



People Impact Assessment Form

People impact assessment is a tool to help you identify how a policy, project or other activity you plan to deliver is likely to impact on people. Taking this into account in the early stages of its development will help you improve its reach and effectiveness.

Guidance notes and a process flowchart have been developed to support you in carrying out the assessment and you should refer to them for guidance as you complete this form.

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

Green boxes in the guidance notes illustrate key points with practical examples

Carrying out people impact assessment

This form guides you through the assessment in 3 stages:

- Section A : identifies whether your policy or project is relevant to equality
- Section B : helps you understand the nature and significance of any 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, project etc. being assessed	Creative Industries Trade Networks Programme 2014 - 17	
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 checked="" type="checkbox"/> New	<input type="checkbox"/> an existing policy, project etc now being reviewed
Group or Area Team leading the proposal	Creative Industries team, Inverness	
Name and role of person leading the assessment	Iain Hamilton	

These examples are not exhaustive and you may identify other ways in which your proposal will add value through equality.

b) ☐ Your proposal is not relevant to equality.

For example this is likely to be the case where :-

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

These examples are not exhaustive and you may identify other reasons why your proposal is not relevant through equality.

If you have **ticked 2a)** you should 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 **ticked 2b)** you should proceed to question 3 below.

Question 3

Please outline below why you consider your project, policy etc not to be relevant to equality. This should elaborate on why it meets any of the criteria in 2b) above or other reason.

n/a

N/A

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 3 above
- c) a statement to confirm, if your proposal includes procurement activity above OJEU threshold levels, 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 3 above has been completed.

Name and role of person leading the assessment:

n/a

Job Title: _____

Date of decision: _____

2 nd careers increased – no's taking part in script writing etc	Participation data identified that older people were taking the opportunity for career change.
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If you think it may impact negatively on some people and this could be unlawful contact HIE's Equalities Manager now. This must be clarified and any unlawful provisions removed from your proposal.

Question 6

Which groups of people listed below do you think will be affected most by the proposal?

Please tick any that apply.

✓ - applies in that we're ensuring inclusion in these areas (including improving access to venues). No specific impact was identified for the remaining groups.

- | | |
|---|--|
| ✓ people of a particular age or younger or older people | ✓ people of different sexual orientation |
| ✓ people who have a disability | <input type="checkbox"/> people who have undergone or plan to undergo gender re-assignment |
| ✓ men or women | <input type="checkbox"/> women who are pregnant or linked to maternity |
| ✓ people of diverse race, nationality or ethnicity | <input type="checkbox"/> people who are married or in a civil partnership |
| ✓ people of diverse faiths or beliefs | |

Question 7

What do you already know about the views of the groups of people likely to be affected, either about this specific proposal or about similar proposals?

You should consider consultation exercises, surveys, feedback etc.

Source of evidence	What the evidence tells you
Dispersed geography	Location issues – we deliver workshops free and include travel bursaries where possible to assist
Client feedback	We have an extremely broad mailing list and promotional channels Verbal feedback indicates that travel is a cost that can prove prohibitive to attending events / workshops etc. Clients are very grateful for anything we can do to help with travel costs.

Question 8

How have these views been reflected in the proposal?

We have ensured that improving access in venues is encouraged. We make sure venues we use are fully accessible. We ask people attending trade events about their needs and we use a breadth of promotional channels. We also try to ensure that panel composition is representative: older, young, male, female panel members etc.

Artists are showcased across the spectrum – we showcase both young and experienced talent to show the journey from starting out to internationalising for example.

Question 9

Gaelic language

HIE's *Gaelic Plan* emphasises use of Gaelic as an asset for generating economic and social value. Does the information you have considered in this assessment indicate that your proposal may add to Gaelic's contribution to the delivery of HIE's organisational priorities? This may be by:-

- supporting our Gaelic Plan commitments in the delivery of HIE's functions
- encouraging use of Gaelic as an asset for adding economic or social value
- demonstrating equal respect by providing written materials bilingually
- utilising opportunities to increase the impact of Gaelic as an asset for the delivery of HIE's functions

What opportunities might your proposal add to Gaelic's contribution to delivery of HIE's organisational priorities?

A focus on Gaelic is included within Creative Industries, including Gaelic music, screen and broadcast. We have seen a growth in writing and publishing.

Question 13

For EU funded projects : Equal opportunities and social inclusion

Social inclusion is about reducing inequalities between the least advantaged communities and the rest of society by closing the opportunity gap. This may include low income workers (to lift them out of poverty) or people who are excluded because of their caring responsibilities, a disability, physical or mental ill health, the area in which they live, or their recent employment history.

In what way does your proposal contribute to social inclusion?

We make events as available to all as possible. We avoid charging wherever possible and locate in a wide variety of venues. We use case studies and mentors etc from the widest possible backgrounds.

The Trade Network programme offers opportunities to make places available for those on lower income etc. such as events and workshops. Advice is free and assistance is often given with travel costs.

Question 14

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 programme brings the industry to the Highlands and Islands, rather than expecting participants to travel outwith the area. We create both virtual and physical networks, offering new opportunities and contacts. Selected travel bursaries are available.

We also utilise in creative content the unique character of the home location such as colour, sound and "feel". This means that being in a rural environment when it comes to producing something creative is often a bonus rather than a difficulty.

Question 15

Public sector equality duty

Which of the three aims of the General Equality Duty will your proposal help achieve?

Please tick any option(s) which apply.

- ☒ Eliminate unlawful discrimination, victimisation or harassment
- ☒ Advance equality of opportunity:-
 - by removing or minimising disadvantage

Section C - using knowledge of impact

It is important that you use information about the impact of your proposal on specific groups of people. This section helps you identify actions you will take.

Question 17

What actions will you now take to make sure the information gathered in this assessment 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 form to capture programme participants' views. Actions should be proportionate to the aims of your proposal. Bear in mind that potentially unlawful negative impact **must** be removed from your proposal.

If you include activities which add to Gaelic's contribution to delivery of HIE's organisational priorities please let a member of Buidheann a'Phlana Gaidhlig know.

Action to be taken	By whom	By when
Surveys to monitor participants (inc male vs female etc)	Organisers – either HIE/trade managers	Throughout programme
Constantly seeking feedback both verbally and written	Organisers – either HIE or trade managers	Ongoing
Include in trade events where possible role models of women, younger workers, older people / career change, people of different race or sexual orientation, people who have a disability.	Industry managers and HIE	Throughout programme
Role of marketing materials about the programme which highlights the above to encourage inclusion	Industry managers and HIE	Throughout programme
Ensure event venues / catering accommodate the needs of a wide range of people, including accessibility	Industry managers and HIE	Throughout programme

Question 18

Where appropriate how will you monitor the actual impact experienced by people as your proposal is delivered?

For example this might be gathering event or programme participation rates or gathering feedback by equality characteristics.

Method of monitoring actual impact	By whom	By when
This will be done verbally and through questionnaires	Industry managers and HIE	Throughout programme

Signing off the completed assessment

Please include in relevant project or policy approval papers (where relevant):

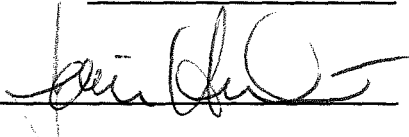
- a summary of positive and negative impact identified for specific groups of people and how your proposal maximises positive impact or minimises negative impact (Qs 9 and 17 - 19)
- how your proposal helps achieve HIE's equality outcomes (Q1)
- how your proposal helps eliminate discrimination, advance equality or foster good relations (meeting the General Equality Duty) (Q15)
- how your proposal influences the realisation of economic, social and cultural (human) rights (Q16)
- any equality considerations to be included in contract award or performance criteria (Q20)
- ways in which your proposal:
 - adds to Gaelic's contributes to HIE's organisational priorities (Q12)
 - meets EU funding requirements on social inclusion (Q13)
 - addresses issues of rurality (Q14)

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.

The nature of the programme provides an opportunity to eliminate discrimination and advance equality through increasing the participation of a range of equality groups who are currently under-represented in the sector. For example we work with excluded groups such as young offenders, those with mental health issues and supporting men into craft markets. Data collection enables us to review progress.

The programme is likely to have a positive impact particularly around gender, age, disability and race, contributing to HIE's equality outcome on youth employment and women in leadership..

Consideration has been given to how this can be delivered effectively through procurement of services.

Senior Responsible Officer (name): <u>IAN HAMILTON</u>	
Job Title: <u>HEAD OF C.I.</u>	Contact Number: <u>264 463</u>
Date of signing off completed assessment: <u>10/11/15</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.