

# STAGE ONE: RAPID IMPACT ASSESSMENT

## Part 1: Description/Consultation

Date of Assessment: <b>6 December 2017</b>	
Title of document being assessed: <b>Procurement and Commissioning Strategy</b>	
<p>1. This is a new policy, procedure, strategy or practice being assessed</p> <p>(If yes please check box) <input type="checkbox"/></p>	<p><b>No</b></p> <p><b>Update to existing strategy only.</b></p> <p>The Strategy was amended based on feedback from stakeholders following a consultation.</p>
<p>2. Please give a brief description of the policy, procedure, strategy or practice being assessed.</p>	<p>The procurement strategy was prepared in response to the changing procurement agenda and the current financial climate. The strategy sets out the procurement aims and goals of the Council for 2018/19 and will be updated on an annual basis. These aims and goals reflect both national and local policies and priorities.</p> <p>The strategy is aimed at ensuring the Council procures the goods, services and works it needs in the most economically advantageous manner. This recognises the importance of a procurement strategy towards meeting the Council's statutory duty of best value.</p>
<p>3. What is the intended outcome of this policy, procedure, strategy or practice?</p>	<p>The strategy aims to:</p> <ul style="list-style-type: none"> <li>• Provide best value to the Council from all procurement and commissioning activities</li> <li>• Embed commercial excellence, by improving commercial decision making throughout the organisation, ensuring that our services always deliver Best Value</li> <li>• Be recognised as having leading commercial, procurement and commissioning practices and skills delivering outstanding outcomes</li> <li>• Have the citizens of Argyll and Bute and service users at the heart of what we do.</li> </ul>

4. Please list any existing documents which have been used to inform this Equality Impact Assessment.

**National Policies:**

- Statutory Guidance on the Selection of Tenderers and Award of Contracts - Addressing Fair Work Practices, including the Living Wage, in Procurement:  
<http://www.gov.scot/Publications/2015/10/2086>
- Scottish Model of Procurement:  
<http://www.gov.scot/Topics/Government/Procurement/about/spd-aims>
- Changes to the European Directive:  
<http://www.gov.scot/Topics/Government/Procurement/policy/ProcurementReform>
- Public Procurement Reform Programme:  
<http://www.gov.scot/Topics/Government/Procurement/about/Review/Background>
- EU Procurement Thresholds:  
<http://www.gov.scot/Topics/Government/Procurement/policy/10613>
- Procurement Journey:  
<https://www.procurementjourney.scot/node>
- PCIP:  
<http://www.gov.scot/Topics/Government/Procurement/buyer-information/spdlowlevel/PCIPIntro/PCIPInfoPack>
- Public Contracts Scotland:  
<http://www.publiccontractsscotland.gov.uk/>
- Public Contracts Scotland Tender:  
<https://www.publictendersscotland.publiccontractsscotland.gov.uk>
- Equality Act 2010, Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012:  
<http://www.legislation.gov.uk/sdsi/2012/9780111016718/note>
- Better Eating, Better Living:  
<http://www.gov.scot/Publications/2014/03/1606>
- Beyond the School Gate:  
<http://www.gov.scot/Publications/2014/05/4143>
- Soil Association's Food for Life Served Here Award:  
<https://www.soilassociation.org/certification/the-food-for-life-catering-mark/business-support-for-award-holders/standards/bronze-standards/>
- Catering for Change: Buying Food Sustainably in the Public Sector:  
<http://www.gov.scot/Publications/2011/01/12154555/0>
- Becoming a Good Food Nation:  
<http://www.gov.scot/Topics/Business-Industry/Food-Industry/GoodFoodNation>

**Local Policies:**

- Sustainable Procurement Policy 2018/19

	<p>(Appendix 5)</p> <ul style="list-style-type: none"> <li>• Community Benefits Clauses in Procurement Guide: <a href="https://www.argyll-bute.gov.uk/council-and-government/plans-policies-and-key-documents">https://www.argyll-bute.gov.uk/council-and-government/plans-policies-and-key-documents</a></li> <li>• Health and Safety Policy: <a href="https://www.argyll-bute.gov.uk/council-and-government/plans-policies-and-key-documents">https://www.argyll-bute.gov.uk/council-and-government/plans-policies-and-key-documents</a></li> <li>• Council Constitution:</li> <li>• <a href="https://www.argyll-bute.gov.uk/moderngov/documents/s110902/Combined%20Constitution%20June%202016.pdf">https://www.argyll-bute.gov.uk/moderngov/documents/s110902/Combined%20Constitution%20June%202016.pdf</a></li> </ul> <p>Equality Policy 2013-2015 - <a href="https://www.argyll-bute.gov.uk/equality-workplace">https://www.argyll-bute.gov.uk/equality-workplace</a></p>
<p>5. Has any consultation, involvement or research with protected characteristic groups informed this assessment? If yes please give details.</p>	<p>The Council undertook relevant and proportionate consultation and engagement as part of the preparation of this strategy. This helped to ensure that the approach and procurement strategy takes account of stakeholders' views and that stakeholders have the opportunity to engage and contribute to the development of the strategy. This allowed us to gain a better understanding of the needs of Argyll and Bute and to tailor our strategy to reflect those needs.</p> <p>The key stakeholder groups identified for inclusion in this consultation were:</p> <ul style="list-style-type: none"> <li>• Argyll and Bute Council employees</li> <li>• Argyll and Bute Councillors</li> <li>• Local MSPs, MP and MEPs</li> <li>• Key suppliers</li> <li>• Community Planning Partners</li> <li>• Other interested parties</li> <li>• The general public</li> </ul> <p>The consultation was completed in September 2017, via a web-based survey on the Council's website. The consultation was publicised via emails to key internal and external stakeholders, as well as being available to the general public through the consultations section on the Council's website.</p> <p>The outcomes of the consultation, along with the amendments made to both documents, based on the feedback from stakeholders, are included within a report to Council on 30 November 2017.</p>

<p>6. Please give details of council officer involvement in this assessment.</p> <p>(e.g. names of officers consulted, dates of meetings)</p>	<p>Judy Orr, Head of Customer and Support Services</p> <p>Anne MacColl Smith, Procurement and Commissioning Manager</p>
<p>7. Is there a need to collect further evidence or to involve or consult protected characteristic groups on the impact of the proposed policy?</p> <p>(Example: if the impact on an individual or group is not known what will you do to gather the information needed and when will you do this?)</p>	<p>No</p> <p>The strategy will comply with the statutory requirements on the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements, as follows:</p> <ul style="list-style-type: none"> <li>• We will contribute towards improving the social wellbeing element, in particular reducing inequality in Argyll and Bute, of our sustainable procurement duty by promoting the Living Wage and fair work practices;</li> <li>• The Council currently pays all employees the living wage, and would look to becoming a Living Wage Accredited Employer in the future;</li> <li>• Consider at the sourcing strategy stage of individual procurements whether it is relevant to address living wage and fair work practices;</li> <li>• This living wage policy will be approached in regulated procurements in a way which takes account of other relevant factors, while ensuring an appropriate balance between quality and cost – by including the standard fair work practices question within tender documents, as an element of the overall Quality/Technical score;</li> <li>• We will ensure a proportionate approach, based on the nature, scope, size and place of the performance of the contract, based on the guidance within the Procurement Manual and the relevant route as per the Procurement Journey.</li> </ul>

# Stage one: Rapid Impact Assessment

## Part 2: Protected Characteristics

Which protected characteristics will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic group is not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

If there is a negative impact against a protected characteristic then a full EqIA (Stage 2) should be completed.

Protected Characteristic	Positively	Negatively	No Impact	Not Known
Age			X	
Disability			X	
Ethnicity			X	
Gender			X	
Gender reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy & Maternity			X	
Religion			X	
Sexual Orientation			X	

# Stage one: Rapid Impact Assessment

## Part 3: Impacts/Monitoring

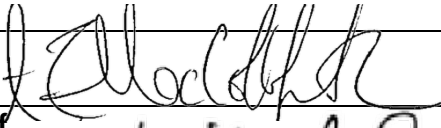
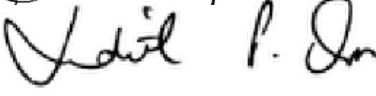
<p>1. Have any positive impacts been identified?</p> <p>(We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	NO
<p>2. Have any negative impacts been identified?</p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc.)</p>	NO
<p>3. What action is proposed to overcome any negative impacts?</p> <p>(e.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc.)</p>	N/A
<p>4. Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</p> <p>(If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	N/A
<p>5. Has a 'Full' Equality Impact Assessment been recommended?</p> <p>(If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required.)</p>	<p>NO</p> <p>Each sourcing strategy (which is a key element of the procurement strategy) will be carried out in a way which ensures compliance with any relevant strategic policies or intents for that commodity or commodity group. These strategies or policies will be subject to having EQIAs carried out for those policies themselves. Where relevant, if the</p>

	<p>sourcing strategy is considered to amend those policies, then a further EQIA would be carried out for those individual sourcing strategies. The overall procurement and commissioning strategy is assessed as having no direct impact on equalities groups. Its main thrust is to ensure compliance with all relevant legislation and the key elements of this include payment of living wage and promotion of sustainability.</p>
<p><b>6. How will the policy be monitored?</b></p> <p>(How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)</p>	<p>All progress against the stated priorities within this Policy will be reported on an annual basis.</p> <p>This Policy, the associated Sustainable Procurement Delivery Plan and accompanying guidance will be reviewed by the Procurement and Commissioning Team annually as a minimum to ensure that they remain up to date in terms of any relevant new legislation or guidance, and to ensure that they continue to deal with the issues they were designed to address.</p> <p>The Council will ensure that when the Policy is reviewed, key stakeholders are consulted by seeking their views on the content of the policy.</p>

**Part 4: Contact Information**

**Name of Department :** Customer and Support Services

<b>Manager Responsible:</b>	
<b>Name:</b>	ANNE MACOLL-SMITH
<b>Designation:</b>	PROCUREMENT AND COMMISSIONING MANAGER
<b>Telephone:</b>	01546 604194
<b>Email:</b>	anne.maccoll-smith@argyll-bute.gov.uk

<b>Signature Lead Officer:</b>		<b>Date:</b>	6/12/17
<b>Signature of Director/Head of Service:</b>		<b>Date:</b>	6/12/17
<b>Name of Director/Head of Service:</b>	JUDY ORR		
<b>Date of Next Policy Review:</b>	To be reviewed annually		