

Equality Impact Assessment [version 2.9]



Title: Sustainable Procurement Policy	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Finance	Lead Officer name: Kathryn Archer
Service Area: Strategic Procurement and supplier Relations Service	Lead Officer role: Sustainable Procurement Project Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

A new Sustainable Procurement Policy is under development, which in this context refers to the environmental sustainability of the goods, services and works the Council buys in order to deliver services to citizens.

The Council has committed to taking the lead in the city in terms of moving to Carbon neutrality, including our supply chain. With the new policy we aim to meet requirements that have already been agreed in the One City Climate Strategy.

Currently, the Council takes an inconsistent approach to including environmental requirements within tenders when procuring a new contract. There are opportunities to include environmental measures within the Social Value tender submissions (e.g. car miles, waste reduction and CO2 emissions), but suppliers often choose not to offer these specific measures.

The weaknesses of this approach are that we are missing opportunities to secure environmental gains and we have no policy to refer to if suppliers challenge our inclusion of sustainability requirements. As a result we are not using procurement to lead, encourage and reward suppliers towards meeting our 2030 targets.

To address the weaknesses in the current approach, we have developed a Sustainable Procurement Policy Statement, together with a set of environmental requirements for contract specifications, based on the Government Buying Standards (GBS) and targets within Bristol's One City Climate and Ecological Strategies.

Currently an EqIA is required for any tender activity that is over £25,000 at which point any negative equality impacts will be identified and mitigated before a contract is awarded which will add an extra layer of scrutiny to the procurement process.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: Suppliers and bidders		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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The new Sustainable Procurement Policy aims to have a positive impact on our current procurement processes and meet Council objectives.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
The Population Of Bristol, September 2021	Increase in population could have an implication on service delivery. New communities could impact equality of accessing opportunities. Increased number of dwellings could cause environmental and social issues. Increasing number of older people who are more likely to have health and limiting long-term illnesses has an implication on delivery of health and

	<p>social care. Increased demand on goods and services. Rate of population increase is uncertain due to ongoing impact of COVID-19 pandemic, leaving the EU, Hong Kong British National Overseas Visa and global climate emergency all impacting this.</p> <p>On average 85% of people in Bristol care about climate change. 90% of women, 80% of disabled people, and 85.% of Black, Asian and Ethnic Minority communities other groups are broadly representative with the rest of Bristol.</p>
Insight, Performance and Intelligence – Equalities Statistics – what is available and where to get it?	<p>In the 2011 Census: The proportion of Bristol who classed themselves as non- “white British” was 22%, which is higher than the national average. 9.5% of people over 16 years old self-reported a long term illness or disability.</p>
Bristol Key Facts 2021	<p>Bristol has 41% of the most deprived areas in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe and Withywood, Filwood and Lawrence Hill. 57,000 walk or cycle to work, which is the highest in England and Wales. 86% of residents are concerned about climate change.</p>
HR Analytics – Employee self survey	<p>20% of employees disagree that reasons for change are well explained.</p>
<u>Designing a new social reality - Research on the impact of covid-19 on Bristol’s VCSE sector and what the future should be – Black South West Network 2020</u>	<p>Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local Voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated to operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.</p>
<p>Additional comments: The above population insights, key facts and employee impact will be taken into account in the development and implementation of the policy. This will involve making sure that there is no adverse impact to service users with disabilities, for example being able to access sustainable travel options. Sustainable transport options will not be mandated by the policy rather encouraged via an organisation’s green travel policy.</p>	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not currently monitor any of the protected characteristics within our supplier information, however data is available for the City and Country which has been summarised as relevant in section 2.1.

Due to the impact that the recent pandemic has had on ethnically diverse businesses and disabled citizens we have ensured that we engaged and consulted with Black South West Network and the Disabled Colleagues Network to contribute and feedback on the policy, because we know these groups are particularly affected.

Any potential other impacts to service users could be picked up through engagement with Voscur and Care and Support South West but these should be highlighted at Commissioning stage.

It is not felt there would be an impact for any of the other protected characteristics therefore this Eqia has focused on organisations representing race and disability.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

The main group affected by the policy is current suppliers and organisations both within and outside the Bristol area who wish to bid for work with Bristol City Council, specifically Small, Medium Enterprises and Micro sized organisations.

We have anticipated that Council's suppliers will be in different states of readiness to meet our goals. The Council's stated aim is to encourage and support suppliers towards meeting our 2030 targets. If environmental requirements are made mandatory too early, this could result in excluding all or some (particularly local) suppliers and/or in unbudgeted price increases. It's therefore important to get the balance right.

In order to try to mitigate any potential unintended consequences the following has been carried out:

- **Supplier survey:** Over 2600 current suppliers were invited to feedback, as well as efforts to reach a wider audience via organisations including the Black South West Network (BSWN), Voscur, Care & Support South West, Business West and the Federation of Small Business (FSB). We received 326 responses including 75% Micro and Small organisations, 15% Medium and 10% Large organisations (250 employees or more) from across the Voluntary, Charitable and Social Enterprise (VCSE) and private sectors
- **Supplier interviews:** In-depth conversations were carried out with 12 suppliers, from different sized organisations including the VCSE and private sector and representing the three Procurement categories of Works and Infrastructure – which includes buildings, transport and maintenance. Care Support, and Independence – which covers health and social care. Resources and Services – such as Catering and Parks
- **Scrutiny focus group:** The following external organisations attended a focus group to feedback on the policy and environmental requirements: University Hospitals Bristol and Weston NHS Foundation Trust, Bristol University, Black South West Network, Voscur, Care and Support South West and the Federation of Small Businesses (FSB)

There will also be:

- **Phased implementation of policy:** To allow for a pilot and training and communication to be delivered
- **Review of policy implementation:** Feedback from suppliers and internal colleagues

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Further engagement with suppliers and representative organisations will continue with focus groups once the policy has been agreed. This will supply them with guidance and help them move towards embedding environmental sustainability within their organisation.

It has been noted that the charity sector in particular which often represent marginalised communities may currently struggle with resources and so specific input may be needed here. We will target the groups most affected.

The policy will be reviewed with feedback from internal and external stakeholders following implementation.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Accessibility to sustainable travel options
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Smaller charities and community led organisations may live and work and have premises in more deprived areas which may be multiple occupancy, older buildings. This could limit the possibilities for retrofitting carbon reduction measures.
Mitigations:	This will be mitigated by providing guidance and opportunities including grants which may be available and also acknowledging where something cannot be changed.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The benefits will be seen by working with Black South West Network, Care and Support South West, FSB and others to ensure there are no unintended consequences for the groups of society they represent.

The direct conversation with VCSE and SME sector will identify ways we can support in the transition to a low carbon model for their organisation. This is likely to involve guidance, signposting as well as focus groups for example helping to create a carbon reduction plans.

Opportunities to do this with partner organisations like Bristol Green Capital Partnership, Business west, FSB and others are being looked at with the Climate and Ecological Emergency Programme team. Additionally, we will also ensure we engage with Green and Black ambassadors who will be able to provide some insight into how the policy may affect communities and Business.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

There could be a negative impact associated with a supplier being based in a more deprived location, in an older building or one with multiple occupants which would make it more difficult and costly to retrofit.

This will be mitigated by providing guidance and opportunities including grants which may be available and also acknowledging where something cannot be changed. For example changing to a green electricity supplier and moving to LED lights may be more within their sphere of influence. This will not unduly affect their ability to tender for contracts.

The negative impacts identified which are associated with disability will be mitigated by engaging with WECIL and the Disability Equality forum. The Disability Equality Forum provided feedback on the policy and environmental requirements and did not identify any other potential barriers other than sustainable transport.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

Engaging with the supply chain will have positive impact as it will create an environment for them to share their concerns and to be offered support and guidance.

Many of those who were interviewed as part of market engagement noted that it was informative and encouraging that we are starting these conversations and reassuring that they are not being left behind.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Involvement of Disability Equalities Forum to reflect the needs of the Disabled community. Meeting took place on 8 th December. No additional concerns highlighted. Accessibility of the policy itself highlighted and changes made accordingly.	Kathryn Archer	By 7 th December
Improve data collected from suppliers within the procurement process. Required changes are in progress to allow the Procontract system to gather this information in line with the Black Pound requirements.	George-Oliver Poole	By March 2022

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We do not measure race or disability of our suppliers but we will continue to engage with representative organisations for feedback once the policy has been implemented who will be measuring impact.

The policy will be reviewed and organisations contacted for feedback in to this process.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: Reviewed by the Equality and Inclusion Team	Director Sign-Off: Denise Murray
Date: 10 January 2022	Date: 13/01/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.