

People Impact Assessment

People impact assessment is a tool to help you identify the impact HIE's activities have on people. Taking this into account in the early stages of developing an initiative will help you improve its reach and effectiveness.

An assessment can be carried out on anything we do: developing or reviewing a policy, programme or regional strategy. It can be applied to processes or approaches to our work, such as account management or employee relations. Terms used such as proposal, policy or programme are interchangeable and intended to describe the activity you are assessing.

This form guides you through 3 stages of assessment, and is also set out in the associated flowchart:

- Section A : screens out policies or projects which are not relevant to equality
- Section B : helps you understand the nature and significance of the proposal's impact on people
- Section C : identifies action you will take as a result of that knowledge

Identifying the proposal you are assessing

Title of the policy, programme etc. being assessed	HIE Health and Safety Policy	
Brief summary of the policy, project being assessed	<p>The HIE Health and Safety Policy sets out the organisation's commitment and statement of Intent for managing health, safety and welfare effectively, and aims to integrate health and safety into business processes and decision making, rather than as a separate function.</p> <p>The policy follows HSE guidance and best practice and aims to have health and safety as an integral part of management rather than a stand-alone project.</p>	
Type of activity: please tick as appropriate	<input checked="" type="checkbox"/> at HIE's own hand <input type="checkbox"/> third party intervention <input type="checkbox"/> partnership activity	
Is your proposal: please tick as appropriate	<input type="checkbox"/> New	<input checked="" type="checkbox"/> an existing policy, project etc now being reviewed

Section A – screening for relevance to equality

All activities we carry out should be screened to identify whether they are relevant to equality because of the impact they are likely to have on particular groups of people. This is not just to avoid discrimination but also to identify ways in which we can maximise the positive impact on people of our functions.

Question 1

The activities listed below have already been identified as being relevant for equality. Please tick the relevant option(s) if your proposal is likely to :-

- a) **contribute to achieving one or more of HIE's equality outcomes 2017-21:**
- increasing the diversity of leadership and workforce participation in the Highlands and Islands
 - understanding and addressing prejudice-based incidents and hate crimes (Highland Partnership activity)
 - growing the working age population in every part of the Highlands and Islands
- b) **contribute to any of the three aims of the General Equality Duty**
- 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 are different from the needs of others
 - by encouraging participation in public life for a group(s) of people
 - fostering good relations:-**
 - by tackling prejudice
 - by promoting understanding between groups of people
- c) **use EU funding. Assessment mandatory for European Structural Fund Programmes**
- d) **address known areas of inequality e.g. gender pay gap, youth out-migration, under-employment of EU Accession Country nationals, occupational segregation, in-work poverty**
- e) **affect HIE budget allocation and impact differently on some groups of people in relation to the "protected characteristics"**
- f) **affect key HIE employment activity e.g. recruitment, pay or workforce development**

If you have ticked any of the options a) to f) above proceed now to Section B. You do not need to sign Section A as you will sign off the assessment document at the end.

If you have not ticked any of the options a) to f) please go to question 2.

Question 2

March 2016

Since your proposal does not contribute to any of the above you have indicated that your proposal is not relevant to equality.

For example this might be the case where :-

- your proposal is unlikely to impact on people; or
- it will impact on people but it will not impact in different ways on specific groups of people such as younger or older people, men or women etc.
- there is no or little opportunity to advance equality through its delivery
- everyone affected by the proposal (men or women, or younger or older people) is likely to experience the same outcome, regardless of HIE's influence

Please outline below why you consider your project, policy etc not to be relevant to equality.

Signing off the assessment

Please include in relevant project or policy approval papers :-

- a) a statement to confirm that the proposal has been screened and that is not relevant to equality
- b) your justification for this decision, as outlined in question 2 above
- c) if your proposal includes procurement activity above OJEU threshold levels you must include a statement to confirm that there is no need to consider award or contract performance criteria linked to equality

You should now sign off Section A of the assessment. Assessment of your proposal ends at this stage.

This document must be retained with your policy or project papers. Screening documentation is subject to the provisions of the Data Protection Act 1998 and Freedom of Information Act 1998.

To be signed where Question 2 above has been completed.

Name and role of person leading the assessment:

Job Title: _____

Date of decision: _____

Section B – understanding the nature and significance of impact on people

Requirement to publish impact assessments

Impact assessments for proposals relevant to equality must be published, demonstrating that HIE has paid due regard to equality in the development and delivery of our functions. Assessments are also subject to the provisions of the Data Protection Act 1998 and Freedom of Information Act 1998.

Question 3

What do you aim to achieve from the project, policy etc?

In what way will people be affected by its implementation e.g. job creation, events delivered, protection or support in place from a new policy, increased community capacity.

The Health and Safety Policy clearly defines responsibilities and arrangements for effective health and safety management across HIE. All employees, consultants, contractors, visitors and service users are covered by the policy, as are all HIE owned and leased properties. Implementation of the policy will therefore impact on a variety of individuals.

The policy covers areas such as workplace environment and practices, travel, including driving, emergency procedures, responsibilities, training and awareness and personal safety.

Question 4

What do you already know about how the proposal is likely to affect people? This might be from national data, relevant websites etc. Consider both positive and negative effects, bearing in mind that identifying negative impact now helps you minimise potential barriers to effective implementation.

Specifically mention any information you have about views expressed by the groups of people most likely to be affected. This might be consultation exercises, surveys or participant feedback etc. on this specific proposal, or more general views about this area of work.

What does the evidence tell you about the effect of your proposal on people?	Source of evidence
Implementation of the existing policy could identify impacts on individuals, including in relation to occupational health. Processes can be put in place and improvements made where any weaknesses are identified.	Updates to the Health and Safety Committee from various sources
Regular reports are provided which may indicate areas related to health and safety which require improving.	Employee Assistance Programme
Some areas for improvement have been noted in recent reviews undertaken by the Facilities team. The policy aims to provide structure and guidance in dealing with these	Work undertaken by the Facilities team

If you think people may be negatively affected and this could be unlawful contact HIE's Equalities Manager now to clarify the potential impact and remove any unlawful provisions from your proposal.

Question 5

Which groups of people do you think will be affected most by the proposal? Please tick any that apply and complete the relevant information. Consider whether there is potential for discrimination (including inadvertent discrimination), for advancing equality of opportunity or for fostering good relations.

Please tick	Protected characteristics
✓	<p>Age - people of a particular age or younger or older people</p> <p>Positive impact identified 😊</p> <p>Better support provided for an aging population who may be more likely to have health concerns</p> <p>Negative impact identified ☹️</p>
✓	<p>Disability - people who have a disability</p> <p>Positive impact identified 😊</p> <p>Revised policy aligned to best practice to ensure any identified health and safety barriers are removed, and processes are in place to address any areas of concern, including occupational health adjustments as appropriate.</p> <p>Negative impact identified ☹️</p>
	<p>Gender - men or women</p> <p>Positive impact identified 😊</p> <p>Negative impact identified ☹️</p>
	<p>Gender-reassignment - people who have undergone or plan to undergo gender re-assignment</p> <p>Positive impact identified 😊</p> <p>Negative impact identified ☹️</p>
	<p>Marriage or civil partnership - people who are married or in a civil partnership</p> <p>Positive impact identified 😊</p>

	Negative impact identified ☹️
✓	Pregnancy and maternity - women who are pregnant or linked to maternity
	Positive impact identified 😊 Revised policy aligned to best practice to ensure health and safety barriers are removed. Risk assessment processes have been identified which may have an impact on certain groups.
	Negative impact identified ☹️
✓	Race - people of diverse race, nationality or ethnicity
	Positive impact identified 😊 Addressing any language barriers through the use of recognised signage (pictures) rather than wording for areas such as emergency exits.
	Negative impact identified ☹️
	Religion or belief - people of diverse faiths or beliefs
	Positive impact identified 😊
	Negative impact identified ☹️
	Sexual orientation - people of different sexual orientation
	Positive impact identified 😊
	Negative impact identified ☹️

Question 6

Are there any evidence gaps which prevent you from understanding fully the likely impact on people affected? If so, identify the evidence gaps which you wish to fill:

No evidence gaps noted

What steps will you now take to fill those evidence gaps?

Information gathering : n/a _____

Consultation or involvement: n/a _____

Question 7

Where relevant, once you have gathered more information or carried out consultation or involvement activity, what additional insight have you gained about how people will be affected by your proposal?

You may wish to fill the evidence gap before proceeding with the proposal or continue and incorporate the findings as the proposal is implemented. This will depend on the nature and significance of the gap.

n/a _____

Question 8

Gaelic language

HIE's [Gaelic Plan](#) emphasises use of Gaelic as an asset for generating economic and social value. **Identify below how your proposal may add to Gaelic's contribution to the delivery of HIE's organisational priorities and let a member of *Buidheann a'Phlana Gaidhlig* know.**

n/a _____

Question 9

Integrating equality in the 2014-2020 European Structural Funds Programmes

All funded projects (2014-2020) are required to carry out an equality (people) impact assessment. **Refer to the guidance notes on "horizontal themes" for specific requirements and summarise the relevant findings below.**

n/a _____

Question 10

Rurality

HIE aims to address the challenges of access faced by rural populations, both business and community-based, to ensure they are not disadvantaged as a result of geographic location. **In what way(s) will your proposal address issues of rurality?**

The Health and Safety includes areas such as consideration of driving conditions and other travel elements, lone working, remote access and use of public transport. All of these are designed to support staff in making appropriate decisions based on their location and/or their work circumstances.

Question 11

If you ticked question 1b) this indicated that your proposal will contribute to at least one of the three aims of the General Equality Duty:

- eliminating unlawful discrimination, victimisation or harassment
 - which may result in less favourable treatment
 - give rise to indirect discrimination
 - lead to discrimination arising from disability
 - may fall to build in reasonable adjustments
- advancing equality of opportunity:-
 - by removing or minimising disadvantage for a group(s) of people
 - by meeting the needs of particular groups which are different 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

Briefly outline the way(s) in which your proposal will contribute to this:-

The policy applies to a wide variety of individuals, specifically taking into account differing backgrounds and needs, with a view to ensuring all groups of people are treated in an appropriate manner and provided with the support they require on matters related to health and safety.

Specifically it seeks to:

- remove or minimise disadvantage for a group(s) of people
 - meet the needs of particular groups which are different from the needs of others
 - take account of disabled people's impairments
-
-
-

Question 12

Economic, social and cultural (human) rights

HIE has an obligation under the Human Rights Act 1998 to ensure that people's rights are respected in all we do. HIE is particularly 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. developing the minimum income standard, addressing poverty
- access for all to well paid employment e.g. supporting job creation, increasing income levels
- just and favourable work conditions e.g. providing favourable internal employment policies and influencing businesses to apply inclusive employment practices
- social participation and community confidence e.g. encouraging inclusive practices in community capacity building and representation

While equality focusses on the relative experiences of groups of people, taking a human rights approach aims to raise overall standards and protect against universally poor treatment.

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

The Health and Safety policy includes access to support on HR matters, such as occupational health, and will be applied across all individuals. It has been designed to ensure just and favourable work conditions for all, ensuring that there is appropriate action taken for the needs of the individual. It also has been designed to enable individuals to participate in employment in a manner that suits their circumstances.

Section C - using knowledge of impact

It is important that you act on the information about the impact of your proposal on specific groups of people identified in Section B.

Question 13

What actions will you now take to make sure the information about impact on people is incorporated in your proposal?

This might include amending a draft policy, carrying out consultation with a specific group of people or developing a feedback process for programme participants. Actions should be proportionate to the aims of your proposal.

Action to be taken	By whom	By when
Wider roll out of the policy to staff to ensure key elements are highlighted, including roles and responsibilities.	Health and Safety Committee	End Mar 2018
Preparation of supplementary guidance as appropriate	FM team	As required
Use of Yammer to issue ad hoc guidance and information	FM and Comms teams	As required

Question 14

How will you ensure that you understand the actual impact experienced by people as your proposal is delivered? This might be by gathering event or programme feedback which allows analysis by gender, age, disability etc. or information about the workforce demographics of appointments to jobs created.

Method of monitoring actual impact	By whom	By when
Regular reports will be provided to the Health and Safety Committee on a variety of matters, including HR, facilities and property incidents and statistics. Any key areas identified will be fed into future iterations of the policy and/or separate guidance issued as an interim measure	Reporting to the Health and Safety Committee	Quarterly

Question 15

When will you review actual impact?

This should be an integral part of your normal policy or project review process and should help you identify whether your proposal has been successful in achieving positive or minimising negative impact.

Review process	By whom	By when
Implementation of the policy and its impact will be reviewed by the Health and Safety Committee	Health and Safety Committee	Every 2 years

Question 16

Procurement : HIE proposals which include procurement activity at OJEU level must consider whether to include contract award or performance criteria related to equality. **Where relevant, how will you help eliminate discrimination, advance equality or foster good relations between people through contract award or performance criteria when procuring goods, services or advice?**

n/a

You should also refer to the guidance on equality contained in procurement documentation.

Award criteria to be included at tender stage:

How you will evaluate the award criteria:

Contract performance criteria:

How you will monitor delivery of performance conditions:

Assessment of how effective award or contract performance criteria have been in addressing inequalities or disadvantage or in promoting equality should be completed as an integral part of the procurement contract review process.

Signing off the completed assessment

The outcome of the assessment must be reflected in relevant project or policy approval papers. It should outline as appropriate:

- a summary of positive and negative impact identified for specific groups of people and how your proposal maximises positive impact or minimises negative impact (Qs 5, 13 and 14)
- how your proposal helps achieve HIE's equality outcomes (Q1)
- how your proposal helps eliminate discrimination, advance equality or foster good relations (meeting the General Equality Duty) (Qs 1 and 11)
- how your proposal helps people realise their economic, social and cultural (human) rights (Q12)
- any equality considerations to be included in contract award or performance criteria (Q16)
- ways in which your proposal:
 - adds to Gaelic's contributes to HIE's organisational priorities (Q8)
 - meets EU funding requirements on social inclusion (Q9)
 - addresses issues of rurality (Q10)

The Health and Safety Policy clearly defines responsibilities and arrangements for effective health and safety management across HIE. All employees, consultants, contractors, visitors and service users are covered by the policy, as are all HIE owned and leased properties. Implementation of the policy will therefore impact on a variety of individuals and seeks to:

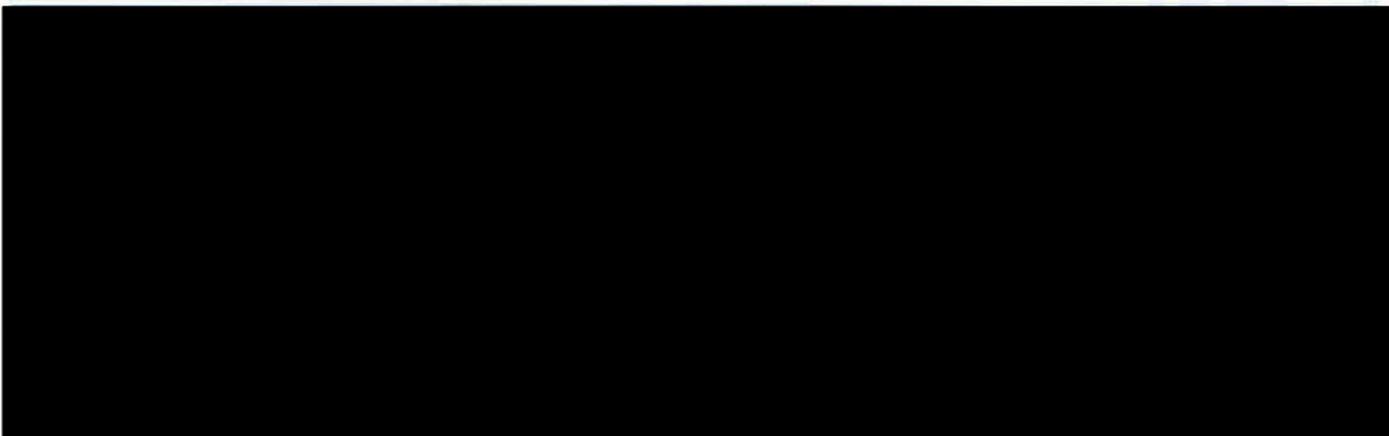
- Remove or minimise disadvantage for a group(s) of people
- Meet the needs of particular groups which are different from the needs of others
- Take account of disabled people's impairments

The policy includes access to support on HR matters, such as occupational health, has been designed to ensure just and favourable work conditions and to enable individuals to participate in employment. Additionally it includes areas such as consideration of driving conditions and other travel elements, lone working, remote access and use of public transport. All of these are designed to support staff in making appropriate decisions based on their location and/or their work circumstances.

Specific groups may be impacted by the implementation of the policy and action will be taken through development of additional guidance and relevant communications to address any areas of concern. We have specifically noted the following positive impacts:

- Appropriate support for an aging population
 - Removing any health and safety barriers, including occupational health adjustments and specific risk assessments
 - Addressing language barriers through use of visual signage
-
-
-

Completed impact assessments must be published to demonstrate that we have paid due regard to equality in the development and delivery of our functions. They are published on HIE's website, but you should also consider sharing the assessment with those who participated in its completion, including any equality groups consulted and stakeholders or partner agencies.



HIE's Equalities Manager will arrange for the assessment to be published. Please ensure that you send a scanned copy of the signed assessment.