# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. Please ensure you have completed the** [**Project Development Mandatory Actions Form**](https://scotent.sharepoint.com/:x:/s/Intranet/Corporate/Net-pols-procs/P-project_life_cycle_mgt/EfODkeNLmV9ArV6_pZvTCocBH1h3dmMc5v_n_r0wTQuD6Q?e=2Us4XI) **which defines this requirement.**

|  |  |
| --- | --- |
| **Name of Business Unit** | Major Programme Management |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Lesley Doyle |

|  |  |  |
| --- | --- | --- |
| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | Green Heat Expert Support project | |
| **Is it (Delete as applicable)** | New |  |
| **Is the policy contracted out? (Delete as applicable)** |  | Yes |
| **If yes, who delivers this policy for the organisation?** | This will be determined once we procure a supplier. | |
| **Is responsibility for delivery shared with others? (Delete as applicable)** |  | Yes |
| **If yes, who are your partners?** | HIE and SoSE | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Timescale for**  **Assessment** |  | **Timescale for Involvement/Consultation** |  |
| **Start Date** | 24/08/24 | **Completion Date** | 24/08/24 |
| **EO Champion review by** | Kim Robertson | **Date** | 01/09/23 |
| **SRO name and email approval on file** | Mike Sinclair | **Date** | 31/08/23 |

## 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? |

|  |
| --- |
| 1. **Purpose of the project**   This project will deliver consultancy advice on market opportunities and route to market for Scottish based companies seeking business growth opportunities in Green Heat. This will include the sub sectors of energy efficiency for buildings, heat pumps, heat networks, smart heat technology, and geothermal. Companies seeking to enter this space also may not be fully aware of how they need to transform to access the market, even if they already supply to customers in markets with similar activities. In addition, many do not have the knowledge or resources to investigate these opportunities themselves. This project addresses this gap, by engaging with companies who are creating new products / services and / or diversifying into Green Heat. The project value is £73,800 and lasts for 1 year.   1. **Who does the policy/project affect?**   The GHES project will enable Scottish companies to access one-to-one advice and guidance delivered by subject consultants. The consultants will work with each company to help them address specific needs such as those below:   * Understand whether their company capabilities are or could be made transferrable to the Green Heat sector. * Understand the scale and nature of the opportunity from the growth in the Green Heat market. * Gain a realistic overview of the potential benefits of diversifying into Green Heat, in terms of maintaining or increasing turnover, workforce or facilities.   It is anticipated that applications for support will be made via the Scottish Enterprise website and one-to-one support delivered online or face to face. The company and supplier will decide the best option for the project.   1. **Who does the policy/project benefit directly? (e.g. employees/service users; equality groups, other stakeholders)**   The benefit is to the companies receive support. All of SE’s services and support are available to all appropriate companies.   1. **What results/outcomes are intended?**   It is anticipated that by the end of the contract the following will have been achieved:   * Up to 25 projects delivered to agreed timelines and in scope. * Up to 25 quality reports produced including forward recommendations for each company * Up to 25 feedback forms from clients on their experience of the Expert Support * Up to 25 companies who receive support to be encouraged to commit to implementing net zero practices within 3 years. * At least 20% of companies who receive support recommended to SE, HIE or SoSE for further support. |

## 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? |

|  |
| --- |
| 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?**   Not applicable  **2. What does the data/information tell you about**   * Different needs? * Different experiences? * Different access to services, information or opportunities? * Different impacts/different outcomes?   It is estimated that doubling the numbers of women participating in STEM careers could be worth up to £170 million to the Scottish economy annually.  Average wages in Low Carbon Transition are higher than the Scottish average and this holds true for both men and women. The gender pay gap within this area is 26.6% which is higher than the overall Scottish gender pay gap (15.6%). However, on average women working in this area are paid more than the Scottish average wage for women. Women and people from Ethnic Minorities make up approximately 23.3% and 1.3% of all workers within the sector, this is below the Scottish average for both.  Race/Ethnicity  People from Ethnic Minorities make up approximately 1.3% of all workers within the Low Carbon Transition sector, this is below the Scottish average for both.  **3. Are there any gaps that you should fill now/later by further evidence gathering/commissioning or by secondary analysis of existing data?**  Not applicable   1. **Are there any experts or stakeholders you should involve/consult now? Have you involved/consulted any experts already? What were their views?**   No consultation required.  This assessment was conducted in reference to SE’s Equality Mainstreaming report 2023 and with input from sector specialists and project manager. |

## 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? |

|  |
| --- |
| **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.**  Analysis does not indicate any possible adverse impact or breach of human rights legislation.   1. **If it is adverse,**  * **Does this amount to unlawful discrimination? (See guidance)**   Not applicable  **3.** **In what areas does it have an impact? E.g. access to information, experience of services?**  Not applicable  **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 may be the opportunity to actively promote equality, through proactively working to promote the business support more widely, with the aim of diversifying the potential applicant pool. This is in line with SE’s Equality mainstreaming Report (2023) Outcome 2: We will shift our client base to reflect Scotland’s population, focusing on women, disabled, young and minority ethnic led companies.  Disability  Information about the service and applications to the service will be via the Scottish Enterprise website and will meet access requirements in line with policy:  [Website accessibility statement - Scottish Enterprise (scottish-enterprise.com)](https://www.scottish-enterprise.com/help/accessibility)  Delivery of the service will be online or face to face. The company and supplier will decide the best option. If applicants have specific needs, we will make reasonable adjustments wherever possible. |

## 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?ma * 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? |

|  |
| --- |
| **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)?**   There are no discrimination, adverse impacts or human rights issues anticipated.  **2.If there are no actions proposed, can the policy/project still be justified? And**  **3.Can the aims be met in some other way? What can you do now/later?**  Project contribution to SE’s published equality outcome(s):  Equality Outcome 2: We will shift our client base to reflect Scotland’s population focusing on women, disabled, young and minority ethnic led companies.  All SE services and support are available to all appropriate companies. We will take the opportunity to focus our communication to support businesses led by these minority groups to ensure as wide a pool of applicants as possible.  **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)?**  Procuring the service:  Scottish Enterprise considers equality throughout its tender processes and complies with all legislation. All procurements over £50k, ex. VAT, considers equalities, community benefits and fair work practices and monitoring information is collected. From 1st July 2023, SE’s approach to Fair Work First means that all Public Procurements conducted in line with SPPN 06/2021, require contracts of any value to have Real Living Wage as a mandatory requirement, and for all other Fair Work First criteria to be considered and evaluated in a proportionate way.   1. **What are you recommending?**   Progress with procurement |

## 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? |

|  |
| --- |
| No further consultation. |

## 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. |

|  |
| --- |
| **1. What were your findings from the consultation/involvement?**  Not applicable.  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.   Accept the policy.  **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.**  Not applicable. |

**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? |

|  |
| --- |
| **1. How will you know what the actual effect of the policy/project is?**  The project will have monthly reports from the supplier, and a close out report will be completed after each company project.  **2. In what ways will you monitor? e.g. continuously or irregularly, quantitative methods such as surveys, qualitative methods such as interviews**  In line with SE Equality Outcome 2, SE have been working to find an SE wide solution to this data gathering in a way that is both legal and transparent. We are now moving forward in capturing information that will allow us to ascertain whether a company is women led. Should this be successful we will widen this to then capture data that will let us identify businesses led by other minority groups.   1. **How often will monitoring information be analysed?**   Monthly   1. **When will you review the policy/project taking into account any monitoring information?**   Project will be reviewed on an ongoing basis. |

**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. |

|  |
| --- |
| Work with partners to ensure that the opportunity is promoted widely, including to target groups. These could include partners such as Women in Tech Scotland and Equate Scotland.  Project procurement will follow standard best practice with regards to FWF, community benefits etc, with guidance from Procurement colleagues.  The project will use standard SE product/service monitoring, in-line with the recommendation above. |