

PEOPLE IMPACT ASSESSMENT

People impact assessment helps you assess the contribution your proposal - strategy, policy, programme etc. - will make to addressing inequalities and socio-economic disadvantage. Identifying positive impact strengthens the case for approval of your proposal. Identifying potential adverse impact enables you to eliminate or mitigate negative effects in its delivery.

Most importantly this strengthens HIE's ability to influence and deliver inclusive growth, particularly those elements which relate to people and place.

It guides you through 3 stages:

- Screening: screens out proposals which do not need assessment
- Assessment: identifies how your proposal is likely to address inequality and socio-economic disadvantage
- Action Plan: identifies action you will take as a result of the assessment

PROPOSAL BEING ASSESSED

Title of the proposal being assessed:

Type of activity: *please tick as appropriate*

at HIE's own hand third party intervention partnership activity

Is your proposal: *please tick as appropriate*

new existing and being revised

Group or Area Team delivering the proposal:

SCREENING

QUESTION A1

Please tick any of the following which apply to your proposal:

a) it contributes to achieving one or more of HIE's equality outcomes 2021-25:

- increasing the diversity of leadership and workforce participation in the Highlands and Islands
- Positive community relations help sustain empowered, capable, and inclusive communities
- growing the working age population in every part of the Highlands and Islands

b) it contributes to the following in relation to any of the protected characteristics (age, disability, gender, gender-reassignment, marriage or civil partnership, maternity or pregnancy, race, religion or belief, sexual orientation)

- 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 differ 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

c) it addresses known areas of inequality such as the gender pay gap, youth out-migration, occupational segregation, in-work poverty, income inequality, inequalities in educational attainment

- d) it considers proposals of a strategic nature. Consider the impact of socio-economic disadvantage:
- in communities within particular disadvantaged places
 - within particular disadvantaged communities of interest such as disabled people, young people leaving care etc.
 - specifically for people in rural, remote and islands areas

a) If you have **ticked** any of the options a) to d) above proceed now to the Assessment on page 4.

d) If you have **not ticked** any of the options a) to d) this indicates that your proposal is not relevant to equality and not likely to address socio-economic disadvantage. You should sign off the screening below.

SIGNING OFF THE SCREENING

You must include in relevant approval papers:

- a) a statement to confirm that the proposal has been screened for impact in relation to equality and socio-economic disadvantage and that full assessment is not required
- b) a statement to confirm that proposals which include procurement activity where the Procurement Regulations apply (current thresholds are in excess of c.£180k for supplies/services and £4m for works) **must** have considered whether to include award criteria and/or performance conditions related to equality. HIE also considers this as good practice for lower valued contracts.

Assessment of your proposal ends at this stage.

Name of person who carried out the screening:

Job Title:

Date of decision:

This document must be retained with your strategy, policy or programme papers. Screening documentation is subject to the provisions of the Data Protection Act 2018 and Freedom of Information (Scotland) Act 2002.

ASSESSMENT TO ADDRESS INEQUALITY AND SOCIO-ECONOMIC DISADVANTAGE

Requirement to publish impact assessments

Impact assessments must be published, demonstrating that HIE has paid due regard to equality in the development and delivery of our functions. Assessments are subject to the provisions of the Data Protection Act 2018 and Freedom of Information (Scotland) Act 2002.

QUESTION B1

What is the purpose of the proposal; how will it achieve this; who will benefit from it?

The purpose of the proposal is to support disadvantaged people to access business support services, and develop their leadership and business skills to enhance opportunities for self employment, community enterprise or employability. The specific groups have not been identified but are likely to include women, neurodiverse people, disabilities, low income, etc.

QUESTION B2

What evidence do you have of the likely impact your proposal on different groups of people (younger or older people, men or women, disabled people etc.) or communities within particular disadvantaged places, including rural, remote or islands areas?

What does the evidence tell you

Previous pilot by Elevator enhanced women's confidence to start their own business. A similar approach could enhance pre-start up people in our region too.

SOSE have been delivering a programme to support women and other underrepresented groups to enter entrepreneurship through 1-1 coaching support. Coaching can help entrepreneurs in our area too, although we may need to deliver a more distinct programme due to the timescales.

These accelerators support disadvantaged people and seek to meet their specific needs, e.g. delivering flexibly, acknowledging need for financial sustainability, meeting their individual needs e.g. neurodiverse learning requirements. Similar aspects can be modelled in to our programme.

Source of evidence

<https://www.elevatoruk.com/about-us/news/women-ready-to-launch-their-own-businesses-following-successful-elevator-pilot-scheme/>

SOSE Pathways programme

Michael Morris programme (Notre Dame) and Hatch Enterprise

QUESTION B3

If there are evidence gaps which prevent you from understanding the likely impact on groups of people or communities affected, how will you fill the gaps?

We need to understand if there are any other barriers preventing them from entering entrepreneurship beyond access to the business support system. This can be gathered during the contract through feedback and potentially monitoring participants beyond the end of the project.

QUESTION B4

Note below any positive or adverse impact which may occur as a result of the planned delivery of your proposal. Leave blank any groups you consider will not be disproportionately affected.

Nature of anticipated impact for groups of people likely to be affected *(please tick as appropriate)*

Age – younger or older people, people of a particular age

Positive impact identified

Young people can participate in the programme and explore entrepreneurship

Adverse impact identified

Disability - people who have a disability (physical or mental health condition, long term illness)

Positive impact identified

Young people can participate in the programme and explore entrepreneurship. The contractor is expected to accommodate any requirements. Online programme would provide flexibility

Adverse impact identified

Online programme may not be accessible to all disabilities.

Gender - men or women

Positive impact identified

Women are identified as a disadvantaged group and would benefit from participating in the programme.

Adverse impact identified

Gender-reassignment - people who have undergone or plan to undergo gender re-assignment

Positive impact identified

Adverse impact identified

Marriage or civil partnership - people who are married or in a civil partnership

Positive impact identified

Adverse impact identified

Pregnancy and maternity - women who are pregnant or linked to maternity

Positive impact identified

Adverse impact identified

Race - people of diverse race, nationality or ethnicity

Positive impact identified

As disadvantaged group e.g. refugees they could benefit from participating to enhance self employment or employability.

Adverse impact identified

There may be language barriers during the learning process.

Religion or belief - people of diverse faiths or beliefs

Positive impact identified

Adverse impact identified

Sexual orientation – lesbian, gay, bisexual or transgender people

Positive impact identified

Adverse impact identified

QUESTION B5

General equality duty

In what way will your proposal contribute to:

- eliminating unlawful discrimination, victimisation or harassment
- advancing equality of opportunity (by removing/minimising disadvantage, meeting the needs of particular groups, encouraging participation in public life, taking account of disabled people's impairments)
- fostering good relations (by tackling prejudice or promoting understanding)

The proposal specifically targets disadvantaged group who may face barriers to starting a business and/or accessing the business support system. The proposal therefore seeks to enhance opportunity and equity for these groups. Outreach will be an important component to ensure as many groups as possible here about the support. Tailoring of the support programme to meet these groups specific needs will also enhance outcomes.

QUESTION B6

Economic, social and cultural (human) rights

HIE is 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. Minimum Income Standard, addressing poverty
- access to well-paid employment for all e.g. job creation, income levels
- just and favourable work conditions e.g. encouraging inclusive workforce practices
- social participation and community confidence e.g. inclusive capacity building and representation

In what way will your proposal help people realise their economic, social or cultural rights?

Identify any areas where there is risk of preventing individuals from realising their human rights. Provide justification where this is considered a proportionate response to achieving the overall aim of the proposal.

QUESTION B7

Socio-economic impact

Public authorities, including HIE, are expected to consider how to address socio-economic disadvantage, when taking decisions of a strategic nature, such as economic development strategy, setting budgets for key investment choices, city / region deals etc. Consider how this might impact on:

- communities within particular disadvantaged places
- particular disadvantaged communities of interest (e.g. young people leaving care; disabled people; people from minority ethnic communities)
- people in rural, remote and islands areas

Disadvantaged places

In what way does your proposal address socio-economic disadvantage in communities within particular disadvantaged places?

We are targeting Argyll and Moray.

Disadvantaged communities of interest

In what way does your proposal address socio-economic disadvantage within communities of interest not already outlined in question 5 above?

Rural, remote and islands areas

In what way does your proposal address the specific nature of socio-economic disadvantage experienced by people in rural, remote and islands areas?

We are targeting Argyll and Moray. Within the target areas there are many remote, rural and island communities, although the communities targeted within will be based on their disadvantages or underrepresentation.

Social inclusion - “to ensure that economic growth and tackling exclusion go hand in hand to help people overcome multiple barriers to employment and realise their full potential”

Demonstrate how the proposal will reconcile a commitment to social inclusion with a focus on improving the competitiveness and economic performance of the locality. Outline how it will reduce inequalities between the least advantaged communities and the rest of society. Outline how the proposal will overcome any potential barriers to access to participation and how policies in place will make a positive difference.

The proposal supports disadvantage and underrepresented groups to enter into the business support system. To enhance access to participation we will go into communities to promote opportunities, and then deliver a learning programme online to allow for flexibility and broad inclusion. We may expect the contractor to deliver this in evenings and weekends to cater for existing employment. The programme will then link participants up with next steps support such as Business gateway, Firstport, Just enterprise.

PEOPLE IMPACT ASSESSMENT: ACTION PLAN TO ADDRESS INEQUALITY AND SOCIO-ECONOMIC DISADVANTAGE

Title of the proposal assessed:

Financial and resource allocation decisions must take into account potential equality impact and, for strategic decisions, socio-economic impact. Proposals which include procurement activity where the Procurement Regulations apply (current thresholds are in excess of c.£180k for supplies/services and £4m for works) must have considered whether to include award criteria and/or performance conditions related to equality. HIE also considers this as good practice for lower valued contracts.

The following summarises actions to be taken as a result of People Impact Assessment and should be submitted with relevant approval papers.

Summary of impact identified and action to be taken to ensure inequalities and socio-economic disadvantage are addressed

Potential impact to be addressed	Action to be taken	By whom	When
Still unable to start business or access support services	Refer into business support system	Contractor	End of training - March 2026
Unaware of business support opportunity	In person outreach to targeted groups	Contractor	Oct - Dec 2025
Inaccessible learning courses	Consider barriers such as timing and location of training - online preferred	Contractor	Jan - Feb 2026

Arrangements to monitor and review impact over time

Monitoring and review arrangements		By whom	When
Understand efficacy of programme of activities	Monitor feedback for programme and increase in confidence	Contractor	March 2026
Understand long term success and impacts	Monitor number going into self employment or other success such as taking on director role or employment	HIE	March 2027

PROCUREMENT

Proposal involves procurement activity at OJEU level Yes No

Award criteria to be included in tender

Training designed to ensure accessibility and inclusion
Experience in supporting disadvantaged groups

How criteria will be evaluated

Contract performance criteria

No of participants completing training
Progression outcomes
Satisfaction score

How delivery of performance criteria will be monitored

Contractor to report on participants
Contractor to monitor feedback from participants
Contractor to monitor feedback from participants



Date of signing off completed assessment: