



## Equality Impact: Screening and Assessment Form

<b>Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.</b>	
a. Name of policy or practice (list also any linked policies or decisions)	Procurement Strategy 2015 - 2018
b. Name of department	Procurement
c. Name of Lead	Head of Procurement
d. Equality Impact Assessment Team [names, job roles]	Procurement Team
e. Date of assessment	31/03/15
f. Who are the main target groups / who will be affected by the policy?	Directly - Procurement Team members and stakeholders / procurement service users Indirectly – Suppliers
g. What are the intended outcomes / purpose of the policy?	The Procurement Strategy will set the direction of travel for development of the service over the next 3 years.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes. It is intended that the Strategy will support the Service's General Duty in this regard, specifically through improving access to public contracts for small and medium sized enterprises (SMEs), and potentially through some other workstreams within annual workplans, such as implementing community benefits in relevant contracts, and identifying opportunities for contracting with supported businesses. In addition, EQIAs will be completed for major contracts that require Board sign off (over £1m expected value).
If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7	

If don't know: complete sections 2 and 3 to help assess relevance	
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<b>Section 2: Evidence, consultation and involvement</b>			
<b>Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.</b>			
a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
N/A – Internal strategy document			Age
See above			Disability
See above			Gender reassignment
See above			Gender / sex
See above			Marriage / civil partnership *
See above			Pregnancy / maternity
See above			Race
See above			Religion / belief
See above			Sexual orientation
See above			Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other?

Healthcare Improvement Scotland Finance Manager	29/01/15	No comments received.	
Health Scotland Executive Finance & Procurement Manager	29/01/15	No comments received.	
Service Senior Management Team	28/04/15	No comments received.	

	Available evidence
b. Research and relevant information	
c. Knowledge of policy lead	
d. Equality monitoring information -- including service and employee information	
e. Feedback from service users, partner or other organisations as relevant	
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	
<b>Section 3: Analysis of positive and negative impacts</b>	
<b>Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations</b>	
<b>Protected characteristics</b>	<b>i. Eliminating discrimination    ii. Advancing equality of    iii. Fostering good relations</b>

		<b>opportunity</b>	
<b>Age</b>			
Positive impacts	The Procurement Strategy is fully aligned with the Scottish Government's Procurement Reform Agenda. Two key strands of this are improving access to public contracts for small and medium sized enterprises (SMEs), and delivering social benefits (i.e. community benefits).		
Negative impacts	Nil		
Opportunities to enhance equality	Both of the activities outlined above may support people with protected characteristics. Improving access to public contracts for SMEs supports eliminating discrimination and advancing equality of opportunity, whilst delivering community benefits may impact on some or all of these aspects depending on the nature of the community benefits obtained.		
<b>Disability</b>			
Positive impacts	In addition to the content in the 'Age' section, efforts will be made to identify opportunities to contract with supported businesses that employ a high proportion of disabled people.		
Negative impacts	Nil		
Opportunities to enhance equality	See 'Age' section		
<b>Gender reassignment</b>			
Positive impacts	See 'Age' section		
Negative impacts	Nil		
Opportunities to enhance equality	See 'Age' section		
<b>Gender / sex</b>			
Positive impacts	See 'Age' section		
Negative impacts	Nil		
Opportunities to enhance equality	See 'Age' section		
<b>Marriage / civil partnership</b>			
Positive impacts	See 'Age' section		
Negative impacts	Nil		
Opportunities to enhance	See 'Age' section		

equality	
<b>Pregnancy / maternity</b>	
Positive impacts	See 'Age' section
Negative impacts	Nil
Opportunities to enhance equality	See 'Age' section
<b>Race</b>	
Positive impacts	See 'Age' section
Negative impacts	Nil
Opportunities to enhance equality	See 'Age' section
<b>Religion / belief</b>	
Positive impacts	See 'Age' section
Negative impacts	Nil
Opportunities to enhance equality	See 'Age' section
<b>Sexual orientation</b>	
Positive impacts	See 'Age' section
Negative impacts	Nil
Opportunities to enhance equality	See 'Age' section
<b>Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.</b> <b>Other</b>	

Positive impacts	See 'Age' section
Negative impacts	Nil
Opportunities to enhance equality	See 'Age' section
Note: specific actions relating to these measures can be listed at section 5	

<b>Section 4: Addressing impacts</b>	
<b>Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan</b>	
	Reasons
a. <b>No major change</b> - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	The new Procurement Strategy does not give rise to any potential of discrimination or other adverse impacts, and should have positive impacts in some specific areas outlined above.
b. <b>Adjust the policy</b> – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. <b>Continue the development and implementation of the policy without adjustments</b> – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.	
d. <b>Stop and remove the policy</b> - there is actual or potential unlawful discrimination and these cannot be	

mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.	
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<b>Section 5: Action plan</b>					
<b>Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation</b>					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
N/A – No negative impacts identified.					

\* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc

<b>Section 6: Monitoring and review</b>	
<b>Please detail the arrangements for review and monitoring of the policy</b>	
	Details
a. How will the policy be monitored? Provide dates as appropriate	The Strategy will be underpinned by annual workplans. These are renewed every year and kept under ongoing review to ensure projects are delivered.
b. What equalities monitoring will be put in place?	
c. When will the policy be reviewed? Provide a review date.	The Strategy will, in effect, be renewed annually via the production of the workplan. The Strategy will be revised again in 2018.

<b>Section 7: Sign off</b>			
<b>Please provide signatures as appropriate</b>			
Name of Lead	Title	Signature	Date
Jenny Neville	Head of Procurement		31 <sup>st</sup> March 2015
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	28 <sup>th</sup> May 2015		