

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

2. **Gathering Evidence & Stakeholder Engagement**

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

3. **Assessment & Differential Impacts**

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

4. **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

5. **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:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

The Digital Expert Support programme is funded by UK Government and delivered to Glasgow City Council SME's. The budget is circa £120k per year for Glasgow.

b) Reason for Change in Policy or Policy Development

No change in policy or policy development. Completion required by Procurement as part of process. We are about to deliver year 10 of the Digital Expert Support programme and we need to go out to tender for a new supplier to deliver this critical support to the business base in Glasgow.

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

About Digital Expert Support

The key purpose of the Digital Expert Support Programme is to strengthen the knowledge and skills of SMEs in Glasgow about digital technology, thus enabling them to enter new markets, trade internationally, increase business efficiency and increase staff employment.

The focus of digital specialist support is to identify opportunities to improve company performance through awareness, implementation and exploitation of digital technology within the business. The business will work with their Business Adviser to agree the focus of the 21 hours support with the aim of reaching new markets, increasing revenues, productivity savings or other business benefits. Likely areas of support might include the following themes: **Websites, Digital marketing and social media, IT infrastructure, E-commerce and Networking and connectivity.**

The Digital 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](#) (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 until March 2022, the programme (across all of Scotland) was managed entirely by Business Gateway. This ITT is in preparation for Central Government funding for a tenth phase of the programme. This specification applies to that phase 10 period for advisory services from August 2025 to August 2028.

The Digital Expert programme continues to offer the following services for small to medium enterprises;

- digital health check
- one-to-one specialist support.

Contractors will be expected to work closely with the Digital Expert Programme Office to deliver contracted services and continually improve and develop services to meet programme objectives.

Delegates should be referred to the programme by their Glasgow City Council Business Adviser

3.1 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 £150k per annum.

d) Name of officer completing assessment (signed and date)

Christine Barlow 17/12/2024

e) Assessment Verified by (signed and date)

Jane Morrison 17/12/2024

2. 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.

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: <ul style="list-style-type: none"> ➤ 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 (May 2013).		No
Small Business Survey Scotland 2019	Yes gender and ethnicity There are statistics on female led businesses and statistics on ethnic origin of business owner.	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-entrepreneurship-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		

3. 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 Digital Expert programme is promoted by Glasgow City Council on the Business Glasgow portal 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	Digital Expert support is UK 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 that all protected characteristics are fully covered by the successful providers at programme level.
	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 Digital Expert support to Ethnic Minority business owners in Glasgow.
	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

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
<i>For example Asian includes Chinese, Pakistani and Indian etc</i>	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
<i>A definition of disability under the Equality Act 2010 is available here.</i>	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	Digital Expert support 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

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
	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 .	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](#).

Summary of Protected Characteristics Most Impacted

The Digital Expert programme is promoted by the Business Glasgow portal for Glasgow 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

Digital Expert Support is UK 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

As above, no human rights are impacted by the delivery of Digital Expert Support.

4. OUTCOMES, ACTION & PUBLIC REPORTING

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

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](#) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](#): Pgs. 11-12)

5. 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](#)

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](#)

Fairer Scotland Duty

Authorities should also consider Socio-Economic Impacts where appropriate. Further information: [Fairer Scotland Duty Interim Guidance](#)

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.