



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).

Service	Corporate Services
Section	Central Procurement Unit (CPU)
Title of the activity etc.	CPU Budget

<p>Aims of the Transformation Programme</p>	<p>This EIA concerns the CPU budget within Corporate Services. The CPU is a shared service with Aberdeen City Council. The budget for the CPU sits with the said Council whilst Aberdeenshire Council contributes half the operational costs for the Team as a one off charge at financial year end. A revised service level agreement between the two Councils is being worked up the first quarter of 2014.</p> <p>The budget currently funds a total of fourteen full-time equivalent posts. The composition of the CPU is currently under review with a full Procurement Transformation Strategy scheduled for presentation to Management Team in December 2013 and then to Policy & Resources Committee in February 2014. The strategy will contain proposals to extend both the scope and reach of the CPU services and it is proposed that the number of personnel will increase in proportion.</p> <p>Aberdeenshire Council through the annual Procurement Capability Assessment (PCA) has identified a number of challenges within its procurement processes and practices. These include:</p> <ul style="list-style-type: none"> • The need for improved supplier and contract management; • The need for Services to have a clear understanding of their role in the generation and validation of procurement data in order to increase and improve the management of spend; • The need to evidence more compliance, controls and transparency of process covering all commercial activities; • Extending the scope of the CPU to have more influence on all areas of Council spend to ensure the Corporate Procurement Strategy is aligned to Council Business Strategies; • Raising awareness that Procurement change involves all business leaders in the organisation. <p>It has long been recognised that, whilst fit for purpose in the largely transactional environment which typified local government five to eight years ago, the current structure, emphasis and capability within the CPU as a vehicle to add best in class value to the Council, is now in need of being significantly enhanced to face the demands of a more complex commercial environment. The CPU must also respond to the need to deliver greater value for money from key strategic programmes.</p>
<p>Author(s) & Title(s)</p>	<p> Head of Procurement</p>

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Stage 2: List the evidence that has been used in this assessment.

<p>Internal data</p>	<p>The CPU operates a Business Partner approach with Services. In turn they liaise with Services through the use of reporting Dashboards which detail spend, supplier and contract analysis.</p>
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Internal consultation with employees and other services affected.	The proposed Transformation Programme will touch every Service and Section across the Council. Consultation is actively being undertaken at all levels.
External consultation (partner organisations, community groups, and councils).	<p>The Council undertakes an annual Procurement Capability Assessment (PCA) which is administered by external auditors. From this PCA an annual Improvement Plan is thereafter presented to the Management Team and the Scrutiny & Audit Committee.</p> <p>As part of the exercise to ascertain the gap analysis for improvement consultation has been undertaken with partners from other local authorities, health, the higher education sector and the private sector.</p>
External data (census, available statistics).	The data sets used were in relation to unit costs and performance of the organisations contained above.
Other (general information as appropriate).	<p>The Scottish Government is undertaking the second phase of the Government's Reform Programme, initiated by the McLelland Report in 2006, to improve public sector procurement in Scotland. The Bill is almost at the conclusion of the consultation stage and it proposes a suite of new mandatory duties and obligations on all public bodies in Scotland. The key proposals are listed below:</p> <ul style="list-style-type: none"> • A general duty to consider how tender specifications may impact on the ability of newer businesses, Small, Medium sized enterprises and the Third Sector to compete; • A duty to publish contract documentation, annual strategic procurement plans and annual contract plans; • A duty to use a standard pre-qualification system and to de-brief suppliers beyond current EU and FOI regulations; • The ability to demonstrate the extent to which what is being procured will promote the economic, social, health and environment and well-being of the relevant area; • A duty to consider the inclusion of community benefit clauses in all major contracts; • Measures to ensure that the Council can deal appropriately with poor performance and standards of suppliers

Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?	No
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Stage 4: Measures to fill the evidence gaps.

What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older	Yes			
Disability	Yes			
Race – (includes Gypsy Travellers)	Yes			
Religion or Belief	Yes			
Gender – male/female	Yes			
Pregnancy and maternity	Yes			
Sexual orientation – (includes Lesbian/ Gay/Bisexual)	Yes			
Gender reassignment – (includes Transgender)	Yes			
Marriage and Civil Partnership	Yes			

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)

<p>Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.</p>	<p>All Protected Characteristics</p> <p>The work of the team has a positive impact on all of the above characteristics mainly due to the emphasis on equalities and community benefits within contracts going forth.</p> <p>We ensure all tender requirements show full transparency, non-discrimination and equal opportunity to all who wish to participate.</p> <p>A supplier development programme has been successful in engaging with social enterprises and the voluntary sector as well as all small businesses across Aberdeenshire. This programme assists them in completing documentation, raising awareness of future needs, training aspects and networking opportunities with other businesses and other sectors</p>	
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Stage 7: Have any of the affected groups been consulted?

<p>If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?</p>	
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

<p>These should be included in any action plan at the back of this form.</p>	Mitigating Steps	Timescale
	None identified	

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	A Procurement Transformation Plan is currently work in progress and it will be presented to P & R on the 27 th February 2014

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
Tender documentation has been refreshed to be proportionate to the requirements specified. The documentation will become more standardised across public sector Scotland going forth.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Tenderers are asked specific questions within the bid documentation. The responses are validated and the actions will be monitored as part of the contract management process with the successful contractors

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The budget funds the salaries and costs and also delivery of procurement services mainly through staff resources and associated supplies and services	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	n/a	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	n/a	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

n/a

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Central Procurement Unit, Corporate Services.	
	2) Title of Policy/Activity	Central Procurement Unit Budget.	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Head of Procurement Date: 29/11/2013 Signature:	Position: Date: Signature:
	4) Consultation with Service Manager	Name:	Name:
		Date:	Date:
	5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:
		Position: Director of Corporate Services Date:	Position: Date:
6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date:		
7) EIA author sends a copy of the finalised form to: eia@abdshire	Date:		
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

