

Equality Impact Assessment Form

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1. Document Control

Control Details:

Title:	Business & IP Centre – DCMS-funded project
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Department:	Communities
Service Area:	Libraries
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Strategic Budget EIA: Y/N (Does this EIA have an impact on the budget)	No
Exempt from publication: Y/N (All EIA's are published on Nottingham Insight for public viewing unless specified. Exemption criteria is available on the EIA section on the Intranet)	No

2. Document Amendment Record:

Version	Author	Date	Approved
1.0	Ruth Hawley	09/10/2020	09/10/2020
1.1	Ruth Hawley	15/10/2020	8/1/2021

3. Contributors/Reviewers (Anyone who has contributed to this document will need to be named):

Name	Position	Date
Ruth Hawley	Library Lead – Economic, Health and Wellbeing	01/10/2020
Nasreen Miah	Equality & Employability Consultant	13/10/2020, 15/01/2021

Terranum Abbas	Service Manager	09/10/2020
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4. Glossary of Terms

Term	Description
BIPC	Business & IP (Intellectual Property) Centre
DCMS	Department for Culture, Media and Sport
KPI	Key Performance Indicator

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5. Summary

(Please provide a brief description of proposal / policy / service being assessed)

Receipt of grant funding from DCMS via the British Library for delivery of support to business start-ups through Business & IP Centre Nottingham

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6. Information used to analyse the effects on equality:

(Please include information about how you have consulted/ have data from the impacted groups)

Feedback from attendees at previous events is gathered and data collated informs KPIs and future planning . Please see also [Democratising Entrepreneurship Report](#) from the British Library.

7. Impacts and Actions:

<u>screentip-sectionD</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults). <i>Please underline the group(s) /issue more adversely affected or which benefits.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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How different groups could be affected
(Summary of impacts)

The Business & IP Centres Network is proud of its track record in supporting underrepresented groups to start up businesses, through access to expert advice, training, market research and company information tools and opportunities to network with other entrepreneurs. The recent [Democratising Entrepreneurship Report](#) produced by the British Library showed that between 2016-2018 55% of those starting a business with help from a Business & IP Centre were women and 31% were from BAME backgrounds (page 8).

We plan to increase partnership working with B Global, Nottingham's Black Business Network run by NCC and D2N2 Growth Hub, and My Business My Way which supports women running a business, along with a range of other local partners to maximise our relevance to a diverse audience. This will be achieved through the appointment of a Marketing and Outreach Officer (with adherence to the HR policies to ensure that this is a fair process) whose role will be to reach a diverse audience and ensure that our offer is promoted across the region so that all who may benefit are aware of it. This role would also work to enable people with disabilities to access information and support that may not be accessible to them elsewhere.

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Details of actions to mitigate, remove or justify negative impact or increase positive impact
(or why action isn't possible)

Annual KPIs for number of women and number of BAME customers supported (which we have always exceeded to date). Now there is also a KPI for people with a disability to ensure accessibility for all.

Supporting people with additional needs to in a variety of ways such as providing print outs of slides for those who can't read from the projector screen due to visual impairment.

Appointment of Marketing and Outreach Officer to increase our capacity to reach a wide and diverse audience.

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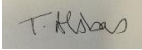
8. Arrangements for future monitoring of equality impact of this proposal / policy / service:

Continued reporting on KPIs for numbers of women and BAME entrepreneurs supported. Addition of KPI for number of disabled people supported.

9. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

10. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: Terranum Abbas terrانum.abbas@nottinghamcity.gov.uk</p>	<p>Date sent for advice: 08/01/21 Send document or Link to: equalities@nottinghamcity.gov.uk</p>
<p>Approving Manager Signature:  terrانum.abbas@nottinghamcity.gov.uk</p>	<p>Date of final approval: 08/01/21</p>

Before you send your EIA to the Equality and Employability Team for advice, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.