



# **South Ayrshire Council Sustainable Procurement Policy**

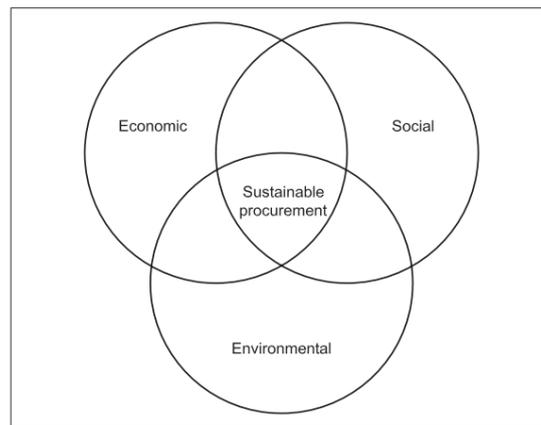
**March 2014**

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## 1. Introduction

South Ayrshire Council is committed to sustainable procurement; the process whereby organisations meet their needs for goods, works and services in a way that achieves value for money on a whole life basis. Sustainable Procurement results in benefits not only to the Council but also to society and the economy, whilst minimising damage to the environment. There has been notable development of sustainable procurement policies and practices and the Scottish public sector procurement community have worked in close partnership with Scottish Government to improve and achieve change. South Ayrshire Council's Sustainable Procurement Policy sets out the direction for the Council and builds on existing sustainability practice. The Policy covers the three strands of sustainability: environmental, social and economic and aims to meet the substantial challenges of balancing the complexities of sustainable procurement within today's economic climate and continued drive for best value.



**Figure 1. Balancing sustainable procurement objectives**

## 2. Policy Statement

Sustainable procurement should not be viewed as an abstract, idealistic goal but as an efficient, practical and achievable objective. The purpose of this Policy is to set out the principles to guide decisions and achieve rational outcomes to assist the Council in:

- minimising demand for resources by reducing purchases and using resource-efficient products;
- minimising any negative impacts of goods, works or services across their life cycle and through the supply chain . These can include impacts on health, air quality, and the environment as examples;
- ensuring that fair contract prices and terms are applied and respected and that minimum ethical, human rights and employment standards are met; and
- providing opportunities for local businesses, small and medium businesses, voluntary sector organisations and also supporting jobs, diversity, training and skills development.

### 3. Public Sector Procurement Landscape and Sustainable Procurement

The Scottish Government initiatives on sustainable procurement centre around the Scottish Sustainable Procurement Action Plan (SSPAP) which outlines a “whole organisation” approach to achieving successful sustainable procurement which addresses the environmental, social, and economic implications of product and service choices and delivery.

This SSPAP provides generic guidance about sustainable procurement in a 10 step approach;

1. Commitment within the organisation;
2. Making the commitment public;
3. Organisational buy-in;
4. Benchmarking and progression;
5. Prioritising;
6. Specifying sustainably;
7. Sustainability in the procurement process;
8. Working with suppliers;
9. Measuring performance; and
10. Publicising your successes.

To support the national adoption and uptake of the SSPAP, the Flexible Framework was also developed by the Government’s Sustainable Procurement Task Force in 2006 and is inherent to the delivery of each stage of the 10 step approach (see Appendix I). The Framework enables public sector organizations to self assess their sustainable procurement practices and develop a tailored delivery plan in line with the SSPAP.

The Scottish Government Procurement Reform Bill is also expected to set out various areas for change within public sector procurement which will support the transition to a low carbon economy. These changes are anticipated to continue to support the Council in delivering sustainable procurement in line with EU procurement legislation. The Bill is also anticipated to further support the Council’s requirement to demonstrate compliance with the Public Bodies Duties in the Climate Change (Scotland) Act 2009.

The Climate Change (Scotland) Act 2009 provides that, by Order, Ministers can require any public body found to be failing to comply with its climate change duties, to prepare a report on the actions it has taken, is taking or intends to take to secure future compliance with those duties. Any report must include information relating to how: procurement policies and activities have contributed to compliance with climate change duties. The inclusion of this statement within the Act highlights that public sector procurement is a key lever through which public bodies can influence a more sustainable economy, reduce greenhouse gas emissions and ensure resilience to a changing climate.

### 4. Local Landscape and Sustainable Procurement

This Policy also supports a wide variety of previously established corporate policies and priorities, principally;

- Key Objective 2 of the [South Ayrshire Council Procurement Strategy](#): Further Development of Sustainability Best Practices. This Policy underpins the requirements to meet the outcomes of this Key Objective, and achieve a level “3” against the Flexible Framework.
- The [Council’s Carbon Management Strategy](#) and Implementation Plan, supported by the [Energy Strategy](#), sets out objectives and targets to address carbon emissions across the activities of; energy use in buildings, street and road lighting, fleet and travel on business and for commuting and waste sent to landfill.
- The Single Outcome Agreement for South Ayrshire which illustrates how partners will work towards objectives that cut across organisations in relation to employment, learning, health and care, community safety, economic development, transport and the environment.

- The [Suppliers' Charter](#) - a joint statement between public sector buying organisations and Scottish businesses to agree to work together to improve public sector procurement processes and dialogue.

## 5. South Ayrshire Council – Sustainable Procurement Methodology

The Council's Sustainable Procurement Policy will give guidance and direction, whilst remaining flexible to change as the Council continues to embed sustainability into the procurement process. This will be achieved by a focus on the following priorities:

People:

- Build capability through designing the learning & development programme to meet knowledge gaps in sustainable procurement;
- Use organisational development opportunities, and e-learning to share knowledge and ensure annual refresher training on the latest sustainable procurement principles for key staff.

Policy, Strategy and Communications:

- Continue to apply sustainability testing to scrutinise contracts and maximise their potential for delivering sustainable outcomes;
- Develop good practice guidance on evaluating innovative bids to encourage innovation.

Procurement Process:

- Apply key environmental criteria to the contract development process as required by product/service specification;
- Use the "Government Buying Standards" which offer sustainable specifications that public sector procurement must comply with.

Engaging Suppliers:

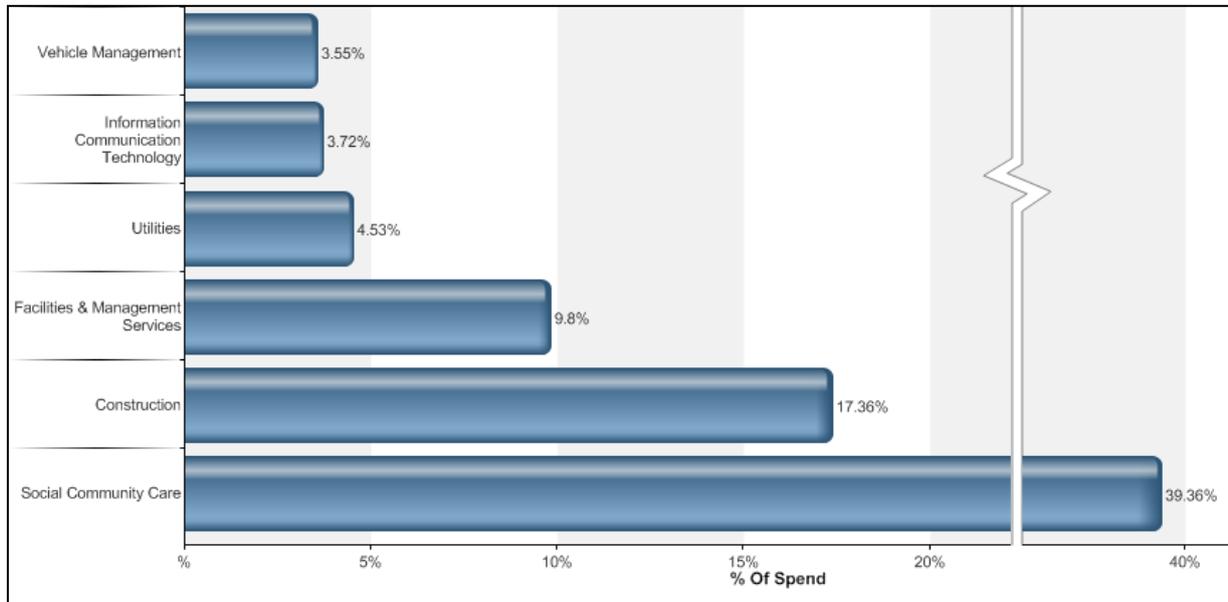
- Actively support all current and potential suppliers and remove barriers to participation in procurement;
- Share knowledge and participate in events aimed specifically at local SMEs (Small & Medium Enterprises) and Scottish suppliers;
- Develop links through representation at and presentations to relevant groups representing SMEs and the social economy;
- Support the supplier community through sharing good practice and innovation on sustainability considerations; and
- Define requirements and specifications for goods and services that encourage creative solutions from suppliers.

Measuring and Results:

- Maximise the value from contracts via supplier relationship management and continuous improvement projects to measure and report both financial and non financial savings achieved;
- Continue to self-assess the Council's progress against each theme of the Flexible Framework annually, and include this result in the publication of the procurement key performance indicators.

## 5.1 Priorities

A high level analysis of 2012/13 Council spend, highlights the top 6 commodities by spend (Figure 2). These top 6 commodities are all likely to have a high sustainability impact, and Table 1 outlines some of the key sustainability issues that this Policy will aim to address within each of these key commodities.



**Figure 2. Top 6 Commodities of 2012/13 Council Spend**

<b>Environmental issues</b>	<b>Social issues</b>	<b>Economic issues</b>
Emissions to air (e.g. greenhouse gases, such as carbon dioxide, and other pollutants).	Encouraging a diverse base of suppliers (e.g. minority or under-represented suppliers).	Job creation (e.g. green technologies, creating markets for recycled products, back to work schemes)
Releases to water (e.g. chemical pollution of water courses).	Promoting fair employment practices (e.g. fair wages, workforce equality, diversity, avoidance of bonded labour).	Understanding whole life costs to achieve value for money
Releases to land (e.g. chemical fertilizers).	Promoting workforce welfare (e.g. health and safety, trade union membership).	Supporting small and medium enterprises (SMEs) (e.g. facilitating opportunities for small businesses).
Use of raw materials and natural resources (e.g. sustainable forestry, biodiversity)	Enabling training opportunities and skills development (e.g. apprenticeships).	Reducing entry barriers (e.g. facilitating open competition).
Use of energy (e.g. energy efficiency, renewables).	Community benefits (e.g. supporting community groups, volunteering).	Ensuring operating business remains a viable operation able to provide employment.
Energy emitted (e.g. heat, radiation, vibration, noise).	Fair trade and ethical sourcing practices (e.g. fair pricing policies)	Ensuring suppliers' agreements are at fair and viable margins.
Waste and by-products (e.g. recycling and waste prevention).		Ensuring business continuity (e.g. supply chain resilience)

**Table 1. Examples of key sustainability issues**

## **6. Summary**

South Ayrshire Council is committed to the ongoing development and delivery of sustainable procurement for all three strands of sustainability: environmental, social and economic. By adopting the approach detailed above, the Policy will help deliver local and national objectives which, in turn ensures a more sustainable outcome to our procurement activity.

## Appendix 1. Flexible Framework.

Key:  self assessed as being completed by South Ayrshire Council.

<b>Flexible Framework</b>	<b>Foundation Level 1</b>	<b>Embed Level 2</b>	<b>Practice Level 3</b>	<b>Enhance Level 4</b>	<b>Lead Level 5</b>
<b>People</b>	Sustainable procurement champion identified. Key procurement staff have received basic training in sustainable procurement principles. Sustainable procurement is included as part of a key employee induction programme.	All procurement staff have received basic training in sustainable procurement principles. Key staff have received advanced training on sustainable procurement principles.	Targeted refresher training on latest sustainable procurement principles. Performance objectives and appraisal include sustainable procurement factors. Simple incentive programme in place.	Sustainable procurement included in competencies and selection criteria. Sustainable procurement is included as part of employee induction programme.	Achievements are publicised and used to attract procurement professionals. Internal and external awards are received for achievements. Focus is on benefits achieved. Good practice shared with other organisations.
<b>Policy, Strategy &amp; Communications</b>	Agree overarching sustainability objectives. Simple sustainable procurement policy in place endorsed by CEO. Communicate to staff and key suppliers.	Review and enhance sustainable procurement policy, in particular consider supplier engagement. Ensure it is part of a wider Sustainable Development strategy. Communicate to staff, suppliers and key stakeholders.	Augment the sustainable procurement policy into a strategy covering risk, process integration, marketing, supplier engagement, measurement and a review process. Strategy endorsed by CEO.	Review and enhance the sustainable procurement strategy, in particular recognising the potential of new technologies. Try to link strategy to EMS and include in overall corporate strategy.	Strategy is: reviewed regularly, externally scrutinised and directly linked to organisations' EMS. The Sustainable Procurement strategy recognised by political leaders, is communicated widely. A detailed review is undertaken to determine future priorities and a new strategy is produced beyond this framework.
<b>Procurement Process</b>	Expenditure analysis undertaken and key sustainability impacts identified. Key contracts start to include general sustainability criteria. Contracts awarded on the basis of value-for-money, not lowest price. Procurers adopt Quick Wins.	Detailed expenditure analysis undertaken, key sustainability risks assessed and used for prioritisation. Sustainability is considered at an early stage in the procurement process of most contracts. Whole-life-cost analysis adopted.	All contracts are assessed for general sustainability risks and management actions identified. Risks managed throughout all stages of the procurement process. Targets to improve sustainability are agreed with key suppliers	Detailed sustainability risks assessed for high impact contracts. Project/contract sustainability governance is in place. A life-cycle approach to cost/impact assessment is applied.	Life-cycle analysis has been undertaken for key commodity areas. Sustainability Key Performance Indicators agreed with key suppliers. Progress is rewarded or penalised based on performance. Barriers to sustainable procurement have been removed. Best practice shared with other organisations.
<b>Engaging Suppliers</b>	Key supplier spend analysis undertaken and high sustainability impact suppliers identified. Key suppliers targeted for engagement and views on procurement policy sought.	Detailed supplier spend analysis undertaken. General programme of supplier engagement initiated, with senior manager involvement.	Targeted supplier engagement programme in place, promoting continual sustainability improvement. Two way communication between procurer and supplier exists with incentives. Supply chains for key spend areas have been mapped.	Key suppliers targeted for intensive development. Sustainability audits and supply chain improvement programmes in place. Achievements are formally recorded. CEO involved in the supplier engagement programme.	Suppliers recognised as essential to delivery of organisations' sustainable procurement strategy. CEO engages with suppliers. Best practice shared with other/peer organisations. Suppliers recognise they must continually improve their sustainability profile to keep the clients business.
<b>Measurements &amp; Results</b>	Key sustainability benefits of procurement activity have been identified.	Detailed appraisal of the sustainability benefits of the procurement activity has been undertaken. Measures implemented to manage the identified high risk impact areas.	Sustainability measures refined from general departmental measures to include individual procurers and are linked to development objectives.	Measures are integrated into a balanced score card approach reflecting both input and output. Comparison is made with peer organisations. Benefit statements have been produced.	Measures used to drive organisational sustainable development strategy direction. Progress formally benchmarked with peer organisations. Benefits from sustainable procurement are clearly evidenced. Independent audit reports available in the public domain.



# EQUALITY IMPACT ASSESSMENT

## Sustainable Procurement Policy

March 2014

**SOUTH AYRSHIRE COUNCIL**  
**EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

**Section One: Policy Details\***

Name of Policy	Sustainable Procurement Policy
Lead Officer (Name/Position)	Valerie Andrews, Head of Legal and Democratic Services
Policy Development Team (Names/Positions)	Zoe Brownlie, Acting Procurement Manager
Critical friend (s)	Lorraine Finlayson, Strategic Management Officer

\*Policy could include strategy, project or application: see guidance attached.

What are the main <b>aims</b> of the policy?	The policy aims to balance the complexities of sustainable procurement within today's economic climate and continued drive for best value. It also aims to benefit society and the economy whilst minimising damage to the environment.
What are the intended <b>outcomes</b> of the policy	Minimise demand for resources; minimise any negative impacts of goods, works or services across their life cycle and through the supply chain; ensuring that fair contract prices and terms are applied and respected and that minimum ethical, human rights and employment standards are met; provide opportunities for small and medium businesses, voluntary sector organisations and also supporting jobs, diversity, training and skills development.

**Section Two: What are the Likely Impacts of the Policy?**

Will the policy impact upon the whole population of South Ayrshire or particular groups within the population (please specify)	The whole population of South Ayrshire
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Considering the following Protected Characteristics and themes, what likely impacts or issues does the policy have for the group or community.

List any likely positive and/or negative impacts

Protected Characteristics	Positive and/or Negative Impacts
<b>Race:</b> Issues relating to people of any racial group, ethnic or national origin, including gypsy travellers and migrant workers	The Policy encourages local suppliers and small-to-medium enterprises of all ethnicities to compete for Council contracts.  All procurement information, advice and procedure documents are available in alternative languages upon request.
<b>Sex:</b> Issues specific to women or men	The Policy is fully inclusive as detailed below in "Multiple / Cross Cutting Equality Issues".
<b>Disability:</b> Issues relating to disabled people	The Policy aims to ensure that human rights, employment standards and accessibility issues are met as well as provide opportunities for disabled people. As an example, third sector organisations would be encouraged to compete for contracts or may have contracts reserved specifically for them.
<b>Age:</b> Issues relating to a particular age group e.g. older people or children and young people	The Policy offers the opportunity to consider issues relating to age by, for example, encouraging suppliers to employ apprentices during a contract's lifetime or undertaking some form of community benefit.
<b>Religion or Belief:</b> issues relating to a person's religion or belief (including non-belief)	The Policy is fully inclusive as detailed below in "Multiple / Cross Cutting Equality Issues".
<b>Sexual Orientation:</b> Issues relating to a person's sexual orientation i.e. lesbian, gay , bi-sexual, heterosexual	The Policy is fully inclusive as detailed below in "Multiple / Cross Cutting Equality Issues".

<b>Marriage and Civil Partnership:</b> Issues relating to people who are married or are in a civil partnership.	The Policy is fully inclusive as detailed below in "Multiple / Cross Cutting Equality Issues".
<b>Gender Reassignment:</b> Issues relating to people who have proposed, started or completed a process to change his or her sex.	The Policy is fully inclusive as detailed below in "Multiple / Cross Cutting Equality Issues".

<p><b>Pregnancy and Maternity:</b> Issues relating to the condition of being pregnant or expecting a baby and the period after the birth.</p>	<p>The Strategy is fully inclusive as detailed below in “Multiple / Cross Cutting Equality Issues”.</p>
<p><b>Multiple / Cross Cutting Equality Issues</b> Issues relating to multiple protected characteristics.</p>	<p>The Policy will help the Council in:</p> <ul style="list-style-type: none"> <li>• ensuring all assets and services are accessible and take account of the needs of our service users and staff,</li> <li>• providing accessible, quality advice and support for business,</li> <li>• encouraging participation of its communities, including involving them in setting priorities and shaping services</li> <li>• ensuring contactors take into account the requirements of the Equality Act 2010,</li> </ul> <p>across all protected characteristics.</p>
<p><b>Equality and Diversity Themes Particularly Relevant to South Ayrshire Council</b></p>	
<p><b>Health</b> Issues and impacts affecting people’s health</p>	<p>This Policy will help to reduce carbon emissions produced by the Council’s activities. This will assist in preventing pollution within the local environment which can affect the health and wellbeing of the population.</p>
<p><b>Human Rights:</b> Issues and impacts affecting people’s human rights such as being treated with dignity and respect, the right to education, the right to respect for private and family life, and the right to free elections.</p>	<p>The Policy supports human rights by ensuring that procurement decisions take into account the social, economic and environmental impact that the procurement of goods, works and services has on people and communities, including consideration of what products are made of, where they have come from, who has made them, how they are transported and how they are disposed of.</p>
<p><b>Rurality</b> Impacts relating to living and working in a rural community</p>	<p>The Policy will support the Council in delivering its organisational aims and objectives, of the development and support of the local economy.</p>
<p><b>Deprivation</b> Issues relating to poverty and social exclusion, and the disadvantage that results from it.</p>	<p>The Strategy will also support the Council in delivering its organisational aims and objectives, by:</p> <ul style="list-style-type: none"> <li>• tackling deprivation and working with partners to eliminate multiple deprivation; and</li> <li>• collective working to minimise the impact of the economic downturn in South Ayrshire</li> </ul>

### Section Three: Evidence Used in Developing the Policy

<p><b>Involvement and Consultation</b> In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? <b>Who</b> did you involve, <b>when</b> and <b>how</b>?</p>	<p>The Scottish Government has set itself a purpose:</p> <p><i>‘To focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.’</i></p> <p>To this end it has created a ‘Sustainable Procurement Action Plan for Scotland’ which was published in October 2009.</p> <p>Adoption of this Plan will contribute to successful progress against not only Best Value obligations, but also both the Procurement Capability Assessment and the Best Practice Indicators. Improved sustainability in procurement activity will also make a significant contribution to Climate Change targets. This will be achieved by:</p> <ul style="list-style-type: none"><li>• Commitment within the organisation by senior management showing genuine commitment by incorporating sustainability objectives into their activities, policies and strategies</li><li>• Making the commitment public to cultivate an expectation amongst suppliers that they should focus on supplying goods and services in a more sustainable manner.</li><li>• Organisational buy-in with those involved in specifying demands and procuring goods and services need to contribute to incorporating sustainability into contracts.</li><li>• Benchmarking and progression by means of the Flexible Framework. This is designed to help organisations to prioritise the areas for improvement. The Procurement Capability Assessment toolkit includes aspects relating to sustainable procurement and the Action Plan.</li><li>• Prioritising our own priorities, any commitments or national policies with which we have to comply, the value and lifespan of existing contracts, forthcoming tendering exercises and any of our activity which might carry a reputational risk.</li></ul>
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	<ul style="list-style-type: none"> <li>• Specifying sustainability at the earliest stages of procurement will create the greatest benefits. Contract strategies for all procurement should include a ‘Sustainability Test’.</li> <li>• Sustainability in the Procurement Process is not precluded by legislation. Social, economic and environmental factors can be considered as part of the tendering process.</li> <li>• Working with suppliers by giving all suppliers an equal opportunity to compete for business.</li> <li>• Measuring performance internally and externally by setting targets and benchmarking progress against other organisations and best practice.</li> <li>• Publicising our successes as progress is made to emphasise the message to suppliers that the organisation is committed to sustainable procurement and allow them to prepare accordingly.</li> </ul> <p>This policy is the next step for South Ayrshire Council to build on the Scottish Government’s Action Plan to help deliver local and national priorities and objectives.</p> <p>South Ayrshire Council’s procurement partners include: Procurement Scotland; Scotland Excel; and local and sectoral partners.</p>
<p><b>Data and Research</b> In assessing the impact set out above what evidence has been collected from research or other data. Please specify <i>what</i> research was carried out or data collected, <i>when</i> and <i>how</i> this was done.</p>	<p>The Scottish Government’s Sustainable Procurement Action Plan recognises Procurement as a key means of delivering their priorities and underpins the achievement of the social, economic and environmental benefits that sustainable economic growth demands. The Action Plan was developed around this belief and is there to assist the public sector to build sustainable procurement into their corporate culture, take proper account of sustainability in procurement activity and to be able to demonstrate how this is being achieved.</p> <p>The outcomes achieved by South Ayrshire Council in undertaking the PCA and assessing the organisation against the Flexible Framework have been used to inform this policy and the planned improvements going forward.</p>

<p><b>Partners data and research</b> In assessing the impact set out above what evidence has been provided by partners. Please specify partners</p>	<p>The McClelland report 'Review of Public Procurement in Scotland' (2006) remains the basis of all national public sector procurement developments.</p> <p>The Scottish Government's Sustainable Procurement Action Plan and their Flexible Framework have been used to inform this policy.</p> <p>South Ayrshire Council's procurement partners include: Procurement Scotland; Scotland Excel; and local and sectoral partners.</p>
<p><b>Gaps and Uncertainties</b> Have you identified any gaps or uncertainties in your understanding of the issues or impacts that need to be explored further?</p>	<p>There is an ongoing need for stakeholder engagement and consultation, including suppliers, to meet continual required development of procurement policies and practices.</p> <p>The Corporate Procurement Section have identified the need to:</p> <ul style="list-style-type: none"> <li>• establish and address procurement training needs, in partnership with Human Resources and directorates as required</li> <li>• assess procurement competencies across the organisation.</li> </ul>

**Section Four: Detailed Action Plan to address identified gaps in:**

**a) evidence and**

**b) to mitigate negative impacts**

<b><u>No</u></b>	<b><u>Action</u></b>	<b><u>Lead Officer(s)</u></b>	<b><u>Timescale</u></b>
1	An ongoing programme of communication and consultation with all stakeholders will be a priority in delivering the Sustainable Procurement Policy.	<b><u>Valerie Andrews</u></b>	<b><u>February 2015</u></b>
2	Corporate Procurement Section will establish and address procurement training needs, in partnership with Organisational Development team and directorates as required, and assess procurement competencies across the organisation.	<b><u>Zoe Brownlie</u></b>	<b><u>February 2015</u></b>
3	The Procurement Strategy will be adjusted to take account of the new non-statutory Procurement guidance published by the Equality and Human Rights Commission.	<b><u>Zoe Brownlie</u></b>	<b><u>April 2014</u></b>

## Section Five - Performance monitoring and reporting

Considering the policy as a whole, including its equality and diversity implications:

When is the policy intended to come into effect?	The Policy will come into effect after approval by the Leadership Panel in February 2014.
When will the policy be reviewed?	The Policy will be reviewed on an annual basis to ensure continuous improvements and developments are reflected as required. – February 2015.
Which Scrutiny Panel will have oversight of the policy?	The Corporate and Community Planning Scrutiny Panel will have oversight of the Procurement Strategy.

**Summary Equality Impact Assessment Implications & Mitigating Actions**

**Name of Policy:** Sustainable Procurement Policy

This policy will assist or inhibit the Council’s ability to eliminate discrimination; advance equality of opportunity; and foster good relations as follows:

<p><b>Eliminate discrimination</b></p> <p>The Policy assists the Council to eliminate discrimination by:</p> <ul style="list-style-type: none"> <li>• ensuring all assets and services are accessible and take account of the needs of our service users and staff,</li> <li>• by taking into account the needs of those affected by its procurement activity</li> <li>• ensuring all suppliers have the opportunity to bid for work</li> <li>• providing accessible, quality advice and support for business,</li> <li>• encouraging participation of its stakeholders</li> <li>• taking forward the Council’s values and guiding principles including the promotion of equality by tackling discrimination and disadvantage</li> <li>• ensuring contractors account for economic, social and environmental factors in their activities</li> </ul> <p>across all protected characteristics.</p>
<p><b>Advance equality of opportunity</b></p> <p>The Policy supports equality of opportunity and human rights by ensuring that procurement decisions take into account the social, economic and environmental impact that the procurement of goods, works and services has on people and communities, including consideration of what products are made of, where they have come from, who has made them, how they are transported and how they are disposed of.</p> <p>As part of the Policy the Supplier Development Programme reduces barriers to engagement in the tendering process and encourages businesses, managed and staffed by people from all communities, to compete for public sector contracts.</p>
<p><b>Foster good relations</b></p> <p>The policy fosters good relations by taking into account social, economic and environmental factors in the procurement process. It also reduces barriers to engagement in the tendering process and encourages businesses, managed and staffed by people from all communities, to compete for public sector contracts.</p>

<b><u>Summary of Action Plan to Mitigate Negative Impacts</u></b>	
<b><u>Actions</u></b>	<b><u>Timescale</u></b>
None required as all actions identified in the Equality Impact Assessment relate to gaps in information, which will be addressed as detailed.	

**Signed:** .....**Head of Service**

**Date:** .....