

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	Co-Innovate	
Brief summary of the policy, project being assessed	Project under Interreg VA cross border programme aimed at enhancing the innovation capacity of SMEs and encouraging cross border collaborative projects.	
Type of activity: please tick as appropriate	<input 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 type="checkbox"/> an existing policy, project etc now being reviewed
Group or Area Team leading the proposal		

Name and role of person leading the assessment	Fiona Paton
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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) a statement to confirm that the proposal has been screened and that is not relevant to equality
- b) your justification for this decision, as outlined in question 2 above
- c) 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:

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 project will create 2 FTE Grade F posts located in the remote areas of Innse Gall, Skye and Lochalsh, Lochaber and Argyll and the Islands. These posts will focus on proactive activity to identify local businesses with innovation potential and to enhance the innovation capabilities of these businesses and their people through awareness raising workshops, the use of diagnostic tools, mentors, internships and grant support. This should result in a general raising of awareness, skills and confidence throughout the business community. The cross border collaboration will allow the sharing of ideas and knowledge between different communities and cultures.

The project will lead to the employment of 9 graduates in areas where there are limited graduate employment opportunities. Although they may be of any age, the graduate population generally comprises younger people.

The project will also enable UHI to have a role in supplying or managing graduates placed in SMEs in the border regions of Ireland and these links may open up opportunities for other HIE based students.

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
There is evidence that groups with greater diversity tend to be more innovative. Co-Innovate will bring together people from across borders to collaborate on R&I projects.	Richard Florida publications

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.

Please tick	Protected characteristics
	Age - people of a particular age or younger or older people Positive impact identified ☺ The inclusion of graduate placements will have a positive impact of availability of jobs primarily for young people in what is a very rural area. Older graduates may also benefit from the project. Negative impact identified ☹
	Disability - people who have a disability Positive impact identified ☺ Equality has been embedded in the development of the programme and the lead partner InterTrade Ireland will ensure that the partners adhere to the equality legislation appropriate to them. HIE will ensure that the workshops which they deliver are used an opportunity to highlight the benefits to employers of inclusivity. Arrangements will also be made to ensure that workshops area accessible and appropriate (e.g, venues, catering arrangements) for all who may wish to attend. Negative impact identified ☹
	Gender - men or women Positive impact identified ☺ The life sciences, renewables and food and drink sectors are all target sectors for the project. The Life Sciences sector is normally well represented by women as is renewables in relation to other parts of the energy sector and this may present an opportunity to encourage women within the STEM (science, technology, engineering and maths) workforce. Again, the workshops will be used as an opportunity to encourage SMEs to look as broadly as possible in selecting graduates. 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

March 2016

	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 😊 The project offers opportunities for graduates from different backgrounds and guidance will be given to SMEs to address potential visa issues.
	Negative impact identified ☹️
	Religion or belief - people of diverse faiths or beliefs
	Positive impact identified 😊 There is specific legislation in Northern Ireland relating to religion/belief and this is recognised in the business plan, which highlights sectors which have traditionally been biased towards a particular religious group. Co-Innovate will be inclusive. Within HIE, based on experience from the Scotgrad project, we will be mindful when setting dates for workshops of potential issues relating to Sunday travel which may conflict with religious beliefs.
	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:

Issues relating to graduate placements

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

Information gathering : Look at the impacts study for the Scotgrad scheme.

Consultation or involvement: Scotgrad impacts study contains useful information on issues identified in previous projects.

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.

Findings are incorporated

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.**

There may be potential for impacts on Gaelic through cultural links around Scottish and Irish Gaelic.

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.**

The business plan which formed the application for Interreg VA funding contains a section on Equality which was submitted to the HIE Equalities Officer prior to submission. The project has at its core the need to break down barriers caused by borders and HIE will ensure that any activity within this area embraces the legislation and encourages inclusiveness of all types. This will be done through the awareness raising workshops, addressing visa issues and ensuring accessibility, and issues such as dietary requirements, appropriate timing of events and reasonable adjustments for those who have a disability (such as use of hearing loops) are taken account of when organising these events.

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 eligible area is largely rural and so the project will address rural challenges at every strand. The project has built in budget to allow the two HIE staff to travel widely throughout the area and for workshops to be held locally rather than centrally. Sectoral workshops will enable SMEs in the different territories to come together and SMEs can attend workshops in any area. Again, budget has been built in to allow SMEs to be supported to attend cross border events.

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:-

The proposal will contribute to all three. The stated aim of the Interreg VA programme is to promote economic, social and territorial cohesion and the programme was drawn up after a public consultation and approved by the EU. Equalities legislation is recognised within the business plan. The eligible areas are those identified as being disadvantaged due to being border areas with identified barriers to economic growth and social cohesion. The requirements for cross border collaboration will play a major part in promoting understanding between the different legislations.

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?

The project will support business growth and the employment of graduates. It will also create two full time jobs based in the remoter parts of the HIE area. It will have a positive effect on the community through raising awareness and through mentoring and facilitation support. It will also widen cultural experience.

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.

Action to be taken	By whom	By when
Identify whether equalities awareness is built into the standard products such as workshop material and if not recommend that it is and ensure it is delivered in the HIE area.	Fiona Paton/Jenny Welch	30 Sept 2016
Ensure workshops consider equality, accessibility and timing and other needs of potential attendees.	HIE appointed staff	31/12/2016 and on-going throughout project
Ensure equality is considered when including contractors and academic bodies in the frameworks.	Fiona Paton/Jenny Welch	31 Dec 2016

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.

Method of monitoring actual impact	By whom	By when
All activities will be evaluated by the lead partner and results discussed annually at Programme Management Committee meetings. HIE will ensure that evaluation results for HIE activities are passed to HIE as they are received. There will be a requirement to report these activities to the EU. A Benefits Realisation Plan will be put in place to ensure the structures for this are adequate.	Lead partner	System in place by 1 Jan 2017 and used throughout project.

There will be a detailed monitoring plan and standard monitoring documentation developed for each strand of the project which will be completed by the Programme Director (in the lead partner organisation) Participants will be asked to identify and quantify increases/decreases in turnover, exports, employment levels and the level of R & I activities.	Lead partner	Throughout project
Impacts will be recorded on HIE systems and reported to Head of Innovation.	HIE appointed staff	Throughout project.

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.

Review process	By whom	By when
Impacts will be reviewed annually by the lead partner who will share the results with HIE.	Lead partner	Annually throughout project.

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.

Signing off the completed assessment

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 overall aim of the project as set out in the Interreg VA programme is to promote greater economic, social and territorial cohesion in an area encompassing the border regions of Ireland and Northern Ireland and the neighbouring west coast of Scotland. Its essence is about breaking down barriers and increasing collaboration and diversity and increasing the capabilities and confidence of SMEs in these areas to use innovation to develop their business.

The inclusion of graduate placements in the project ensures opportunities primarily for young people in the more remote parts of the HIE area and the creation of two full time posts in the eligible area to proactively promote innovation to local SMEs who may not already be engaging with development agencies offers additional opportunities.

Issues of equality have been recognised by all partners, who have agreed to adhere to the legislation relevant to them, and this is written in to the business plan.

The project offers opportunities to positively raise awareness and promote the benefits of being inclusive to all SMEs touched by the project, through awareness raising workshops and business mentoring. In this way it may contribute to reducing gender or sectarian barriers within certain sectors. SMEs will be given support to reduce the likelihood of visa issues negatively impacting on the potential employment of graduates and in this way will contribute to reducing barriers experienced by people of different race or nationality.

Learning from the evaluation of earlier Scotgrad projects, the HIE staff appointed to deliver the project will ensure that accessibility and equality issues are taken into account when running events and working with SMEs. They will also ensure that the lead partner carries out the appropriate evaluation of each activity and that this is captured within HIE.

As part of an EU partnership body, led by an experienced lead partner HIE is confident that issues of equality have been fully considered by all partners and that appropriate structures will be put in place to evaluate the project and capture its impacts.

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):	<u>Gillian Galloway</u>	
Job Title:	<u>Head of Innovation</u>	Contact Number: <u>03000 134 881</u>
Date of signing off completed assessment:	<u>22/6/16</u>	

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

