

**Equality Impact Assessment – UKRI BBSRC 2021 Appointments to the BBSRC Pool of Experts, Follow-on-Fund and Committee E**

Question	Response
<p><b>1. Name of policy/funding activity/event being assessed</b></p>	<p>The 2021 Appointments Call, recruiting members to the BBSRC Pool of Experts, Follow-on-Fund and Committee E. This EIA is focussed primarily on the application process for the call however will refer, where appropriate, to the subsequent inductions of successful applicants. Successful applicants will be able to attend an induction to understand their roles, and a separate EIA will be completed for this process to identify and mitigate the barriers to participation.</p>
<p><b>2. Summary of aims and objectives of the policy/funding activity/event</b></p>	<p>The UKRI-BBSRC Appointments Board is responsible for the appointment of members to BBSRC’s Pool of Experts, Committees and Panels. These decisions are based on recommendations from the BBSRC Office. The Appointments Board meets at least twice annually and reports to the UKRI - BBSRC Executive Chair.</p> <p>The process is designed to ensure the appointments are made from a diverse range of applicants that are representative of the communities with which we work to ensure we access appropriate input and perspectives. Appointments on BBSRC’s Pool of Experts, Follow-on Fund Committee and Committee E are made through an open and transparent selection and appointment process.</p> <p>There are two aspects to this equality impact assessment:</p> <ol style="list-style-type: none"> <li>1 Ensuring the advertising of the vacancies attracts a diverse range of applicants from different sectors and does not disadvantage or prevent participation from any particular groups.</li> <li>2 Ensuring the assessment criteria and decision-making processes are objective, transparent, and robust.</li> </ol>
<p><b>3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)</b></p>	<ul style="list-style-type: none"> <li>• Consultation with BBSRC’s Equality, Diversity and Inclusion lead on barriers to inclusion and potential bias from their perspective.</li> <li>• Consultation with UKRI’s Research Culture and EDI strategy teams and UKRI-BBSRC’s Appointments Board members to ensure the application form is inclusive, maps against the Royal Society ‘Resumé for Researcher’ headline topics (as part of UKRI’s ambition towards narrative approaches to evaluating track records) and is relatable to those from both academia and industry.</li> <li>• Consultation with previous applicants to understand potential barriers and take action, where possible, to enable attendance and participation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consultation with BBSRC committee secretariats to understand the number of vacancies, skills and expertise required.</li> </ul> <p>BBSRC is committed to equality and inclusion and to enable participation for everyone who applies to our Committees and Panels and those who are involved in the selection and appointments. To facilitate this, we adopt the following principles:</p> <ul style="list-style-type: none"> <li>• The call is advertised widely to reach the widest possible audience</li> <li>• The advert clearly states the expectations and criteria for the roles. Selection and appointment is made against these pre-published criteria.</li> <li>• The UKRI-BBSRC website conforms to accessibility requirements for websites, including the ability to adjust the text size or use a text reader on the page.</li> <li>• The Appointments Board involved in the decision-making process has had training in unconscious bias to raise awareness of conditions that may impact on their decision-making.</li> <li>• BBSRC is committed to enabling participation for people with alternative work patterns, including reduced working hours</li> <li>• Individuals are asked to inform BBSRC if they have any additional needs to enable applications to be submitted and to aid attendance/participation at meeting</li> </ul>
<p><b>4. Who is affected by the policy/funding activity/event?</b></p>	<p>Short Term</p> <ul style="list-style-type: none"> <li>• Anyone who applies to a position on the Pool of Experts, Follow-on Fund or Committee E panels.</li> </ul> <p>Long Term:</p> <ul style="list-style-type: none"> <li>• Applicants who have a proposal assessed by the Pool of Experts, Follow-on-Fund or Committee E</li> <li>• The public (through investments through assessment by these panels)</li> </ul>
<p><b>5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</b></p>	<p>BBSRC will review this equality impact assessment regularly to identify any further actions or interventions that are required to improve the diversity and inclusion of the Appointments Process.</p> <p>The language of all documentation is reviewed annually and changes are made where it would improve the understanding or the inclusivity of the document.</p> <p>Anonymised diversity data are monitored throughout the process of application. The data analysis covers:</p>

	<ul style="list-style-type: none"> <li>• The applicant diversity</li> <li>• The diversity of those who are recommended for a position</li> <li>• The diversity of those who successfully obtain a position</li> </ul> <p>These data are used to monitor trends throughout each Appointments call to provide evidence that our processes are inclusive, or to indicate where improvements could be made.</p> <p>Diversity trends are also monitored over time to see if we have achieved an improvement in the diversity of our committees and panels.</p>
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Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)
Disability*	Negative	Applicants with visual disabilities may find it difficult to access and view the electronic advert and/or complete the on-line application form.	BBSRC can provide a printed version of the application form from anyone who is unable to complete it online.
	Negative	Members of the Appointments Board with visual disabilities may find it difficult to access and view the electronic applications.	<p>Plenty of breaks are built into the agenda at the assessment meeting.</p> <p>Allow for the potential use of screen readers for personnel who are visually impaired.</p> <p>Ensure that colours chosen don't trigger migraines; different colours may assist in this if personnel don't bring their own laptops.</p> <p>Ensure that conditions that create bias are eliminated during the assessment process.</p>
Gender reassignment	None Identified		
Marriage or civil partnership	None Identified		
Pregnancy and maternity	Likely negative impact	Applicants may feel uncomfortable applying	Individuals are encouraged to contact

	Possible negative impact	<p>knowing they are currently on or going on maternity leave soon</p> <p>Potential Inductees who are pregnant or on maternity may find it difficult to access the venue and/or participate at the Induction Meeting</p>	<p>the office as it is possible to delay start dates of appointments to allow for maternity leave</p> <p>BBSRC consult with all appointed applicants to understand and cater for their requirements for participation.</p> <p>N.B. a separate EIA will be completed for the inductions.</p>
<b>Race*</b>	None Identified		
<b>Religion or belief*</b>	<p>Possible negative impact</p> <p>Possible negative impact</p>	<p>Key dates for the appointments call could coincide with some religious holidays</p> <p>Potential inductees may be unable to participate in the Induction meeting due to religious observances.</p>	<p>We have endeavoured to ensure this process does not coincide with religious holidays. However, if individuals are affected, then they are encouraged to contact the office to discuss extensions.</p> <p>Potential Inductees can defer their attendance and where possible attend the next available meeting or alternative arrangements can be made.</p> <p>N.B. a separate EIA will be completed for the inductions.</p>
<b>Sexual orientation*</b>	None Identified		
<b>Sex (gender)*</b>	None Identified		
<b>Age*</b>	None Identified		
<b>Other (Career Stage and Background)</b>	Potential Negative	Potential applicants from non-academic backgrounds (eg. public sector), industrialists and those on an alternative career path may not think that this opportunity is appropriate for them.	Care has been taken to ensure that the call text is inclusive of these applicants, and the application form has been crafted in consultation with UKRI Research Culture EDI strategy teams and the Appointments Board to ensure it is inclusive.

Other (Parenting /Caring/ Guardianship responsibilities)	Possible negative impact	Applicants may be cautious about committing to attend meetings that may conflict with these responsibilities or incur additional costs for additional care.	UKRI Policy states that the cost of additional caring responsibilities while on BBSRC business can be reclaimed.  This will be reflected in the EIA for the relevant activities.
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\*In addition to the above, steps will be taken throughout the appointment process to minimise discriminatory practices. This includes:

- UKRI-BBSRC strive for diversity within the BBSRC Appointments Board responsible for the final appointments (across protected characteristics, as well as expertise, geographical location, career stage and background).
- Care has been taken to ensure the language in the call text is inclusive. Care has been taken to ensure the language and format of the application form is inclusive

#### Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	Some groups may be disadvantaged but mitigations have been put in place. Support will be provided to individuals where they are identified.	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will <b>proceed</b> .		
2. You can decide to <b>stop</b> the policy or practice at some point because the data shows bias towards one or more groups		
3. You can <b>adapt or change</b> the policy in a way which you think will eliminate the bias	✓	Some groups may be disadvantaged but mitigations have been put in place. Support will be provided to individuals where these are identified.
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or		

practice knowing that it may favour some people less than others, providing justification for this decision.		
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<b>Will this EIA be published* Yes/Not required</b> (*EIA's should be published alongside relevant funding activities e.g. calls and events:	Yes
<b>Date completed:</b>	May 2021
<b>Review date</b> (if applicable):	On-going during the application and assessment process

#### Change log

Name	Date	Version	Change
Jane Hammond Geoffrey Maycock	When published	1	