

## **Procurement Impact Assessment [PRIMAS]**

*For Equalities, Environmental and Efficiency Assessment of Hackney Procurements*

**Please read the notes below before completing the PRIMAS**

The London Borough of Hackney adopted an updated Sustainable Procurement Strategy in November 2018 This is aligned to our Sustainable Community Strategy and Mayor's key strategic objectives.

We aim to improve the efficiency of our commercial spend to deliver major social and environmental benefits within our local community and nationally; using our purchasing power to address any adverse impact on our communities and delivering added value (social, economic and environmental benefits to our people and communities).

The key themes of the new Strategy are:

Procuring Green

Procuring for a Better Society

Procuring for a Fair Delivery

The sustainable procurement strategy summary

[https://docs.google.com/document/d/1Ompl6bcShnVUUSLIgVgiSuiDbUNA4kGQrD\\_2FkrQsqc/edit](https://docs.google.com/document/d/1Ompl6bcShnVUUSLIgVgiSuiDbUNA4kGQrD_2FkrQsqc/edit)

The Public Services (Social Value) Act 2012 became law on the 8th March 2012. From 31st January 2013 the Act is 'live' and commissioners and procurers must adhere to it.

The Act applies to the provision of services or the provision of services together with the purchase or hire of goods or the carrying out of works; and places a duty on public bodies to consider social value ahead of a procurement.

The Act states that.. the authority must consider how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and how, in conducting the process of procurement, it might act with a view to securing that improvement.

The Act can be found at the following website:

<http://www.legislation.gov.uk/ukpga/2012/3/contents/enacted>

Procurement Officers and Commissioners are reminded that consideration must be given to the Social Value and the Best Value Statutory Guidance since it was introduced in September 2011. Further information on the Best Value Statutory Guidance can be found at the following website:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/5945/1976926.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5945/1976926.pdf)

# HACKNEY PROCUREMENT HUB

## Procurement Impact Assessment [PRIMAS]

*For Equalities, Environmental, Economic and Efficiency Assessment of Hackney Procurements*

**Please refer to Best Practice Guide No 3 (Risk and Impact) for guidance on completing document**

<b>Directorate</b>							
<b>Service Area</b>							
<b>Contract being assessed</b>							
<b>Officer conducting assessment, including Tel Ext</b>							
<b>Date of assessment</b>							
<b>Main Reason for Assessment (Tick the appropriate box)</b>							
<b>New Contract</b>		<b>Contract Renewal</b>		<b>Change In specification</b>		<b>Contract Extension</b>	

Question	Y e s	No	Do n't Kn ow	Details	Guidance
<b>FAIR DELIVERY (Equalities Impact)</b>					
Q1. Has the service/policy to be procured already been subject to a Corporate Equalities Impact Assessment? <b>Please add Hyperlink.</b> If YES, go to Q7 below. If NO, go to Q2 below.					If YES please provide details
Q2. Could this procurement have a positive impact on people or groups due to their age, disability, ethnicity, gender, religion/ belief, sexual orientation and/or other characteristics? If yes, explain if this impact can be justified. Please provide details.					This may be inherent in the subject matter of the contract, if this is not the case, think about the wider impacts on people who come into contact with the contractor/ service/ building/product

<p>Could this procurement have a negative impact on people or groups due to their age, disability, ethnicity, gender, religion/belief, sexual orientation and/or other characteristics? If yes, please provide details and explain if this impact can be justified.</p>				<p>Examples might be: A service which relies on customer communication via an IT system may alienate older people or people from particular religious communities. In industries with typically high numbers of low skill staff, some communities may be disproportionately impacted by salaries which do not afford a reasonable standard of living</p>
<p>Q4. Can the procurement be altered (in terms of objectives or specification) to eliminate the adverse impact and still meet the overall aims.</p>				<p>There may be impacts on different groups which are beyond our influence, so this should be identified here too.</p>
<p>Q5. Has the possibility of Modern Slavery, Forced Labour and Human Trafficking within the Supply Chain been investigated? If so, state whether there is considered to be a significant risk to be managed.</p>				<p>We ask all relevant suppliers to confirm compliance with the Modern Slavery Act, and all contractors to confirm that they have a whistleblowing policy in place for staff. However, it may be appropriate to include additional checks or contract clauses within industries where there is a known risk (eg: where high volumes of lower skilled staff are employed).</p>
<p>Q6. Is this procurement preventing corruption, fraud, bribery and exploitation, with initiatives such as Fairtrade, active worker representation, paying a living wage, provision of social benefits (healthcare, schooling,</p>				<p>Refer to the Sustainable Procurement Strategy for details of our commitments relevant to your procurement and confirm that these have been considered.</p>

nutrition, etc.) Please provide details.					
<b>FAIR DELIVERY PERFORMANCE INDICATORS/QUALITY TARGETS</b>					Align these to the targets in the Sustainable Procurement Strategy
<b>Q7. What Performance Indicators/quality targets are to be included in the contract to cover Equalities issues? Give brief description.</b> a) b) c)					
<b>PROCURING GREEN (Environmental impact)</b>					
Q8. Does this procurement have a positive environmental impact - through purchase, usage, delivery or disposal?					This may be direct (eg: procurement of electric vehicle charging points) or indirect (eg: re-procurement of a service which includes replacing traditional paper-based functions with electronic processes).
Q9. What, if any,? are the negative environmental impacts?		N/A			For example: Fuel usage/travel miles, use of disposable plastics.
Q10. Can the impact be mitigated through the policy, specification or tendering process (use whole-life costing to assess)					Consider durability of products or equipment - can we buy equipment with a longer life without prohibitive cost increases or compromising quality?
Q11 a. Specify the risk rating (Low, Medium, High) for each impact.					
<b>PROCURING GREEN PERFORMANCE INDICATORS/QUALITY TARGETS</b>					Align these to the targets in the Sustainable Procurement Strategy.
<b>Q12. What Performance Indicators/quality targets are to be included in the contract to cover Environmental issues? Give brief description.</b> a) b) c)					
<b>BETTER SOCIETY (Economic Impact)</b>					
Q13. Does this procurement have an impact on the					Are people employed specifically to deliver

Local Community or Economy?					the contract? Could the procurement be an opportunity for local businesses?
Q14. Could the impact amount to an adverse impact?					Is the requirement/contract value too large for smaller providers to be in a viable position to compete?
Q15. Can the impact be mitigated through the policy, specification or tendering process					E.g Break down the contract into smaller Lots to encourage SMES and local providers to bid or consider opportunities for subcontracting to local businesses.
<b>BETTER SOCIETY PERFORMANCE INDICATORS/QUALITY TARGETS</b>					
<b>Q16. What Performance Indicators/quality targets are to be included in the contract to cover Economic issues? Give brief description.</b> a) b) c)					Align these to the targets in the Sustainable Procurement Strategy.
<b>HEALTH AND SAFETY</b>					
Q17. Does this procurement have an impact on Health and Safety					E.g What vehicles or machinery will be used by the contractor? Are any hazardous substances used in delivery of the service? Will the contractors employees be working at height?
Q18. Could the impact amount to an adverse impact?					What are the implications if appropriate procedures are not in place (Eg: Could a member of staff or the public be seriously injured?)
Q19. Can the adverse impact be mitigated through the policy, contractor checks/accreditation, specification or process?					Requirements for specific Health and Safety measures and processes should be included in your Specification.

					Relevant Health and Safety method statements may be requested as part of your tender process, to ensure that the contractor understands and will meet your requirements.
<b>HEALTH AND SAFETY PERFORMANCE INDICATORS/QUALITY TARGETS</b> <b>Q20. What Performance Indicators/quality targets are to be included in the contract to cover Health and Safety issues? Give brief description.</b> a) b) c)					Number and severity rating of accidents Number of improvement notices service user/public complaints relating to H&S
<b>PROCUREMENT AND FINANCIAL IMPLICATIONS</b>					
<b>Q21. Does this procurement impact on the delivery of "cashable" or "non-cashable" savings?</b>					Also consider whether any 'non-cashable' savings are expected, eg: Less frequent of delivery reducing fuel costs Consolidated invoicing reducing processing time and cost
<b>Q22. Does the contract deliver business critical services? If Yes, confirm that Business Continuity Planning requirements will form part of the contract specification and the following have been considered/undertaken, if necessary:</b> <ul style="list-style-type: none"> <li>● Business Impact Analysis;</li> <li>● Critical Function Priority List;</li> <li>● Resources Requirement for Recovery;</li> <li>● Emergency Response Checklist.</li> </ul>					Business critical services are those identified in the Council's Business Continuity Plan and critical function priority list such as: <b>ICT Infrastructure</b> <b>Emergency Planning</b> <b>Waste Disposal</b> <b>Main Council offices (HSC and Town Hall)</b> <b>Vulnerable Adults services</b> <b>Vulnerable Children's services</b> <b>Environmental Health Schools etc..</b> Take advice from your procurement Category Team if unsure how to

					assess and incorporate the requirements into your specification and tender pack.
<b>OTHER COMMENTS/CONSULTATION</b>					
<b>Officer Name</b>		<b>Category Lead Manager</b>		<b>Date:</b>	
<b>Signed</b>		<b>Signed</b>		<b>Date:</b>	