# EQUALITY IMPACT ASSESSMENT FORM

**Not all projects require a full impact assessment. Please ensure you have completed the pre-appraisal checklist (**[Link](https://scotent.sharepoint.com/:x:/s/Intranet/Corporate/Net-pols-procs/P-project_life_cycle_mgt/EfODkeNLmV9ArV6_pZvTCocBH1h3dmMc5v_n_r0wTQuD6Q?e=t6DDvQ)**) which defines this requirement.**

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| **Name of Business Unit** | National Opportunities/ High Value Manufacturing |
| **Name/designation of person(s) responsible for managing/ conducting this process** | Mark Western |

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| **Name of Policy / Function / Service / Strategy / Action Plan / Programme / Project etc.** | Scottish Space Group | |
| **Is it (\*delete as applicable)** | New |  |
| **Is the policy contracted out? (\*delete as applicable)** | Yes, in part. |  |
| **If yes, who delivers this policy for the organisation?** | Mark Western | |
| **Is responsibility for delivery shared with others? (\*delete as applicable)** |  | Yes |
| **If yes, who are your partners?** | Space Scotland, SG, HIE | |

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| **Could there be possible impacts or effects in respect of the following protected groups?** | | | |
| **Age** | **Yes** | **Disability** | **No** |
| **Gender Re-Assignment** | **No** | **Marriage & Civil Partnership** | **No** |
| **Pregnancy & Maternity** | **No** | **Race** | **No** |
| **Religion or Belief** | **No** | **Sex** | **Yes** |
| **Sexual Orientation** | **No** | **Human Rights** | **No** |

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| **Timescale for**  **Assessment** | NA | **Timescale for Involvement/Consultation** | NA |
| **Start Date** | 10 July 2020 | **Completion Date** | 31 Dec 2020 |
| **EO Champion review by** | S.Sewell + S.Reid-Skinner | **Date** | 21 July 2020 |
| **SRO name and email approval on file** | Mark Western | **Date** | 21 July 2020 |

## 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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| This project is to support development of an executive resource which will deliver collaborative activities for growth of the space industry in Scotland.  As such, it will potentially affect all organisations involved in the space industry in Scotland.  The project will benefit:   * staff hired by SSG to undertake the work * the Scottish space industry (companies) * people employed by the Scottish space industry   The project will be a key enabler to the continued fast growth of the Scottish space sector, safeguarding and creating more, better jobs for a wide range of people in diverse places.  SE will be the lead partner for managing the delivery of the project, with SG contributing part of the funding.  Note that Scottish Space Group Limited is the legal entity which will receive our grant. It acts on behalf of Space Scotland, an industry group, which was formerly known as Scottish Space Leadership Council. |

## 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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| As with all technology and engineering sectors, women are under-represented in the space industry. For example, less than 15% of the attendees at the last Space Scotland meeting were women.  It is estimated that only 25% of the broad STEM sector are women, and the Space sector is no different. Scotland needs more engineers, more scientists and more technologists to meet growth. From the women who move onto university and qualify in STEM subjects only 27% of them are likely to remain in the industry. From that 27%, a handful will make it to senior roles. Many of them will feel that their accomplishments are being overlooked, and many will report stress at balancing careers and caring responsibilities in an inflexible work environment.  There has been much research on this general issue and we do not propose to do more. However, we will ask Space Scotland to note the level of female participation in their meetings.  There is evidence that young people, as well as women, are relatively worse affected by Covid-19. Space has been relatively lightly affected by Covid-19. Yet it is essential to get new blood into the industry. We will ask SSLC to record outreach work they undertake to encourage young people, particularly females, to consider careers in the industry. |

## 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. Mandatory human rights due diligence is required for some projects. Please see [guidance](https://scotent.sharepoint.com/:w:/s/Intranet/Corporate/Corporate-cfogroup/Corpmgt-risk/EcxhgJdCRhBNku8iMAkxMnUBD_40ILS75wanta8GxPsN8w?e=d4Ajl6).  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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| We do not foresee any scope for an adverse impact. However, we do see the opportunity for SSG to actively address female under-representation in the work it does and to encourage more young people into the industry. Of itself, this will not be sufficient to solve the issues but by working with others with a long-term view, it can help. |

## 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 will not be responsible for hiring staff for SSG. However, it is aware that its hiring process must avoid any unintentional bias.  SSG will develop and deploy an action plan as part of this project. We will insist that SSG include some measures in their plan to attract a greater proportion of women into the space industry. This may include introducing their members to resources such as Equate Scotland and SWiT.  We will also ask them to consider how to increase female participation in SSG activities and to record the level of female participation.  We will also ask them to create a plan of action targeted at encouraging young people to consider a career in the space industry, which may involve engagement with schools, FE and HE, or other appropriate channels. In fact, Space Scotland have already taken action in setting up the “New Voices” group which encourages more diverse interest in the sector with the hope of expanding the talent pool.  Finally, we will ask SSG to encourage members to consider signing the Scottish Business Pledge which will help them position the sector as progressive and aware of their societal responsibilities. |

## 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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| This paper has been completed after taking advice from SE equality champions.  We will require SSG to develop or adopt an equality policy as part of their work. |

## 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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| This policy, as modified in this final draft following input from equality champions, will be accepted in implementing the project. |

## 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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| As part of our annual reviews, we will ask SSG to provide information on the proportion of women participating in their activities and review how this might be improved. At the same time, we will review actions SSG is taking or planning to encourage greater female participation in the space workforce. |

**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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| As detailed above |