

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, 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'.¹

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.

¹http://www.acas.org.uk/media/pdf/s/n/Acas_managers_guide_to_equality_assessments.pdf

Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	EDI Digital Sprint
2. Summary of aims and objectives of the policy/funding activity/event	<p>Funded activity around democratising environmental science by using digital technologies and methods. Themes focussed on:</p> <ol style="list-style-type: none"> 1) Which underrepresented communities are those who will most greatly benefit from digital approaches? 2) What digital technologies and methods exist for making environmental science more equitable and accessible? 3) What prevents people from engaging with these currently? 4) What are the best practices existing for using digital technology for broadening access and addressing Equality, Diversity, and Inclusion (EDI) in environmental science? 5) What methods can be used to assess the impact, whether positive or negative, of digital technologies and methods on EDI? <p>Participants will undertake a period of developing collaborations via an online forum followed by a three week window where teams will develop solutions based on one or more of the above themes (referred to as a 'hackathon'). At the end of this 3 weeks those who are eligible for NERC funding will have the opportunity to submit a proposal for a 6 month pilot study to further develop the solutions resulting from the hackathon.</p>
3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	<p>The idea for this funding opportunity has been through senior NERC leadership and discussions have been further held with key members of NERC who work (exclusively or partially) on EDI particularly the Sustainability Team. The opportunity to provide input to the announcement of opportunity has been provided to the NERC Sustainability Team and AHRC.</p>
4. Who is affected by the policy/funding activity/event?	<p>Anyone is eligible to participate in the initial hackathon component of this activity where solutions will be developed over three weeks. The second phase for funding for a pilot study will be only accessible to those who have standard NERC eligibility which disadvantages those who don't meet those criteria.</p> <p>The outcomes of the work will support NERC to democratise environment science using digital technologies and methods and maintain awareness of the positive and negative implications of various technologies.</p>

<p>5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</p>	<p>We will conduct a review of the EQIA and activities themselves following the hackathon and then following the conclusion of funded pilot studies.</p> <p>Diversity data of applicants will be monitored on a broader scale as part of the NERC and UKRI EDI policies.</p> <p>Specifically, for this call we will ask participants in the hackathon and later in the funding call to complete an optional survey to collect data against the protected characteristics. This will help us establish the diversity of each phase of the activity.</p> <p>We will ask for feedback following the EDI Digital Sprint which will include questions about the effect of the call on EDI, themselves.</p>
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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	<p>Call – Potential for negative</p> <p>Activity - Potential for positive</p>	<p>Call – Those with visual impairments may find the electronic call documents and/or panel documents difficult to use</p> <p>Activity - Making environmental science more accessible e.g. through developing alternatives to fieldwork.</p> <p>Virtual platforms rather than traditional sometimes exclusionary methods of funding will open up access to the opportunity.</p>	<p>Call – Accessibility aids will be provided as far as possible including, transcripts, paper copies of documentation and/or reader functions. Plain language will be used as far as possible and content for the website will be reviewed against latest accessibility guidelines.</p>
Gender reassignment	Activity – Potential for positive	Activity - Making environmental science more inclusive with the use of digital technologies will create more safe spaces	
Marriage or civil partnership	None Identified		
Pregnancy and maternity	Call – Potential for negative	Call – call and resulting window for research is short which may discourage applications from those pregnant or on/anticipating parental	Call – timescales are tight however we will be as flexible as possible with the time restrictions provided to us

	Call – Potential for positive	leave Call – Hackathon will be run virtually so collaborations and engagements can be engaged with from home around commitments. Virtual platforms rather than traditional sometimes exclusionary methods of funding will open up access to the opportunity.	
Race	Call – Potential or negative Activities – Potential for positive	Call – the speed of the call may result in less time to develop collaborations for those not already working in the space and in addition use of traditional funding mechanism which include risk of bias. Activity - Making environmental science more accessible and inclusive with the use of digital technologies will create more safe spaces for underrepresented groups. This activity and its eligibility criteria will also open up environmental science to minority groups.	Call – Broader advertising will particularly focus on underrepresented groups, particularly newer networks. The collaboration forum will seek to support the development of new opportunities for underrepresented communities. Activity and themes are directly designed to broaden access of underrepresented communities in Environmental Science.
Religion or belief	Activity – Potential for positive	Activity - Making environmental science more inclusive with the use of digital technologies will create more safe spaces. Virtual platforms rather than traditional sometimes exclusionary methods of funding will open up access to the opportunity.	
Sexual orientation	Activity – Potential for positive	Activity - Making environmental science more inclusive with the use of digital technologies will create	Anonymous surveys of participants based on the protected characteristics will allow us to identify diversity

		<p>more safe spaces</p> <p>Virtual platforms rather than traditional sometimes exclusionary methods of funding will open up access to the opportunity.</p>	<p>trends in different parts of the process.</p>
Sex (gender)	<p>Call – Potential for negative</p> <p>Activity – Potential for positive</p>	<p>Call – Potential for less participation based on perceptions of (and numbers of) women in digital career fields or accessibility of the call opportunity.</p> <p>Activity - Making environmental science more inclusive with the use of digital technologies will create more safe spaces</p> <p>Virtual platforms rather than traditional sometimes exclusionary methods of funding will open up access to the opportunity.</p>	<p>Call - Timing to participate in the hackathon is flexible over three weeks to allow those with caring responsibilities to engage when they can.</p> <p>The opportunity will be advertised to a broad range of networks, particularly those connected to underrepresented groups.</p>
Age	<p>Call – Potential for negative</p>	<p>Call – Potential for less participation based on bias around age of participants in a digital/technical event.</p>	<p>Call - Timing to participate in the hackathon is flexible over three weeks to allow those with caring responsibilities to engage when they can.</p> <p>Accessibility aids will be provided as far as possible including, transcripts, paper copies of documentation and/or reader functions. Plain language will be used as far as possible and content for the website will be reviewed against latest accessibility guidelines.</p>

Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	<p>All programme areas including the funding call and grant panel evaluation will be designed in a way that funded projects will not discriminate and/or offer sufficient levels of risk mitigation</p> <p>The activity discriminates against those who aren't eligible for funding.</p> <p>Outcomes will be evaluated comprehensively to mitigate for unintentionally long-term negative impacts of digital technologies.</p>	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .		
2. You can decide to stop the policy or practice at some point because the data 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	Y	<p>NERC values equality, diversity, and inclusion across all its funding programmes, and actively encourages teams to be made up of diverse groups of researchers. The make up of teams will be considered during panel assessment.</p> <p>The pre-activity collaboration tool will serve to help people build teams and ideas. Everyone looking to participate is encouraged to use it and it will help those from underrepresented particularly to develop collaborations.</p>
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.		

<p>Will this EIA be published* Yes/Not required (*EIA's should be published alongside relevant funding activities e.g. calls and events:</p>	Yes
<p>Date completed:</p>	09/07/21

Review date (if applicable):	
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Change log

Name	Date	Version	Change
	When published	1	