# 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** | Major Programme Management(MPM) |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Jamie Rankin |

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | ePMIS Project | |
| **Is it (\*delete as applicable)** | \*New |  |
| **Is the policy contracted out? (\*delete as applicable)** | \*No |  |
| **If yes, who delivers this policy for the organisation?** | \*No | |
| **Is responsibility for delivery shared with others? (\*delete as applicable)** |  | \*Yes |
| **If yes, who are your partners?** | Digital, Data & IT  Place  Commercial  Strategic Investment  Major Programme Management  Finance  Strategy Performance  Change Assurance Group | |
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| **Could there be possible impacts or effects in respect of the following protected groups?** | | | |
| **Age** | **No** | **Disability** | **Yes** |
| **Gender Re-Assignment** | **No** | **Marriage & Civil Partnership** | **No** |
| **Pregnancy & Maternity** | **No** | **Race** | **No** |
| **Religion or Belief** | **No** | **Sex** | **No** |
| **Sexual Orientation** | **No** | **Human Rights** | **No** |

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| **Timescale for**  **Assessment** | As soon as possible | **Timescale for Involvement/Consultation** | w/c 7 Feb ‘22 |
| **Start Date** | 1/02/22 | **Completion Date** | 07/02/22 |
| **EO Champion review by** | Kim Robertson | **Date** | 09/02/2022 |
| **SRO name and email approval on file** | Jamie Rankin | **Date** | 09/02/2022 |

## 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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| 1. Implement an internal project management system (PMS) that increases the productivity of SE’s project and programme management staff resource and enables more detailed, real-time reporting and intelligence at project, programme and portfolio level to enable better strategic decision making. 2. SE Staff who will use the system 3. SE Staff 4. Outcomes expected:  * Improve operational efficiency by rationalising existing usage of a variety of tools and templates, reducing duplication of effort and admin overhead. * Improve end user satisfaction by reducing outcome variances by introducing and embedding common tools and processes and more consistent standards * Single source of truth in respect of project, programme and portfolio information * Use of existing, modern, technology to assist with culture shift - less internally facing and more customer focussed * Dynamic reporting that can be configured for different audiences (i.e. Dashboards, scheduled (styled) executive reports etc) |

## 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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| 1. A good level of data has been collected via desk research and also user requirements gathering, and consulting with the Change Assurance Group and the Project Board made of Directors form the impacted business units. 2. Broadly speaking SE staff have access to the same information and opportunities, the system will be easily accessed from both the office and home so no workstyle preferences should create any impacts either 3. & 4. None have been identified. |

## 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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| The only impacted group could be those with a disability however, it will be a core part of the invitation to the tender that the system contains accessibility functionality so that this is mitigated.  No other groups will be adversely impacted.  The system may be customisable to the extent that we will be able to report on themes similar to those captured currently on CRM – such as where we are supporting initiatives around Female Led Businesses, Young Person Led Businesses, Fair work etc – which will allow our reporting to support initiatives that promote equality |

## 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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| Any potential adverse impact will be reduced by ensuring accessibility functionality is included in the system.  Procurement will advise of any Fair Work requirements etc that need to be included in ITT. |

## 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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| So far views have not been sought as this system is seen as having a relatively low impact on internal staff, all SE staff from all backgrounds are already using similar types of IT systems so a modern solution which meets accessibility guidelines should be an improvement on the status quo.  System is being procured so will take advice from Procurement colleagues on any best practice accessibility regulations or guidance that need to be included. |

## 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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| Accept the policy |

## 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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| There will be a robust monitoring framework put in place in conjunction with the Change Assurance Group to monitor the impact of the change on SE Staff and on business performance, this will include impact on the adversely impacted group. |

**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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| Ensure the chosen solution has accessibility functionality. |