# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. Please ensure you have completed the pre-appraisal checklist (Link) which defines this requirement.**

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| **Name of Business Unit** | Scottish Investment Bank |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Richard SkillenTeam Leader, Portfolio Management |

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | Scottish Investment Bank – Corporate Governance Workshop and Exit Readiness Masterclass Framework P19-0058 |
| **Is it (\*delete as applicable)** | New |  |
| **Is the policy contracted out? (\*delete as applicable)** | Yes |  |
| **If yes, who delivers this policy for your organisation?** | Not something currently delivered / new initiative for SIB. Seeking to procure delivery partners for Lot 1 and Lot 2 via an OJEU process |
| **Is responsibility for delivery shared with others? (\*delete as applicable)** | No |  |
| **If yes, who are your partners?** | N/A |

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| **Which of the following equality areas are relevant to this policy/project?**  |
| **Age**  | **No** | **Disability** | **Yes** |
| **Gender Re-Assignment**  | **No** | **Marriage & Civil Partnership** | **No** |
| **Pregnancy & Maternity** | **No** | **Race**  | **No** |
| **Religion or Belief** | **Yes** | **Sex**  | **Yes** |
| **Sexual Orientation**  | **No** | **Human Rights** | **No** |

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| **Timescale for** **Assessment** | ASAP | **Timescale for Involvement/Consultation** | ITT to be issued in September 2018 |
| **Start Date** | - | **Completion Date** | - |
| **EO Champion review by** | Ailie Hollywood | **Date** | 22.08.18 |
| **SRO name and email approval on file** | Derek Shaw | **Date** | 21/08/18 |

## 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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| SIB is seeking to establish a Corporate Governance Workshop and Exit Readiness Masterclass Framework. There will be two separate Lots within this Framework, Lot 1 - Corporate Governance Workshops and Lot 2 - Exit Readiness Masterclasses, which are described below.**Lot 1 – Corporate Governance Workshops**SIB is seeking to run a series of Corporate Governance Workshops for selected start-up and early stage SME’s to provide key personnel (management and directors) with training and oversight of good Corporate Governance and Board Reporting practices, as well as an early introduction to planning and preparing for a future exit i.e. to make exit planning an ongoing focus for the board. **Lot 2 – Exit Readiness Masterclasses**SIB is seeking to run a series of Exit Masterclasses for selected SME’s based on their potential to deliver a successful exit over the short to medium term. The Masterclasses will focus on ensuring that the participating companies are fully equipped to appropriately plan for, and ultimately deliver, a successful exit. The broad purpose is to upskill selected companies (and specifically senior management / board members) in the areas of Corporate Governance and planning for / execution of an exit (i.e. Exit Readiness).Participating companies will require to be SE Account Managed companies and/or SIB investee companies who will primarily be targeted based on stage of development i.e. Corporate Governance workshops will be targeted at earlier stage / new to portfolio companies who don’t have strong corporate governance controls in place, whereas the Exit Readiness Masterclasses will be targeted at companies proactively seeking an exit.The project will directly benefit the selected companies, its management teams, its investors and stakeholders, which will include SE. The benefits will be non-financial e.g. better report and controls in place at board level and potentially financial i.e. if company is better prepared for an exit, then it may be able to achieve a higher valuation, which benefits the company and its key stakeholders. |

## 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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| Experience within SIB has identified that areas such as Corporate Governance and Exit Readiness are often overlooked or weak in early stage companies, which is the stage that SIB typically invests. Improving these areas could add significant value in terms of helping to improve reporting, provision and quality of financial information. The target group is dependent on the stage a Company is at in its lifecycle rather than being specifically focussed towards particular groups and will open up founders to the idea of having a wider and more diverse board composition, which could in turn help drive grow and attract follow-on investment. The same logic is true regarding Exit Readiness i.e. better preparation, more strategic planning, a firm understanding of the deal process (including understanding the pitfalls) and getting mentoring and support from someone who has been through a similar process can help potentially improve the outcome e.g. delivering a successful exit and at a more favourable valuation. We have consulted with our co-investors and with other stakeholders who agree that such initiatives would be valuable and well received by early stage companies. Their feedback in incorporated within the Invitation to Tender, which will seek bids from potential delivery partners. |

## 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 is no evidence of any actual or possible adverse impact on a particular group. The Framework will be available to SE Account Managed companies and/or SIB investee companies, although practically speaking it will be targeted at those who are likely to benefit the most from the training i.e. because they have an identified weakness in their corporate governance process or because they are planning to exit and need guidance and support through the planning and execution stages. The SIB portfolio is already diverse in terms of it has companies from a range of backgrounds and sectors and led by diverse groups of management teams and stakeholders.Through the procurement of a delivery agent we will however take steps to promote equality and for the successful supplier to consider potential restrictions around access to the sessions by considering the venue, timing and faith days where relevant. The process of identifying delivery partners for Lot 1 and Lot 2 will be done via an OJEU procurement process. The assessment will be defined Price and Quality Criteria and above all bidders will be required to confirm compliance with the Equality Act 2010.  |

## 4. Consider alternatives (what to do if you find adverse impact) - (consider 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. What are you recommending? |

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| We do not consider there is any evidence that the proposed Framework has any possible adverse impact on a particular group however we will encourage suppliers to have a focus on equality and to consider carefully timings, venues and dates to ensure that these factors do not prevent access to the sessions to those groups protected by the Equality Act 2010. Delegates needs will be fully assessed by including a question on all invitations to ask if they have any additional needs. |

## 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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| External views from key stakeholders have been sought and are incorporated within the proposed Invitation to Tender. The Equality Champions group have been consulted on this assessment. |

## 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?* 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 EIA is on a high level policy/strategy state here if further EIAs need to be carried out on projects emanating from the policy/strategy and inform project  managers.  |

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| Adopt the policy. We are satisfied that the Framework is targeted towards SIB portfolio companies who are typically early stage SME’s based in Scotland and does not have any restrictive conditions or proposed operating provision that will directly or indirectly discriminate against any group. |

## 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 interviews3. 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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| Bidders for the Lots will be required to illustrate how delivery of the service will be managed to ensure that the support given to companies continually achieves the stated objectives and meets the required standards. They should also identify the monitoring and reporting processes that will demonstrate to SE, throughout the life of the framework, that the objectives are being achieved. All bids will be assessed against Price and Quality criteria outlined in the Invitation to Tender, including the plans and proposal for monitoring and reporting to SE in the effectiveness of the workshops / masterclasses. |

**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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| None proposed. |