

Equality Impact Assessment Template

Introduction

An Equality Impact Assessment (EIA) is an evidence-based tool that helps us to put Equality, Diversity and Inclusion at the heart of all of our policies, programmes and services. As a public sector organisation we are required to comply with the [Public Sector Equality Duty](#). This means that we need to carry out equality analysis of any new proposals, or changes to proposals. The analysis should identify the equality impacts and what mitigating actions can be put in place.

You should start the Equality Impact Assessment at the beginning of the process and continue to develop it throughout. There is detailed guidance available here to support you to complete an EIA. We also have a Community of Practice, made up of Equality Champions who can provide advice and feedback throughout the process. You can contact them by emailing [Insert email](#).

Proposal Information

| | |
|---|--|
| Title of project, programme, policy: LEP Integration | |
| The proposal is a: <input type="checkbox"/> Policy or strategy <input checked="" type="checkbox"/> Project <input type="checkbox"/> Programme <input type="checkbox"/> Funding decision <input type="checkbox"/> Commissioned Service <input type="checkbox"/> Internal service or change <input type="checkbox"/> Other [please state] | |
| The proposal is: <input checked="" type="checkbox"/> New <input type="checkbox"/> A review of an existing proposal <input type="checkbox"/> A change to an existing proposal | |
| Directorate: Investment & Delivery | Head of Service: Aileen Jones |
| Service Area: Investment team | Lead Officer: Lorna Rogers & Dave Anderson |
| Date the EIA process started: December 2022 | |

SECTION 1: What do we want to do?

What are the aims and objective of this proposal?

Use the box below to provide a short, clear summary of the proposal. Include the purpose and intended aims and outcomes. Remember to use plain English and avoid any jargon and acronyms. Equality Impact Assessments are read by a wide range of people including decision-makers and the wider public.

The Liverpool City Region Local Enterprise Partnership (LEP) is an unincorporated association, meaning an organisation meeting with a common purpose. It does not employ staff or enter into contracts. The common purpose of the LEP is to utilise the voice of business in decision-making, which is articulated through the LEP Board. Underneath the LEP Board are a number of different sector and sub-boards which are considered part of the unincorporated association.

Following the government review of LEPs which culminated in the Levelling Up White Paper in January 2022, the CA is required to integrate the functions of the LEPs into the CA. The integration of a 'business voice' to the policy and operational priorities of the CA presents an opportunity for business and the public sector to work together more effectively.

The integration of the LEP Functions into the CA will see a Business and Enterprise Board and Cluster Boards established, alongside a stakeholder convention. Filling these boards with diverse members is a top priority for the project team.

Integration will provide:

- Greater strategic focus on areas of economic opportunity
- Key Sectors evolve into Clusters focused on strengthening LCR capability
- More coherent, consistent and better coordinated business support
- Gender Balance and EDI considerations woven into new arrangements
- Clearer routes into CA policy making
- A focus on action through Task Groups
- More direct influence of business in future shaping of business support, inward investment and economic development

Phase 1 of the project is to integrate the LEP, phase 2 aims to review the function of the Growth Platform.

Who will the proposal have the potential to affect?

- ☒ The LCRCA Workforce ☒ Businesses ☒ Partner Organisations
☐ Residents / Service Users / Beneficiaries / Customers

Will the proposal have an equality impact?

Could the proposal have any impact, positive or negative, on people with protected characteristics? If you are unsure the EIA guidance sets out an overview of protected characteristics.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Yes – Please complete the remaining sections | <input type="checkbox"/> No – If you are certain there will be no Equality Impact, please state why below and then send this form to Equality Champions EMAIL ADDRESS |
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SECTION 2: Fact finding – What information do we have or need?

Use this section to set out the data, evidence and intelligence you will use to understand the Equality Impact of the proposal. The EIA guidance sets out how you can access evidence and complete engagement activity. The evidence and intelligence you will need should be proportionate to the impact of the proposal.

What data sources have you used and considered in developing the Equality Impact Assessment?

Use the table below to detail what data sources you have used (e.g. Census data). You don't need to say what the data has told you about any potential impacts, you will do this in the next section.

| Protected Characteristic | Data Sources Used |
|-------------------------------|--|
| All protected characteristics | LCR Business Support Policy Framework Annex 1-3 LCR Business Ecosystem Overview 2022 Cornerstone Report: Access to Venture Capital 2021 LCR Race Equality Economic Case 2022 LCR Tech Accelerator Pre-Development Workshop #2 2022 UKBAA Angel Investment in Diversity 2021 |
| Age (Young people) | |
| Age (Older people) | |
| Disability | |
| Sex | DEEP Ecosystems: Female Entrepreneurship Strategy 2021 |
| Sexual orientation | |
| Pregnancy / maternity | |
| Gender reassignment | |
| Race | NIA Black Business Hub Research Report and Recommendations 2021 |
| Religion or Belief | |
| Marriage & Civil Partnership | |
| Socio-economic status | |

How have you involved communities and groups that could be affected?

Use the box below to set out how you have, or will, engage with people who could be affected by the proposal. This can include previous engagement exercises for example statutory consultation. There is further information on how to complete engagement, including consulting with the LCR Equality Panels in the guidance link.

The project team has been engaging with the LEP Board and Growth Platform regularly to ensure that plans are shaped collaboratively wherever possible. The project team initially engaged with business who currently represent business voice as to how the delivery model will change. However, the project team is aware that better engagement with all protected characteristics is necessary to improve representation, this is an opportunity to address that. The project team and newly established boards will need to engage with the wider business community and seek to engage the CA equality panels (and other relevant groups) post-CA approval. Accessibility and inclusivity will be driven throughout all activities, events, and opportunities.

Are there any gaps in the evidence base?

Based on the data you have and the engagement you have completed are there any gaps in the evidence base? Use the box below to set out any information you do not have. This doesn't mean that you can't complete the assessment without the information, but you should include how you will get this information as an action in Section 4.

There is a gap in the evidence base as there is a lack of equality data available to understand the existing composition of the LEP Boards. A key priority post-integration will be to collect comprehensive equalities monitoring data for membership of the new boards established.

SECTION 3: What impact could the proposal have?

Does the proposal have any impacts on people based on their protected characteristics?

Use the table below to set out the potential impacts for each of the protected characteristics. There is a description of each protected characteristic in the guidance. Where available include any charts, maps or data tables that help demonstrate the potential impacts. Where there is an adverse impact you should set out how this could be mitigated. Mitigations should have a follow-on action in Section 4. You should also think about intersectionality; the way in which inequality can compound when people have multiple protected characteristics (e.g., a young woman, a black gay man). There is more information on intersectionality in the guidance link.

| Equality Impact Analysis | |
|---|---|
| Age: Young People | |
| Summary of evidence | |
| <p>Entrepreneurs are more likely to be middle-aged and as such, business support does not typically tailor to young entrepreneurs. Moreover, LEP boards are typically formed of middle-aged members due to the nature of the role requiring experience and seniority within business and as such, views of young entrepreneurs might not be represented, and challenges faced by young entrepreneurs might not be recognised.</p> | |
| Does your analysis indicate a potential adverse impact | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what is it and how could this be mitigated? | |
| <p>The project team will ensure that the new boards link in with the Combined Authority Youth Forum and the Youth Advisory group to improve equality of access for young entrepreneurs and create pathways for young people to access and engage with business voice boards.</p> | |
| Age: Older people | |
| Summary of evidence | |
| <p>With the world becoming increasingly more digital, older people may struggle to access support and more generally in the world of business.</p> | |
| Does your analysis indicate a potential adverse impact | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what is it and how could this be mitigated? | |
| <p>The project team will ensure that we have non-digital channels open for business voice and commit to uplifting digital skills.</p> | |
| Sex | |
| Summary of evidence | |
| <p>Evidence shows that though progress is being made, business in general is still dominated by males. As such, DEEP Ecosystem's Female Entrepreneurship paper recommends that work needs to be done to change the culture of business to feel and be more inclusive to women. Though this is a huge task, progress can be made through seemingly small things, such as hosting a networking event at breakfast rather than the evening to aid parents (statistically women are more likely to be affected by this). Furthermore, the paper states: "it is important to reinforce this narrative of welcoming individualism and to accommodate diversity as a basis for entrepreneurial success. It is the daily task of ecosystem builders to repeat this argument."¹</p> | |
| Does your analysis indicate a potential adverse impact | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

¹ DEEP Ecosystems: Female Entrepreneurship Strategy 2021

If yes, what is it and how could this be mitigated?

The current LEP board has a good gender split (6 women to 5 men) and the CA will continue to ensure that all new boards established achieve gender balance and that gender parity will be achieved across the chair and deputy chair positions, so that both positions are not occupied by one gender.

Sexual Orientation

Summary of evidence

Does your analysis indicate a potential adverse impact

☐ Yes ☐ No

If yes, what is it and how could this be mitigated?

Pregnancy / Maternity

Summary of evidence

Does your analysis indicate a potential adverse impact

☐ Yes ☐ No

If yes, what is it and how could this be mitigated?

| | |
|---|---|
| | |
| Gender reassignment | |
| Summary of evidence | |
| | |
| Does your analysis indicate a potential adverse impact | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what is it and how could this be mitigated? | |
| | |
| Race | |
| Summary of evidence | |
| <p>A great deal of the LEP's work is supporting and networking with businesses in the city region, a function that will integrate into the Combined Authority. Research from the NIA Black Business Hub shows that the current 'equality of access' approach that treats all businesses the same fails to consider the unique circumstances of black and minority ethnic (BAME) entrepreneurs and as such the current 'one size fits all' approach fails to engage BAME entrepreneurs.²</p> | |
| Does your analysis indicate a potential adverse impact | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what is it and how could this be mitigated? | |
| <p>The 'one size fits all' approach to business support could be replaced with one that considers the individual needs of each business, this would result in interaction with diverse businesses, rather than just those led by middle-aged white males who are already comfortable operating in this space.</p> <p>Furthermore, by making the new business voice boards as diverse as possible, it is hoped that this will have a knock-on positive affect with engagement. The CA will also feed in with the race equality business support group to ensure that the CA's approach is joined-up.</p> | |
| Religion or belief | |
| Summary of evidence | |
| | |

² NIA Black Business Hub Research Report and Recommendations 2021

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| | |
| Does your analysis indicate a potential adverse impact | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what is it and how could this be mitigated? | |
| | |
| Marriage or civil partnership (Note this only applies to employment) | |
| Summary of evidence | |
| The LEP has no employees. | |
| | |
| Does your analysis indicate a potential adverse impact | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what is it and how could this be mitigated? | |
| | |

SECTION 4: Equality Impact Action Plan

In this section you will develop the action plan to mitigate any potential negative impacts. If you have not identified any negative impacts, you do not need to complete this section.

Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group, please specify this.

| Improvement / action required | Responsible Officer | Timescale |
|---|--|--|
| Put equality at the forefront of appointment to new boards to ensure these functions are as diverse as possible moving forward. | LEP Integration Project Team | Appointments process plan currently planned to be finalised by April 2023. |
| Collect comprehensive equalities monitoring data post-integration to ensure we have a clear picture of how diverse new boards are. | LEP Integration Project Team Democratic Services Business and Enterprise Board | Ongoing, beginning immediately post-integration |
| Review communications channels to make them as accessible as possible. For example, BSL interpreters at events, website accessibility and website translations. | Business and Enterprise Board CA and Growth Platform Communications Teams | Ongoing, beginning immediately post-integration |
| Create pathways for young people to access and engage with business voice boards. | All business voice Board chairs (TBC) | Timescales to be set post-integration |
| Equality, diversity, and inclusion will be at the forefront of the new business voice approach and will be considered as a cross cutting theme by the Business and Enterprise Board and Cluster Boards. | All Business and Enterprise Board and Cluster Board members | Ongoing |
| Ensure that the Business and Enterprise Board stays up to date with good practice in relation to equality, diversity, and inclusion. | All Business and Enterprise Board chairs (TBC) | Ongoing |
| All boards to nominate an EDI lead. | All board chairs (TBC) | Immediately, post-integration |

Proposed way forward

| Actions | Decision – please select |
|---|---|
| Continue unchanged – the proposal does not cause any disproportionate impacts and can proceed with no major change required. | |
| Justify and continue – the proposal could cause some disproportionate impacts but these can be avoided by mitigating actions. | |
| Change – the proposal requires some changes to ensure it does not adversely affect certain groups of people or miss opportunities to affect them positively. | X Action plan to be implemented by the project and as BAU. |
| Stop – the proposal will cause a sustainable risk to equality and should not continue. | |

SECTION 5: Sign off

Once you have completed the EIA, you can contact a member of the Equality Champions to review the EIA and provide feedback.

Final Sign- Off Process

The final EIA should be signed off by a Head of Service or Assistant Director.

By signing off the EIA you are confirming that you are satisfied that the proposal has been designed with due regard to the need to: **Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.**

Please send a copy of the approved and signed-off EIA to the Lead Officer- Equality, Diversity & Inclusion to comply with legal duties to publish on an annual basis.

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| Officer completing the Equality Impact Assessment: Name: Lewis Evans Role: Junior Project Manager Date: 22/03/2023 | Approved by: Name: Lorna Rogers Role: Assistant Director Mayoral Programme Delivery Date: 13/04/2023 |
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