# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. If however you answer YES to any of these** [**questions**](https://scotent.sharepoint.com/:w:/s/Intranet/Corporate/Net-pols-procs/P-project_life_cycle_mgt/EXoOkRz0MJdGpS8L3Ofqg5wBll2jWNNrCO5EcpM-5zlbog?e=oSKHkV) **– then this Impact Assessment must be completed.**

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| **Name of Business Unit** | DDIT |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Ross Young |

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | Procurement of digital partner | |
| **Is it (Delete as applicable)** |  | Existing with changes |
| **Is the policy contracted out? (Delete as applicable)** | Yes |  |
| **If yes, who delivers this policy for the organisation?** | TBC | |
| **Is responsibility for delivery shared with others? (Delete as applicable)** | No |  |
| **If yes, who are your partners?** |  | |

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| **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** |

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| **Timescale for**  **Assessment** | July 2022 | **Timescale for Involvement/Consultation** | N/A |
| **Start Date** | July 2022 | **Completion Date** | July 2022 |
| **EO Champion review by** | Scott Reid-Skinner | **Date** | 1/7/22 |
| **SRO name and email approval on file** | Malcolm Cameron | **Date** | 19/07/2022 |

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

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| 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? |

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| Purpose is to ensure SE has technical and delivery skills available to serve the needs of the business units and to support our new digital strategy in addition to the permanent staff available within DDIT.  We will do this by creating a call off contract with a supplier who will provide resources to assist in delivery of upcoming projects. This will provide flexibility to scale up and down to meet the demands of the business. |

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

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| 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? |

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| Through previous engagement with agencies who run initiatives to encourage diversity in their contract resources and attendance at tech events it is well understood that some groups are under represented.  “In the tech sector only 15% of the tech workforce are from BAME backgrounds and [gender diversity](https://www.diversityintech.co.uk/tackling-gender-diversity-in-tech) is currently sitting at 19% compared to 49% for all other jobs. 83% of white people are represented in the executive’s category in the tech sector, whereas African Americans, Hispanics and Asian Americans are represented at a significantly lower rate. BAME graduates with a degree in a STEM subject are twice as likely to be unemployed compared to graduates who are white.” ([Diversity in Tech | How to Achieve Diversity in Tech - Diversity in Tech](https://www.diversityintech.co.uk/how-to-achieve-diversity-in-tech))  As part of the submission we will be asking potential suppliers to tell us what steps they take to remove barriers to tech positions both within their own organisation and also for the sub contractors that are deployed to projects (operating as their own limited companies). We will look to ensure they have robust equality policies in place to support their business. The submissions will include a weighted score against this as part of the review within the corporate social responsibility section.  For proposed contract resource we receive CVs but we always state up front that these should be anonymised and focus purely on the candidates skills and experience. |

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

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| 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?** |

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| No evidence that our activity will have an adverse impact but we will be asking potential suppliers about steps they will take to remove barriers for those groups currently under represented in technology and for those who may have challenges accessing content in the traditional manner (e.g. blind or partially sighted users who use screen readers – does the potential suppliers’ application process support users with additional accessibility needs. |

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

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| 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? |

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| By anonymising the CVs that form part of the review and by scoring the suppliers based on their stated approach to diversity and inclusion we are reducing the risk of any potential impact.  Things for us to consider that I will raise with the procurement panel:   1. Should the core internal team info also be anonymised to avoid any unconscious bias in the panel? Usually for these types of procurement we receive brochureware in the responses, sometimes including photos and full biographies of management team and/or core delivery team that would be involved in relationship and contract management. Should we explicitly state we do not want names or photos to be included in initial stages? Or have them blanked out by the project manager or procurement lead prior to the panel receiving them. UPDATE: We have agreed to insert content asking bidders not to include photos with bios or links to social media I.e. linked in where it is likely photos would be contained. Instead they will be asked to ensure all content about their relevant skills and experience be included in the main content of their bid. 2. The panel although fairly gender neutral is not particularly diverse. 3. The panel need to agree on the weighting to be given to scoring of question on diversity UPDATE: this has now been agreed as 10% weighting for the overall quality score for the section on social corporate responsibility 4. If suppliers are stating in their bid that they do take certain steps then they should also be asked to provide ongoing reporting to show if those steps are having the desired impact 5. All outputs from contractors ask always will need to meet wcag accessibility guidelines before it passes quality assurance |

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

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| 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? |

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| The equality champions have been consulted on this contract and have advised on its content to reflect equality. |

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

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| 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. |

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| Potentially edit content to include requirement for ongoing reporting and potentially increase weighting on diversity question in tender. Will discuss with the panel.  We are therefore recommending to ‘**Modify the policy** – Adjust the policy to remove barriers or better promote equality’ |

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

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| 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? |

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| Suppliers are asked to report on a number of data points throughout the contract. Given their bid will have stated the measures they take it would be reasonable to expect them to be reporting on this at least quarterly in an anonymised way. E.g. reporting total number of contractors deployed and the gender split and whatever other kpis we set/agree |

**8. Equality Impact Assessment review**

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| 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**

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

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| N/A |