

## **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>	Industrial Strategy Challenge Fund – Transforming Construction: Research Leadership
<b>2. Summary of aims and objectives of the policy/funding activity/event</b>	£8M for awards of duration 36 months to support 6-10 Research Leadership awards. Enable mid-career researchers to develop a research group that will undertake creative research and develop innovative solutions leading to application within to the ISCF Transforming Construction challenge.
<b>3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)</b>	ISCF board sign off. Input from EPSRC, ESRC and Innovate.
<b>4. Who is affected by the policy/funding activity/event?</b>	Transforming Construction challenge including Network Plus led by ESRC on behalf of UKRI. Researchers eligible to apply.
<b>5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</b>	ISCF board.

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	No known risk	N/A	Panel venue is accessible to all. Interviewees will be given the opportunity to highlight any reasonable adjustments required.
Gender reassignment	No known risk	N/A	N/A
Marriage or civil partnership	No known risk	N/A	N/A
Pregnancy and maternity	Possible Negative implications	Need for contingency to provide extensions to grants.	Allow changes to staff or grant extension.
Race	No known risk	N/A	English may not be first language, and clearly written and spoken communication will be used.

<b>Religion or belief</b>	No known risk	N/A	Avoidance of major religious holidays. Prayer room available at interview venue.
<b>Sexual orientation</b>	No known risk	N/A	N/A
<b>Sex (gender)</b>	No known risk	N/A	Language in all documents clear and gender natural.
<b>Age</b>	Possible Negative implications	Call aimed at mid-career	Age is not a criteria, mid-career is bases on academic track record
<b>Other</b>	Possible Negative implications	Part time, or some full time Principle Investigators may be unable to commit the required 50% time to the project.	Call requires a sufficient level of time commitment which has been set at 50% FTE, for both part time and some full time Principle Investigators.

#### Evaluation:

<b>Question</b>	<b>Explanation / justification</b>	
Is it possible the proposed change in policy, funding activity or event could discriminate or unfairly disadvantage people?	<b>Yes, against those who require parental leave, who have caring responsibilities, or who become seriously ill.</b>	
<b>Final Decision:</b>	<b>Tick the relevant box</b>	<b>Include any explanation / justification required</b>
1. No barriers identified, therefore activity will <b>proceed</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>X</b>	If a grant extension is required due to reasonable grounds (such as parental leave), EPSRC will consider grant extensions or staff changes.

<b>Will this EIA be published* Yes/Not required</b> (*EIA's should be published alongside relevant funding activities e.g. calls and events:	<b>Yes</b>
<b>Date completed:</b>	<b>14/08/2018</b>
<b>Review date (if applicable):</b>	<b>N/A</b>

#### Change log

<b>Name</b>	<b>Date</b>	<b>Version</b>	<b>Change</b>
Heather Macklyne	When published	1	<b>14/08/2018</b>

## Annex 1: Examples of recently completed EIA templates

<b>Council</b>	<b>Activity</b>
EPSRC	<a href="#">Inclusion Matters Call</a>
EPSRC	<a href="#">New Investigator Awards</a>
EPSRC	<a href="#">Policy change: Limit to the number of applications at a standard panel</a>
BBSRC	<a href="#">BBSRC Future Leader Fellowships (FLF) Scheme</a>
BBSRC	<a href="#">BBSRC/STFC/Innovate UK Biofilms programme</a>
EPSRC	<a href="#">Manufacturing Hubs</a>
EPSRC	<a href="#">CDT Call</a>