# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. Please review the equality pre-assessment** [**questions**](https://eur03.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fscotent.sharepoint.com%2Fsites%2FIntranet%2FA-z%2FT-equal_opportunities%2FSiteAssets%2FPages%2FEqualopps-eias%2Fquestions.doc&data=05%7C01%7CMargaret.Maynard%40scotent.co.uk%7Ced07756e83444c2308e508da8b4ff4d9%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C637975472786817356%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=L8pqVm0659PBpg60Nbjs4aZ9PfGWRYzyBY84au7ItXo%3D&reserved=0) **which define this requirement and inform your** [**equality champion**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fscotent.sharepoint.com%2Fsites%2FIntranet%2FA-z%2FT-equal_opportunities%2FPages%2FWhos-who-equalopps.aspx&data=05%7C01%7CMargaret.Maynard%40scotent.co.uk%7Cb4bc6132cdb2406d243308da8a658e01%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C637974466022935882%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=S5bbqB8uVzfpEalb2SFXC28310n6TA2q5FxlVhZSTjg%3D&reserved=0) **of the decision. If you answer YES to any of these** [**questions**](https://eur03.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fscotent.sharepoint.com%2Fsites%2FIntranet%2FA-z%2FT-equal_opportunities%2FSiteAssets%2FPages%2FEqualopps-eias%2Fquestions.doc&data=05%7C01%7CMargaret.Maynard%40scotent.co.uk%7Ced07756e83444c2308e508da8b4ff4d9%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C637975472786817356%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=L8pqVm0659PBpg60Nbjs4aZ9PfGWRYzyBY84au7ItXo%3D&reserved=0)**– then this Impact Assessment must be completed.**

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| **Name of Business Unit** | Finance |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Ann McGowan |

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | Employee Expenses System | |
| **Is it (Delete as applicable)** | ~~New~~ | Existing with changes |
| **Is the policy contracted out? (Delete as applicable)** | ~~No~~ | Yes |
| **If yes, who delivers this policy for the organisation?** | Currently with The Access Group | |
| **Is responsibility for delivery shared with others? (Delete as applicable)** | No | ~~Yes~~ |
| **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** | **Yes/** |
| **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** | Two weeks | **Timescale for Involvement/Consultation** | Complete by mid August 2024 |
| **Start Date** | 24/5/24 | **Completion Date** | 4/6/24 |
| **EO Champion review by** | Jennifer Paul | **Date** | 6th June 2024 |
| **SRO name and email approval on file** | Clair Alexander | **Date** | 7th June 2024 |

## 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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| 1. A SaaS solution for reimbursing employee expenses has been in use across Scottish Enterprise since May 2017. It is widely used by employees based in the UK and Overseas, and the user experience is very favourable.   Options have been considered on the best way forward, either re-using an in-house solution or undertaking a new procurement based on advice from the SE procurement team. Analysis has determined that there are no suitable assets in SE for re-use nor is there the capacity to build in-house.  Given the volume of activity and workload on the SE Finance team during Jan-Mar each year preparing for the financial year end, the Finance team would like a new system tested by end December 2024 which can then be quickly switched on.  Working backwards from December, we need to commence the project in the summer of 2024 to allow for requirements gathering, procurement, build, test & launch.   1. All employees reclaiming out of pocket expenses 2. As above 3. SaaS solution replicating as a minimum the services offered by aCloud. |

## 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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| This is not a policy.   1. The Scottish Enterprise Equality Mainstreaming [Report](https://www.scottish-enterprise.com/media/xawpybkj/equality-mainstreaming-report_2023-1.pdf) 2023 provides some employee disability statistics from 2022, that shows 6% of employees identify as having a Disability and 12% choose not to respond. 2. The information in the report highlights that SE is Disability Positive and has a General Duty to have due regard to the need to eliminate unlawful discrimination and advance equality of opportunity and foster good relations. To this end, SE/EIS provides additional equipment to staff in order to use IT systems in general. In general, SE employees/secondees have access to the same information & opportunities. Given the current Everyday Flexibility policy, access to the system will not be constrained by workstyle preference. 3. No 4. With the help of HR, an invitation was extended to the Disability Positive Engage group to help nominate a user (with a relevant disability e.g. sight impairment) of the current expenses system to participate in the evaluation of bids for the new contract. No-one volunteered. The DDIT User Experience team has been invited to nominate a suitable representative to join the evaluation panel. The Equalities Champion provided support & advice on completion of this EIA. |

## 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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| This is not a policy. It is an exercise to determine the impact of doing a system implementation.   1. There is a possibility that some user groups with impairments may struggle to use an IT system however this is just one of many IT systems used across SE. SE/EIS provides additional equipment to staff in order to use IT systems in general. 2. No 3. User experience 4. Yes there is an opportunity to promote equality & foster good relations. (a) We asked HR to help us invite a user (with a relevant disability e.g. sight impairment) of the current expenses system to participate in the evaluation of bids for the new contract. No-one has volunteered. The DDIT User Experience team has been invited to nominate a suitable representative to join the evaluation panel. (b) A requirement has been included asking suppliers how their product is compatible with the “Web Content Accessibility Guidelines (WCAG) 2.2” standard |

## 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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| SE has a comprehensive Wellbeing programme available to all employees. SE expects all suppliers to take a similarly positive approach where relevant and proportionate, and to refer to the Statutory Guidance in Public Procurement on Addressing Fair Work Practices.  The recommendation is to proceed with this project which can be subject to appropriate adjustments. |

## 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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| Anecdotal feedback from colleagues on the use of an electronic expenses system (rather than an MSExcel spreadsheet) has been favourable and in particular the aCloud system is well liked.  If a change of system is required it should be an improvement on the status quo both in terms of technology and user experience.  Finance project board have confirmed that they are supportive of this initiative. |

## 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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| 1. Overall, there is no negative EIA impact given the mitigations in place around the provision of additional equipment/support for modifications, if required. 2. Recommend to progress project – no policies are in scope 3. n/a |

## 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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| Implementation plan with agreed milestones to be set up at outset. Once system is in service, regular (either face to face or virtual) account management meetings with dedicated Account Manager required to discuss issues/development needs etc. Provision of regular SLA/KPI information. |

**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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| Include monitoring arrangements in the Request for Clarification. |