



## **Equality Impact Assessment Guidance and Template**

This document provides guidance when completing an Equality Impact Assessment (EIA). The EIA template can be found at the end of this document.

The Research Councils are committed to promoting equality and participation in all their activities, whether this is related to the work we do with our external stakeholders or whether this is related to our responsibilities as an employer. As public authorities we are also required to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations when making decisions and developing policies. To do this, it is necessary to understand the potential impacts of the range of internal and external activities on different groups of people.

### **What is an Equality Impact assessment (EIA) and why do we need to complete one?**

An equality impact assessment (EIA) is an evidence-based approach designed to help organisations ensure that their policies, practices, events and decision-making processes are fair and do not present barriers to participation or disadvantage any protected groups from participation. This covers both strategic and operational activities.

The term 'policy', as used throughout this document, covers the range of functions, activities and decisions for which your organisation is responsible, including for example, strategic decision-making, arranging strategy & funding panels, conferences, workshops, events, training courses and employment policies.

The EIA will help to ensure that:

- we understand the potential effects of the policy by assessing the impacts on different groups both external and internal
- any adverse impacts are identified and actions identified to remove or mitigate them
- decisions are transparent and based on evidence with clear reasoning.

### **When might I need to complete an EIA?**

Whether an EIA is needed or not will depend on the likely impact that the policy may have and relevance of the activity to equality. The EIA should be done when the need for a new policy or practice is identified, or when an existing one is reviewed. Depending on the type of policy or activity advice can be sought from either your HR team, your Equality, Diversity and Inclusion team, your Peer Review Policy team or their equivalents.

**Ideally, an EIA should form part of any new policy, event or funding activity and be factored in as early as one would for other considerations such as risk, budget or health and safety.**

### **Who is responsible for completing and signing off the EIA?**

Depending on the nature of the policy, event or funding activity, the responsibility of who should complete the assessment, who should be consulted, and who should sign off the EIA will vary. Ultimate responsibility on whether an EIA is required and the evaluation decision(s) made after completing the EIA lies with the Senior Responsible Officer, budget holder, project board or the most relevant senior manager. Further advice is available from your Equality, Diversity & Inclusion contact.

### **What is discrimination?**

Discrimination is where someone is treated less favourably or put at a disadvantage because of their protected characteristic. The different groups covered by the Equality Act are referred to as protected characteristics: disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation, sex (gender), and age.

Discrimination is usually unintended and can often remain undetected until there is a complaint. Improving or promoting equality is when you identify ways to remove barriers and improve participation for people or groups with a protected characteristic.

### **Building the evidence, making a judgement**

In cases of new policies or management decisions there may be little evidence of the potential effect on protected characteristic groups. In such cases you should make a judgement that is as reliable as possible. Consultation will strengthen these value judgements by building a consensus that can avoid obvious prejudices or assumptions.

### **Consultation**

Consultation can add evidence to the assessment. Consultation is very important and key to demonstrating that organisations are meeting the equality duties, but it also needs to be proportionate and relevant. Considering the degree and range of consultation will safeguard against 'groupthink' by involving a diverse range of consultees. These are the key considerations, to avoid over-consultation on a small policy or practice and under-consultation on a significant policy or an activity that has the potential to create barriers to participation.

### **Provisional Assessment**

At the initial stages, you may not have all the evidence you need so you can conduct a provisional assessment. Where a provisional assessment has been carried out, there must be plans to gather the required data so that a full assessment can be completed after a reasonable time. The scale of these plans should be proportionate to the activity at hand. When there is enough evidence a full impact assessment should be prepared. Only one EIA should be created for each policy, as more evidence becomes available the provisional assessment should be built upon.

### **Valuing Differences**

EIAs are about making comparisons between groups of employees, service users or stakeholders to identify differences in their needs and/or requirements. If the difference is disproportionate, then the policy may have a detrimental impact on some and not others.

*'You are looking for bias that can occur when there are significant differences (disproportionate difference) between groups of people in the way a policy or practice has impacted on them, asking the question "Why?" and investigating further'.<sup>1</sup>*

### **Evaluation Decision**

There are four options open to you:

1. No barriers or impact identified, therefore activity will **proceed**.
2. You can decide to **stop** the policy or practice at some point because the evidence shows bias towards one or more groups
3. You can **adapt or change** the policy in a way which you think will eliminate the bias, or
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in **extreme cases** or where **positive action** is taken). Therefore you are going to **proceed with caution** with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.

In most cases, where disproportionate disadvantage is found by carrying out EIAs, policies **and practices are usually changed or adapted. In these cases, or when a change has been justified** you should consider making a record on the project risk register.

**Examples of recently completed EIA templates can be found in annex 1.**

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<sup>1</sup> [http://www.acas.org.uk/media/pdf/s/n/Acas\\_managers\\_guide\\_to\\_equality\\_assessments.pdf](http://www.acas.org.uk/media/pdf/s/n/Acas_managers_guide_to_equality_assessments.pdf)

## Equality Impact Assessment

| Question   | Response   |
|--|--|
| <b>1. Name of policy/funding activity/event being assessed</b>   | Connected Nation Pioneers Competition  |
| <b>2. Summary of aims and objectives of the policy/funding activity/event</b>  | <p>The principal aims of the policy are to:</p> <ul style="list-style-type: none"> <li>• Strengthen links between industry and the research base by promoting and encouraging leadership in the “Connected Nation” research space</li> <li>• Promote and recognise the value of UK doctoral training</li> <li>• Demonstrate the high level of industry interest and engagement with UK research</li> </ul> <p>This activity will support innovation and acceleration of impact through talented people from early career stage onwards. We are looking to celebrate UK doctoral researchers and their work in contributing towards a Connected Nation via a competition against 4 category topics. Winners from each category, and an overall winner across the categories, will receive a cash prize of at least £1,000. The competition will be run in 3 stages, to be assessed by a panel of industrial sponsors: an Expression of Interest statement; a 3 minute video pitch; and an exhibition pitch. In doing so, we aim to provide a platform for UK-registered doctoral students to showcase their work, network with representative from academia and industry, and celebrate their research outputs. The primary benefits of this activity will be realised through publicity aimed at a general audience.</p> |
| <b>3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)</b> | EPSRC ICT Team<br>EPSRC Digital Economy Theme<br>EPSRC Peer Review Team<br>EPSRC ICT Strategic Advisory Team<br>EPSRC Mathematical Sciences<br>EPSRC Quantum Technologies<br>Industrial representatives  |
| <b>4. Who is affected by the policy/funding activity/event?</b>  | UK Doctoral Research Communities of relevance to a Connected Nation<br>Applicants in particular<br>Industrial sponsors<br>EPSRC<br>General public – publicity aimed at a broad audience  |
| <b>5. What are the arrangements for monitoring and reviewing the actual</b>  | The publicity impacts of the event will be monitored by assessing the extent to which this activity is picked up by the audience. The EPSRC  |

|  |  |
|--|--|
| <p><b>impact of the policy/funding activity/event?</b></p> | <p>communications team will support in measuring this.</p> <p>EPSRC will be seeking evidence of engagement between the industrial sponsors and the research community in this area, which might be identified as new partnerships.</p> <p>EPSRC expect to see new business relationships emerging as a result of industrial sponsor's involvement with EPSRC/this activity</p> <p>Monitoring of progress, processes and outputs associated with the competition will be carried out to inform potential future Pioneers competitions or similar.</p> |
|--|--|

| Protected Characteristic Group | Is there a potential for positive or negative impact? | Please explain and give examples of any evidence/data used  | Action to address negative impact (e.g. adjustment to the policy)   |
|--------------------------------|---|---|---|
| Disability                     | Potential Negative                                    | <p>Potential attendees with disabilities may have difficulties if event venues cannot cater for their needs</p> <p>Applicants who cannot attend assessments in person might be disadvantaged in the assessment process.</p> <p>If the expectations and attendance arrangements are not made clear, some potential applicants may feel limited in their ability to apply and could self-exclude, decreasing the overall diversity (and therefore quality) of applications.</p> <p>Assessment of EPSRC's peer review process by Pearn Kandola (consultant psychologists) has demonstrated that there is potential for</p> | <p>Gather information from participants about additional requirements in order to fully participate.</p> <p>Ensure venues (including EPSRC offices) are able to cater for needs, where required, including provision of appropriate facilities to enable attendees to join via telepresence/video conference if needed.</p> <p>Ensure competitors who cannot attend in person are not disadvantaged in assessment by managing unconscious bias in the decision-making process.</p> <p>Manage unconscious bias throughout decision making process and aim to set</p> |

|                                      |                    |  |  |
|--------------------------------------|--------------------|--|--|
|                                      |                    | unconscious bias to impact decisions made by expert panels, if not carefully managed.                | an example for industrial sponsors and other participants to follow.   |
| <b>Gender reassignment</b>           | As above           |  |  |
| <b>Marriage or civil partnership</b> | As above           |  |  |
| <b>Pregnancy and maternity</b>       | As above           |  |  |
| <b>Race</b>                          | As above           |  |  |
| <b>Religion or belief</b>            | As above           |  |  |
| <b>Sexual orientation</b>            | As above           |  |  |
| <b>Sex (gender)</b>                  | As above           |  |  |
| <b>Age</b>                           | As above           |  |  |
| <b>All</b>                           | Potential positive | Potential to spread best practice in assessment processes and decision making by setting an example. | Aim to set a clear example of a fair, unbiased assessment process for industrial sponsors and other participants to follow. Where appropriate, include industrial sponsors and judging panel in discussions about design of decision making process. |

**Evaluation:**

| Question   | Explanation / justification  |  |
|--|--|--|
| Is it possible the proposed change in policy, funding activity or event could discriminate or unfairly disadvantage people?  | <b>Overall, it is considered that this activity will not unfairly disadvantage people.</b> |  |
| Final Decision:  | Tick the relevant box  | Include any explanation / justification required   |
| 1. No barriers identified, therefore activity will <b>proceed</b> .  | X  | <b>Actions will be taken in line with the comments made above to ensure an unbiased assessment process, but these actions are not considered to be significant enough to constitute a change or adaptation to the originally planned activity.</b> |
| 2. You can decide to <b>stop</b> the policy or practice at some point because the data shows bias towards one or more groups   |  |  |
| 3. You can <b>adapt or change</b> the policy in a way which you think will eliminate the bias  |  |  |
| 4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision. |  |  |

|   |          |
|---|----------|
| <b>Will this EIA be published* Yes/Not required</b><br>(*EIA's should be published alongside relevant funding activities e.g. calls and events: | Yes      |
| <b>Date completed:</b>  | 19/02/18 |
| <b>Review date</b> (if applicable):   | n/a      |

**Change log**

| Name         | Date     | Version | Change |
|--------------|----------|---------|--------|
| Adam Luqmani | 22/02/18 | 1       |        |