



Scottish Natural Heritage
Dualchas Nàdair na h-Alba

All of nature for all of Scotland
Nàdar air fad airson Alba air fad

Equality Impact Assessment: initial screening

Please complete the form using the blank rows, as well as the greyed out boxes containing guidance that you should overwrite.

What is being assessed by whom?

Name of the policy¹ Harnessing Technology to Benefit Nature: SNH Technology & Digital Services Strategy 2019 – 2024
Policy here is used as shorthand for policies, provisions, functions, practices activities and services. Please state concisely the name of the policy being assessed.
Name of person leading the assessment² Mark Robson
Please insert the name of the person leading the assessment
Names of other team members Carrie Urquhart
Please list any others contributing to the assessment
Is this a new or existing policy? New <input type="checkbox"/> Existing being reviewed <input checked="" type="checkbox"/> If existing, then please check to see whether a previous EqIA is available to provide a basis for this assessment. N/A

¹ The term policy is shorthand for policies, provisions, criteria, functions, practices and activities including the delivery of services.

² Person leading on the policy development

Initial screening

	Yes	No
Does the policy impact on people? (e.g. on service users, businesses, employees, wider community)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will it have a significant effect on how other organisations operate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does it relate to an area where SNH has set equality outcomes ³ ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does it relate to an area where there are known inequalities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered **Yes** to any of the above, please proceed to Stage 1 of the EqlA form.

If you answered **No** to all of these, you do not need to carry out an EqlA so proceed to sign and complete the statement below.

An EqlA is **not needed** Date:

Signed	Date
Lead officer: Mark Robson	23 rd April 2019
Responsible officer ⁴ : Jane Macdonald	

Please now publish the initial screening section of the form in eRDMS file [B239231](#) and email confirmation to diversity@snh.gov.uk. Please also retain a copy with your policy documents.

³ Across the range of our activities, more people from BAME communities, people with disabilities and disadvantaged families, individuals and communities enjoy and benefit from nature
Through changes to recruitment and attraction procedures more people from BME communities and people with disabilities apply for opportunities with SNH
We have an age-inclusive culture that supports and values everyone

We have reduced the gender pay gap to 9%

⁴ Person with overall responsibility for the policy.

Equality Impact Assessment: assessing impact

Stage 1. The purpose of the policy, service, activity etc.

<p>What is the purpose of the policy?</p>	<p>Harnessing Technology to Benefit Nature: sets out the strategic context, vision and direction for our organisation’s investment in technology & digital services for the period 2019 - 2024.</p> <p><u>To note</u>: the purpose of this Strategy is to set SNH’s vision for the information technology (IT) infrastructure, architecture, skills and capabilities that are needed in order to continue our progress along the journey of Cloud migration, together with the guiding principles required to make this happen.</p> <p>The Strategy is <u>not</u> therefore focused not on specific devices, ‘IT kit’, or particular digital applications. Specifics such as these will be covered under individual projects in the future, with individual EQIAs prepared as necessary.</p>
<p>Who does the policy affect? (employees, customers, equality groups, stakeholders)</p>	<p>Employees: as users of technology & digital services it is anticipated that everyone in the SNH workforce will be affected by this strategy.</p> <p>Customers: internal and external customers may experience changes over time as a result of the implementation of new Information Systems (IS)/ Information and Communications Technology (ICT) systems and technologies, although the overall approach set out in this refreshed strategy remains consistent with the direction set under SNH’s previous IS/ICT strategy.</p>

	Stakeholders: it is unlikely that there will be a direct impact on our key stakeholders.
What results/outcomes are intended?	<p>Intended outcomes of <i>Harnessing Technology to Benefit Nature</i> are that:</p> <ul style="list-style-type: none"> • SNH Technology & Digital Services Strategy is a very close fit to SNH Corporate priorities and enables delivery of Outcomes 1 through to 4; • Our strategic approach to Technology & Digital Services investment remains closely aligned to wider UK and Scottish Government Public Sector ICT/ Digital strategy.

Stage 2. Relevance to the needs of the general equality duty

Please consider which aspects of the policy are relevant to the three needs of the general equality duty

	Comment
Eliminate unlawful discrimination	This EQIA has not identified anything relevant to elimination of unlawful discrimination. As work progresses to achieve the aims of the refreshed Technology & Digital Services Strategy, any new policies, procedures or systems which are developed will be subject to their own Equality Impact Assessment as appropriate.
Advance equality of opportunity	<p>Aspects of this strategy will provide people with more choice about how they access SNH services and information. This includes the provision of greater opportunities for employees to work in spaces and locations that are more appropriate to their work and personal requirements.</p> <p>As work progresses to achieve the aims of the refreshed Technology & Digital Services Strategy, any new policies, procedures or systems which are developed will be subject to their own Equality Impact Assessment that will consider this aspect of the general equality duty in more detail.</p>
Foster good relations between	N/A

groups of people	
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Stage 3. To which of the equality groups is this policy relevant?

All	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input checked="" type="checkbox"/>	Gender reassignment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Pregnancy and maternity	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	Religion and belief	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	Marriage and civil partnership ⁵	<input type="checkbox"/>

If you decide that the assessment is not relevant to some groups, please say why below.

⁵ In relation to unlawful discrimination in employment

Stage 4. Evidence

Please consider what evidence is available to help you identify the impact the policy may have on people amongst the relevant groups you have identified? Both quantitative (statistics etc.) and qualitative (event feedback etc.) are equally valid. Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, [Scottish Government Evidence Finder](#), the views of equality groups, as well your own experience of working in this area etc.

Remember to consider whether this requires you to consult relevant equality groups. Where it is not possible to gather new information in time to inform the assessment, consider including such actions in your plans to monitor and review the policy.

Protected characteristic	Evidence	Source	Gaps and actions taken
Age	<p>Evidence from the ONS study on internet use and access showed that in 2018, 8.4% of adults had never used the internet. Of these, nearly half were aged 75 and over. Also, 99% of adults aged 16 to 34 years were recent internet users in 2018, compared with 44% of adults aged 75 years and over.</p> <p>SNH's workforce is representative of the ageing population of Scotland, 63% of our workforce is over 45. There has been a continuous increasing trend of employees aged between 55-64 years old.</p> <p>Evidence from SNH's People Survey demonstrates that that longer serving employees struggle more with change management and processes and tools. This will be considered so need to think about how we can support older people. This links into our refreshed equality outcome 'We have an age-inclusive culture that supports and values everyone'</p> <p>Re Route Report findings – positive impact for young people.</p>	<p>Office for National Statistics (ONS) Internet Users UK 2018 report</p> <p>Equality Report 2019</p> <p>Re Route</p>	<p>This evidence will be considered when implementing the strategy to focus on how older people can be supported to manage technological change and make more effective use of digital technology.</p> <p>The strategy will provide people with more choice about how they access services and information.</p> <p>The strategy will better enable use of different</p>

		Report	platforms to engage different demographics.
Disability	<p>Evidence from the ONS study on internet use and access showed that 20% of disabled adults had never used the internet in 2018. SNH is committed to increasing access to our services for people with disabilities and will ensure that the solutions implemented as part of the strategy are accessible for all.</p> <p>2.4% of our workforce has disclosed that they have a disability. This is not representative of the proportion of the Scottish population with a disability. Disclosure rates are low and our current HR system functionality is limited in terms of E&D reporting capacity. All these factors together make employee monitoring challenging; perhaps not providing a true picture of our workforce diversity.</p> <p>We anticipate that the number of staff with hearing difficulties is higher than our disclosure rates suggest. With an aging population and workforce this needs to be considered when implementing new technology and services. It is expected that the need for support for hearing may increase in the future.</p> <p>Our People Survey indicated that employees value the range of flexible/agile working options, with carers particularly citing the value of agile working in supporting them at work.</p>	ONS study Equality Report 2019	<p>This evidence will be considered when implementing the strategy to focus on how people with disabilities can be supported to make use of digital technology. For example subtitles or BSL translation on film clips and scope for audio descriptions of film clips, or scope for documents to be read out verbally, or be translated easily into braille etc.</p> <p>Improvements to E&D reporting will be included in the new HR system.</p> <p>The strategy will provide people with more choice about how they access services and information.</p> <p>The strategy will ensure better access to technology and digital services enabling</p>

			the workforce to be more efficient and effective. This will provide greater opportunities for staff to work in spaces and locations that are more appropriate to their work and personal requirements.
Gender	<p>The ONS Study highlighted some differences in the activities that men and women carried out over the internet, with a higher percentage of women using it for social networking (69%), compared with men (60%). Furthermore, 59% of women looked for health-related information online, compared with 50% of men. However, the proportion of men who watched videos on YouTube or similar was 13 percentage points higher than women, at 69% and 56% respectively. Men also played or downloaded games more than women, with 36% of men and 26% of women carrying out this activity in 2018.</p> <p>SNH has over 35 offices across Scotland, some in very remote locations. Restrictions on travel mean we need to think more creatively on how to facilitate collaboration between teams and offices and also to make career opportunities inclusive to all. This will particularly benefit carers who are predominantly female by providing more flexibility.</p>	ONS study	<p>The strategy will provide people with more choice about how they access our services and information.</p> <p>The strategy will ensure better access to technology and digital services enabling the workforce to be more efficient and effective. This will provide greater opportunities for staff to work in spaces and locations that are more appropriate to their work and personal requirements.</p>
Gender reassignment	<p>No evidence of differential levels of access to digital services relating to gender reassignment.</p> <p>Overall disclosure rates are low and our current HR system</p>	Equality Report 2019	The strategy will ensure increased access to equipment and technology, enabling the workforce to be

	<p>functionality is limited in terms of E&D reporting capacity. All these factors together make employee monitoring challenging; perhaps not providing a true picture of our workforce diversity.</p> <p>The strategy will ensure increased access to equipment and technology, and the workforce will be more efficient and effective.</p>		<p>more efficient and effective.</p> <p>Improvements to E&D reporting will be included in the new HR system.</p>
Marriage and civil partnership	No evidence		No gaps found and no action required.
Pregnancy and maternity	No evidence		No gaps found and no action required.
Race	<p>No evidence of differential levels of access to digital services for people from BAME communities. However participation in outdoor recreation among people from BAME communities remains lower than average.</p> <p>SNH is committed to increasing the access to our services for people from BAME communities and will ensure that the solutions implemented as part of the strategy are accessible for all.</p> <p>The majority of SNH employees have not disclosed their ethnicity (52%) and of our employees who have 0.66% are of a BAME background. Overall disclosure rates are low and our current HR system functionality is limited in terms of E&D reporting capacity. All these factors together make employee monitoring challenging; perhaps not providing a true picture of</p>	<p>Scotland's People and Nature Survey (SPANS) 2017/18</p> <p>Scottish Household Survey 2017</p>	<p>When implementing digital solutions, SNH should be mindful of the needs of this protected characteristic group. For example: a service user using our online recruitment application when English is not their first language</p> <p>Improvements to E&D reporting will be included in the new HR system.</p>

	our workforce diversity.		
Religion or belief	No evidence of differential levels of access to digital services relating to religion. The majority of SNH employees have not disclosed their religion (50%) and of our employees who have 26% have no religion.	Equality Report 2019	No gaps found and no action required.
Sexual orientation	No evidence of differential levels of access to internet. Only 1% of the SNH workforce has declared that they are LGB. The majority of SNH employees have not disclosed their sexual orientation (49%). Overall disclosure rates are low and our current HR system functionality is limited in terms of E&D reporting capacity. All these factors together make employee monitoring challenging; perhaps not providing a true picture of our workforce diversity.		Improvements to E&D reporting will be included in the new HR system.

Additional comments:

Stage 5. The significance of the potential impacts

Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments? Remember the duty is also positive – so please identify where the policy offers opportunities to promote equality and/or foster good relations.

Protected characteristic	Impacts	Positive (+) Negative (-) Neutral (0)	High (H) Medium (M) Low (L)
Age		+/-	M
Disability		+/-	M
Gender		+	L
Gender reassignment		Unknown	Unknown
Marriage and civil partnership		Unknown	Unknown
Pregnancy and maternity		Unknown	Unknown
Race		+/-	L
Religion or belief		Unknown	Unknown
Sexual orientation		Unknown	Unknown

Use the following guidance to inform your responses:

Indicate:

- Where you think that the policy could have a **POSITIVE** impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
- Where you think that the policy could have a **NEGATIVE** impact on any of the equality groups, i.e. it could disadvantage them
- Where you think that this policy has a **NEUTRAL** effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a policy may be highly relevant to one aspect of equality and not relevant to another.

<p>High impact (The policy or process is very equality relevant)</p>	<p>There is significant potential for or evidence of adverse impact The policy is institution wide or public facing The policy has consequences for or affects significant numbers of people The policy has the potential to make a significant contribution to promoting equality</p>
<p>Medium impact (The policy or process is somewhat equality relevant)</p>	<p>There is some evidence to suggest potential for or evidence of adverse impact The policy is institution wide or cross-Unit, but mainly internal The policy has consequences for or affects some people The policy has the potential to make a contribution to promoting equality</p>
<p>Low impact (The policy or process might be equality relevant)</p>	<p>There is little evidence to suggest that the policy could result in adverse impact The policy operates mainly within a Unit The policy has consequences for or affects few people The policy may have the potential to contribute to promoting equality</p>

Stage 6. Action needed to fulfil the needs of the general equality duty

Please consider the results of your impact assessment, what mitigating or positive action do you recommend in order to fulfil the three needs of the general equality duty? This will involve considering whether the evidence indicates that there is likely to be a differential impact⁶ on particular equality groups, and particularly whether this impact is disproportionately negative. Remember that it is lawful under the Equality Act to treat people differently in some circumstances, for example taking positive action or putting in place single-sex provision where there is a need for it. It is both lawful and a requirement of the general equality duty to consider if there is a need to treat disabled people differently, including more favourable treatment where necessary.

Needs of the general equality duty	Mitigating or positive actions needed, recommended or planned for each protected characteristic. (Age, Disability, Gender, Race, Sexual orientation, Gender reassignment, Pregnancy and maternity, Religion or belief)
1. Eliminate unlawful discrimination, victimisation or harassment	There is no evidence to indicate that this Strategy will: <ul style="list-style-type: none"> – result in less favourable treatment for particular groups; – give rise to indirect discrimination; – give rise to unlawful harassment or victimisation; – lead to discrimination arising from disability.

⁶ Suggests that a particular group has been affected differently by a policy, in either a positive, neutral or negative way.

<p>2. Advancing equality of opportunity</p>	<p>The strategy will ensure better access to technology and digital services and so provide greater opportunities for staff to work in spaces and locations more suited to their work and personal requirements.</p> <p>Narrative can be easily translated into another language to ensure accessibility for people whose first language is not English</p> <p>IS services will review the needs of staff regularly and make the necessary adjustments to ensure the service and equipment is accessible for all.</p> <p>Improvements to E&D reporting will be included in the new HR system</p>
<p>3. Fostering good relations</p>	<p>The needs and support of longer serving members of staff will be considered within all new IS/ICT projects.</p>

Stage 7. Taking account of the results of the assessment

Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:

- **No major change** – your assessment demonstrates that the policy is robust. There is no potential for unlawful discrimination and you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review
- **Adjust the policy** – this involves taking steps to remove any barriers, to better advance equality or to foster good relations.
- **Continue the policy** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the policy** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the policy altogether. If a policy leads to unlawful discrimination it should be removed or changed.

Option selected	Justification
No major change	This is a high level document defining strategic principles and IS/ICT architecture. As work progresses to achieve the aims of this Strategy, any new policies, procedures or systems which are developed will be subject to their own Equality Impact Assessment as appropriate.

Stage 8. Summary of agreed actions resulting from your assessment

What action, by whom, will be undertaken as a result of the impact assessment.

No.	Action	Person responsible	Timescale
1.	Ensure EQIA undertaken for individual IS/ICT Projects.	Project manager	As necessary
2.	Narrative can be easily translated into another language to ensure accessibility for people whose first language is	Project manager	As necessary

	<u>not English</u>		
3.	<u>IS services will review the needs of staff regularly and make the necessary adjustments to ensure the service and equipment is accessible for all.</u>	<u>IS Service Manager</u>	<u>As necessary</u>
4.	<u>Improvements to E&D reporting will be included in the new HR system</u>	<u>Project manager</u>	<u>As necessary</u>
	<u>The needs and support of longer serving members of staff will be considered within all new IS/ICT projects.</u>	<u>Project manager</u>	<u>As necessary</u>

Stage 9. Monitoring implementation and review

In this section, explain how you will monitor and evaluate this policy to measure progress on equality issues identified in the EQIA. Include information on when the monitoring and evaluation will take place, and who is responsible for undertaking it. This should be part of the regular monitoring and evaluation mechanisms you devise for your policy. This may involve considering:

- What type of information is needed for monitoring and how often will it be analysed?
- How will you engage stakeholders in implementation, monitoring and review?

Review date	Person responsible

Stage 10. Procurement

The public sector equality duty for procurement requires bodies to consider how they can further fulfil the needs of the general duty in how they procure goods and services both through the award criteria and contract conditions. This applies to thresholds which most, if not all, our procurement falls below. However, EHRC guidance encourages public bodies to adopt these principles to help meet our broader obligations in relation to procurement and equality.

Consequently, if your proposal involves any related procurement of goods, services or advice, you should now consider how best to reflect the results of your impact assessment in the procurement process.

Award criteria at tender stage	
How will you evaluate award criteria	
Contract performance criteria	

Stage 11. Authorisation

Please confirm that:

This Equality Impact Assessment has informed the development of this policy:

Yes No

Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, i.e.:

- Eliminating unlawful discrimination, harassment, victimisation;
- Advancing equality of opportunity;
- Fostering good relations

Yes No

I am satisfied with the equality impact assessment that has been undertaken for [insert policy title here] and give my authorisation for the results of this assessment to be published on the SNH website.

Name:	Mark Robson
Position:	Head of Technology & Digital Services
Authorisation date:	23rd April 2019

Note: if this EqIA is associated with a policy that requires Director, Management Team or Board sign-off, you should arrange for the results of the assessment to accompany approval of the policy. This is to ensure that decision-makers are given sufficient information to enable them to pay due regard to equality when making their decision.

Stage 12. Storing and publishing this EqIA

The regulations require that where an assessment has been made and the policy is implemented, the results of any assessment be published 'within a reasonable period' of the decision to apply the policy.

Please save your EqIA to an appropriate folder. For example, if it relates to a project, you should save it to the project folder. Please also record summary information about your EqIA in the tracking spreadsheet [B239231](#). Send the Objective ID to the Equality and Diversity Team diversity@snh.gov.uk for review and publication on the SNH website.