

**EQUALITY AND INCLUSION IMPACT ASSESSMENT – BBSRC APPOINTMENTS CALL FOR STRATEGY ADVISORY PANEL MEMBERS**

<p><b>Policy/activity being assessed</b></p>	<p>The UKRI-BBSRC Appointments Board is responsible for the appointment of members to UKRI-BBSRC's Pool of Experts, Committees and Panels. These decisions are based on recommendations from the UKRI-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. Positions on UKRI-BBSRC's Strategy Advisory Panels are made through an open and transparent selection and appointment process.</p> <p>There are three 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> <li>3 Ensuring the successful applicants are able to be involved in an induction to make them aware of the expectations of the role.</li> </ol>
<p>Is the policy/activity relevant to equality and diversity?</p>	<p>Having a wide range of perspectives in the appointments process is critical to ensuring that the community which is critical to provide input into BBSRC's strategic advice is broadly representative, inclusive and diverse on many levels, including demographic, discipline and profile. Equality and diversity is considered in all steps in the process, to ensure that any barriers to participation are identified and mitigations are actioned.</p>
<p>What involvement and consultation has been done in relation to this policy?</p>	<ul style="list-style-type: none"> <li>• Consultation with UKRI-BBSRC's Equality, Diversity and Inclusion Champion on barriers to inclusion and potential bias from their perspective.</li> <li>• Consultation with previous applicants to understand potential barriers and take action, where possible, to enable attendance and participation.</li> <li>• Consultation with the UKRI-BBSRC events management team to ensure that the inductions do not create barriers for participation from a diverse range of people</li> </ul> <p>UKRI-BBSRC is committed to equality and inclusion and to enable participation for <b>everyone</b> 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 broadest possible audience</li> <li>• The advert clearly states the expectations and criteria for the roles. Selection and appointment is made against these pre-published</li> </ul>

	<p>criteria.</p> <ul style="list-style-type: none"> <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>• Everyone 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>• UKRI-BBSRC is committed to enabling participation for people with alternative work patterns, including reduced working hours</li> <li>• UKRI-BBSRC offers options in terms of induction meetings if any aspects of the logistics provide barriers to participation.</li> <li>• Individuals are asked to inform UKRI-BBSRC if they have any additional needs to enable applications to be submitted and to aid attendance/participation at the Induction meeting</li> </ul>
<p>Who is affected by the policy?</p>	<p>Anyone who applies to a position on the Strategy Advisory Panels.</p>
<p>Arrangements for monitoring and reviewing actual impact of the policy</p>	<p>UKRI-BBSRC will review this equality impact assessment annually 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.</p> <p>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>



			<p>Ensure the venue is able to provide childcare. UKRI-BBSRC will pay for additional reasonable childcare costs.</p> <p>Indicate that it is possible to defer the induction and appointment to the following year.</p>
Race	Neutral		
Religion or Belief	Negative - induction	Appointed applicants may be unable to participate in the induction programme due to religious observances.	<p>Ensure religious observances are taken into account as much as possible when timetabling the meeting.</p> <p>Appointed applicants can defer their attendance and where possible attend the next available meeting or alternative arrangements can be made.</p> <p>Ensure the venue caters for all dietary requirements.</p>
Sex (gender)	Negative	Appointed applicants may find it difficult to participate in the induction programme if they have caring responsibilities	<p>The vacancies are advertised in publications targeted at women, through WISE and the Athena Swan network.</p> <p>Ensure that the location is suitable to allow easy return home.</p> <p>Expectations and dates for all aspects of the process are set out as far in advance as possible, allowing preparation for participants to cover caring and other responsibilities.</p> <p>Ensure school holiday dates are taken into account where possible when timetabling the induction programme.</p> <p>UKRI-BBSRC Policy states that the cost of additional caring responsibilities while on UKRI-BBSRC business can be reclaimed.</p>
Age	Neutral		