



## Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

<b>1. Identification of Function, Policy or Plan</b>	
Name of function / policy / plan to be assessed.	Sustainable Procurement Policy.
Service / service area responsible.	Corporate Services.
Name of person carrying out the assessment and contact details.	Rosemary Colsell, Procurement Manager. <a href="mailto:rosemary.colsell@orkney.gov.uk">rosemary.colsell@orkney.gov.uk</a> . Extension 2640.
Date of assessment.	9 November 2017.
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Existing Sustainable Procurement Policy reviewed to reflect new legislation.

<b>2. Initial Screening</b>	
What are the intended outcomes of the function / policy / plan?	The purpose of the Sustainable Procurement Policy is to provide a framework for the sustainable procurement of Supplies, Services and Works
State who is, or may be affected by this function / policy / plan, and how.	All suppliers who bid for contracts which are advertised by the Council.
How have stakeholders been involved in the development of this function / policy / plan?	Officials of the Council, together with an external sustainable procurement consultant were involved in the review and development of the draft policy prior to the commencement of the public consultation.  The Sustainable Procurement Policy was issued

	for public consultation on 5 October 2017. Comments received by the closing date of 16 November 2017 have been reviewed and incorporated where possible.
Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).	A consultation was conducted by the Scottish Government on the Changes to the Scottish Procurement Regulations in 2015.
Could the function / policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).
1. Race: this includes ethnic or national groups, colour and nationality.	No.
2. Sex: a man or a woman.	No.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No.
4. Gender Reassignment: the process of transitioning from one gender to another.	No.
5. Pregnancy and maternity.	No.
6. Age: people of different ages.	No.
7. Religion or beliefs or none (atheists).	No.
8. Caring responsibilities.	No.
9. Marriage and Civil Partnerships.	No.
10. Disability: people with disabilities (whether registered or not).	No.

### 3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No.
How could you minimise or remove any potential negative impacts?	Not applicable.
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

### 4. Conclusions and Planned Action

Is further work required?	Yes/No.
What action is to be taken?	A review will be undertaken to reflect changes in legislation and statutory guidance as and when required.
Who will undertake it?	Procurement Manager.
When will it be done?	As required when legislation and statutory guidance are changed.
How will it be monitored? (e.g. through service plans).	The Procurement Service Improvement Plan has a section which monitors the Council's commitment to Sustainability.

Signature: 

Name: ROSEMARY COLSELL

Date: 16 November 2017

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at [hrsupport@orkney.gov.uk](mailto:hrsupport@orkney.gov.uk)