# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. Please review the equality pre-assessment** [**questions**](https://eur03.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fscotent.sharepoint.com%2Fsites%2FIntranet%2FA-z%2FT-equal_opportunities%2FSiteAssets%2FPages%2FEqualopps-eias%2Fquestions.doc&data=05%7C01%7CMargaret.Maynard%40scotent.co.uk%7Ced07756e83444c2308e508da8b4ff4d9%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C637975472786817356%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=L8pqVm0659PBpg60Nbjs4aZ9PfGWRYzyBY84au7ItXo%3D&reserved=0) **which define this requirement and inform your** [**equality champion**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fscotent.sharepoint.com%2Fsites%2FIntranet%2FA-z%2FT-equal_opportunities%2FPages%2FWhos-who-equalopps.aspx&data=05%7C01%7CMargaret.Maynard%40scotent.co.uk%7Cb4bc6132cdb2406d243308da8a658e01%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C637974466022935882%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=S5bbqB8uVzfpEalb2SFXC28310n6TA2q5FxlVhZSTjg%3D&reserved=0) **of the decision. If you answer YES to any of these** [**questions**](https://eur03.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fscotent.sharepoint.com%2Fsites%2FIntranet%2FA-z%2FT-equal_opportunities%2FSiteAssets%2FPages%2FEqualopps-eias%2Fquestions.doc&data=05%7C01%7CMargaret.Maynard%40scotent.co.uk%7Ced07756e83444c2308e508da8b4ff4d9%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C637975472786817356%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=L8pqVm0659PBpg60Nbjs4aZ9PfGWRYzyBY84au7ItXo%3D&reserved=0)**– then this Impact Assessment must be completed.**

|  |  |
| --- | --- |
| **Name of Business Unit** | Business Growth |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Alison Hemsi – Project Manager |

|  |  |  |
| --- | --- | --- |
| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | Innovation Roadmap Development Programme | |
| **Is it (Delete as applicable)** | New | **Existing with changes** |
| **Is the policy contracted out? (Delete as applicable)** | No | **Yes – Programme designed by SE and facilitated by external supplier.** |
| **If yes, who delivers this policy for the organisation?** | TBC | |
| **Is responsibility for delivery shared with others? (Delete as applicable)** | **No** | Yes |
| **If yes, who are your partners?** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Could there be possible impacts or effects in respect of the following protected groups? (Delete as applicable)** | | | |
| **Age** | **Yes** | **Disability** | **Yes** |
| **Gender Re-Assignment** | **No** | **Marriage & Civil Partnership** | **No** |
| **Pregnancy & Maternity** | **No** | **Race** | **Yes** |
| **Religion or Belief** | **No** | **Sex** | **Yes** |
| **Sexual Orientation** | **No** | **Human Rights** | **No** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Timescale for**  **Assessment** | By end of November 2022 | **Timescale for Involvement/Consultation** | Prior to delivery of programme – Jan 2023 |
| **Start Date** | 23/11/2022 | **Completion Date** | Nov ‘22 |
| **EO Champion review by** | Darah Zahran | **Date** | 24/11/22 |
| **SRO name and email approval on file** | Paul Cross | **Date** | 29/11/22 |

## 1. Identify ALL the Aims of the Policy/Project (consider these questions to prompt answers)

|  |
| --- |
| 1. What is the purpose of the policy/project? (consider explicit and implicit aims)  2. Who does the policy/project affect?  3. Who does the policy/project benefit directly? (e.g. employees/service users; equality groups, other stakeholders)  4. What results/outcomes are intended? |

|  |
| --- |
| The IRDEV project brings together a cohort of businesses that have innovation projects they wish to develop – the businesses will take part in 4 workshops and receive bespoke one to one support from Innovation Specialists over the course of 3 months. The outcome of the programme will be development of a bespoke innovation roadmap.  Businesses across all sectors will be identified as suitable to take part in the programme by Innovation Specialists and Account Managers within Scottish Enterprise. The programme will be undertaken by business leaders or change agents within the business. Scottish businesses will be the direct beneficiaries of the support.  The programme aims to increase the number of innovation active businesses in Scotland and to support businesses in progressing and developing innovation projects. |

## 2. Consider the Evidence (data and information) - (consider these questions to prompt answers)

|  |
| --- |
| 1. What information or data would it be useful to have? What data (quantitative and qualitative) is available? (in-house/external) How reliable/valid/up-to-date is it?  2. What does the data/information tell you about   * Different needs? * Different experiences? * Different access to services, information or opportunities? * Different impacts/different outcomes?   3. Are there any gaps that you should fill now/later by further evidence gathering/commissioning or by secondary analysis of existing data?  4. Are there any experts or stakeholders you should involve/consult now? Have you involved/consulted any experts already? What were their views? |

|  |
| --- |
| As we are still unclear as to who the delegates taking part will be we do not currently hold any data on them.  As a matter of course we would ensure that any disability was flagged so that we could make necessary adjustments in relation to the delivery of the programme to ensure everyone was able to participate fully.  It would also be useful to gather data on race, gender, age and disability to ensure that we represent minority groups in the make up of the cohort going through the programme – this would be possible in the application process utilising Eventbrite processes.  We have not involved any stakeholders at this stage but we could ensure that we market this workshop utilising groups that specifically work with these minority business leaders. |

## 3. Assess the likely impact on different groups - (consider these questions to prompt answers)

|  |
| --- |
| 1. Does your analysis of the evidence indicate any possible adverse impact on a particular group (age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation) or does it breach human rights legislation.  2.If it is adverse,   * Does this amount to unlawful discrimination? (See guidance)   3. In what areas does it have an impact? E.g. access to information, experience of services?  **4. Even if there is no evidence of adverse impact, is there an opportunity to**  **actively promote equality or foster good relations between different groups?** |

|  |
| --- |
| There is a potential adverse impact on disability due to provision of information or access to the workshops. This will be mitigated through ensuring we are aware of any specific needs and making adjustments as necessary.  The supplier will also have a responsibility to do this.  There is no adverse impact to other groups but we will look at our marketing activity to ensure that applications to the programme by minority groups is encouraged. This will include reaching out through specialist interest groups. |

## 4. Consider alternatives - (use these questions to prompt answers)

|  |
| --- |
| 1. How can you change your proposal in a way that is proportionate, and will   * Remove unlawful discrimination or comply with human rights? * Reduce any adverse impact? * Advance/promote equality? * Foster good relations between different groups? * Help us achieve our published equality outcomes (See guidance)?   2. If there are no actions proposed, can the policy/project still be justified?  3. Can the aims be met in some other way? What can you do now/later?  4. If the project involves procuring a service or product is there any scope to encourage suppliers to have a greater focus on equality for example signing up to the Business Pledge? Are there any positive action activities you could consider which might address disadvantage experienced by protected groups, like targeting women owned businesses or applying reserved contracts? Are there any other project specific actions you could state to help with our equality duties e.g. monitoring of uptake of the service to identify under-representation or encouraging certain groups to participate in the project (see guidance)?  5. What are you recommending? |

|  |
| --- |
| We will ensure that suppliers are aware and follow Fair Work First principles through the procurement process.  We will ensure that suppliers also promote Fair Work First principles during the delivery of the programme to encourage the adoption of diversity practices within the businesses taking part.  We will actively encourage the uptake of spaces on this cohort by minority groups in particular women led businesses, ethnic minority led businesses, youth led businesses and businesses led by a person with a disability to ensure a diverse cohort of businesses. This will also impact positively on the quality of discussion within the workshops. |

## 5. Involve/Consult relevant stakeholders if appropriate - (consider these questions to prompt answers)

|  |
| --- |
| 1. What are the views of the people who are likely to be affected or who have an interest about   * Whether you have identified the right issues? * Whether you have proposed suitable modifications? * Whether your proposals will meet their needs?   2. Should you involve people in the re-design of the policy?  3. How will you consult once changes have been made?  4. Whom do you need to get views from?(internally/externally)  5. What methods will you use? (consider “hard to reach” groups)  6. What formats will you use for communicating with different groups? |

|  |
| --- |
| The programme will be designed by SE in conjunction with a supplier that will deliver the workshop sessions. In these design sessions we will consider the needs of minority groups and how the content will meet their needs. The workshop sessions will focus on innovation principles and the bespoke nature of support surrounding these sessions should ensure that limited modifications will be necessary to content, it will be flagged to the supplier however that case studies and examples used should be representative and to encourage Fair Work First principles.  We will identify groups that work with minority business leaders to encourage marketing of the programme as well as participation. |

## 6. Decide whether to adopt this policy/project - (consider these questions to prompt answers)

|  |
| --- |
| 1. What were your findings from the consultation/involvement?  2. Taking into account all of the data, information, potential impact issues and consultation feedback, what will you recommend? (Choose & state one option)   * **Reject the policy** – there is evidence of actual/potential unlawful discrimination or breach of human rights. * **Accept the policy** – The EIA demonstrates the policy is robust with no adverse impacts and all opportunities to promote equality/foster good relations have been taken. * **Modify the policy** – Adjust the policy to remove barriers or better promote equality * **Continue with the policy** – Issues with the policy have been identified but you wish to continue with the policy. Clearly set out justification for doing this. Compelling reasons will be needed.   3. If the Equality Impact Assessment (EqIA) is on a high level policy/strategy state here  if further EqIAs need to be carried out on projects emanating from the policy/strategy  and inform project managers. |

|  |
| --- |
| Modify the policy – modify the traditional methods of marketing and communication to encourage a more diverse mix of business leaders with representation from minority groups.  Ensure that data is captured around these metrics so that we can ensure minority group participation.  Continue to make modifications required so that disabled business leaders can take part in the programme without any barriers.  Include content on Fair Work First to ensure businesses are being encouraged to adopt more diversity in workplace practices. |

## 7. Make Monitoring (and review) Arrangements - (consider these questions to prompt answers)

|  |
| --- |
| 1. How will you know what the actual effect of the policy/project is?  2. In what ways will you monitor? e.g. continuously or irregularly, quantitative methods such as surveys, qualitative methods such as interviews  3. How often will monitoring information be analysed?  4. When will you review the policy/project taking into account any monitoring information? |

|  |
| --- |
| We will know if this policy has made a difference depending on the uptake of places on the programme by minority groups. We will capture data during the application stage.  The programme is likely to run again in 2023/24 and as such we will take learnings from this and make continuous improvements. |

**8. Equality Impact Assessment review**

|  |
| --- |
| Please forward the completed document to your equality champion for review. This should then be approved by the SRO and returned to your champion for publication on the Scottish Enterprise external website. |

**9. Summary of Actions**

|  |
| --- |
| List any actions agreed and indicate dates for review. |

|  |
| --- |
| N/A |