# UK Research and Innovation

# Equality Impact Assessment Form

\*See guidance document for detailed support.

\* Delete the guidance text in the response column when completing your EIA.

## Overview of activity

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|  | **Response** |
| Name of activity being assessed | International Social Survey Programme (ISSP) invite only commissioning |
| Council/department/project team | ESRC Data Strategy and Infrastructure Programme |
| Aims and objectives of the activity | This opportunity aims to fund the International Social Survey Programme (ISSP) in Great Britain and Northern Ireland for data collection in 2025, 2026 and 2027, to deliver the following objectives:  ESRC’s aim for the International Social Survey Programme (ISSP) in Great Britain and Northern Ireland is, to ensure continuity of data collection and participation of Great Britain and Northern Ireland in the ISSP to meet the needs of the social science research and user community to support impact. This will be supported by the following ESRC funding objectives:   1. **Produce high-quality data** that meets the needs of the research and policy communities, enables understanding of attitudes in Great Britain and Northern Ireland and its nations in the international contextand can inform policy and practice, in a timely manner. 2. **Collaborate within the ISSP programme to deliver Great Britain and Northern Ireland’s interests** on data collection, facilitating high quality international research on life in Great Britain and Northern Ireland and enabling the UK research community to fully utilise ISSP data. 3. **Promote the value and potential of the data** to the research and user community as well as the wider public to ensure engagement. |
| Who is affected by your policy/funding activity/event? | * Consultees * Applicants to the opportunity * Existing UKRI investments * Commissioning Panel members. * ESRC staff supporting the Panel and delivering the resource * User communities and stakeholders * The wider research community and public as beneficiaries of the outputs and outcomes |
| What data and consultation have you used? | We have worked in collaboration with the ESRC Head of Data Collections and Deputy Director for Data Strategy and Infrastructure to develop this opportunity. The current ISSP team has also been consulted. |

## Analysing your impact

In addition to data gathering and consultation, the guidance materials should be used to assist in identifying impacts on different groups.

## Protected characteristics

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| **Protected characteristic** | **Positive impact or opportunity to benefit** | **Negative impact** | **Please explain the impact or why there is no impact including details of any evidence/data used** | **Detail actions taken/ that will be taken to increase positive or reduce negative impact (or why action is not possible). Detail how you plan to measure the relevant outcomes and outputs of your activity.** |
| **Leave blank if there is no impact or unknown** | |
| Age |  |  | Early career researchers\* may be disadvantaged as they don’t have the same track record to draw on as an experienced researcher.  (\*It is assumed that early career researchers are generally younger than their more experienced peers, although this by no means always the case. This is why this point has been included under ‘age’). | See below, under general impacts and considerations.  Track record is not an explicit criterion, given likely relationship to career stage and hence (indirectly) age. Guidance to panel members will make clear applications should be assessed on the merit of the individual application. They should assess an individual’s capability to deliver their proposed research, not their previous track record. |
| Disability |  |  | The Funding Service is compliant with relevant accessibility standards.  Applicants should seek support from their own institution’s research support office.  Panel meeting attendees with neuro-disabilities may experience difficulties with concentration and focus during panel assessments | See below, under general impacts and considerations.  Solicit information (in confidence) from online panel meeting participants and applicants attending the panel meeting about any additional requirements they may have in order to fully participate.  Online meeting platforms offer an accessible and inclusive environment for participants. Depending on the needs identified, considerations might include:  • Enabling the chat function and closed captioning, and adjusting the volume, to support those with hearing requirements.  • Adequate lighting, alternative document formatting and potential use of screen readers (ensure any images are well described so that text-to-speech applications can recognise them) for the visually impaired.  • Provision of documents in sans-serif dyslexia-friendly fonts; and dyslexia-friendly formats.  • Avoiding colours, lighting etc. that may trigger migraines, epilepsy etc.  • Consideration of the length of any online meetings, shortening if necessary and ensuring that plenty of breaks are built into the agenda.  • Consider (on a case-by-case basis) paying T&S for carers or support workers to attend alongside the participant, where this is required and not covered by the Individual’s own employment contract  • Ensure that ESRC staff have had sufficient EDI training so they can respond effectively to the requirements of all participants. |
| Gender reassignment (Trans identity) |  |  | UKRI records may show the wrong gender.  Trans people may be absent from work due to medical leave and UKRI records may show the wrong gender. | See below, under general impacts and considerations.  We will work to ensure the use of gender-neutral language where possible in our documents.  At virtual panel meetings, members may wish to include pronouns in biography or in their Zoom name.    UKRI terms and conditions are flexible in nature and permit absence as a result of medical treatment. We would expect that absence related to transition would be covered by the Research Organisation’s relevant policies and strongly encourage ROs to treat absence relating to transition like any other health-related absence.  Consideration needs to be given at UKRI level as to how records (including Gateway to Research and other communications materials) might be adjusted. |
| Marriage or civil partnership |  |  | None identified |  |
| Pregnancy and maternity |  |  | Parental leave may prevent people from attending the panel or feeling that they cannot participate due to caring for children/attending appointments. | See below, under general impacts and considerations.  Provisions for parental leave (including maternity leave, paternity leave and leave related to surrogacy and adoption) are covered in the UKRI terms and conditions.  We will ensure that gender neutral language (i.e. parental leave) is used regardless of  sexual orientation.  Timelines will be agreed and publicised in advance to allow meeting attendees to make arrangements to attend. This will also ensure applicants have advanced notice of deadlines and key dates related to the funding opportunity.  Regular breaks will be built into the panel meetings for parental duties, including breastfeeding/expressing if required. |
| Race |  |  | There could be potential for discrimination because it is known to somebody (either a panel member or a research applicant) has a particular race | See below, under general impacts and considerations (particularly in relation to panel composition and mitigations against unconscious bias).  ESRC will ensure that, where possible, a diverse panel is recruited.  During panel meetings, ask people to introduce themselves to check correct pronunciation of name.  The Chair will be briefed to ensure that the session is facilitated to take equality and diversity considerations into account.    All panel members will receive the code of practice and guidance which covers issues including fairness, objectivity and unconscious bias. |
| Religion or belief |  |  | There could be potential discrimination because it is known that somebody (either a panel member, a research applicant or research participants) has a particular faith or belief. | See below, under general impacts and considerations (particularly in relation to panel composition and mitigations against unconscious bias)  Ensure that religious observances are taken into account when planning panel meetings. Considerations might include:   * Scheduling meetings to avoid major religious festivals; (if impossible to avoid then consider mitigations – ie. during Ramadan ensuring that meetings finish early so that participants are able to get home to break their fast); * Not scheduling meetings when they would conflict with religious attendance or observance on specific days or times (e.g. Jewish Sabbath on Friday evenings or Islamic Friday prayer) * Allowing prayer breaks if requested |
| Sexual orientation |  |  | There could be potential for discrimination because it is known to somebody (either a panel member or a research applicant) has a particular sexual orientation. | See below, under general impacts and considerations.  The Chair will be briefed to ensure that the session is facilitated to take equality and diversity considerations into account.  All panel members will receive the code of practice and guidance which covers issues including fairness, objectivity, and unconscious bias. |
| Sex |  |  | There could be potential for discrimination because it is known to somebody (either panel member or a research applicant) has a particular gender.  Use of language can present a barrier to participation, and it may be perceived that those with caring responsibilities are disadvantaged.  Panel members may be disadvantaged and unable to attend meetings if they have caring responsibilities | See below, under general impacts and considerations.  Ensure use of gender-neutral language in call specification, guidance, etc.  Ensure that the panel has balanced gender representation. ESRC will, at a minimum, ensure that the panel maintains a 60:40 split in regards to gender.  Reimbursement of additional childcare costs if the meeting participant is otherwise unable to attend (this could include additional hours of childcare in the child’s usual setting or paying for a relative to travel to care for school age children) |

## Additional characteristics

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| **Additional characteristics** | **Positive impact or opportunity to benefit** | **Negative impact** | **Please explain the impact including details of any evidence/data used** | **Detail actions taken/ that will be taken to increase positive or reduce negative impact (or why action is not possible).** |
| **Leave blank if there is no impact or unknown** | |
| Geographical location and place (consider UK and international offices) |  |  | People based in different time zones may impact their ability to participate. | See below, under general impacts and considerations.  Timelines will be agreed and publicised in advance to allow meeting attendees to make arrangements to attend. This will also ensure applicants have advanced notice of deadlines and key dates related to the funding opportunity.  Where possible adjustments will be made to deadlines and panel meeting times if panellists are based in a different time zone. |
| Socio-economic status |  |  | ESRC are unable to provide payment for panellists work on reviewing applications this could impact inclusion. | See below, under general impacts and considerations.  Unfortunately, ESRC are unable to provide payment for panellists work on reviewing applications, however with this being a single application the amount of time required from panellists is minimised.  Panel meeting is to be held virtually. |
| Education background |  |  | Use of unnecessary jargon and academic language could impact inclusion. | See below, under general impacts and considerations.  Avoid unnecessary jargon in call specification and panel information.  Use the Résumé for Research and Innovation (R4RI) format for team capability to deliver. |
| Parent/guardian responsibilities |  |  | Parental/guardian responsibilities may prevent people from attending the panel or feeling that they cannot participate due to caring for children/attending appointments. | See below, under general impacts and considerations.  The costs of additional childcare for grant-holders, beyond that required to meet the normal contracted requirements of the job, and that are directly related to the project, may be requested as a directly incurred cost if the institutional policy is to reimburse them. However, childcare costs associated with normal working patterns may not be sought.  Reimbursement of additional childcare costs if the meeting participant is otherwise unable to attend (this could include additional hours of childcare in the child’s usual setting or paying for a relative to travel to care for school age children).  Timelines will be agreed and publicised in advance to allow meeting attendees to make arrangements to attend. This will also ensure applicants have advanced notice of deadlines and key dates related to the funding opportunity.  The panel meeting will be held virtually and scheduled to avoid where possible school run hours and school holidays.  Regular breaks will be built into the panel meetings to allow for any caring duties. |
| Carer/parent carer responsibilities |  |  | Carer/parent carer responsibilities may prevent people from attending the panel, or feeling that they cannot participate due to caring responsibilities/attending appointments. | Timelines will be agreed and publicised in advance to allow meeting attendees to make arrangements to attend. This will also ensure applicants have advanced notice of deadlines and key dates related to the funding opportunity.  Regular breaks will be built into the panel meetings to allow for any caring duties. |
| Political opinion (Northern Ireland only) |  |  | There could be potential discrimination because it is known that somebody (either a panel member, a research applicant or research participants) has a particular political opinion. | See below, under general impacts and considerations.  The Chair will be briefed to ensure that the session is facilitated to take equality and diversity considerations into account.  All panel members will receive the code of practice and guidance which covers issues including fairness, objectivity, and unconscious bias. |
| Other characteristics |  |  | None identified |  |

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| Are there **general or overarching impacts on multiple groups**? What actions will you take to increase positive impact, or reduce/mitigate negative impact? | ESRC’s research commissioning processes are designed with fairness in mind.  ESRC staff receive Equality, Diversity and Inclusion training so they can respond effectively to the requirements of all participants.    ESRC uses a variety of different communication strategies to ensure that our messages are inclusive and accessible.  The Panel meeting will be virtual and adjustments will be incorporated to ensure that the meeting is inclusive, including briefing the Chair to ensure that the session is facilitated to take equality and diversity considerations into account.  **Eligibility and criteria:**  This is an **invite only** funding opportunity. The invite is issued to research organisations, not individuals.  **Standard Grant Terms and Conditions:**   * UKRI standard Grant Terms and Conditions comply with UK equality legislation and include provisions designed to mitigate against potential negative impacts (e.g. sick pay, parental and adoption leave, the possibility of part-time and flexible working, and grant extensions). * Research Organisations are subject to equality legislation and have a duty to comply with it. RGC 8 states that ‘The Research Organisation must assume full responsibility for staff funded from the grant and, in consequence, accept all duties owed to and responsibilities for these staff, including, without limitation, their terms and conditions of employment and their training and supervision, arising from the employer/employee relationship.’ Universities are therefore required to make reasonable adjustments as required to support their staff.   **Panel recruitment:**   * We will aim to ensure that the composition of the commissioning panel is diverse, with at least a 60:40 gender balance. * Whilst panel members are appointed, first and foremost, based on expertise, we will aim to appoint a diverse membership. Final decisions take into account trying to balance the panels by gender and geography and seek to ensure a diversity of career stage and institutions. We will only make recruitment decisions which compromise diversity when it is objectively justified by the necessity to ensure the required breadth of subject expertise with high quality candidates. * A tool has been developed which allows ESRC staff to assess the EDI characteristics of commissioning panels, and this will be used when appointing panels.   **Process**   * All panel members will receive the code of practice and guidance which covers issues including fairness, objectivity and unconscious bias. * It is the role of panel members to agree final scores for each proposal. Panel members will be briefed on unconscious bias and encouraged to feel empowered to constructively challenge potential bias where they identify it. The Panel Chairs and Panel Secretaries play a particularly important role in this respect. An implementation intention statement will be read out at the beginning of the commissioning panel meeting which sets the tone for discussions and requires that panel members pay close attention to the scoring criteria and definitions. * The Chair will be briefed to ensure that the panel meeting is facilitated to take equality and diversity considerations into account. * During the panel meeting, panellists will be asked to introduce themselves to check correct pronunciation of name. |

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## Evaluation

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| **Final Decision:** | **Select the relevant box** | **Include any explanation / justification required** |
| 1. No negative or positive impact identified; therefore, activity will **proceed**. |  |  |
| 1. **Adapt or change** the activity in a way which you think will eliminate negative impact or promote equality. |  | The mitigations outlined enable to opportunity to be adapted to eliminate potential bias |
| 1. **Stop** the activity because the evidence shows bias or negative impact towards one or more groups. |  |  |
| 1. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the activity (e.g. in **extreme cases** or where **positive action** is taken). Therefore, you are going to **proceed with caution** with this activity knowing that it may favour some people less than others, providing justification for this decision. |  |  |

Continued below…

## Review and sign off

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| **What are the arrangements for monitoring and reviewing the impact of your activity?** | * EDI will be considered as part of the lessons learned following this activity and will inform future funding opportunities. * Assessment progress * Progress will be monitored through regular reporting and meetings with funder * Researchfish for capturing information on achievements   Evaluation and objectives will be agreed as part of the commissioning process. |
| **Next review date:** | February 2025 |

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| **Will this EIA be published? \* Yes/Not required** | Yes |
| **Point of contact** | datainfrastructure@esrc.ukri.org |
| **Signed off by (name and date):** | Kieran Jarrett, Head of Data Collections, ESRC  03/09/2024 |