# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. Please ensure you have completed the pre-appraisal checklist (**[**Link**](https://scotent.sharepoint.com/:x:/s/Intranet/Corporate/Net-pols-procs/P-project_life_cycle_mgt/EUBR1lJSyR5EltNHY6FcuykBXLvg9EcZwzEdAynehZ5lNQ?e=t0Y6Ma)**) which defines this requirement.**

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| **Name of Business Unit** | FM, Procurement & Risk |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Angela McLean |

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | P20-0078 Facilities Management – Office Support | |
| **Is it (\*delete as applicable)** | New |  |
| **Is the policy contracted out? (\*delete as applicable)** |  | Yes |
| **If yes, who delivers this policy for the organisation?** | Angela McLean | |
| **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?** | | | |
| **Age** | **Yes** | **Disability** | **Yes** |
| **Gender Re-Assignment** | **Yes** | **Marriage & Civil Partnership** | **Yes** |
| **Pregnancy & Maternity** | **Yes** | **Race** | **Yes** |
| **Religion or Belief** | **Yes** | **Sex** | **Yes** |
| **Sexual Orientation** | **Yes** | **Human Rights** | **Yes** |

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| **Timescale for**  **Assessment** | October 2020 | **Timescale for Involvement/Consultation** | October 2020 |
| **Start Date** | 1 Oct 2020 | **Completion Date** | 31 Oct 2020 |
| **EO Champion review by** | Scott Reid-Skinner | **Date** | 22/10/20 |
| **SRO name and email approval on file** | Philip Martin (Yes)  Sasha Hyde (Yes) | **Date** | 28 October 2020 |

## 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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| This project is the Facilities Management – Office Support Contract, P20-0078, which will be tendered through Public Contracts Scotland on an open and transparent basis.  The project will affect all office services staff currently working for our current Office Support Contractor who may again win this contract or the staff may transfer to the new company once the bids have been evaluated and award issued.  The project benefits all staff at all Scottish Enterprise offices who rely on the Office Support contract staff in their day to day duties.  The successful contractor appointed will have an equality policy in place and equality will be key within the contract to ensure all new and current staff are treated fairly and equally. |

## 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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| There is information presently held on current staff employed within the Office Support contract which will transfer to the new contractor.  Any new staff will be employed through the contractor and will be recruited in a fair and transparent manner. At present gaps are being monitored to see where there may be a need to recruit further staff in any location.  There is an evaluation panel set up to evaluate all project bids returned and to ensure the most economically advantageous supplier is awarded the contract. They will have to ensure equality is high on their agenda and this will be built into the procurement scoring mechanism. |

## 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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| There will be no adverse impact on any particular group and there will be no breach of human rights. All staff will be treated fairly and with due regard.  The successful contractor appointed will also share the responsibility of being an equal opportunities employer when recruiting any new staff.  This will not impact on any office support services offered. |

## 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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| There will be no adverse impact or discrimination towards any groups. All applications will be considered for any new posts required and equality will be key within this contract. It has been built into the tender evaluation and bidders must score highly in equality matters and include equality training as part of their training programme to be awarded the contract.  There are no actions required. |

## 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 internal evaluation team will be consulted prior to evaluating all returns for this contract to ensure all are aware of the importance of equality standards within the bidders returns.  The team have already been consulted with regard to compiling the contract brief and issues addressed and modifications made prior to the specification being issued on Public Contracts Scotland.  This evaluation panel will be consulted throughout the open and transparent tender process and all feedback taken into consideration prior to awarding the contract.  SE’s Equality Champions have been consulted on this assessment and have supported it. |

## 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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| There was no adverse impact or breach of human rights discovered in the project evaluation team’s findings from the outset. The office support contract will be issued on PCS and the successful bidder will play a lead role in managing equality within the project going forward.  The documentation did not need amended as there were no adverse impacts discovered at project implementation stage. The tender process will continue in an open and transparent manner until project completion stage. The recommendation is therefore to **accept the project.** |

## 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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| Consultation with the internal evaluation team is still ongoing at this time to ensure a fair and transparent tender process overall.  Once awarded, the contract will be monitored through monthly contract management meetings with the contractor. Adhoc surveys may also be carried out in addition to this and equality issues can be built into this process and monitored closely. |

**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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| No actions at this time. |