

Equalities Comprehensive Impact Assessment v2 - Head of service review

Reference: ECIA516029664

Submitted: 15 May 2023 17:04 PM

Executive summary

Title of policy / decision: Procurement of food and beverage brokerage service

Policy / decision type: Executive Director Decision (EDD)

Overview of policy / decision: This report sets out the proposed procurement of a food and beverage brokerage service for Essex Outdoors, which is the brand name for Essex County Council's (ECC) outdoors education provision and ECC operated cafés in Country Parks. Both service offerings sit within the wider Culture, Heritage and Green Spaces service.

What outcome(s) are you hoping to achieve?: 1. Agree to the proposed approach of procuring a 56-month contract with a food and beverage brokerage service, with a contract value of £1,700,000, following a one stage Mini Competitive Procedure via the Pagabo Framework and using 60% Price / 40% Quality evaluation criteria.
2. Agree that the approval of the tender procedure and detailed evaluation model is delegated to the Director Environment and Climate Action.
3. Agree that the approval to award a contract is delegated to the Director Environment and Climate Action.

Executive Director responsible for policy / decision: Mark Ash (Climate, Environment and Customer Services)

Cabinet Member responsible for policy / decision: Graham Butland (Devolution, Art, Heritage and Culture)

Is this a new policy / decision or a change to an existing one?: New policy / decision

How will the impact of the policy / decision be monitored and evaluated?: The brokerage service's contract will be managed by ECC from a cost effectiveness perspective and via a series of Key Performance Indicators (KPIs) on quality, fulfilment levels, punctuality, invoicing, ordering system reliability, provision of management information, customer service levels and social value.

Will this policy / decision impact on:

Service users: No

Employees: No

Wider community or groups of people: No

What strategic priorities will this policy / decision support?: High Quality Environment, Health, Independence and Wellbeing for All Ages, A good place for Children and Families to Grow

Which strategic priorities does this support? - Environment: Net zero, Levelling up the environment

Which strategic priorities does this support? - Health: Healthy lifestyles, Levelling up health

Which strategic priorities does this support? - Families: Education outcomes, Outcomes for vulnerable

children, Levelling up outcomes for families

What geographical areas of Essex will the policy / decision affect?: All Essex

Digital accessibility

Is the new or revised policy linked to a digital service (website, system or application)?: No

Equalities - Groups with protected characteristics

Age

Nature of impact: None

Disability - learning disability

Nature of impact: None

Disability - mental health issues

Nature of impact: None

Disability - physical impairment

Nature of impact: None

Disability - sensory impairment

Nature of impact: None

Sex

Nature of impact: None

Gender reassignment

Nature of impact: None

Marriage / civil partnership

Nature of impact: None

Pregnancy / maternity

Nature of impact: None

Race

Nature of impact: None

Religion / belief

Nature of impact: None

Sexual orientation

Nature of impact: None

Rationale for assessment, including data used to assess the impact: This procurement decision seeks approval to run a one stage Mini Competitive Procedure via the Pagabo Framework to appoint the brokerage service, and all future use of eventual suppliers or the purchasing of particular stock or products during the contract term are not impacted by this original decision.

What actions have already been taken to mitigate any negative impacts?: N/A

Levelling up - Priority areas & cohorts

Children and adults with SEND, learning disabilities or mental health conditions (taking an all-age approach)

Nature of impact: None

Children on Free School Meals

Nature of impact: None

Working families

Nature of impact: None

Young adults (16-25 who have not been in education, training or employment for around 6-12 months)

Nature of impact: None

Residents of Harlow

Nature of impact: None

Residents of Jaywick and Clacton

Nature of impact: None

Residents of Harwich

Nature of impact: None

Residents of Basildon (Town) housing estates

Nature of impact: None

Residents of Canvey Island

Nature of impact: None

Residents of Colchester (Town) - Housing Estates

Nature of impact: None

Residents of Rural North of the Braintree District

Nature of impact: None

Rationale for assessment, including data used to assess the impact: This procurement decision seeks approval to run a one stage Mini Competitive Procedure via the Pagabo Framework to appoint the brokerage

service, and all future use of eventual suppliers or the purchasing of particular stock or products during the contract term are not impacted by this original decision.

What actions have already been taken to mitigate any negative impacts?: N/A

Equalities - Inclusion health groups and other priority groups

Refugees / asylum seekers

Nature of impact: None

Homeless / rough sleepers

Nature of impact: None

People who experience drug and alcohol dependence

Nature of impact: None

Offenders / ex-offenders

Nature of impact: None

Victims of modern slavery

Nature of impact: None

Carers

Nature of impact: None

Looked after children / care leavers

Nature of impact: None

The armed forces community (serving personnel and their families, veterans, reservists and cadets)

Nature of impact: None

People who are unemployed / economically inactive

Nature of impact: None

People on low income

Nature of impact: None

Sex workers

Nature of impact: None

Ethnic minorities

Nature of impact: None

Gypsy, Roma, and Traveller communities

Nature of impact: None

People with multiple complex needs or multi-morbidities

Nature of impact: None

Rationale for assessment, including data used to assess the impact: This procurement decision seeks approval to run a one stage Mini Competitive Procedure via the Pagabo Framework to appoint the brokerage service, and all future use of eventual suppliers or the purchasing of particular stock or products during the contract term are not impacted by this original decision.

What actions have already been taken to mitigate any negative impacts?: N/A

Equalities - Geographical Groups

People living in areas of high deprivation

Nature of impact: None

People living in rural or isolated areas

Nature of impact: None

People living in coastal areas

Nature of impact: None

People living in urban or over-populated areas

Nature of impact: None

Rationale for assessment, including data used to assess the impact: This procurement decision seeks approval to run a one stage Mini Competitive Procedure via the Pagabo Framework to appoint the brokerage service, and all future use of eventual suppliers or the purchasing of particular stock or products during the contract term are not impacted by this original decision.

What actions have already been taken to mitigate any negative impacts?: N/A

Families

Family formation (e.g. to become or live as a couple, the ability to live with or apart from children)

Nature of impact: None

Families going through key transitions e.g. becoming parents, getting married, fostering or adopting, bereavement, redundancy, new caring responsibilities, onset of a long-term health condition

Nature of impact: None

Family members' ability to play a full role in family life, including with respect to parenting and other caring responsibilities

Nature of impact: None

Families before, during and after couple separation

Nature of impact: None

Families most at risk of deterioration of relationship quality and breakdown

Nature of impact: None

Rationale for assessment, including data used to assess the impact: This procurement decision seeks approval to run a one stage Mini Competitive Procedure via the Pagabo Framework to appoint the brokerage service, and all future use of eventual suppliers or the purchasing of particular stock or products during the contract term are not impacted by this original decision.

What actions have already been taken to mitigate any negative impacts?: N/A

Climate

Does your decision / policy involve development or re-development of buildings or infrastructure?: No

Does your decision / policy take place in, or make use of, existing buildings or infrastructure?: No

Does your decision / policy involve elements connected to transport, travel or vehicles? This includes travel needs / requirements of both service users and staff (including staff you're planning to recruit): No

Are you undertaking a procurement exercise?: Yes

Please confirm for purchase over £100k that you have a carbon reduction plan as part of your procurement: Yes

Please list which climate TOMS (Themes, outcomes & measures) you have included in your procurement and the weighting these have been given: 5% weighting for social value in procurement exercise, featuring all climate TOMS, with carbon reduction plans requested as well.

Does your decision / policy involve the purchase of goods or materials?: Yes

Have you considered making use of goods / materials that already exist in the organisation, or using second-hand equipment?: N/A

Will you purchase goods that are durable and long lasting, and can be easily maintained or repaired?: N/A

Will you source goods / materials from a local provider where possible?: Yes

Will you use goods or materials made with recycled content and / or recyclable at the end of their life?: Yes

Will any waste be generated by this decision? This includes waste from construction, waste generated by service users / staff, and waste generated by replacing existing products / materials with new: No

Nature of impact

Built Environment / Energy: None

Sustainable Transport / Travel: None

Waste: None

Rationale for assessment, including data used to assess the impact: This procurement decision seeks approval to run a one stage Mini Competitive Procedure via the Pagabo Framework to appoint the brokerage

service, and all future use of eventual suppliers or the purchasing of particular stock or products during the contract term are not impacted by this original decision.

What actions have already been taken to mitigate any negative impacts?: N/A

Action plan to address and monitor adverse impacts

Does your ECIA indicate that the policy or decision would have a medium or high adverse impact on one or more of the groups / areas identified?: No

Details of person completing the form

I confirm that this has been completed based on the best information available and in following ECC guidance: I confirm that this has been completed based on the best information available and in following ECC guidance

Date ECIA completed: 15/05/2023

Name of person completing the ECIA: Mark Rowley

Email address of person completing the ECIA: mark.rowley@essex.gov.uk

Your function: Climate, Environment and Customer Services

Your service area: Environment and Climate Action

Your team: Culture, Heritage and Green Spaces

Are you submitting this ECIA on behalf of another function, service area or team?: No

Email address of Head of Service: louise.fitton@essex.gov.uk