

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

Interim report		Final report	X	(Tick as appropriate)
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1. Title of plan, policy or strategy being assessed

Trade Materials and Associated Services

2. What will change as a result of this proposal?

There will be no change to the current process if the contract is won by the current supplier and minimum change if won by a new supplier.

The Council's current Materials contract will expire on 31 March 2022 and to ensure continuity of service, a new contract is required to be in place by 1 April 2022. In order to meet implementation timescales, this contract award should be approved by Committee by late 2021. Working with Commercial and Procurement Services, a Procurement exercise has commenced to ensure the new contract is advertised, marked and awarded in line with the Council's Contract Standing Orders.

The existing contract specification has been updated to take into account such as current legislation, updated Key Performance Indicators and advancement in technology and therefore will be advertised accordingly.

If there is a change of supplier at the end of this procurement exercise, work will be required by ICT to ensure the new supplier is compliant and compatible with the Council's current ICT frameworks and platforms. The payment process and contract management process will remain the same but again is dependent on ICT being in place.

3. Briefly describe public involvement in this proposal to date and planned

There is no impact to the public. Materials will continue to be supplied to enable the Repairs and Maintenance to be carried out on the Council's Housing stock.

4. **Date of IIA**
5. **Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)**

Name	Job Title	Date of IIA training	Email
Lesley Ramage	Repairs & Materials Officer		Lesley.ramage@edinburgh.gov.uk
Donna O'Donnell	Senior Repairs & Materials Officer		Donna.o'donnell@edinburgh.gov.uk
Patricia Blore	Operations Manager		Patricia.blore@edinburgh.gov.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need		19,800 Council Homes
Data on service uptake/access		120,000 repairs per year
Data on equality outcomes		N/A
Research/literature evidence		N/A
Public/patient/client experience information		N/A

Evidence	Available?	Comments: what does the evidence tell you?
Evidence of inclusive engagement of service users and involvement findings		Workshops have been held with internal stakeholders, including HP Team Leaders, Finance, Performance and Payments Unit. Feedback Surveys are being undertaken with Operatives and Team Leaders.
Evidence of unmet need		N/A
Good practice guidelines		Housing Repairs Policy Customer Contact Services Commercial and Procurement Process Council's Contract Standing Orders
Environmental data		N/A
Risk from cumulative impacts		N/A
Other (please specify)		N/A
Additional evidence required		

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>The new award of the materials contract will ensure the Repair and Maintenance of Council homes have the right tools to provide warm, thermally efficient homes which are safe, secure and of the same standard as new built homes.</p>	<p>Council tenants in Edinburgh.</p>

<p>Negative</p> <p>None</p>	
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<p>Environment and Sustainability</p> <p>Positive</p> <p>The new contract will include electronic perpetual van stock which will eliminate the need for operatives to visit a depot. This will realise reduced fuel usage and will comply with the Council’s commitment to reduce our Carbon Footprint.</p> <p>The new contract will stipulate that the successful bidder must comply with the Council’s Sustainable Timber Policy.</p> <p>Negative</p> <p>None</p>	<p>Affected populations</p> <p>Localised and Worldwide</p>
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<p>Economic</p> <p>Positive</p> <p>The specifications within the contract will allow other services within the Council to utilise the contract to support their materials requirements.</p> <p>The bulk purchasing of Materials through a sole supplier will provide enhanced rates and greater certainty over prices which ensures that the Council is striving for best value with revenue from rental income.</p> <p>Negative</p> <p>None</p>	<p>Affected populations</p> <p>Citizens of Edinburgh</p>
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8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children’s rights , environmental and sustainability issues be addressed?

Yes. The provision of materials will be delivered by an external contractor. The requirement to adhere to the Equality Act 2010 is included in the contract specification. The successful contractor will need to evidence their compliance to the Act.

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

This is not applicable.

10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use? If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.

No

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

There is no requirement for further evidence

12. Recommendations (these should be drawn from 6 – 11 above)

The new materials contract will not have any negative impact on people of protected characteristics but will enhance the lives of people of these groups by ensuring they have warm and energy efficient homes which are safe and secure. It is recommended to proceed with the procurement process to advertise and subsequently award the Council’s new materials contract to the successful bidder.

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
N/A			

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

Community Benefits will be delivered through this contract. The delivery and type of benefits will be discussed with local communities living in high density council housing. Handover events and annual updates on the real benefits will be reported back as part of this contract.

KPIs will include compliance with 98% of core items on shelf at any one time. Overnight delivery will also form part of the scoring for the bids received. Availability of stock at all times is essential to ensure delivery of safe and warm homes for all our tenants including those with protected characteristics.

Tenant Workshops are held on a quarterly basis by Housing Property. Tenants will be asked for their opinion on the materials used for repairs and also whether they experienced any delays as a result of out of stock materials.

15. Sign off by Head of Service/ Project Lead

Name 

Date 26 November 2020

16. Publication

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.

Section 5 Contacts

- **East Lothian Council**

Please send a completed copy of the IIA to equalities@eastlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

- **Midlothian Council**

Please send a completed copy of the IIA to zoe.graham@midlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.midlothian.gov.uk/downloads/751/equality_and_diversity

- **NHS Lothian**

Completed IIAs should be forwarded to impactassessments@nhslothian.scot.nhs.uk to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

- **The City of Edinburgh Council**

Completed impact assessments should be forwarded to Strategyandbusinessplanning@edinburgh.gov.uk to be published on the Council website.

- **City of Edinburgh Health and Social Care**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **Edinburgh Integration Joint Board**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.