

Gender Equality Scheme Annual Report and Review

July 2010

Background

As an organisation, our mission is “All of nature for all of Scotland”, and it’s not only natural diversity across the whole of Scotland that we are interested in, we are also passionate about serving all of Scotland’s people, encouraging everyone to enjoy and celebrate, care for and fully benefit from the natural world around them. That means we take seriously our duty to deliver a public service regardless of age, belief, gender, sexual orientation, physical or mental ability or location. As a public authority Scottish Natural Heritage (SNH) is under a legal obligation to eradicate any discriminatory practice and prevent harassment occurring whilst promoting equality of opportunity. This duty is not solely limited to our organisation’s internal practices; we have a responsibility to consider the needs of all members of communities we encounter through our work.

In June 2007, Scottish Natural Heritage (SNH) published its first Gender Equality Scheme to sit alongside the existing SNH Race Equality Scheme and Disability Equality Scheme.

The Scheme set out our commitment to gender equality and our proposed actions to achieve this over a three year period from 2007 to 2010. This annual report and review provides a summary of the progress made in the third year of the scheme and highlights our key areas of work going forward.

The Equality and Diversity Team has implemented an Equality Scheme Action Plan¹ to measure progress against each identified task; it also contains additional actions we have recognised as a result of this review.

The next step for us is the creation of a Single Equality Scheme. The resulting draft scheme will be subject to internal and public consultation with equality groups, employees and members of the public to create a foundation for this scheme.

What are our main achievements in the past year?

1. Our main focus has been to raise staff awareness of equality through ‘Equality and Diversity Road-shows’; providing guidance to staff on how to identify their responsibilities and rights when it comes to equality. The ‘Road-shows’ have aimed to clarify, encourage and develop understanding of this important public sector duty; our obligation to reflect the needs of every sector of the community in Scotland in our decision making and activities.

¹ To be found in Annex 1

2. Through 'partnership working', sharing good practice forums and open dialogue with equality groups, we have gathered information to progressively strengthen and embed the Scheme within SNH. This includes the implementation of the 'equality impact assessments' (EqIA). The establishing of this key assessment tool in our working practices has made an important contribution to organisational understanding of what will be required in a Single Equality Scheme (to be known as SNH Equality Scheme).
3. Through 'partnership working', we have participated in equality information sharing and the piloting of equality engagement events with other public authorities². The outcome has been the establishing of best practice and sharing of outcomes in this area. Moving forward, it is an aim of the partnership to develop an approach of combining resources to deliver training and services to public authority staff.

Equality Impact Assessment (EqIA)

4. As part of our legal requirements under equality legislation, SNH is required to conduct and publish Equality Impact Assessments (EqIA). EqIA is a process of analysing a proposed or existing activity³ and its possible impact on people in the six equality groups. The aim is to anticipate and identify any potentially discriminatory consequences for particular groups, within the community and workforce.
5. Staff are able to access guidance and useful information to assist in the completion of EqIA through the 'Equality and Diversity' microsite on the SNH intranet. The guidance has been developed in plain English to allow better accessibility. The electronic toolkit enables staff to access appropriate research and statistics from external sources⁴ to support their EqIAs.
6. A development this year has been the creation of EqIA 'examples' on the microsite. This has provided completing officers with a starting point for any EqIAs. The 'examples' provide a resource for future EqIAs, reducing time pressures and increasing the completion rate. Another significant aspect of the supply of 'examples' is in encouraging consistency of application. The benefit here is an equitable approach to equality across our organisation.

² Mainly through the Non- Departmental Public Bodies (NDPB) Equality Forum and Highland Community Planning Partnership (HCPP) Equality Group

³ 'activity' could refer to a project, policy, a service, a facility, research, a management paper, building or access works, an event or a publication

⁴ For example, the Scottish Government Equalities Research and Human Rights Commission Review of Equality.

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7. Our internal audit unit's initial impact assessment of functions and services from the early stage of the Equality and Diversity project has been revised to create a prioritisation list. This has been communicated to business planning activity owners so they can create 'example' EqIA for their areas of policy. The intention behind this is to help staff evidence impacts which have already been considered by previous owners. A number of EqIA have identified possible impacts upon gender issues these are listed in Annex 4.
8. The Equality and Diversity Team had initially scheduled eight 'Equality Impact Briefing Sessions' to run from November 2009 to March 2010 in a number of locations across Scotland. These sessions aimed to provide a walkthrough of the EqIA process and enable the attending groups to provide real and relevant examples for discussion. Early signals from staff, however, indicated that a more individualised approach was preferable. In response, we developed a more tailored version of the above sessions to best meet the requirements of smaller groups, individual units and teams. In supporting equality, the E&D team has sought to be flexible in the means of delivery, listening to staff and attempting, therefore to best meet their needs. As a result, the delivery of 'Equality Impact Briefing Sessions' has continued beyond the initially intended completion date of March 2010.

Research

9. Research is a critical activity for SNH and as such it is important to have consideration of equality and diversity issues. Our Quality of Life Unit is carrying out joint research with Perth and Kinross Council and SportScotland. The research has taken the form of a public survey to identify any particular groups who are non/infrequent participants in outdoor education. The purpose of the findings is to develop a better understanding of the reasons behind why particular groups in Scotland don't, or infrequently, make use of the facilities available to access the outdoors. This will build on work we previously undertook, looking at barriers to enjoying the outdoors. This work will benefit members of all six equality strands.
10. We produced a board paper, 'Enjoying the Outdoors – Update and Proposed Priorities for supporting increased Participation'. This set out SNH's policy for how we can best contribute to increasing participation in outdoor recreation, volunteering, outdoor learning and tourism, especially among young people and disadvantaged groups.
11. We often use externally sourced evidence to support our research and findings. Discussions are underway through the equality forums we attend so that we can share relevant research more readily. Through our partnership with the HCPP Equality Group we have combined efforts in recording

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research and evidence to inform the content of our Equality Schemes. This has resulted in the joint 'Equalities Intelligence Report' where each organisation provided summaries of key issues and recommendations from various sources of research. Each organisation has then used this information as reference in shaping their equality schemes and in particular as many of us head towards the shaping of our Single Equality Schemes.

12. We are working with members of the NDPB Equality Forum to overcome the technological barriers to sharing research and to avoid equality groups being asked the same questions repetitively. This is now a standing item on the agenda of the forum's meetings.

Training and Awareness Raising

13. The SNH Equality and Diversity team are continuing to deliver the Equality and Diversity awareness raising sessions to unit meetings across the country. This area of our work has progressed steadily, and to date, 63% of current SNH staff have attended an awareness raising session. We have also extended delivery beyond unit meetings to enable individuals to have one to one sessions on request. This ensures flexible provision and support as and when it is required.
14. As part of the tools to deliver training and raise awareness amongst employees, SNH has an on-line Elearning system. From October 2010, employees who were unable to attend the 'roadshows' will be requested to complete the e-learning package modules 'Diversity Challenge' and 'Equality Essentials'. We have updated these modules to make the exploration of the equality issues from all six strands, including gender, more accessible. In addition, the content forms part of the Diploma in Management and Recruitment and Selection training course accredited by I.L.M.
15. The welcome pack for all new employees has been developed to include the responsibilities and rights of staff in relation to 'Equality and Diversity'. The pack also sets out what SNH as a public authority must have due regard to in order to promote equality of opportunity. Whilst it is important that individuals recognise their individual rights and responsibilities with regards to 'Equality and Diversity', it is also necessary to promote how their role contributes to SNH's wider obligation. New staff on joining SNH are required to complete the 'Equality Essentials' module as part of their induction.
16. The appointment of Diversity Champions within the organisation has created local level support for equality and diversity issues to employees across the

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organisation. The regular meetings of the Diversity Champions contribute to the shaping of equality and diversity within SNH including the integration of the EqlA process. Champions communicate suggestions from staff to the Equality and Diversity Team on matters of training and awareness raising.

Embedding equalities within systems

17. Following the development and roll out of the new ibids and projects database for bidding for project funding; project managers are now required to select whether their project may require an EqlA when bidding for funds. The highlighting of the EqlA at this stage encourages project managers to consider whether an EqlA is required for their project and formulate more detailed resource requirements earlier in the project planning stage.

18. The process of reviewing activities and policies will allow for the creation or review of EqlAs. Consideration of issues relating to gender as well as other equality strands will assist in mainstreaming equality and diversity throughout the organisation. Annex 4 lists EqlA where impact assessment has highlighted potential impacts specifically upon gender.

Employment

19. A data verification exercise was carried out using the ipeople database to collect information relating to staff diversity. Participation levels in this were low on the first occasion. Encouragement to participate in such exercises, explaining the need to monitor workforce statistics is now included in staff awareness sessions and series of communications. HR produced an Equality Action Plan 2010-2011 that included further actions to highlight SNH's commitment to being an equal opportunities employer.

Grants and Funding

20. SNH has continued to grant aid projects that encourage participation in the natural heritage. This includes funding projects such as 'Garden for Life' at Gorgie City Farm, a volunteer programme attracting support from minority ethnic groups⁵ and 'Men in Mind' (mental health project for men). We also provided grant funding to help towards improving opportunities to experience the environment at first hand. The Border Women's Aid Children's Service 'Goes Wild in the Country' provides a refuge in Jedburgh but also supports people in their homes. Staff encourage the women and children to have a better experience of the countryside by taking them on a series of nature trips. Another example is funding for Diversity and Inclusion at the Ecology Centre at Kinghorn. The centre staff use their expertise and local knowledge to involve people from all walks of life, in particular members of the public who would not otherwise engage with the natural heritage.

Engagement and Consultation

21. We continue to work with organisations such as the National Parks, Highlands and Islands Equality Forum and the Scottish Rural Equality Network in sharing information and contributing to forums on general equality issues.
22. During 2009 we participated in HCPP⁶ community engagement events as a pilot towards models of involvement. The aim of these events was to develop a shared approach and ongoing dialogue between the communities and service providers represented in the HCPP Equality Group. The outcomes have contributed to the further development of our partner organisations' equality schemes. Events were held at three locations across the Highlands and representatives from the HCPP attended and participated in the events. Though attendance was limited, participants welcomed the event as an opportunity to promote equality and diversity and valued the opportunity to meet others with shared interests.

Review of Gender Equality Scheme

23. In July 2009 our Internal audit team conducted a review of the Equality Project to assess SNH's equality and diversity arrangements. Their findings provided an assurance that SNH's provision was satisfactory, whilst also making a small number of recommendations. The internal auditors indicated that development of the 'Equality Impact Assessments' process was required; to ensure that those of 'high priority' are undertaken by local staff within a

⁵ www.farmgarden.org.uk: Chillies & Roses

⁶ Highland Community Planning Partnership (HCPP)

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reasonable time. In addition, resources should be identified earlier to lead on the ongoing work associated with equality scheme reviews and overseeing EqIA production after the project's current end date. The recommendations from the audit were welcomed as opportunities to shape our work moving forward and were added to the Action Plan.

24. The testing of the 'Best Value' self assessment from the Audit Scotland Equalities framework⁷ presented SNH with an opportunity to reflect on continuous improvement and prepare for annual assessment of the Scheme. It served to highlight the areas where we have contributed to information sharing and the EqIA approach. It has signalled areas where there is still much to achieve, namely 'ownership' and 'language'. The ownership of responsibilities to fulfil key areas in the 'Equality Scheme Action Plan' is not always held by those units named in the plans. There is some inconsistency in language across units in describing equality issues. An example of this is our policy on addressing disadvantage, which uses different definitions to our equality schemes. Outstanding issues from the Scheme Action plans for the last three years need to be considered going forward to the SNH Equality Scheme in order to ensure key issues originally identified are reviewed and addressed.
25. In September 2009, we recognised that work towards a Single Equality Scheme would require better understanding of the, then anticipated, Equality Act 2010 and the improved involvement of representative groups. It was decided to delay the conversion of the three Schemes into the SNH Equality Scheme until 2010/11, when the Act comes into effect and also to hold an event with combined equality groups in September 2010 for this purpose. Approval was granted to retain the Equality & Diversity Team for a further year until April 2011 to take forward work to mainstream equality and diversity.

What will we be doing in the year ahead?

26. We will be improving accessibility to the EqIA process through the adaption of the form into a more electronic format. The EqIA will become part of the new SNH internal budgeting system, transforming it into a project tool. The purpose of this is to indicate the link between the EqIA process and planning actions. Managers can use the EqIA to identify external customers and understand the needs of all members of the public from the outset of our projects.

⁷ <http://www.scotland.gov.uk/Resource/Doc/136268/0033771.pdf>

Training and Awareness Raising

27. We have more awareness raising sessions planned for the end of Quarter 2 (2010/2011). To extend the accessibility of the scheme still further and encourage more staff to participate; the option is available for individuals to book into sessions which best suit their working patterns and locations. There is also the provision of visits and video conferences to our island offices in order to engage as many staff as possible.

SNH Equality Scheme, Engagement and Consultation

28. On the 1st September we shall be holding a Equality Scheme Discussion Afternoon. We have invited representatives of equality groups from across Scotland to make a contribution and have input into the content and direction of our Equality Scheme⁸.

29. The creation of the Single Equality Scheme and Action Plan features alongside the general and specific public sector duties associated with the Equality Act. The resulting draft scheme will be subject to internal and public consultation with equality groups, employees and members of the public. Outstanding actions and monitoring from the previous three separate schemes will be incorporated into the drafting of the SNH Equalities Scheme due to be published early December 2010.

Conclusion

30. The past year has seen a considerable focus on developing interfaces to allow us to engage with and raise awareness amongst staff, to better meet the requirements of the public sector duties. The shaping of the SNH Equality Scheme with the involvement of gender groups along side those of other equality groups will provide the opportunity to review our action plan, revise targets and prioritise our outcomes.

Katie Eardley & Felicity Lally
Equality and Diversity Team

⁸ All representatives approached have also been invited to contribute by correspondence if more appropriate (see Annex 2 and 3)

Annex 1 - Action Plan – Progress at July 2010

1. Implementing & Promoting the Disability Equality Scheme & Equality and Diversity Programme				
Task	Responsibility	Target Date	Progress	Outcome
Identify dedicated resources (staff and financial)	Business & Customer Performance (BCP)	November 2007	Equality & Diversity incorporated into the business planning process for each unit	Project resourcing secured until March 2011.
		March 2008	Diversity Budget secured	Monitor progress against Equality Action Plans
		January 2008	Diversity Champions appointed	
Continue Development of Equality and Diversity Programme including development of overall Diversity Strategy	BCP	Ongoing with review in March 2009	Project Initiation document agreed with People Strategy Project Board and Management Team	Equality mainstreamed with corporate priorities
Review and issue statement on progress in SNH's Annual Report	BCP	June 2008	<i>Statement included in 2007/08 report</i>	Statement of progress included in Annual Report
		June 2009	<i>Statement included in 2008/09 draft report</i>	
Review and revise scheme on a three yearly basis	BCP	June 2010	Report and Review cycle Completed	Scheme published every 3 years Change to SNH Equality Scheme for Publication Early December 2010
2. Involvement & Consultation				
Task	Responsibility	Target Date	Progress	Outcome
Develop guidance on 'Equality Impact Assessments' for use across the organisation	BCP	March 2009	Completed	EqIA built into all policy and project planning processes

Develop an overall approach/strategy to the involvement of people with all equality groups including gender	BCP	On-going	Equality & Diversity microsite includes guidance to staff on involving all equality groups	Development of better means of communication, build knowledge of issues and consultation in matters of developing policy and practice
3.Strategic and Policy Development				
Task	Responsibility	Target Date	Progress	Outcome
Review inclusion of equality and diversity statement and targets within the Corporate Plan and Business Plans	Management Team (CPEU)	November 2007	Equality & Diversity has been incorporated into our business planning process	Capture activity and monitor progress towards meeting our equality action plan and any new objectives
Develop a programme across SNH for prioritising and producing impact assessments for existing and new policies	All Units	March 2010	This has been included in the Corporate Business Plan. To concentrate on new or reviewed activities/policies etc	Requirement to continue to embed "EqIA thinking" HR have EqIA'd 4 HR policies (Disciplinary & Improvement, Grievance, Performance Management & Development, Managing Absence). However further review of consultation methodology is required.
4. SNH Functions & Services (Partnerships)				
Task	Responsibility	Target Date	Progress	Outcome
Include conditions in contract specifications to encourage compliance with our equality duties	Procurement Project Managers	TBD	Under consideration awaiting guidance in Equality Duties	Increased awareness of equality issues to organisations out with public sector
Ensure equality duties considered when assessing projects for SNH grant assistance	Grants	TBD	Under consideration Grants Project	Increase in number of equality groups /individuals applying to SNH for grants

Work in partnership with the Scottish Resource Centre for Women in Science, engineering and technology and Careers Scotland, and education providers to promote in schools and colleges the opportunities for working in SNH Consider other action to be taken to address gender balance across levels and job types	HR Quality of Life	Under review	In 2009, HR attended a Career's Fair at the Scottish Agricultural college to promote general employment opportunities .To be considered and prioritised in development of the Single Equality Scheme.	Incomplete records to determine whether there has been an improved gender balance of potential recruits in underrepresented posts.
Publications				
Establish mechanisms by which information can be made equally available to men and women	Publications Communication s & Promotions	June 2010	An audit has been conducted of our publications, EqIA completed for Magazine publication, internal newsletter revised and website is being completely reviewed. To be considered and prioritised in developing Single Equality Scheme.	Information easily accessible to all
Recreation & Access				
Consider building more multi-purpose paths and routes suitable for pushchair users	Quality of Life Managed Sites	June 2010	SNH Path Policy Statement EqIA and consultation completed. This will encourage creation of more accessible footpaths.	Increase in number of women visiting natural heritage sites. Include monitoring in future planning of projects This will be reviewed under the SNH Equality Scheme.
Task	Responsibility	Target Date	Progress	Outcome
Provision of safety literature in public places	Quality of Life Communication s & Promotions	June 2010	An Audit has been conducted of our publications and we have provided funding to Ranger services with Equality awareness terms included. The new website provides links to safety information to places to visit in order to enable decision before	Increase in women and children visiting natural heritage sites Include monitoring in future planning of projects This will be reviewed under the SNH Equality Scheme.

			arriving on site. Leaflets provide accessibility information, again to enable an informed decision.	
5. Employment				
Task	Responsibility	Target Date	Progress	Outcome
Review the introduction of a general diversity competency (incorporating disability, race, gender, etc) for all managers and employees	HR Training	End of 2007	Complete	Managers appraised against diversity competency. There is no specific diversity competency but rather "Valuing others for their contribution" is used. Annual monitoring of appraisal trends does not yet take place.
Ensure next Equal Pay Audit addresses equal pay issues	HR	March 2009	Complete	Ensure equal pay for equal work. No significant issues were identified from the Equal Pay audit. The next Equal Pay audit is due March 2011.
Consider further action to promote our flexible working policy for all staff regardless of gender, age and commitments	HR	August 2007	Initial Impact Assessment on policy conducted with further influence expected from Equal pay Audit and Reward and Recognition Project	Increased take up of flexible working options for men and employees reaching retirement age. There is more work to do on this.
Recruitment				
Task	Responsibility	Target Date	Progress	Outcome
Consider promotion of work placement opportunities in areas where gender imbalance (i.e., women on National Nature Reserves and other site related projects roles and men in	HR	TBD	Initial analysis of gender balance in recruitment and establishment completed. Will be further considered and prioritised in	More women working in traditional male jobs, more men working in traditional female jobs This will be reviewed under the SNH Equality Scheme.

administrative roles)			developing Single Equality Scheme	
Target recruitment of specific jobs (senior managers and junior administrators to redress imbalance – review	HR	As vacancies arise	Will be further considered and prioritised in developing SNH Equality Scheme	Increase numbers of women and men applying for non-traditional roles
6. Equality and Diversity Awareness Raising and Training				
Task	Responsibility	Target Date	Progress	Outcomes
Initiate a programme to raise awareness of diversity issues ensuring SNH employees aware of obligations and responsibilities	BCP	On-going	Awareness raised from 44 % in 2007 to 66% in 2008 Road show preview and content completed. Road shows start mid June and run until 1 August 2010 providing all Staff with opportunity to attend. Ongoing Communications internally through Newsletter, notice boards and message of the day.	Increase awareness of equality & diversity internally and externally. Raise awareness of need for staff to do EqlAs.
Further build Diversity into Corporate Training Programme to increase employee awareness and understanding of diversity issues	HR Training / BCP	On-going	<i>Completed</i> Induction pack and event, elearning package and mandatory modules for Management Diploma, recruitment and selection. EqlA workshops to follow Roadshow attendances	All new staff are given a link to the <i>Diversity Challenge</i> e-learning suite which covers gender equality strand. This is monitored after the Corporate Induction to ensure it has been completed
7. Monitoring and Evaluation				
Task	Responsibility	Target Date	Progress	Outcome
Identify areas/functions for monitoring and develop a equality and diversity monitoring programme	All Units	End of 2007	Measures have been built into our corporate systems. This enables us to identify any areas for further development	Able to measure progress towards equalities duties. This will be reviewed as a consequence of development of the SNH Equality Scheme
Take account of equality duties in developing the Inclusion Survey (Customer Survey) to be conducted in 2008	CPEU	July 2008	Final Report Published	Assess gaps in current service requirements in relation to disabled customers

Conduct employee survey with specific questions relating to equality and diversity. Review annually	HR	January 2007 April 2008	Survey in 2008 stated that 88% of respondents Strongly / Agree that they are treated equally irrespective of gender etc.	To establish current level of awareness of diversity issues (including gender) across SNH. The survey in 2010 stated that 92% of respondents Strongly / Agree that they are treated equally irrespective of gender etc.
Review use of website to gather data and feedback on gender (and other equality) issues	Strategy & Communications	On-going	In progress as part of website project	Ability to measure improvements in services since establishment of DED
Carry out monitoring of workforce gender balance through development of 'People Report'	HR	December 2007	Ongoing	Monitor and report equality issues in employment



SNH Equality Scheme Discussion Afternoon at the John McIntyre Conference Centre, Edinburgh
Wednesday 1st September 2010
13:00 – 16:00

Are you interested in contributing to help shape the draft of our Equality Scheme for the next three years? Please contact the Equality and Diversity Team at diversity@snh.gov.uk and we will send you further details of the event.

Alternatively call us on 01463 725278 and we will take your details over the phone. Please also contact us if you would prefer to receive information and have your say by email, mail or phone to be involved in the consultation of the draft Equality Scheme. We look forward to hearing from you. Thank you.

Annex 3**SNH Equality Scheme Consultation Timeline**

2nd August 2010	Invites for Equality Scheme Meeting
6th August 2010	Invite External Suggestions for Equality Scheme by Correspondence
1st September 2010	External Equality Scheme Meeting
8th September 2010	Close of External Suggestions by Correspondence
13th September 2010	Invite Internal Suggestions for Equality Scheme by Correspondence
20th September 2010	Internal Equality Scheme Meeting
8th September 2010	Close of External Suggestions by Correspondence
20th October 2010	Draft Scheme
21st October 2010	Circulate draft Scheme for comment
20th November 2010	Close of Comments
15th December 2010	Feedback to Comments
17th December 2010	Publish Equality Scheme

Annex 4: Examples of how SNH's Equality Impact Assessments are working to identify potential Impacts upon gender

Activity Aims	Potential Impact	Action
<p>Equalities Research</p> <p>Research into the barriers faced by our customer's into accessing SNH services and the natural heritage</p> <p>EqIA Reference: B203694</p>	<ul style="list-style-type: none"> Focus groups will require respondents to travel to a central location on a specified date in order to take part in research. Individuals with child care commitments may be prevented from travelling at certain times of the day or if have no available childcare 	<ul style="list-style-type: none"> Ensure good information regarding transport to venues Consideration of a child care facility or refund childcare costs Consider provision of transport to the venue or payment of expense Accessible venue that is easily reached by most of the target audience Safe location and comfortable venues
<p>SNH Travel Plan – 2009-2012</p> <p>Aims: Through efficient use of public resources involve and encourage staff, visitors and those that SNH works with in actively pursuing sustainable journeys to work and business and visiting SNH premises, reducing CO2 emissions.</p> <p>EqIA Reference: B381335</p>	<ul style="list-style-type: none"> Concerns for careers as to speed of attending to an emergency Perceptions of vulnerability and concerns over personal safety in unlit or unpopulated areas including cycle paths, carparks and footpaths. Childcare responsibilities may lead to increased reliance upon cars 	<ul style="list-style-type: none"> T&S policies states that 'emergency get you home' applies to all staff by exception. No individual is to suffer penalties or harassment for choosing a particular mode of transport for their personal circumstances. Inclusively a subject of choice.
<p>Equality and Diversity Road-show 2009</p> <p>Awareness Raising Events</p> <p>(EqIA Reference: B384236</p>	<ul style="list-style-type: none"> Statistically, more women than men work part-time and hold the majority of caring responsibilities, so timings could exclude them on this basis. Preparation time required for any familiarity with materials prior to event Physical Contact can make people feel uncomfortable or violated images and terminology could potentially exclude people 	<ul style="list-style-type: none"> <u>Location/ Accommodation/ Refreshment:</u> The option of events at different locations If overnight accommodation required clearly listed as part of training event as is preparation Chosen for avoiding possibilities of harassment and risks to security. <u>Transport:</u> If Road- shows not held usual SNH office or training locations. Ensure locations selected have good and accessible transport links <u>Trainer:</u> Ensure each Trainer has robust understanding and awareness of equality and diversity Trainers do not spotlight minority or under represented participants and ask them for their experiences as a member of an under represented group. <p>Trainers ensure that the discussion is not constantly dominated by one group Trainers challenge in a positive way offensive language or inappropriate behavior used by participants.</p>

Activity Aims	Potential Impact	Action
<p>Continued:</p> <p><i>(Equality and Diversity Road-show 2009 Awareness Raising Events</i></p> <p><i>(EqIA Reference: B384236)</i></p>		<ul style="list-style-type: none"> <u>Dates & Times</u> Avoid main school holiday periods and festivals Choice on a selection of available events throughout the year. Events within core working hours The option of events at different start times
<p>iBids and Projects Briefing Sessions</p> <p>iBids and Projects Briefing Sessions – The aim of these sessions is to introduce staff to the revamped iBids and Projects system and to answer questions relating to bidding.</p> <p>EqIA Reference: B445515</p>	<ul style="list-style-type: none"> Statistically, more women than men work part-time and hold the majority of caring responsibilities, so timings could exclude them on this basis. 	<ul style="list-style-type: none"> Date / time – Vary days and times of sessions to ensure maximum opportunities for attendance.
<p>Equality and Diversity poster series</p> <p>Posters aimed at SNH staff to inform them of Equality and Diversity issues, resources and opportunities.</p> <p>EqIA Reference: B487698</p>	<ul style="list-style-type: none"> Informing people of the gender equality scheme. 	<ul style="list-style-type: none"> Images used on posters will be varied.
<p>Scottish Biodiversity Week</p> <p>Two guided walks as part of Scottish Biodiversity Week.</p> <p>To enhance awareness of local biodiversity for people living in or visiting Uist and Benbecula</p> <p>EqIA Reference: B611523</p>	<ul style="list-style-type: none"> Events welcomes all members of the public wishing to participate and no discriminatory effects on gender can be identified 	

Activity Aims	Potential Impact	Action
<p>SNH Dumfries & Galloway Area Team Training Event 2009</p> <p>Main aims: beneficial to staff morale and learning; training element, i.e. learning/appreciation of new skills; understanding of the natural heritage; understanding of different view and opinions; contains a variety of elements that will appeal to everyone, regardless of grade/natural heritage knowledge; team building element; better appreciation of what our work is about; fun and enjoyable; inclusive for all, i.e. not too physically demanding; promotion of good team working with people you wouldn't normally work with, i.e. breaking down of traditional working hierarchies; making links with external partners and understanding them better; contains elements that are creative and somewhat challenging.</p> <p>EqIA Reference: C250809</p>	<ul style="list-style-type: none"> • <u>Village Hall Venue</u> Single sex toilet facilities. • <u>Event Programme</u> Choice of date carefully considered and notified well in advance. Start/finish times allow adequate travelling time taking account of any child minding arrangements. Flexible transport arrangements allowed. One-day event during normal office hours – no overnight stays. Choice of activities allow for a variety of roles and abilities. Outdoor terrain and distances covered suitable for all those in group. Walking pace determined by slowest member of group. Post-event feedback meeting held. 	