

The purpose of this template is to guide policy makers in equality considerations whilst developing new or revising existing policies, practices or procedures. It should be used in conjunction with the Guidance Notes

<b>Name of Policy:</b>	<b>FVC Procurement Strategy 2016-18</b>
<b>Assessed by:</b>	<b>Paul Johnstone</b>
<b>Date of Assessment:</b>	<b>20/10/2016</b>

## Step 1: Identify aims of the policy

<p>What is the <b>purpose</b> of the policy? How do these relate to equality?</p> <ul style="list-style-type: none"> <li>To provide a College wide, strategic approach to procurement of goods, works and services and to identify how we will seek to improve and measure our performance</li> <li>To detail how prospective suppliers and contractors can do business with the College</li> <li>To detail how the College will comply with procurement legislation, including the Public Contracts (Scotland) Regulations 2015 (EU Procurement Regulations) and the Procurement Reform (Scotland) Act 2014</li> <li>To outline how the Supplier and Contractors are expected to comply with College policies and procedures, including relevant legislative requirements such as Health and Safety at Work Act 1974 and the Equality Act 2010</li> </ul> <p>This Strategy relates to equality for the reasons set out above, and has due consideration for the guidance of the Public Sector Equality Duty for procurement in relation to how we consider equality from the outset of any procurement process and how we include these considerations within our specifications and award criteria.</p>
---

## Step 2: Consider the evidence

<p>What data or evidence do you intend to use for the purposes of the assessment? Are there any gaps in evidence? How will these be filled?</p> <p>The Strategy contains a number of performance targets and KPI's, a number of which refer to Equalities related outcomes. These KPI's will be measured and reported as set out in the Strategy, but annually as a minimum after FY end 2017, as required by the Procurement Reform (Scotland) Act 2014.</p> <p>In addition, we will be able to refer to information generated by our tendering activity, such as equalities outcomes considered as part of the pre-tender strategy, outcomes delivered as part of contracts awarded such as Contractors/Suppliers policies/procedures and commitments in regards to equalities duty and College policies.</p>
---

### Step 3: Assess likely impact

#### 3.1 What does the information you have tell you about how this policy might eliminate discrimination

As far as reasonably practical, particularly for any 'regulated' procurement (over £50,000), we will ensure that equality considerations form part of the selection and award of suppliers and contractors. This happens as a result of the use of the procedures we have in place, including pre-qualification questions which impose minimum requirements to ensure any potential bidder comply with the Equality Act 2010 as a minimum; and further we include additional criteria such as considerations such as Fair Working Practices criteria which includes payment of the Living Wage, elimination of exploitative zero hours contracts, and have adopted positive policies relating to equalities, health & safety law, human rights standards and adherence to relevant collective agreements.

Some practical examples where we have sought to eliminate discrimination:

- Occupational Health Services – the tender for this service included a number of criteria which we evaluated, including how the service provider would make recommendations for supporting employees in a number of ways, such as phased return to work, reasonable workplace adjustments etc.
- New College Website – a key criteria of the evaluation process was to ensure that the new website gave due consideration to accessibility for all users, and asked the bidders to demonstrate how they would ensure this would be a key part of the new website design

We have also included criteria around Fair Working Practices in a number of recent tenders to assess bidders policies and procedures in these areas.

#### 3.2 How does the policy contribute to advancing equality of opportunity?

In addition to what has already been described, the new Strategy seeks to:

- Increase engagement with College staff about our policies and procedures regarding procurement, giving them an opportunity to suggest improvements in a number of ways which may affect their role in the College
- Increase access to business opportunities especially for SME's, 3<sup>rd</sup> Sector organisations and supported businesses and particularly across the Forth Valley area

#### 3.3 How does the policy affect good relations?

This Strategy should enhance good relations by seeking to ensure equality is a key consideration in our procurement activity and seeking to ensure that suppliers and contractors to the College play a positive role in supporting the College's policies in relation to equality.

#### Step 4: Decision Making

Use the options below to summarise how your assessment has informed your decisions

4.1 No major change (policy is robust)

4.2 Adjust the policy (take steps to meet the general duty)

4.3 Continue the policy (continue despite the potential for adverse impact)

4.4 Stop and remove the policy (where adverse effects are not justified and cannot be mitigated or where the policy leads to unlawful discrimination)

In summary, this assessment has confirmed that our new proposed Strategy is robust and requires no major change.

This can be evidenced as follows:

- We are already able to demonstrate tangible measures and outcomes that our procurement activity has achieved, which is formed from our existing Strategy
- We are actually increasing the scope of our equality related measures in this new Strategy in line with the duties under the Procurement Reform (Scotland) Act 2014, including the consideration of issues such as Fair Working Practices, Living Wage, Community Benefits etc. in all relevant tender processes
- We are publishing much more information about our Procurement Strategy, Policies and Procedures and Contracts on the College website as a requirement of the Procurement Reform (Scotland) Act 2014.

These actions in turn meet, and in some ways exceed, the EHRC public sector equality duty guidance for procurement.

#### Step 5: Publication

Describe the arrangements for the publication of the results of assessment

This Equality Impact Assessment will be published by the College alongside other Impact Assessments.

#### Step 6: Monitoring and Review

Describe how the policy will be monitored and reviewed

The Strategy will be reviewed annually as a minimum, in line with the requirements of the Procurement Reform (Scotland) Act 2014.

Any updates or amendments will be made as required and will be published on the College website.

Please return completed impact assessment to [equality@forthvalley.ac.uk](mailto:equality@forthvalley.ac.uk)

If you require any assistance in completing the form contact [equality@forthvalley.ac.uk](mailto:equality@forthvalley.ac.uk)