Equality Impact Assessment (EQIA)

Section 1: Details of the policy/practice/project

| **Information required** | **Enter information below** |
| --- | --- |
| Department/Team responsible | Net Zero / Land Management |
| Name of Policy, Practice or Project being assessed | Office Furniture Contract – Procurement Process |
| Purpose and anticipated outcomes | The purpose of the project is to replace an existing contract to improve efficiency and make it easier for colleagues to procure office furniture while maintain compliance with public procurement regulations. The aim of the new contract will be will to give access to the necessary office furniture for FLS offices as well as for individual purchases for colleagues who require furniture in order to work from home. The new contract will also streamline processes to give resources to other areas of the business. The existing contract places a significant admin burden on colleagues by forcing FLS to run a mini competition for every item of furniture being purchased. The UIG are seeking to establish a contract that will also allow direct awards for certain low risk purchasing requirements.**Outcomes:**A robust and efficient system to allow FLS to procure office furniture when required. |
| Is this a new or existing Policy, Practice or Project? | Replacing an existing contract |
| List of participants in Equality Impact Assessment process | Fiona Pirie (Procurement)Simon Phillips (Net Zero)Dale Machlachlan (East Region)Lauren Hunter (Net Zero)Alison Boyle (West Region)Ella Hashemi (Equality, Diversity and Inclusion Manager) |
| Date Assessment started | 17th July 2023 |
| Completion date | 29 August 2023 |
| Who is likely to be affected?*E.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.* | FLS employees requiring office furniture for use while working at home.FLS employees involved in the refurbishment of existing office space, or fitting out of new offices. |

Section 2: Collecting information

What evidence is available about the needs of relevant groups? Please consider demographic data, including census information, research, consultation and survey reports, feedback and complaints, case law, others knowledge and experience. Please refer to the list of evidence on the EqIA page of the intranet.

| **Details** | **Source of evidence** |
| --- | --- |
| Information on the workforce profile of FLS:Total Staff numbers- 1080*Sex -35% are female, 65% are male**Age - 35% of employees are aged 39 and under, 65% are aged 40 and over**Disability - 5% have one or more disabilities, 89% have no disability, 6% have not disclosed* | Management information on current workforce extracted from the FLS Workforce Equality Data September 2022 |

| **From your research above, if you have you identified any gaps in evidence, enter the details of the gaps below** |
| --- |
| We don’t currently have a complete data picture for all protected characteristics. Specifically, percentages of employees have chosen not to disclose information on disability, ethnicity, sexual orientation and gender reassignment. Work has been done in recent years to encourage employees to update this information in iTrent, and progress can be seen – particularly in relation to declaring a disability |

| **As appropriate, please describe below, the consultation/engagement undertaken, including details of the groups involved and the methods used** |
| --- |
| A User Involvement Group is undertaking the work to decide on options for this contract. Existing Frameworks will be reviewed and the key points from this EQIA will be included in the decision-making process. Advice will also be sought from the Equality and Diversity Manager and the Health, Safety and Wellbeing team in terms of the types of points to consider. |

| **Detail below if there are any other groups to be consulted** |
| --- |
| None |

Section 3: Impacts

Has the research and consultation identified any potential for impacts on those with the following protected characteristics:

| **Protected Characteristic** | **Potential Impact (yes or no)** | **Explain** |
| --- | --- | --- |
| **Age***E.g. older people, children including looked after children, young people including care leavers* | No | There’s no evidence to suggest furniture purchasing contract will have a specific impact on older/younger employees |
| **Disability***E.g. long term mental health conditions, neurodiversity, physical impairments* | Yes | The range of office furniture available from this contract must include a range of desks and chairs suitable for colleagues with specific requirements. For example, fully adjustable chairs should be included in the range to allow for colleagues to identify equipment that will assist them in their role. In addition, the ordering process must be inclusive and ensure that anyone with a visual impairment or any other disability, will be able to consider the full range of items available before a purchasing decision is made.Any websites and apps required for the procurement process should:* Meet or work towards WCAG 2.1 [Understanding WCAG 2.1 - Service Manual - GOV.UK (www.gov.uk)](https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag); and
* Be compatible with the latest assistive technologies including screen magnifiers, screen readers, and speech recognition tools.

Home delivery of furniture should be included as an option in the contract to avoid people having to travel and collect furniture from an FLS officeThe new contract will also streamline processes to give resources to other areas of the business. The existing contract places a significant admin burden on colleagues by forcing FLS to run a mini competition for every item of furniture being purchased. The UIG are seeking to establish a contract that will also allow direct awards for certain low risk purchasing requirements. |
| **Gender reassignment***Where a person is living as a different gender to that at birth* | No | There’s no evidence to suggest furniture purchasing contract will have a specific impact on employees with this characteristic |
| **Pregnancy and maternity***Including breastfeeding*  | Yes | This should be determined by a revised DSE assessment that is revisited periodically during pregnancy to ensure they have what they need. A supportive adjustable chair would be part of the solution, but also breaks, changing position and possibly additional supports such as footrest, cushions etc. |
| **Race, ethnicity, colour, nationality or national origins***Including gypsies or travellers, refugees or asylum seekers* | No | There’s no evidence to suggest furniture purchasing contract will have a specific impact on employees with this characteristic |
| **Religion or belief***Including non-belief* | No | There’s no evidence to suggest furniture purchasing contract will have a specific impact on employees with this characteristic |
| **Sex/Gender** | Yes | Typically a smaller person should also purchase a footstool to allow them to rest their feet on should they not be able to reach the floor when sat in a "normal" position at their desk. Chairs will be fully adjustable allowing people of any size and shape to find a comfortable and supported position. |
| **Marriage and civil partnership** | No | There’s no evidence to suggest furniture purchasing contract will have a specific impact on employees with this characteristic |
| **Sexual Orientation** | No | There’s no evidence to suggest furniture purchasing contract will have a specific impact on employees with this characteristic |

Is there any evidence that the policy may result in any less favourable treatment, discrimination, harassment or victimization as detailed below:

| **Potential outcome of the policy** | **Delete as appropriate** | **If yes, give details of the potential outcome and any project modifications to mitigate the risk** |
| --- | --- | --- |
| Result in less favourable treatment for particular groups | No |  |
| Give rise to direct or indirect discrimination | No |  |
| Give rise to unlawful harassment or victimisation | No |  |

Section 4: Meeting our General Equality Duty

| **Enter below which aspects of the Policy, Practice or Project seek to eliminate unlawful discrimination, harassment and victimisation** |
| --- |
| We are committed to eliminating unlawful discrimination, harassment and victimisation at FLS. The office furniture tender focusses on eliminating discrimination for disabled staff by making the furniture ordering process more efficient, accessible and inclusive. |

| **Enter below which aspects of the Policy, Practice or Project seek to advance equality of opportunity between people who share a relevant protected characteristic and those who do not** |
| --- |
| The ordering process will be simpler and should allow for purchases to be made more quickly, providing colleagues with the right equipment faster. This will ensure that disabled staff have equivalent ease in ordering office furniture compared to non-disabled staff |

| **Enter below which aspects of the Policy, Practice or Project seek to foster good relations between people who share a protected characteristic and those who do not** |
| --- |
| Not applicable to this contract. |

Section 5: Outcome of the assessment

| **Outcome of the assessment on the Policy, Practice or Project** | **Enter detail below** |
| --- | --- |
| No major change  |  |
| Adjust the Policy, Practice or Project | Yes |
| Continue to Policy, Practice or Project |  |
| Stop and remove the Policy, Practice or Project |  |

| **Detail below recommendations, including action required, to address any negative impacts identified** |
| --- |
| Any web based ordering system must meet accessibility requirements.Furniture options must ensure fully adjustable seating options are available. |

Section 6: Monitoring

| **Describe below how you will monitor the impact of this Policy, Practice or Project***E.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes etc.* |
| --- |
| Feedback on the procurement process and the contract will be gathered prior to the annual review meeting that should take place between the Contract Manager and the supplier. This will be done by way of a brief survey.The contract management process will allow for discussions on core product range offered in the catalogue. More specialist furniture requirements such as recommended items arising from an occupational health assessment may be purchased from other suppliers to ensure colleagues are able to have the most appropriate items available to them. As such, feedback will only be sought from purchasers of core catalogue items as part of this contract. Direct purchases of specialist items from other suppliers will not be included in the feedback process for this contract. |

| **When and how is the Policy, Practice or Project due to be reviewed?** |
| --- |
| Frameworks under consideration will take on board the comments in this EQIA before a decision is made |

Section 7: Sign off

| **Required information** | **Enter information below** |
| --- | --- |
| Date sent to Equality and Diversity Manager | 24th August 2023 |
| Comments from Equality and Diversity Manager | Integrated into the EqIA |
| Date signed off by Equality and Diversity Manager | 29.08.2023 |

| **Details of Senior Manager who has signed off this Equality Impact Assessment** | **Enter information below** |
| --- | --- |
| Name | Graeme Hutton |
| Title | Director of Net Zero |
| Date approved | 29.08.2023 |

Please send this completed and approved Equality Impact Assessment to:

Ella Hashemi, Equality, Diversity and Inclusion Manager, Forestry and Land Scotland