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

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | BioEconomy Cluster Builder | |
| **Is it (\*delete as applicable)** | New |  |
| **Is the policy contracted out? (\*delete as applicable)** | No |  |
| **If yes, who delivers this policy for your organisation?** |  | |
| **Is responsibility for delivery shared with others? (\*delete as applicable)** |  | Yes |
| **If yes, who are your partners?** | Contracted Supplier Tbc | |

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

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| **Timescale for**  **Assessment** | 3 Years | **Timescale for Involvement/Consultation** | 3 Years |
| **Start Date** | 26/09/19 | **Completion Date** | 01/04/23 |
| **EO Champion review by** | Susan Sewell | **Date** | 26/09/19 |
| **SRO name and email approval on file** | Linda Gosden | **Date** | 26/09/19 |

## 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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| To help support the ambitions of the National Plan for Industrial Biotechnology, the project will seek to procure a Cluster Builder (CB) for the Bioeconomy. The project will derive most of its activities and scope from the previous Industrial Biotechnology Network Integrator (IBNI) project delivered by IBioIC. This role has been invaluable in increasing the adoption of IB related technologies in Scotland and increasing the awareness of IB at a National level. Throughout the IBNI project the NI has engaged 192 companies which has translated into 60 companies adopting IB (target for this project was 30) which has been vital in achieving the target of 200 IB active companies in Scotland.  The role of the Cluster Builder (CB) will be three-fold:   1. **Awareness Raising:** the CB will run events to raise awareness of IB activity in Scotland and the potential of IB feedstocks and processes to add value, reduce costs and aid the transition to a low carbon economy. The CB will also identify and stimulate cross sector business opportunities including opportunities in ‘non-traditional’ IB sectors. Most recent example of this engagement was a discussion with Barfoots to facilitate use of farm waste for Scottish IB companies. 2. **Supply Chain Development:** The CB will work closely with the supply chain to develop new and emerging value chains, in line with the updated National Plan for Industrial Biotechnology. This will also support the work of IBioIC phase 2 funding from SE. 3. **Signposting and Integration:** The CB will be required to navigate the funding landscape on behalf of client companies. This will require a level of integration with key parts of Business Gateway, HIE and SE, as well as other Public Sector and regional organisations.   The crux of the economic impact of this project is based on successful signposting to other funding organisations and as a result is difficult to directly measure the economic impact of the NI’s activity. The impact is instead measured through the contribution to the National Plan for Industrial Biotechnology measures as well as the outcome of any funding signposted to SE or elsewhere. SE funding leveraged has been calculated by following up on signposted opportunities from the NI internally within SE, the SMART R&D team have provided most of the data. It is acknowledged this funding is not directly attributed to this project’s activity but is a useful way of demonstrating the potential economic impacts related to the activity of a Network Integrator (or Cluster Builder) when a flow through of opportunities is successful. |

## 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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| Catherine Ashcraft, Director of Research & Senior Research Scientist for the National Centre for Women & Technology (NCWIT) has for the last 12 years, helped to further the cause and grow the role of women in technology. Her studies have identified the underlying issues and the associated low numbers of women working in technology. This is illustrated by the following statistics:  Women in Technology: An overview of women working in the technology industry in the UK   * Only 15% of Women in UK STEM (Science, Technology, Engineering & Math) Roles * Only 5% of Women in technology leadership roles * Only 27% of Women would pursue a tech career   Ashcraft has identified three key issues which have caused a lack of women in technology-specific roles:  **Societal Influences and Biases**  Traditionally, there has been a perception that girls aren’t suited to technology-based roles. Gender bias is instilled in girls from school age in many ways. For example, pioneering female technology innovators(<https://core.co.uk/women-technology-overview/#history>) are rarely discussed. Most technology roles are already dominated by men, which perpetuates the myth that women aren’t suited to these roles.  **Workplace systems**  Whether consciously or not, many technology workplaces still have the same biases towards women that have existed traditionally; a perception that they are not suitable for technology careers or they will not be able to the company in a tech-orientated role. Naturally, this deters many women from working in the sectors and has resulted in the low numbers of women currently in tech roles, compared to men |

## 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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| As referenced in section 2 – women have been identified as the primary disadvantaged group within the technology-based roles and there is therefore an opportunity to help gender equality |

## 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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| The internal SE induction that will be arranged for the NI within the first two months of them being appointed will include a session with an SE Equal Opportunities Champion  The NA will make companies aware of and encourage them to engage with the Scottish Business Pledge element and the Workplace Innovation Service |

## 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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| Only other parties involved would be the potential supplier – equal ops policy will be part of the procurement process and will be discussed with the supplier at the inception meeting.  We will encourage the supplier to engage with organisations such as Equate Scotland (<https://equatescotland.org.uk/take-action-gender-equality/>) to look at how initiatives can be tailored to target gender 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?   * 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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| It has been recognised that there is underrepresentation and therefore the policy will be Modified and adjusted to remove barriers or better promote equality as per Section 4 |

## 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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| Regular project meetings and review of outputs will take place across the 3-year project, after event reports as well as staff diversity from recruitment will form part of the monitoring arrangements. |

**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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| As above |