# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. Please ensure you have completed the** [**Project Development Mandatory Actions Form**](https://scotent.sharepoint.com/:x:/s/Intranet/Corporate/Net-pols-procs/P-project_life_cycle_mgt/EfODkeNLmV9ArV6_pZvTCocBH1h3dmMc5v_n_r0wTQuD6Q?e=2Us4XI) **which defines this requirement.**

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| **Name of Business Unit** | BUSINESS GROWTH |
| **Name/designation of person(s) responsible for managing/ conducting this process** | GILLIAN KIRTON |

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | **CO-OPERATIVE PROGRAMME DELIVERY FRAMEWORK** | |
| **Is it (Delete as applicable)** | New |  |
| **Is the policy contracted out? (Delete as applicable)** | No |  |
| **If yes, who delivers this policy for the organisation?** |  | |
| **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** | **/No** | **Disability** | **/No** |
| **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** | February 2022 | **Timescale for Involvement/Consultation** | February 2022 |
| **Start Date** | April 2022 – exact date TBC | **Completion Date** | 31/3/2023 – with potential for 1 year optional extension |
| **EO Champion review by** | Susan Sewell | **Date** | 20/10/22 |
| **SRO name and email approval on file** | Darah Zahran | **Date** |  |

## 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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| The purpose of the framework is to put in place a supplier that can provide:-   1. **FRONTLINE ADVICE TO CLIENTS**   ***Support to start up***  The supplier will identify what stage the project idea has reached, what support is required, and will deliver support as far as possible within the time available. Support will generally include some or all of the following:   1. Business planning & feasibility 2. Advise the client on models and legal structures 3. Advise on governance, management, funding and other issues for the new entity 4. Support the formation of an appropriate legal entity 5. Work closely with and signpost as appropriate to other key support organisations as required   The service is delivered in two stages:  **Stage 1 – Initial Assessment**. This stage entitles the client to up to a half day of specialist advisor time, this could include activity such as; diagnostic/analytic review, exploring the opportunity, and making a recommendation to CDS as to the next steps with respect to forming a co-operative (if appropriate).  **Stage 2 – Implementation**. If deemed appropriate, this stage entitles the client to up to two days of specialist adviser time. This could include activity such as; advice on governance and constitution and support in setting up a legal entity if appropriate.  It should be noted that not all clients will proceed to stage 2.  ***Support to existing Co-ops***  It is often the case that once a co-op is established, they have support needs to enable them to sustain, grow, diversify etc. The supplier will be required to provide advice on the following (this list is not exhaustive):-   1. Governance and legal structure review 2. Implementation of new governance &/or structure 3. Securing funding 4. Strategy refresh 5. Membership / Roles and responsibilities 6. Co-op “healthcheck” and action plan 7. **SUPPORT TO CDS**   From time to time, the supplier will be called upon to provide ad hoc support to CDS in relation to co-operatives and community business. Activities are likely to include (but not be restricted to):-   * Ad hoc support to CDS and partner organisations around policy and strategy matters, input into template documentation, etc. * Attendance at events on behalf of CDS (including speaker slots and manning marketing stalls); * Workshop delivery on behalf of CDS; * Development and delivery of training materials to partner organisations and to CDS staff;Gaining market intelligence around new and emerging forms of democratic enterprises. |

## 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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| As part of the tender process it will be a requirement for bidders to demonstrate they have Equality, Humans Rights and Data Protection policies in place for their respective organisations.  This will be part of the ITT mandatory requirements and also the evaluation process.  Should a bidder not address these matters to our satisfaction they would not be awarded the contract.    SE will determine those companies suitable to access third party support and will be fairly assessed against set characteristics and criteria for the forecast performance of a company and not of an individual involved in that company.  In line with current SE policies. |

## 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 adverse impact on different groups.    ITT will be open to all bidders of all groups.    Companies led by different groups being accessing support delivered through third party suppliers will not be discriminated and in fact encouraged if the company performance meets the criteria and characteristics of the scaling services. |

## 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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| We are conscious that there aren’t yet a lot of suppliers that can provide this service. However, it is our intention to ensure as wide an audience as possible is aware of the ITT to encourage appropriate submissions from suppliers led by different groups who can demonstrate the skills and experience required. We will do this by sharing the ITT link with stakeholders / partners and on social media. |

## 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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| In the last few months, CDS has undertaken a consultation with stakeholders and suppliers in this area to determine what support is available, what is required for a thriving co-op sector, what gaps there are in service provision. Our proposed service and ITT reflects the findings. |

## 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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| Continue with the project as currently scoped as an expanded continuation of an existing service still deemed appropriate in terms of delivery. Delivery will be provided by a single specialist contractor via call off framework.  The activity contributes to SE’s key objectives.    Care will be taken to ensure as wide an audience as possible is fully aware of the opportunity to submit proposals in response to the ITT and SE standard T&Cs within the ITT will cover data, equality and human rights policy requirements. |

## 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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| Throughout the delivery of co-operative support the provider will be expected to regularly liaise with the CDS specialist and Project Manager.  Regular caseload meetings will be required between the SE specialist(s) and the chosen supplier. These are likely to be 4-6 weekly – exact timings will be agreed at the inception meeting.  Monthly reports should be submitted to SE showing all commissions, status, summary of progress, whether the work has been invoiced, stage of delivery etc. A simple template will be provided to the supplier at the inception meeting.    The Opportunity Manager will seek regular feedback from the client on the performance of the supplier. |

**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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