

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	Orkney Research and Innovation Campus	
Brief summary of the policy, project being assessed	Creation of a campus to support collaborative research and development in the sectors of mariner renewables, energy storage and sustainable islands.	
Type of activity: please tick as appropriate	<input type="checkbox"/> at HIE's own hand <input type="checkbox"/> third party intervention <input checked="" 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	Orkney Area Team	

Name and role of person leading the assessment	Harvey Stevenson
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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 aim to create additional employment opportunities within Orkney and the wider H&I through stimulating collaboration between business and academia to build on the activity already happening in Orkney surrounding EMEC and HWU's ICIT.

It is anticipated that new opportunities will be created in the fields of R&D in marine energy, energy storage systems, sustainable remote communities and islands and grid management systems.

The enhanced and additional accommodation facilities will provide an attractive location for new and spin out businesses and academic research facilities to be established as well as opportunities for additional inward investment for existing businesses to relocation operations from outwith the H&I.

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
Creation of additional employment opportunities for young people to come back to live and work in Orkney following studies. HIE research shows that, while Orkney's young people are more positive than the H&I average about local education and employment opportunities, around a quarter see themselves as leaving the area.	Our Next Generation: Young People and the H&I, Equalities Report Sept 2015.
Additional employment opportunities for women in the energy and engineering sectors, sectors in which women are currently under-represented but which can offer high value employment opportunities. The Renewable UK Skills Manifesto identifies increasing the proportion of women qualifying in STEM-related subjects as a priority.	HIE Overview, Energy Sector 2013 Renewable UK Skills Manifesto
Women represented only 5% of employees in the energy sector in 2013. Whilst it is likely that this is higher within renewables women continue to be under-represented in the sector.	Equalities in Scotland's Growth Economic Sectors, 2015

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.

March 2016

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
	<p>Age - people of a particular age or younger or older people</p> <p>Positive impact identified ☺ Creation of high quality employment opportunities for young people to allow graduate to return to live and work in the area.</p> <p>Negative impact identified ☹</p>
	<p>Disability - people who have a disability</p> <p>Positive impact identified ☺ Enhancing of old building to improve disability access to these facilities.</p> <p>Negative impact identified ☹</p>
	<p>Gender - men or women</p> <p>Positive impact identified ☺ New opportunities for women in the energy and engineering sectors which are currently under-represented nationally.</p> <p>Negative impact identified ☹</p>
	<p>Gender-reassignment - people who have undergone or plan to undergo gender re-assignment</p> <p>Positive impact identified ☺</p> <p>Negative impact identified ☹</p>
	<p>Marriage or civil partnership - people who are married or in a civil partnership</p> <p>Positive impact identified ☺</p>

	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 😊
	Negative impact identified ☹️
	Religion or belief - people of diverse faiths or beliefs
	Positive impact identified 😊
	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:

_____ N/A? _____

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

Information gathering through direct contact with tenants and account managed clients on an ongoing basis.

Consultation or involvement: _____

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. N/A? _____

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.**

____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.**

Collaboration between EMEC and Heriot-Watt University will support the expansion of international companies located in Orkney's world leading marine renewable energy cluster. The renewables and sustainable energy sectors can provide well paid, highly skilled employment, including opportunities for young people which will help stem a pattern of out-migration from the Highlands and Islands. Evidence suggests that the sector has already attracted and retained young people, included well qualified young women, who tend to be under-represented in the sector.

This development provides an opportunity to build on this and promote the renewables sector as a positive destination for young women, widening the traditional recruitment pool for employers in the energy sector.

In addition the project will contribute to refurbishment of the historic town to provide a new atrium at the Old Academy and internal improvements to other buildings. This presents an opportunity to increase the accessibility of traditional buildings.

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?**

Through the creation of new employment opportunities in remote locations to encourage people to live and work in these areas.

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:-

Providing well paid, highly skilled jobs presents an opportunity to retain and attract young people, and particularly young women within the sector. This advances equality of opportunity for those who are currently under-represented in the sector's workforce while widening the recruitment pool for employers..

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?

Creation of additional high quality employment opportunities in Orkney which will be well above the existing relatively low wages available in the county.

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
Monitoring of businesses starting up or location in the ORIC facilities – to highlight the business benefits of widening their recruitment pool to include currently untapped skills of young people and women.	Account/client relationship manager	Regular intervals

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
Direct contact with business and tenants within the ORIC facilities	HIE/OIC staff	Ongoing
Review of workforce demographics over time to identify whether there is increasing diversity on the workforce?	Account Managers?	Ongoing

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
Include discussion of workforce / skills diversity in regular project reviews?	Account Manager?	Ongoing

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)

This Project provides an opportunity to build on current success in attracting young people and particularly well qualified young women to the sector, helping to increase the potential recruitment pool and encouraging young people to stay or return to Orkney. This advances equality of opportunity for those currently under-represented in the sector.

Strengthening the pipeline of skilled and experienced women within the sector will, in the longer term, increase the pool of women suitable for leadership roles in the sector. This will directly contribute to HIE's equality outcome to increase the number of women in leadership roles in the H&I
Creation of additional high quality employment opportunities in Orkney which will be well above the existing relatively low wages available in the county, potentially increasing standards of living

The project provides an opportunity to meet the differing needs of young people, women and those who have a disability, addressing horizontal themes of social inclusion and equal opportunity.

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>GRAEME HARRISON</u>	
Job Title:	<u>AREA MANAGER, ORKNEY</u>	Contact Number: <u>01856 888711</u>
Date of signing off completed assessment:	<u>25/11/16</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.

