

Equality Impact Assessment
Corporate Assessment Template

APPENDIX 2

Policy/Strategy/Project/Procedure/Service/Function Title: Socially Responsible Procurement Policy
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Steve Robinson	Job Title: Head of Commissioning and Procurement
Service Team: C&P	Service Area: Finance
Assessment Date: 27/11/17	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

<p>This Policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of 'socially responsible procurement' that encapsulates the Wellbeing of Future Generations Act, the Wales Procurement Policy Statement, Cardiff Local Well-being plan and the Capital Ambition. To aid this the Council has identified the following six priorities:</p> <ul style="list-style-type: none"> • Local Training and Employment • Think Cardiff First • Partners in Communities • Green and Sustainable • Ethical Employment • Promoting the Wellbeing of Young People and Vulnerable Adults <p>This policy will set out the Council's ambition and commitment in respect of these key priorities and to support delivery the Council will:</p> <ul style="list-style-type: none"> • Oversee implementation of the policy through its Social Responsibility Board. • Develop and maintain a Social Responsibility Toolkit to support both suppliers and buyers to maximise the delivery of social value. • Publicise and raise awareness of the Council's social responsibility objectives to ensure that suppliers and contractors are clear about what we want them to deliver. • Develop and implement a Responsible Procurement Delivery Plan template for inclusion in tender documents so that suppliers, providers and contractors can set out how they will support implementation of the policy. • Manage delivery of community benefits through effective contract management arrangements and ensure that contractors utilise the Welsh Government Measurement Tool to measure delivery on appropriate contracts over £1million.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

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The Council's commitment to the delivery of economic, social, environmental and cultural well-being is clearly set out in Capital Ambition, which states that the Council will "Launch a new Social Responsibility policy to make sure that local people and local communities benefit when the Council spends money on goods and services." It is also reflected in a range of Council Strategies and Plans including the Council's:

- Local Well-being Plan objectives, which are clearly aligned to the Wellbeing and Future Generations (Wales) Act.
- Procurement Strategy 2017-2020, which has four organisational placed outcomes the first of which is 'maximising economic, social, environmental and cultural well-being' through its procurement activity.

The Policy has placed a particular focus on three key Welsh Government initiatives:

- **Community Benefits** – drives the creation of employment and training opportunities including apprenticeships, support for small and medium sized enterprises and delivery of community, educational and environmental initiatives
- **Ethical Employment in Supply Chains** – focuses on ensuring a high standard of ethical employment practices by our suppliers, service providers and contractors
- **Opening Doors: Charter for SME Friendly Procurement** – seeks to create a fair and open environment in which we can all do business together and address issues of particular concern to SMEs.

This Socially Responsible Procurement policy aims to provide an over-arching framework for the delivery of these initiatives and the wider associated legislative and policy driven requirements. The aim of this policy is to ensure that the Council maximises the social, economic, environmental and cultural wellbeing that it delivers through its procurement activity.

The Policy was presented to SMT in August and PRAP Scrutiny Committee in September. Consultation has taken place with Community Benefits Board, Council directorates, suppliers, contractors, Welsh Government and voluntary sector organisations.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	x		
18 - 65 years	x		
Over 65 years	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Policy has a differential impact through the following priorities:

The Local Training & Employment focuses on employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed.

The Partners in Communities priority focuses on playing an active role in the local community and community support organisations, especially in those areas and

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communities with the greatest need.

Promoting Wellbeing of Young People and Vulnerable Adults priority safeguards and promotes the welfare of children, young people and vulnerable adults.

Ethical employment in supply chains priority employs the highest ethical standards in our own operations and those within our supply chain.

What action(s) can you take to address the differential impact?

Through Local Training and Employment priority we are committed to:

- Require bidders for contracts worth over £1m to make a commitment to provide employment and training opportunities
- Encourage our contractors to create more opportunities for apprenticeships, work placements and jobs.
- Work in partnership with employers, training providers and employment services to promote and co-ordinate access to local employment and training opportunities
- Seek opportunities to work with Primary and Secondary schools through the "Cardiff Commitment" to equip young people of Cardiff with the right skills to match the requirements of the labor market
- Maximise benefit from the City Deal and other major development opportunities to create employment and training.
- In line with Cardiff Commitment encourage suppliers and contractors to work with schools and colleges, offering work experience and business awareness to students and NEETs, especially those from disadvantaged areas or communities.

Through Partners in Communities priority we are committed to:

- Make a local impact by improving local facilities and areas and by encouraging our suppliers to operate paid staff volunteering schemes
- Promote volunteering and social action through the Cardiff Volunteer Centre, Volunteering Wales website and the Cardiff Volunteer Portal.
- Make opportunities, both directly from the Council and through our contractors, accessible to a diverse supply base including the third sector, social enterprises and local suppliers and provide mentoring and support to assist these organisations to tender for and deliver these supply opportunities where necessary.
- Help to support the health and wellbeing of communities in which the business operates by for example linking local businesses and residents' groups to help run or sponsor activities / events, which will directly benefit those living there.
- Promote diversity, inclusion, equality and fairness – target effort towards those in greatest disadvantage and tackle deprivation across the city.

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Through Promoting Wellbeing of Young People and Vulnerable Adults priority we are committed to:

- Help make communities places where all citizens, including the most vulnerable, feel safe, and are able to have their voices heard and their rights promoted through the implementation of a Child Friendly City and Dementia Friendly City approach.
- Provide safeguarding advice and guidance.
- Ensure contractors are able to identify abuse or exploitation and take responsibility for reporting concerns in an appropriate and timely way.
- Ensure that all suppliers of care and support services that the Council purchases for its service users must have the necessary safeguarding policies, procedures and training in place and where required, be registered where appropriate registration body.
- Encourage contractors to promote and sponsor opportunities for children and adults who are in need of care and support i.e. events for carers.

Through Ethical employment in supply chain we are committed to:

- Implement and embed the Code of Practice: Ethical Employment in Supply Chains through tackling modern slavery, human rights abuses, blacklisting, false self-employment, unfair use of umbrella schemes and zero hours contracts
- Encourage our suppliers and contractors to become accredited Living Wage employer through promoting the Cardiff Council 'Real' Living Wage Accreditation Support Scheme.
- Organise employer workshops to promote the Living Wage, initially targeted at the construction sector
- Build a scored Fair Work Practices question into relevant tender documents to include section on Living Wage, unfair use of umbrella schemes, zero hour contracts and False Self-Employment Practices

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health	x		
Substance Misuse	x		
Other	x		

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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Local Training & Employment priority focuses on employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed.

Ethical employment in supply chains priority employs the highest ethical standards in our own operations and those within our supply chain.

What action(s) can you take to address the differential impact?

As above

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Ethical employment in supply chains priority employs the highest ethical standards in our own operations and those within our supply chain.

What action(s) can you take to address the differential impact?

Encourage suppliers and contractors to have flexible working practices, LGTB / Gender reassignment friendly work policies which are inclusive in their equality training.

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3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			x
Civil Partnership			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	x		
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Local Training & Employment priority focuses on employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed.

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What action(s) can you take to address the differential impact?

As above

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White	x		
Mixed / Multiple Ethnic Groups	x		
Asian / Asian British	x		
Black / African / Caribbean / Black British	x		
Other Ethnic Groups	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Local Training & Employment priority focuses on employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed.

Ethical employment in supply chains priority employs the highest ethical standards in our own operations and those within our supply chain.

What action(s) can you take to address the differential impact?

As above

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

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	Yes	No	N/A
Buddhist			x
Christian			x
Hindu			x
Humanist			x
Jewish			x
Muslim			x
Sikh			x
Other			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men	x		
Women	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Local Training & Employment priority focuses on employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed.

Ethical employment in supply chains priority employs the highest ethical standards in our own operations and those within our supply chain.

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What action(s) can you take to address the differential impact?
As above

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual	x		
Gay Men	x		
Gay Women/Lesbians	x		
Heterosexual/Straight	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Ethical employment in supply chains priority employs the highest ethical standards in our own operations and those within our supply chain.
What action(s) can you take to address the differential impact?
Encourage suppliers and contractors to have flexible working practices, LGTB / Gender reassignment friendly work policies which are inclusive in their equality training.

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language			x

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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

Consulted with:

- Social Responsibility Board
- PRAP Scrutiny

The Policy was presented and consulted with Council directorates:

- Education,
- Social Services
- Housing & Communities
- Economic Development

External consultations included the following organisations:

- C3SC board
- Unicef
- Cardiff Credit Union
- Suppliers and contractors
- Welsh Government

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	
Disability	
Gender Reassignment	

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Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the above groups]	

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Alicja Slawik / John Paxton	Date: 27/11/17
Designation: Strategy and Development Officer / Manager	
Approved By: Steve Robinson	Date: 19/01/18
Designation: Head of Commissioning and Procurement	
Service Area: Finance	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk