

People Impact Assessment

People impact assessment is a tool to help you identify the impact HIE's activities have on people. Taking this into account in the early stages of developing an initiative will help you improve its reach and effectiveness.

An assessment can be carried out on anything we do: developing or reviewing a policy, programme or regional strategy. It can be applied to processes or approaches to our work, such as account management or employee relations. Terms used such as proposal, policy or programme are interchangeable and intended to describe the activity you are assessing.

This form guides you through 3 stages of assessment, and is also set out in the associated flowchart:

- Section A : screens out policies or projects which are not relevant to equality
- Section B : helps you understand the nature and significance of the proposal's impact on people
- Section C : identifies action you will take as a result of that knowledge

Identifying the proposal you are assessing

Title of the policy, programme etc. being assessed	Business Travel Policy	
Brief summary of the policy, project being assessed	Policy providing guidance to employees who are considering business travel	
Type of activity: please tick as appropriate	<input checked="" type="checkbox"/> at HIE's own hand <input type="checkbox"/> third party intervention <input type="checkbox"/> partnership activity	
Is your proposal: please tick as appropriate	<input type="checkbox"/> New	<input checked="" type="checkbox"/> an existing policy, project etc now being reviewed
Group or Area Team leading the proposal	Finance and Corporate services	
Name and role of person leading the assessment	Andrew Jenkins	

Section A – screening for relevance to equality

All activities we carry out should be screened to identify whether they are relevant to equality because of the impact they are likely to have on particular groups of people. This is not just to avoid discrimination but also to identify ways in which we can maximise the positive impact on people of our functions.

Question 1

The activities listed below have already been identified as being relevant for equality. Please tick the relevant option(s) if your proposal is likely to :-

a) contribute to achieving one or more of HIE's equality outcomes 2013-17:

- ☐ helping young people (aged 16-24) move into suitable employment
- ☐ increasing the number of women in leadership roles in business / social enterprise
- ☒ promoting inclusive working practices in HIE which recognise the implications for employees of dispersed work locations in relation to the protected characteristics
- ☐ increasing public understanding of / confidence in reporting hate incidents e.g. racism

b) contribute to any of the three aims of the General Equality Duty

- ☐ eliminating unlawful discrimination, victimisation or harassment
- ☒ advancing equality of opportunity:-
 - by removing or minimising disadvantage for a group(s) of people
 - by meeting the needs of particular groups which are different from the needs of others
 - by encouraging participation in public life for a group(s) of people
- ☐ fostering good relations:-
 - by tackling prejudice
 - by promoting understanding between groups of people

c) ☐ use EU funding. Assessment mandatory for European Structural Fund Programmes

d) ☐ address known areas of inequality e.g. gender pay gap, youth out-migration, under-employment of EU Accession Country nationals, occupational segregation, in-work poverty

e) ☐ affect HIE budget allocation and impact differently on some groups of people in relation to the "protected characteristics"

f) ☒ affect key HIE employment activity e.g. recruitment, pay or workforce development

If you have ticked any of the options a) to f) above proceed now to Section B. You do not need to sign Section A as you will sign off the assessment document at the end.

If you have not ticked any of the options a) to f) please go to question 2.

Question 2

Since your proposal does not contribute to any of the above you have indicated that your proposal is not relevant to equality.

For example this might be the case where :-

- your proposal is unlikely to impact on people; or

- it will impact on people but it will not impact in different ways on specific groups of people such as younger or older people, men or women etc.
- there is no or little opportunity to advance equality through its delivery
- everyone affected by the proposal (men or women, or younger or older people) is likely to experience the same outcome, regardless of HIE's influence

Please outline below why you consider your project, policy etc not to be relevant to equality.

Signing off the assessment

Please include in relevant project or policy approval papers :-

- a statement to confirm that the proposal has been screened and that is not relevant to equality
- your justification for this decision, as outlined in question 2 above
- if your proposal includes procurement activity above OJEU threshold levels you must include a statement to confirm that there is no need to consider award or contract performance criteria linked to equality

You should now sign off Section A of the assessment. Assessment of your proposal ends at this stage.

This document must be retained with your policy or project papers. Screening documentation is subject to the provisions of the Data Protection Act 1998 and Freedom of Information Act 1998.

To be signed where Question 2 above has been completed.

Name and role of person leading the assessment:

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Job Title: _____

Date of decision: _____

Section B – understanding the nature and significance of impact on people

Requirement to publish impact assessments

Impact assessments for proposals relevant to equality must be published, demonstrating that HIE has paid due regard to equality in the development and delivery of our functions. Assessments are also subject to the provisions of the Data Protection Act 1998 and Freedom of Information Act 1998.

Question 3

What do you aim to achieve from the project, policy etc?

In what way will people be affected by its implementation e.g. job creation, events delivered, protection or support in place from a new policy, increased community capacity.

The policy enables all HIE employees to access appropriate means of travel to carry out their roles and to be fairly and promptly reimbursed for travel undertaken

Question 4

What do you already know about how the proposal is likely to affect people? This might be from national data, relevant websites etc. Consider both positive and negative effects, bearing in mind that identifying negative impact now helps you minimise potential barriers to effective implementation.

Specifically mention any information you have about views expressed by the groups of people most likely to be affected. This might be consultation exercises, surveys or participant feedback etc. on this specific proposal, or more general views about this area of work.

What does the evidence tell you about the effect of your proposal on people?	Source of evidence
HIE employees show gendered patterns of travel: male employees travel more often and have more overnight stays on average than women. Since 2015 there has been an increase in the number of employees undertaking business travel with a reduction in the average number of journeys (and overnight stays) per employee	HIE Equality Mainstreaming Report 2017
HIE encourages use of remote access technologies which can help employees to balance business travel and physical attendance at meetings. This is likely to be of particular benefit for parents and carers (particularly women, who tend to have primary caring responsibility within the family) and disabled employees	HIE Equality Mainstreaming Report 2017
Women represent 63% and are significantly more likely than men to work part time or flexible hours. Part-time and flexible working is often viewed as a means of women combining caring responsibilities with career aspiration.	HIE Equality Mainstreaming Report 2017
Supportive travel arrangements can help parents and carers apply effective work/life balance, helping address the pattern of occupational segregation which underpins HIE's gender pay gap.	HIE Equality Mainstreaming Report 2017
2% of HIE employees have indicated that they have a disability. Some disabilities may impact on an employee's ability to access public sector or	HIE Equality Mainstreaming Report

March 2016

other means of travel and ensuring reasonable adjustment within the policy will accommodate and meet their needs	2017
Lack of accessible and affordable transport is a particular barrier for disabled people seeking to access employment. High reliance on cars in rural areas represents a potential barrier to accessing transport for those who don't drive. This is more likely to impact negatively on younger and older people, disabled people and those on low income	Review of Equality Evidence in Rural Scotland - 2015 ¹

If you think people may be negatively affected and this could be unlawful contact HIE's Equalities Manager now to clarify the potential impact and remove any unlawful provisions from your proposal.

Question 5

Which groups of people do you think will be affected most by the proposal? Please tick any that apply and complete the relevant information. Consider whether there is potential for discrimination (including inadvertent discrimination), for advancing equality of opportunity or for fostering good relations.

¹ Review of Equality Evidence in Rural Scotland (2015), Scottish Government March 2016

Please tick	Protected characteristics
	Age - people of a particular age or younger or older people Positive impact identified ☺ Facilitating access to public sector transport may benefit those unable to drive (more likely to be younger working age population) Negative impact identified ☹
	Disability - people who have a disability Positive impact identified ☺ Providing reasonable adjustments within the policy will ensure that the needs of disabled employees are accommodated, supporting disabled employees in roles which require business travel. Negative impact identified ☹
	Gender - men or women Positive impact identified ☺ Flexibility in travel arrangements covered by the policy will support the needs of carers. This is more likely to be of benefit to women, who tend to be the primary carer in a family Negative impact identified ☹
	Gender-reassignment - people who have undergone or plan to undergo gender re-assignment Positive impact identified ☺ Negative impact identified ☹
	Marriage or civil partnership - people who are married or in a civil partnership Positive impact identified ☺ Negative impact identified ☹
	Pregnancy and maternity - women who are pregnant or linked to maternity Positive impact identified ☺ Negative impact identified ☹

	Race - people of diverse race, nationality or ethnicity
	Positive impact identified ☺
	Negative impact identified ☹
	Religion or belief - people of diverse faiths or beliefs
	Positive impact identified ☺
	Negative impact identified ☹
	Sexual orientation - people of different sexual orientation
	Positive impact identified ☺
	Negative impact identified ☹

Question 6

Are there any evidence gaps which prevent you from understanding fully the likely impact on people affected? If so, identify the evidence gaps which you wish to fill:

N/A

What steps will you now take to fill those evidence gaps?

Information gathering : _____

N/A

Consultation or involvement: _____

Question 7

Where relevant, once you have gathered more information or carried out consultation or involvement activity, what additional insight have you gained about how people will be affected by your proposal?

You may wish to fill the evidence gap before proceeding with the proposal or continue and incorporate the findings as the proposal is implemented. This will depend on the nature and significance of the gap.

N/A

Question 8

Gaelic language

HIE's *Gaelic Plan* emphasises use of Gaelic as an asset for generating economic and social value. Identify below how your proposal may add to Gaelic's contribution to the delivery of HIE's organisational priorities and let a member of Buidheann a'Phlana Gaidhlig know.

N/A

Question 9

Integrating equality in the 2014-2020 European Structural Funds Programmes

All funded projects (2014-2020) are required to carry out an equality (people) impact assessment. Refer to the guidance notes on "horizontal themes" for specific requirements and summarise the relevant findings below.

N/A

Question 10

Rurality

HIE aims to address the challenges of access faced by rural populations, both business and community-based, to ensure they are not disadvantaged as a result of geographic location. In what way(s) will your proposal address issues of rurality?

The policy will accommodate the needs of employees traveling from and to their home base where it is not reasonable to collect a hire car from their office location

Care will be taken to ensure that reasonable adjustments are made to accommodate the needs of disabled employees who may require to undertake business travel from rural areas.

The policy ensures that all employees are fairly and promptly reimbursed for business travel

Section C - using knowledge of impact

It is important that you act on the information about the impact of your proposal on specific groups of people identified in Section B.

Question 13

What actions will you now take to make sure the information about impact on people is incorporated in your proposal?

This might include amending a draft policy, carrying out consultation with a specific group of people or developing a feedback process for programme participants. Actions should be proportionate to the aims of your proposal.

	By whom	By when
Ensure that the policy accommodates the needs of employee's who have specific travel requirements related to disability or a health condition e.g. how to notify at the time of booking specific mobility or dietary requirements, accommodating additional allowances or non-standard travel arrangements where required	Finance and Corporate Services	As part of policy development
Ensure that employees, travel team staff and line managers are aware of how to request and accommodate specific travel requirement		

Question 14

How will you ensure that you understand the actual impact experienced by people as your proposal is delivered? This might be by gathering event or programme feedback which allows analysis by gender, age, disability etc. or information about the workforce demographics of appointments to jobs created.

	By whom	By when
Review of specific requirements requested and accommodated as part of normal policy review	Finance and Corporate Services	Annually

Question 11

If you ticked question 1b) this indicated that your proposal will contribute to at least one of the three aims of the General Equality Duty:

- eliminating unlawful discrimination, victimisation or harassment
 - which may result in less favourable treatment
 - give rise to indirect discrimination
 - lead to discrimination arising from disability
 - may fail to build in reasonable adjustments
- advancing equality of opportunity:-
 - by removing or minimising disadvantage for a group(s) of people
 - by meeting the needs of particular groups which are different from the needs of others
 - by encouraging participation in public life for a group(s) of people
 - by taking account of disabled people's impairments
- fostering good relations:-
 - by tackling prejudice
 - by promoting understanding between groups of people

Briefly outline the way(s) in which your proposal will contribute to this:-

Policy development which is sensitive to the needs of carers and disabled employees will ensure that all employees (including women and disabled employees) are able to access more senior roles, which are more likely to require business travel.

Question 12

Economic, social and cultural (human) rights

HIE has an obligation under the Human Rights Act 1998 to ensure that people's rights are respected in all we do. HIE is particularly well placed to create the conditions in which economic, social and cultural rights can be realised, such as working towards :-

- an adequate standard of living e.g. developing the minimum income standard, addressing poverty
- access for all to well paid employment e.g. supporting job creation, increasing income levels
- just and favourable work conditions e.g. providing favourable internal employment policies and influencing businesses to apply inclusive employment practices
- social participation and community confidence e.g. encouraging inclusive practices in community capacity building and representation

While equality focusses on the relative experiences of groups of people, taking a human rights approach aims to raise overall standards and protect against universally poor treatment.

In what way(s) will your proposal help people realise their economic, social or cultural rights?

Question 15

When will you review actual impact?

This should be an integral part of your normal policy or project review process and should help you identify whether your proposal has been successful in achieving positive or minimising negative impact.

	By whom	By when
Review of specific requirements requested and accommodated as part of normal policy review	Finance and Corporate Services	Annually

Question 16

Procurement : HIE proposals which include procurement activity at OJEU level must consider whether to include contract award or performance criteria related to equality. **Where relevant, how will you help eliminate discrimination, advance equality or foster good relations between people through contract award or performance criteria when procuring goods, services or advice?**

You should also refer to the guidance on equality contained in procurement documentation.

Award criteria to be included at tender stage:

N/A

How you will evaluate the award criteria:

Contract performance criteria:

How you will monitor delivery of performance conditions:

Assessment of how effective award or contract performance criteria have been in addressing inequalities or disadvantage or in promoting equality should be completed as an integral part of the procurement contract review process.

The outcome of the assessment must be reflected in relevant project or policy approval papers. It should outline as appropriate:

- a summary of positive and negative impact identified for specific groups of people and how your proposal maximises positive impact or minimises negative impact (Qs 5, 13 and 14)
- how your proposal helps achieve HIE's equality outcomes (Q1)
- how your proposal helps eliminate discrimination, advance equality or foster good relations (meeting the General Equality Duty) (Qs 1 and 11)
- how your proposal helps people realise their economic, social and cultural (human) rights (Q12)
- any equality considerations to be included in contract award or performance criteria (Q16)
- ways in which your proposal:
 - adds to Gaelic's contributes to HIE's organisational priorities (Q8)
 - meets EU funding requirements on social inclusion (Q9)
 - addresses issues of rurality (Q10)

The policy provides an opportunity to support HIE employees in the delivery of their roles with a particular focus on meeting the travel needs of employees who have a disability or health condition. In addition it will support women and disabled employees in accessing and maintaining roles at higher grades, those more likely to require business travel.

Consequently it helps HIE achieve our internal equality outcome, advancing equality of opportunity and meeting HIE employees' economic, social and cultural (human) rights.

Completed impact assessments must be published to demonstrate that we have paid due regard to equality in the development and delivery of our functions. They are published on HIE's website, but you should also consider sharing the assessment with those who participated in its completion, including any equality groups consulted and stakeholders or partner agencies.

Senior Responsible Officer (name):

 N. KENTON

Job Title:

Contact Number:

Date of signing off completed assessment:

HIE's Equalities Manager will arrange for the assessment to be published. Please ensure that you send a scanned copy of the signed assessment.