**EQUALITY IMPACT ASSESSMENT (EQIA):**

**SCREENING FORM**

Introduction to the EQIA screening process

A successful EQIA screening will look at 5 key areas:

1. **Identify the Policy, Project, Service Reform or Budget Option to be assessed**

A clear definition of what is being screened and its aims

1. **Gathering Evidence & Stakeholder Engagement**

Collect datato evidence the type of barriers people face to accessing services (research, consultations, complaintsand/or consult with equality groups)

1. **Assessment & Differential Impacts**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level

1. **Outcomes, Action & Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported

1. **Monitoring, Evaluation & Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

**1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION**:

1. Name of the Policy, Project, Service Reform or Budget Option to be screened

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| DigitalBoost programme is a programme funded by Scottish Government and delivered nationally across Scotland by the 32 Local Authorities. Budget is circa £200k per year for Glasgow. |

1. Reason for Change in Policy or Policy Development

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| No change in policy or policy development. Completion required by Procurement as part of process. We are about to deliver year 6 of the Scottish Governments’ national DigitalBoost programme and we need to go out to tender for a new supplier to deliver this critical support to the business base in Glasgow. Year 6 will bring no change of delivery for DigitalBoost. |

1. List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

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| **About DigitalBoost**  The key purpose of the DigitalBoost Programme is to strengthen the knowledge and skills of SMEs in Scotland about digital technology, thus enabling them to enter new markets, trade internationally, increase business efficiency and (potentially) increase staff employment.  The DigitalBoost programme was originally initiated by Digital Scotland’s Business Excellence Partnership (DSBEP), which was established by the Scottish Government following recommendations made in the [Digital Economy Review](http://www.scotland.gov.uk/Resource/0042/00421478.pdf) (May 2013).  In Lowland Scotland, the programme started in January 2016. Budget management was carried out by Scottish Enterprise and task coordination carried out by Business Gateway. In the Highlands and Islands the programme had been in progress for several years previously under Highlands and Islands Enterprise (HIE).  However, from the end of June 2017 onwards, the programme (across all of Scotland) has been managed entirely by Business Gateway. This ITT is in preparation for Scottish Government funding for a sixth phase of the programme. This specification applies to that phase 6 period for advisory services from June 2021 to March 2022.  Suppliers will be procured by local authorities.  The DigitalBoost programme continues to offer the following services for small to medium enterprises;   * online digital health check * online guides * webinars – previously face to face workshops, but now online sessions lasting up to 90 mins that are participative for the delegates * online tutorials (up to 7 delegates and they work through specific tasks simultaneously) 210 mins in duration (3.5 hours) * one-to-one specialist support.   The programme will be supported nationally by a DigitalBoost Programme Office, based in the Business Gateway National Unit.  The DigitalBoost Programme Office will assure consistency and quality of delivery on behalf of Business Gateway customers and the Scottish Government. Contractors will be expected to work closely with the DigitalBoost Programme Office, local authority teams and partners to deliver contracted services and continually improve and develop services to meet programme objectives.  Delegates should be referred to these events by their local Business Gateway advisers, or a partner, or they may respond to our associated marketing campaigns. Delegates will have booked their event place directly via the [Business Gateway Web Site](http://www.bgateway.com/events) .   * 1. **Objectives**   The programme will contribute towards several of the high-level objectives set out in Scotland’s Digital Future - A Strategy for Scotland:   * Strengthening the breadth and depth of support offered to companies of all sizes   Extending the reach of support for digital projects, concentrating on building skills and capabilities that increase digital maturity in SME’s.  Budget for Glasgow City Council is £200k per annum. |

1. Name of officer completing assessment (signed and date)

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| Christine Barlow 03/03/21 |

1. Assessment Verified by (signed and date)

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| Jane Morrison 03/03/21 |

# GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

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| --- | --- | --- |
| Please name any research, data, consultation or studies referred to for this assessment: | Please state if this reference refers to one or more of the protected characteristics:   * age * disability, * race and/or ethnicity, * religion or belief (including lack of belief), * gender, * gender reassignment, * sexual orientation * marriage and civil partnership, * pregnancy and maternity, | Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation. |
| [Digital Economy Review](http://www.scotland.gov.uk/Resource/0042/00421478.pdf) (May 2013). |  | No |
| [Small Business Survey Scotland 2019](http://www.gov.scot/binaries/content/documents/govscot/publications/statistics/2020/08/small-business-survey-scotland-2019/documents/sbs-2019-data-tables/sbs-2019-data-tables/govscot%3Adocument/OCEA%2B-%2BBusiness%2BEconomics%2B-%2BSBS%2B2019%2B-%2BData%2BTables.xlsx) | Yes gender and ethnicity  There are statistics on female led businesses and statistics on ethnic origin of business owner. | No |
| [www.bgateway.com/assets/templates/BG-Annual-Review-2018-19\_200107\_160824.pdf](http://www.bgateway.com/assets/templates/BG-Annual-Review-2018-19_200107_160824.pdf)  Business Gateway Annual Review | As above | No |
| <https://spice-spotlight.scot/2021/02/03/how-is-covid-19-affecting-women-entrepreneurs-in-scotland/>  How is COVID-19 affecting women entrepreneurs in Scotland? Dr Norin Arshed, Dundee University | Yes – gender – blog focuses on the impact of Covid 19 on female entrepreneurs | No |
| [www.fsb.org.uk/resource-report/starting-over-migrant-entreprenurship-in-scotland.html](http://www.fsb.org.uk/resource-report/starting-over-migrant-entreprenurship-in-scotland.html)  Federation of Small Business | Yes – ethnicity  Report is on the impact of migrant entrepreneurs on the Scottish economy |  |
| <https://pure.strath.ac.uk/ws/portalfiles/portal/80713979/Taking_steps_to_combat_barriers_to_ethnic_minority_enterprise_in_Scotland_Mwaura_et_al_2018.pdf>  Strathclyde University |  |  |

# ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

| **Protected Characteristic** | **Specific Characteristics** | **Positive Impact**  **(it could benefit an equality group)** | **Negative Impact –**  **(it could disadvantage an equality group)** | **Socio Economic /**  **Human Rights Impacts** |
| --- | --- | --- | --- | --- |
| **SEX/ GENDER** | Women | The Digitalboost programme is promoted by the Business Gateway National Unit to business owners across all sectors and all genders, ethnic origin, religion or belief, disability and sexual orientation. It contributes to promoting equality | No negative impact | Digitalboost is Scottish Government funded and underpinned by a strong emphasis on equalities and inclusion of businesses from all business sectors promoted to business owners of all age, gender, ethnic origin, religion or belief, disability and sexual orientation.  As the programme is in the process of being procured it will be necessary to ensure to that all protected characteristics are fully covered by the successful providers at programme level.  Business Gateway/Business Glasgow business support, also offers a specific Women in Business (WIB) programme offering specific business support to women entrepreneurs. |
|  | Men | As above | As above | As above |
|  | Transgender | As above | As above | As above |
|  | | | | |
| **RACE\*** | White | As above | As above | Glasgow City Council has a dedicated Ethnic Minority Business Adviser who will actively promote DigitalBoost to Ethnic Minority business owners in Glasgow. |
| *Further information on the breakdown below each of these headings, as per census, is available* [*here.*](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwij_q-kganSAhXEDsAKHZoeBgcQFggcMAA&url=https%3A%2F%2Fwww.ons.gov.uk%2Fons%2Fguide-method%2Fharmonisation%2Fprimary-set-of-harmonised-concepts-and-questions%2Fethnic-group.pdf&usg=AFQjCNFH-QwgZzHMg_lyyP4rhOqS2uZWjw)  *For example Asian includes Chinese, Pakistani and Indian etc* | Mixed or Multiple Ethnic Groups | As above | As above | As above |
| Asian | As above | As above | As above |
| African | As above | As above | As above |
| Caribbean or Black | As above | As above | As above |
| Other Ethnic Group | As above | As above | As Above |
|  | | | | |
| **DISABILITY** | Physical disability | As above | As above | As above |
| *A definition of disability under the Equality Act 2010 is available* [*here.*](https://www.gov.uk/definition-of-disability-under-equality-act-2010) | Sensory Impairment (sight, hearing,) | As above | As above | As above |
| Mental Health | As above | As above | As above |
| Learning Disability | As above | As above | As above |
| **LGBT** | Lesbians | As above | As above | As above |
|  | Gay Men | As above | As above | As above |
|  | Bisexual | As above | As above | As above |
|  | | | | |
| **AGE** | Older People (60 +) | As above | As above | As above |
|  | Younger People (16-25) | As above | As above | As above |
|  | Children (0-16) | N/A | No negative impact | DigitalBoost is for business owners and therefore not applicable to children. |
|  | | | | |
| **MARRIAGE**  **& CIVIL PARTNERSHIP** | Women | As above | As above | As above |
|  | Men | As above | As above | As above |
|  | Lesbians | As above | As above | As above |
|  | Gay Men | As above | As above | As above |
|  | | | | |
| **PREGNANCY & MATERNITY** | Women | As above | As above | As above |
|  | | | | |
| **RELIGION & BELIEF**\*\*  A list of religions used in the census is available [here.](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0ahUKEwi0tbauhqnSAhVkDMAKHRrOBtAQFggkMAE&url=https%3A%2F%2Fwww.ons.gov.uk%2Fons%2Fguide-method%2Fharmonisation%2Fsecondary-set-of-harmonised-concepts-and-questions%2Fnational-and-religious-identity.pdf&usg=AFQjCNEq3xYwRxcbtwe3qqtyFgstlLd1WQ&bvm=bv.148073327,d.ZGg) | See note | As above | As above | As above |

\* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

\*\* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here.](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0ahUKEwi0tbauhqnSAhVkDMAKHRrOBtAQFggkMAE&url=https%3A%2F%2Fwww.ons.gov.uk%2Fons%2Fguide-method%2Fharmonisation%2Fsecondary-set-of-harmonised-concepts-and-questions%2Fnational-and-religious-identity.pdf&usg=AFQjCNEq3xYwRxcbtwe3qqtyFgstlLd1WQ&bvm=bv.148073327,d.ZGg)Summary of Protected Characteristics Most Impacted

|  |
| --- |
| The DigitalBoost programme is promoted by the Business Gateway National Unit across Scotland to business owners across all business sectors. It is promoted to all genders, ethnic origins, religion or beliefs, disability and sexual orientation groups. It contributes to promoting equality. There will be no negative impact on protected characteristics. |

Summary of Socio Economic Impacts

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| --- |
| DigitalBoost is Scottish Government funded and underpinned by a strong emphasis on equalities and inclusion of businesses from all business sectors promoted to business owners of all age, gender, ethnic origin, religion or belief, disability and sexual orientation.  As the programme is in the process of being procured it will be necessary to ensure to that all protected characteristics are fully covered by the successful providers at programme level. |

Summary of Human Rights Impacts

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| As above, no human rights are impacted by the delivery of DigitalBoost.. |

# OUTCOMES, ACTION & PUBLIC REPORTING

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| --- | --- |
| **Screening Outcome** | **Yes /No**  **Or /**  **Not At This Stage** |
| **Was a significant level of negative impact arising from the project, policy or strategy identified?** | No |
| **Does the project, policy or strategy require to be amended to have a positive impact?** | No |
| **Does a Full Impact Assessment need to be undertaken?** | No |

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| --- | --- | --- |
| **Actions: Next Steps**  (i.e. is there a strategic group that can monitor any future actions) | | |
| **Further Action Required/ Action To Be Undertaken** | **Lead Officer and/or**  **Lead Strategic Group** | **Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)** |
| No further action required | Jane Morrison, Economic Development Manager |  |

**Public Reporting**

All completed EQIA Screenings are required to be publically available on the [Council EQIA Webpage](https://www.glasgow.gov.uk/index.aspx?articleid=17533) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](https://www.glasgow.gov.uk/index.aspx?articleid=17533): Pgs. 11-12)

# MONITORING OUTCOMES, EVALUATION & REVIEW

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been take to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** will be available to provide support and guidance.

## Legislation

**Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012**

# The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

* race
* sex
* being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called ‘gender reassignment’ in law)
* sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
* disability (or because of something connected with their disability)
* religion or belief
* having just had a baby or being pregnant
* being married or in a civil partnership, and
* age.

Further information: [Equality Act Guidance](https://www.gov.uk/equality-act-2010-guidance)

As noted the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

* report progress on mainstreaming the general equality duty
* publish equality outcomes and report progress in meeting those
* impact assess new or revised policies and practices as well as making arrangements to review existing policies and practices  
  gather, use and publish employee information
* publish gender pay gap information and an equal pay statement
* consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: [Understanding Scottish Specific Public Sector Equality Duties](http://www.equalityhumanrights.com/about-us/devolved-authorities/the-commission-in-scotland/legal-news-in-about-us/devolved-authorities/the-commission-in-scotland/articles/understanding-the-scottish-specific-public-sector-equality-duties)

**Fairer Scotland Duty**

Authorities should also consider Socio-Economic Impacts where appropriate. Further information: [Fairer Scotland Duty Interim Guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/guidance/2018/03/fairer-scotland-duty-interim-guidance-public-bodies/documents/00533417-pdf/00533417-pdf/govscot%3Adocument)

**Enforcement**  
Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty.  Only the EHRC can enforce the specific duties.   A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.