

Equalities Comprehensive Impact Assessment - Head of service review

Reference: ECIA443170029

Submitted: 09 August 2022 16:55 PM

Executive summary

Title of policy / decision: Shared Procurement Service

Policy / decision type: Cabinet Member Action (CMA)

Overview of policy / decision: Agreement to create a partnership between Essex County Council and Braintree District Council to trial the delivery of shared procurement activity between the partners and other districts

The three year trial will provide additional capacity which will support the development of shared procurement with the expectation that a combined service will deliver a range of benefits including resilience and collaborative savings

What outcome(s) are you hoping to achieve?: Resilience – Through collaboration the procurement teams will be able to better flex to the peaks and troughs of local authority procurement and cope with staff absence or exit. This helps mitigate one of the key weaknesses for District and Borough procurements teams in particular.

Increased expertise - a larger team enabling focus on specific categories of spend, so bringing greater expertise to procurement of goods and services and enabling greater value. This team would also have easy access to the wider category teams and data systems within ECC, with access to category plans and closer working to enable conversations with category experts to inform procurement activity.

Collaborative savings – By working together the team will identify collaborative procurement options for the partner councils as a result of better market data, benchmarking and higher spend levels. Over the course of the trial period these collaborative procurement options, will be developed with stakeholders and provided to partners for consideration to enable delivery of savings against current budgets. The level of savings is difficult to currently project but other collaborative procurement organisations such as STAR procurement and the Welsh Public Sector Fleet Group highlight good levels of savings through collaborative procurements.

Efficiencies – Through future growth, the costs for senior members of the team will be spread across more members of the partnership, using lower cost staff to undertake procurement tasks. Collaborative procurement too should result in fewer procurements and so less staff required. This will result in lower costs to the founding partners.

Increased income – Income can be achieved through frameworks and consultancy. With an increased network to promote the frameworks and greater opportunity to spot market gaps across a wider range of spend, this should enable an increase to the framework rebates, helping to generate further income.

Better supplier relationships – With contractors prioritising their key customers when ensuring customer satisfaction, the service could identify common suppliers across all partners. The combined supplier management should increase the leverage of the member councils in driving value from contracts. The additional capacity in the service would enable the identification of these contracts/ suppliers and advise on how to manage the supplier across the multiple authorities to ensure authorities are delivering value.

Reduction of duplication – Both in terms of procurement activities but also in documentation and adherence to procurement rules, allowing teams to focus on additional cost saving activity.

SME/ Voluntary Sector support – Creation of a consistent and simple approach to procurement for SME and

Voluntary sector organisations with additional targeted support thanks to better supplier knowledge and capacity within the shared service

Climate Change – Supporting closer working on delivery of climate change priorities through procurement activity, with additional capacity to support this.

Social Value – Shared Social value focus between partners with the shared service monitoring social value on behalf of the partners.

Staff Retention – With access to a greater range of opportunities and links with the wider ECC procurement team, this should aid staff retention

Executive Director responsible for policy / decision: Nicole Wood (Finance and Technology)

Cabinet Member responsible for policy / decision: Christopher Whitbread (Finance, Resources and Corporate Affairs)

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?: Impact will be measured through a shared partnership board assessing

- Sourcing activity is undertaken to the satisfaction of the partner councils
- Key contracts are identified and advice and support is given to authorities to enable a consistent approach to effective contract management
- Third party spend data is cleansed with an updated contracts register and forward plan which is reviewed against finance spend data and benchmarked against other partners and beyond.
- Key categories of spend identified and Category Plans created as agreed by the Officer board (see below). Opportunities identified through this strategic approach for how to deliver additional value to members. Opportunities may include collaboration, harnessing innovations in the market, respecifying requirements, system thinking etc. ,
- Common sourcing processes and documentation created, with local adaptations as required. With the new procurement regulations currently being drafted, this will enable preparation for these changes to be undertaken once, rather than multiple times by different organisations.
- Joint sourcing library with specifications from sourcing activity across hub members
- Training is provided to all identified services and procurement colleagues within the partner authorities
- Identification of tangible income growth opportunities pursued, with approval from partners, including Framework income, consultancy support and efficiencies through growth. Within the first 6 months a commercial strategy will be agreed to undertake the above.

Will this policy / decision impact on:

Service users: No

Employees: Yes

Wider community or groups of people: No

What strategic priorities will this policy / decision support?: Strong, Inclusive and Sustainable Economy

Which strategic priorities does this support? - Economy?: Future growth and investment

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 will impact on the procurement services team not the above groups. Current procurement activity ensures negative impacts on the above groups are considered in procuring services.

What actions have already been taken to mitigate any negative impacts: Not applicable

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

Harlow

Nature of impact: None

Jaywick and Clacton

Nature of impact: None

Harwich

Nature of impact: None

Basildon (Town) housing estates

Nature of impact: None

Canvey Island

Nature of impact: None

Colchester (Town) - Housing Estates

Nature of impact: None

Rural North of the Braintree District

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Shared procurement will have no impact on the above groups. There may be some positive impact due to more effective procurement for Rural North of the Braintree District, but this can't be quantified at the moment so impact has been given as none

What actions have already been taken to mitigate any negative impacts: Not applicable

Equalities - Inclusion health groups and other priority groups

Refugees / asylum seekers

Nature of impact: None

Homeless / rough sleepers

Nature of impact: None

Offenders / ex-offenders

Nature of impact: None

Carers

Nature of impact: None

Looked after children

Nature of impact: None

Veterans

Nature of impact: None

People who are unemployed / economically inactive

Nature of impact: None

People on low income

Nature of impact: None

Working families

Nature of impact: None

Rationale for assessment, including data used to assess the impact: As previous responses, procurement activity will consider impacts on groups currently, so no further impact from shared procurement

What actions have already been taken to mitigate any negative impacts: Not applicable

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 will impact on the procurement services team not the above groups. Current procurement activity ensures impacts on the above groups are considered in procuring services. The change in structure will have no impact.

What actions have already been taken to mitigate any negative impacts: Not applicable

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 will impact on the procurement services team not the above groups. Current procurement activity ensures impacts on the above groups are considered in procuring services. The change in structure will have no impact.

What actions have already been taken to mitigate any negative impacts: Not applicable

Climate

Does your decision / policy involve elements connected to the built environment / energy?: No

Does your decision / policy involve designing service provision and procurement to minimise freight and staff travel and enable use of active and public transport options?: No

Does your decision / policy involve elements connected to waste?: No

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: 09/08/2022

Name of person completing the ECIA: James Sinclair2

Email address of person completing the ECIA: James.Sinclair2@essex.gov.uk

Your function: Finance and Technology

Your service area: Finance

Your team: Procurement

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

Email address of Head of Service: laura.lee@essex.gov.uk