer with our clients to understand their needs identify opportunities to reduce expenditure, control demand and improve process efficiencies.
- > Work more collaboratively with other public sector organisations

3. Leaner, More efficient and effective Procurement Function

- > More time afforded to focus on the strategic element of the procurement process (developing sourcing strategy, benchmarking and market analysis).
- > Identified ICT improvements.

- > Procurement process and documentation is easier for suppliers to follow.
- > A cohesive approach to procurement across the council family.

4. Deliver Sustainable Procurement Across the Council

- > Increased opportunities for local SME's, Social Enterprises, Co-operatives, Supported Businesses and Third Sector organisations.
- > To secure wider social, economic and environmental benefits for the local area and ensure those benefits are realised.
- > Compliance with the Sustainable Procurement Duty.
- > Secured and realised sustainable benefits.
- > Staff involved in the procurement process understand and positively contribute to achieving sustainable outcomes.
- > The council is reassured that suppliers adhere to the principles of a Fair Work Practice organisation.

5. INNOVATION

- > Requirements are met within budget constraints whilst also providing best value and wider benefits for the local areas.
- > Procurement delivers improved services and products.
- > To encourage innovation by adopting the aspects of the new procurement regulations that provide greater flexibility and scope to provide best value from procurement activity.

6. PROMOTE PROCUREMENT AWARENESS

- > Requirements are met within budget constraints.
- > Contracts provide best value and wider benefits for Glasgow and its citizens.
- > Improved allocation of procurement activity within the procurement resource

A Strategy Performance Action Plan which has been created to support the delivery of the council's Corporate Procurement and Commercial Improvement Strategy. It has been agreed by the strategy development working group, (Councillors Kelly, Ferns and McElroy, the Head of CPU and the Procurement Development Manager), to undertake a different approach in terms of ownership of the action plan. This new approach recognises that as this is the council's procurement strategy, the Corporate Procurement Unit cannot fulfil all of the objectives and supporting actions alone.

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. Consideration is also currently underway as to how service areas, and key stakeholders, can provide input to the delivery of these actions. This will be formalised once the strategy has been approved by committee.

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

Maureen Fitzpatrick (started 2nd February 2018)


d) Assessment Verified by (signed and date)

Avril Lewis (21st April 2018)

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"> ➤ disability, ➤ race and/or ethnicity, ➤ religion or belief (including lack of belief), ➤ gender, ➤ gender reassignment, ➤ sexual orientation ➤ marriage and civil partnership, ➤ pregnancy and maternity, 	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 Consultation		<p>A consultation was undertaken in December 2015 to inform the council's existing Corporate Procurement Strategy 2016-2018.</p> <p>All feedback was reviewed and considered in the development of the final strategy.</p>
Phase 1 - Consultation		<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>council's 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 SMEs, covering all types of contracts (works, services and goods)</p> <p>Issued. Tuesday 3rd January. Closed Friday 2nd February 2018.</p> <p>The key outcomes of the Consultation are captured within the embedded summary report.</p> <div style="text-align: center;">  <p>Corporate Procurement Stratec</p> </div>
<p>Phase 2 – Consultation</p>		<p>The second stage of the consultation contained a copy of the draft strategy which was based on, and influenced, by the feedback obtained from the first stage</p>

		<p>consultation.</p> <p>The second phase of the consultation exercise was issued to all stakeholders included in the first phase consultation, a high volume of contracted suppliers and was also extended to additional stakeholders including Glasgow citizens.</p> <p>Issued 27th March 2018. Closes Wednesday 4th April 2018.</p>
<p>Impact of Consultation Feedback to EQIA</p>		<p>No negative equality impacts were identified from the feedback derived from the two consultations.</p> <p>In terms of a positive equality impact - both consultations confirmed the need for procurement to continue to support the councils CB Policy by ensuring community benefit requirements are considered and included, where relevant, as part of the contract delivery. This will assist in gaining wider social benefits / maximising opportunities relating to outcomes relating to targeted training for disadvantaged groups.</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 – it could benefit an equality group	Good Practice/ Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason for Change in Policy or Policy Development
SEX/ GENDER	Women	X	X		The new strategy focuses on continuing to maximise 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. To ensure that all secured Community Benefits are monitored and achieved.
	Men				
	Transgender				

RACE*	White				
<i>Further information on the breakdown below each of these headings, as per census, is available here. For example Asian includes Chinese, Pakistani and Indian etc</i>	Mixed or Multiple Ethnic Groups	X			As above
	Asian	X			As above
	African	X			As above
	Caribbean or Black	X			As above
	Other Ethnic Group	X			As above
DISABILITY	Physical disability				As above.
<i>A definition of disability under the Equality Act 2010 is available here.</i>	Sensory Impairment (sight, hearing,)				The new Strategy also has a key action to promote the utilisation of supported business, particularly Royal Strathclyde Blindcraft Industries (RSBI).
	Mental Health				
	Learning Disability				
LGBT	Lesbians				
	Gay Men				
	Bisexual				

AGE	Older People (60 +)				
	Younger People (16-25)				
	Children (0-16)				
MARRIAGE & CIVIL PARTNERSHIP	Women				
	Men				
	Lesbians				
	Gay Men				
PREGNANCY & MATERNITY	Women				
RELIGION & BELIEF** A list of religions used in the census is available here .	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](#).

4. OUTCOMES, ACTION & PUBLIC REPORTING

SCREENING ASSESSMENT OUTCOME ACTIONS

Screening Outcome	Yes /No Or /Not At This Stage	Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact/ Delivery of Positive Impact
Was a significant level of negative impact arising from the project, policy or strategy identified?	Not at this stage			
Does the project, policy or strategy require to be amended to have a positive impact?	Not at this stage			
Does a Full Impact Assessment need to be undertaken?	Not at this stage			
If none of the above is required, please recommend the next steps to be taken. (i.e. is there a strategic group that can monitor any future impacts as part of implementation?)		The Community Benefit Steering Group will monitor the further development and implementation of the Community Benefits Policy and supporting CB tender evaluation model to ensure it supports priority groups and identify of a further screening/ more in-depth EQIA is required.	Community Benefit Steering Group. Members include: CPU Development Team, CPU Strategic Operational Manager, Land and Environmental Services, Development and	As detailed within the Performance Strategy Action Plan which will be reported to the various Governance Boards and quarterly updates to the Contracts and Property committee.

			Regeneration Services (Employability Team and Business Support, Jobs and Business Glasgow, Education Services, Poverty Leadership Panel, Community Planning.	
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PUBLIC REPORTING OF SCREENING ASSESSMENT

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

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](#)

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.