



|  |  |
| --- | --- |
| **Name:**  (policy/ procedure/ practice/ function) | **Procurement Strategy** |
| **Department:** | Procurement |
| **Lead Contact:** | Iain Skene |
| **EQIA Assessor:** |  |
| **Date:** | 1/7/24 |



Use this section to provide details about the status **(new or existing)** of the policy/practice/procedure/function and provide an outline of the proposal including **aims**, **objectives** and **outcomes**.

Please note: All tables within this report are expandable.

|  |  |  |
| --- | --- | --- |
| **Status** | New [x]  | Existing [ ]  |
| **Aims objectives & outcomes** | The procurement strategy has an important role in setting out how an organisation runs its procurement function. The procurement strategy allows an organisation to provide a strategic focus for its procurement activities, including contract and supplier management, and an overview on how its approach to procurement supports its broader aims and objectives. Documenting a procurement strategy and establishing a review process will:* + - help with strategic planning;
		- increase transparency and visibility;
		- provide a better basis for engagement and remove unnecessary inconsistencies.

In general terms, the procurement strategy should demonstrate how the organisation's approach to procurement supports delivery of its broader aims and objectives. An important part of the procurement strategy preparation process for and organisation will be assessing its aims and objectives with the resources available to it. Inevitably priorities will have to be established and it is expected that these will be consistent with, and support, the organisation's overarching ambitions.As such the procurement strategy includes the following as key priorities:* + - Continuing the quest for best value
		- Sustainable Procurement
		- Promoting Equality and Tackling inequalities
		- Collaborative working
		- Team development
		- Systems and Reporting Improvements
		- Links with the Anchor Programme
 |



NHS Golden Jubilee has a legal requirement under the Public Sector Equality Duty to have due regard to the need to:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
* Advance equality of opportunity between people who share a protected characteristic and those who do not.
* Foster good relations between people who share a protected characteristic and those who do not.

Provide details of how the work will impact **positively**, **negatively** or **neutrally** on people who share the characteristics below.

It will be helpful to consider any access issues, health inequalities or experiences of discrimination that might impact these groups within your area of work. It will also be helpful to think about human rights and whether these will be impacted for any group. Our rights are described in the [Human Rights Act](https://www.equalityhumanrights.com/en/human-rights/human-rights-act). Some groups are also protected by specific conventions, which are highlighted for your information in the relevant sections below.

There is no word count – you should include the information you think is required. Please ensure the information you use is evidence based (e.g. articles, public involvement, previous work). There is space at section 8 for you to record the evidence sources you use in your assessment.

|  |  |  |
| --- | --- | --- |
| Image result for family icon png | **Age** | Think about older people as well as children and young people, and their respective carers. **United Nations Convention on the Rights of the Child (UNCRC)**[Convention on the Rights of the Child](https://cypcs.org.uk/rights/uncrc/)The UNCRC is a legally-binding international agreement setting out the civil, political, economic, social and cultural rights of every child, regardless of their race, religion or abilities.If children are specifically affected, please provide a high level overview here and then go to **appendix A** to undertake a more detailed assessment using the **UNCRC checklist**.  |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| noun_care_2152472 | **Care Experience** | Think about children and young people up to the age of 26 who have experience of being in care. This can include foster care/supported care, kinship care, residential care, or being looked after at home with the support of a supervision order. NHS Golden Jubilee is named as a corporate parent under the [Children and Young People (Scotland) Act 2014](https://www.legislation.gov.uk/asp/2014/8/contents/enacted). You can find information and working examples of what this means for us in our [Corporate Parenting Plan.](http://nwtc-sharepoint/sites/huddle/Policies/Corporate%20Parenting%20Plan.docx) |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Image result for wheelchair png | **Disability** | Think about people with sensory impairments, communication difficulties, learning disabilities, physical impairments, energy impairments, autism spectrum disorders, mental health conditions and Deaf users of British Sign Language. You might also consider unpaid carers here.[Convention on the Rights of Person with Disabilities](https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/convention-on-the-rights-of-persons-with-disabilities-2.html)  |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative  |  |
| Neutral impact |  |
| Image result for gender reassignment png | **Trans Status** | This is about trans / transgender people - anyone whose gender does not match the sex they were assigned at birth.[Understanding the Transgender Community – Human Rights Campaign](https://www.hrc.org/resources/understanding-the-transgender-community) |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Image result for marriage icon png | **Marriage & Civil Partnership** | Are there any implications for people who are married or in a civil partnership?[Marriage and civil partnership discrimination – Citizen’s Advice Bureau](https://www.citizensadvice.org.uk/law-and-courts/discrimination/protected-characteristics/marriage-and-civil-partnership-discrimination/) |
| Positive impact |  . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Related image | **Pregnancy & Maternity** | Think about people who are pregnant, breast-feeding or who recently gave birth.[Convention on the Elimination of All Forms of Discrimination against Women](https://www.ohchr.org/en/professionalinterest/pages/cedaw.aspx) |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Image result for race ethnicity icon png | **Race** | Think about people with non-white majority ethnicities. This includes gypsy/travellers.[Convention on the Elimination of all forms of Racial Discrimination](https://www.ohchr.org/en/professionalinterest/pages/cerd.aspx) |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Image result for multi faith png | **Religion or Belief** | Think about people who follow particular religions. For example: Judaism, Islam, Sikhism, Christianity etc. Are there particular beliefs or practices that might be impacted?[International standards on freedom of religion or belief](https://www.ohchr.org/en/issues/freedomreligion/pages/standards.aspx) |
| Positive impact |  . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Image result for gender equality png | **Sex** | Think about any differences for women compared to men, or vice versa.[Convention on the Elimination of all forms of Discrimination Against Women](https://www.ohchr.org/en/professionalinterest/pages/cedaw.aspx) |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Image result for heart pngImage result for 9 icon png | **Sexual Orientation** | Think about people who are lesbian, gay or bi or who have another minority sexual orientation (e.g. are not heterosexual / straight).[Combatting discrimination based on sexual orientation](https://www.ohchr.org/en/issues/discrimination/pages/lgbt.aspx) |
| Positive impact | . The Procurement Service has the responsibility for ensuring all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. |
| Negative impact |  |
| Neutral impact |  |
| Image result for british pound png | **Socio-economic** | Think about people living on low incomes and / or in deprived areas. If this is a strategic-level decision and the Fairer Scotland duty applies, you will need to give this characteristic detailed consideration. Otherwise, consider this as a cross-cutting issue(people who share a protected characteristic are more likely to experience poverty).[The Fairer Scotland Duty Interim Guidance for Public Bodies](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2018/03/fairer-scotland-duty-interim-guidance-public-bodies/documents/00533417-pdf/00533417-pdf/govscot%3Adocument/00533417.pdf) |
| Positive impact | Procurement sit on the NHSGJ Anchor Programme Steering Group. Anchor institutions can make a substantial difference to their local communities through:* Employment
* Procurement of goods, services and infrastructure
* Environmental sustainability
* Land and assets
* Products and service delivery and design
* Working in partnership across a wider area or place

Procurement therefore have an important role within the group and in particular the local benefit derived from the procurement of goods, services and infrastructure. Procurement have agreed KPIs as part of this group which will be reported annually. |
| Negative impact |  |
| Neutral impact |  |



Where the policy/practice/procedure/function was identified to adversely affect (discriminate against) people who share a protected characteristic; provide details of how this impact will be eliminated, minimised or managed.

|  |  |  |
| --- | --- | --- |
| **Protected Characteristic** | **Actions** | **Person Responsible** |
| **All Characteristics** | Ensure all procurement meets the requirements of Equality & Diversity Legislation and make suppliers aware of the requirement of the Equality Act 2010. This is embedded in our Invitation to Tender Documents where suppliers are asked to provide information on Company Policy and Practice to enable us to log market compliance with equality legislation and best practice. | Head of Procurement |
| Image result for family icon png | Age |  |  |
|  | Care Experience |  |  |
| Image result for wheelchair png | Disability |  |  |
| Image result for gender reassignment png | Trans Status |  |  |
| Image result for marriage icon png | Marriage/Civil Partnership |  |  |
| Related image | Pregnancy & Maternity |  |  |
| Image result for race ethnicity icon png | Race |  |  |
| Image result for multi faith png | Religion or Belief |  |  |
| Image result for gender equality png | Sex |  |  |
| Image result for heart png | Sexual Orientation |  |  |
| Image result for british pound png | Socio-economic |  |  |



Provide an impact rating based on the degree to which the policy/practice/procedure/function will impact people who share a protected characteristic.

**Impact Rating Key**

 **Low**

There is **little or no evidence** that some people are (or could be) differently affected by the policy/practice/procedure/function.

 **Medium**

There is **some evidence** that people are (or could be) differently affected by the policy/practice/procedure/function.

 **High**

There is **substantial evidence** that people are (or could be) differently affected by the policy/procedure/decision

|  |  |  |  |
| --- | --- | --- | --- |
| **Protected Characteristic** | **Low** | **Medium** | **High** |
| Image result for family icon png | Age |[x] [ ] [ ]
|  | Care Experience |[x] [ ] [ ]
| Image result for wheelchair png | Disability |[x] [ ] [ ]
| Image result for gender reassignment png | Trans Status | [x]   |[ ] [ ]
| Image result for marriage icon png | Marriage/Civil Partnership |[x] [ ] [ ]
| Related image | Pregnancy & Maternity |[x] [ ] [ ]
| Image result for race ethnicity icon png | Race |[x] [ ] [ ]
| Image result for multi faith png | Religion or Belief |[x] [ ] [ ]
| Image result for gender equality png | Sex |[x] [ ] [ ]
| Image result for heart pngImage result for 9 icon pngImage result for 9 icon png | Sexual Orientation |[x] [ ] [ ]
| Image result for british pound png | Socio-economic |[x] [ ] [ ]



Provide details of stakeholder collaboration and consultation.

Refer to **Appendix** **A** for details of local and national charities and user groups which represent the Protected Characteristics defined by the Equality Act 2010.

|  |  |  |
| --- | --- | --- |
| **Name and****Job title** | **Department or Organisation** | **Contact details** |
| Rob White | Equality & Inclusion Lead |  |
| **Callum Blackburn, Carole Anderson, Colin Purdon, David Taggart, Denis Flanagan, George Reid, Jane Christie-Flight, John Scott, Laura Fulton, Laura Smith, Sandie Scott, Alex McGuire, Jenny Pope, Denise Cameron, Fergal McCauley** | **Climate Change Sustainability Steering Group** |  |
|  |  |  |



Regular reviews ensure that the policy, procedure or practice is kept up to date, and meets the requirements of current equality legislation.

|  |  |  |
| --- | --- | --- |
| **Scheduled Review** | **Assigned contact** | **Review Date** |
| Head of Procurement | 1/4/27 |

Where a negative impact has been identified and remedial actions are being implemented, the policy owner should define a timescale for review.

|  |  |  |
| --- | --- | --- |
| **Identified****Issue** | **Assigned contact** | **Review Date** |
|  |  |   |
|  |  |  |



Please detail all evidence and research utilised in order to support the rationale for this EQIA. (Include attachments where available).

 [Equalities Evidence Finder](file://hcimax/Common/Equalities%20evidence%20finder)

|  |  |
| --- | --- |
| **Evidence & Research** | **Image result for attachment png** |
| Procurement Reform ActInput from Equalities and Inclusion Lead r.e. Equality Act |[x]



|  |  |
| --- | --- |
|  | **EQIA’s with low impact ratings** |

If your EQIA demonstrates low impact ratings for each Protected Characteristic, then you are all set to go!

Please ensure that you email a copy of your EQIA to equalities@gjnh.scot.nhs.uk to allow us to maintain a central database of assessments for auditing purposes.

|  |  |
| --- | --- |
| Image result for email png | **equalities@gjnh.scot.nhs.uk** |

|  |  |  |
| --- | --- | --- |
|  |  | **EQIA’s with medium or high impact ratings** |

If your EQIA has identified any **medium** or **high impacts** for people who share a Protected Characteristic, you will need to share your assessment with the Equality and Inclusion Lead who will review and advise next steps.

|  |  |
| --- | --- |
| Person icon symbol sign 644845 Vector Art at Vecteezy | **Rob** **White: Equality and Inclusion Lead** |
| Image result for email png | **robert.white@gjnh.scot.nhs.uk** |
| Telephone - Cell Phone Icon Circle Png Transparent PNG - 1442x1442 - Free  Download on NicePNG | **5480** |

**Organisational governance process**

Next, you need to share the EQIA with the people you’re working with on your project, policy, process or practice.  Not least because you should be proud of your work, but also because you should communicate the results of your assessment to project boards, organisational leaders, key stakeholders and others in a timely way, so that they can make informed decisions about the change you’re making.

|  |  |
| --- | --- |
| **EQIA Assessor:** |  |
| **Sign-Off Date:** |   |

**Appendix A**

UNCRC Checklist

**If your proposal does not affect children and young people do not complete this section.**

If your proposal affects children and young people, use the evidence you have collected to explain how your proposal could impact Children’s Rights. Not all UNCRC rights may apply to your proposal. If this is the case, simply say ‘Not relevant’ or ‘no known relevance’.

|  |  |  |  |
| --- | --- | --- | --- |
| **UNCRC Right** | **How will your work limit or restrict this right?** | **How will your work progress this right?** | **Are any groups of children particularly impacted?** |
| **3. Best interests of the child** |  |  |  |
| **4. Making rights real** |  |  |  |
| **5. Family guidance as children develop** |  |  |  |
| **6. Life, survival and development** |  |  |  |
| **7. name and nationality** |  |  |  |
| **8. identity** |  |  |  |
| **9. Keeping families together** |  |  |  |
| **10. Contact with parents across countries** |  |  |  |
| **11. Protection from kidnapping** |  |  |  |
| **12. Respect for children’s views**  |  |  |  |
| **13. Sharing thoughts freely** |  |  |  |
| **14. Freedom of thought and religion** |  |  |  |
| **15. Freedom of association and peaceful assembly** |  |  |  |
| **16. Protection of privacy**  |  |  |  |
| **17. Access to information** |  |  |  |
| **18. Responsibility of parents** |  |  |  |
| **19. Protection from violence** |  |  |  |
| **20. Children without families** |  |  |  |
| **21. Children who are adopted** |  |  |  |
| **22. Refugee children** |  |  |  |
| **23. Disabled children** |  |  |  |
| **24. Enjoyment of the highest attainable standard of health** |  |  |  |
| **25. Review of a childs placement** |  |  |  |
| **26. Social and economic help** |  |  |  |
| **27. Food, clothing and safe home** |  |  |  |
| **28. Access to education** |  |  |  |
| **29. Aims of education.** |  |  |  |
| **30. Minority culture, language and religion** |  |  |  |
| **31. Rest, play, culture, arts** |  |  |  |
| **32. Protection from harmful work** |  |  |  |
| **33. Protection from harmful drugs** |  |  |  |
| **34. Protection from sexual abuse** |  |  |  |
| **35. Prevention from sale and trafficking** |  |  |  |
| **36. Protection from exploitation**  |  |  |  |
| **37. Children in detention** |  |  |  |
| **38. Protection in war** |  |  |  |
| **39. Recovery and reintegration** |  |  |  |

**Appendix B**

Third sector organisations

|  |  |  |  |
| --- | --- | --- | --- |
| Image result for family icon png | Age | * Age UK
 | [www.ageuk.otg.uk](file:///E%3A/EQIA%20Review/www.ageuk.otg.uk) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Care Experience | * Become
 | https://www.becomecharity.org.uk/ |
| * CELCIS
 | [www.celcis.org](http://www.celcis.org) |
| * Who Cares? Scotland
 | www.whocaresscotland.org |
| * SCCYP
 | [www.sccyp.org.uk](http://www.sccyp.org.uk) |

|  |  |  |  |
| --- | --- | --- | --- |
| Image result for wheelchair png | Disability | * RNIB Scotland
 | [WWW.RNIB.ORG.UK](file:///E%3A/EQIA%20Review/WWW.RNIB.ORG.UK) |
| * Visibility
 | [WWW.VISIBILITY.ORG.UK](file:///E%3A/EQIA%20Review/WWW.VISIBILITY.ORG.UK) |
| * Action on Hearing Loss
 | [www.actiononhearingloss.org.uk](file:///E%3A/EQIA%20Review/www.actiononhearingloss.org.uk) |
| * Dementia UK
 | [www.dementiauk.org](file://nwtc-filesrv/users/whiter/EQIA%20Review/www.dementiauk.org) |
| * Alzheimer’s Society
 | [www.alzheimers.org.uk](file://nwtc-filesrv/users/whiter/EQIA%20Review/www.alzheimers.org.uk) |
| * Autism Alliance
 | [www.autism-alliance.org.uk](file://nwtc-filesrv/users/whiter/EQIA%20Review/www.autism-alliance.org.uk) |
| * Scottish Autism
 | [www.scottishautism.org](file:///E%3A/EQIA%20Review/www.scottishautism.org) |
| * Mind
 | [www.mind.org.uk](file:///E%3A/EQIA%20Review/www.mind.org.uk) |
| * Scope
 | [www.scope.org.uk](file:///E%3A/EQIA%20Review/www.scope.org.uk) |
| Image result for gender reassignment png | Trans Status | * Scottish Trans Alliance
 | [www.scottishtrans.org](file://nwtc-filesrv/users/whiter/EQIA%20Review/www.scottishtrans.org) |
| * Sparkie
 | [www.sparkie.org.uk](file:///E%3A/EQIA%20Review/www.sparkie.org.uk) |
| * Mermaids UK
 | [www.mermaidsuk.org.uk](file:///E%3A/EQIA%20Review/www.mermaidsuk.org.uk) |
| Image result for marriage icon png | Marriage/ Civil Partnership | * Equality Network
 | [www.equality-network.org](file:///E%3A/EQIA%20Review/www.equality-network.org) |
| Related image | Pregnancy & Maternity | * Maternity Action
 | [www.maternityaction.org.uk](file:///E%3A/EQIA%20Review/www.maternityaction.org.uk) |
| Image result for race ethnicity icon png | Race | * Race Equality Foundation
 | [www.raceequalityfoundation.org.uk](file:///E%3A/EQIA%20Review/www.raceequalityfoundation.org.uk) |
| * Ethnic Minority Foundation
 | [www.emfoundation.org.uk](file:///E%3A/EQIA%20Review/www.emfoundation.org.uk) |
| Image result for multi faith png | Religion or Belief | * Interfaith Scotland
 | [www.interfaithscotland.org](file:///E%3A/EQIA%20Review/www.interfaithscotland.org) |
| Image result for gender equality png | Sex | * Equality Now
 | [www.equalitynow.org](file:///E%3A/EQIA%20Review/www.equalitynow.org) |
| * Fawcett Society
 | [www.fawcettsociety.org.uk](file:///E%3A/EQIA%20Review/www.fawcettsociety.org.uk) |
| Image result for 9 icon pngImage result for heart pngImage result for 9 icon png | Sexual Orientation | * Stonewall Scotland
 | [www.stonewall.org.uk](file:///E%3A/EQIA%20Review/www.stonewall.org.uk) |
| * West Dunbartonshire LGBT Network
 | [www.lgbtwestdunbartonshire.com](file:///E%3A/EQIA%20Review/www.lgbtwestdunbartonshire.com) |
| * LGBT Youth Scotland
 | [www.lgbtyouth.org.uk](file:///E%3A/EQIA%20Review/www.lgbtyouth.org.uk) |
| Image result for british pound png | Socio-economic | * The Poverty Alliance
 | [www.povertyalliance.org](file:///E%3A/EQIA%20Review/www.povertyalliance.org) |
| * Citizens Advice
 | [www.citizensadvice.org.uk](file:///C%3A/Users/pearlstoneb/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/K6NYNGYS/www.citizensadvice.org.uk) |