

Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Bioscience Skills and Careers Early Career Researcher Subgroup (formally known as Postdoc subgroup)
2. Summary of aims and objectives of the policy/funding activity/event	<p>The ECR Subgroup provides advice and input to BSC, with a focus on issues related to early career researcher (ECR) careers and development.</p> <p>Recently, the subgroup has been refreshed; its terms of reference and membership has been changed to reflect the needs of the community. This change has been made in consultation with BSC SAP.</p> <p>Recruitment follows a process previously approved of by BBSRC Appointments Board. Appointments are made by the Chair of the Subgroup, the Chair of BSC, and the Head of the BBSRC Skills and Careers Unit. The current recruitment process replaces 3 members who have retired from the subgroup, using the same principles as when the group were established in 2014.</p> <p>This Equality Impact Assessment covers the new round of recruitment and the long term running of the subgroup:</p> <ol style="list-style-type: none"> 1. Ensuring the advertisement of Subgroup vacancies attracts a diverse range of applicants from different sectors and does not disadvantage or prevent participation from any particular groups 2. Ensuring the assessment criteria and decision-making processes are objective, transparent, and robust 3. Ensuring that successful applicants are able to attend and contribute to Subgroup meetings
3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	<p>Consultation with BBSRC Appointments Board and the Bioscience Skills and Careers Strategy Advisory Panel was previously carried out to ensure the appointments process is inclusive and open. The advert has been developed using the previous call for members as a template.</p> <p>Consultation with BBSRC events management team ensures that Subgroup meetings take place in a way that does not create barriers for attendance and supports participation from a diverse range of people.</p> <p>BBSRC is committed to equality and inclusion and to enable participation for everyone who applies to the Subgroup. To facilitate this, we adopt the following principles:</p> <ul style="list-style-type: none"> • The recruitment call is advertised widely to reach the widest possible audience • The advert clearly states the expectations and criteria for the role • Selection and appointment is made against pre-published criteria • The BBSRC website conforms to accessibility requirements for websites, including the ability to adjust the text size or use a text reader on the page • Subgroup members are asked to indicate if they have any

	requirements that BBSRC needs to be aware of that may prevent their attendance or participation in meetings
4. Who is affected by the policy/funding activity/event?	Anyone who applies to a position on the BSC Subgroup and current members of the subgroup
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	<p>This Equality Impact Assessment will be reviewed annually to determine if BBSRC can improve the inclusion and diversity of the Subgroup. It has been reviewed again to ensure this round of recruitment follows the principles of EDI.</p> <p>Changes will be made where they would improve the understanding or the inclusivity of the document. Anonymised diversity data are monitored throughout the process of application.</p> <p>The data analysis covers:</p> <ul style="list-style-type: none"> • Applicant diversity • The diversity of those who are recommended for a position • The diversity of those who successfully obtain a position <p>These data are used to monitor trends throughout each call for Subgroup members to provide evidence that our processes are inclusive, or to indicate where improvements could be made</p>

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	People with visual disabilities may find it difficult to access and view the advert or application form	Indicate on the advert that we can accept a printed version of the application form from anyone who is unable to complete it online
	Negative	People with physical disabilities may find it difficult to access Subgroup meeting venues	<ul style="list-style-type: none"> • The chosen venues are easily accessible to main rail/air links. The option to take part in Subgroup meetings via tele or video conference is available. • Rooms used are light and airy. • Plenty of breaks are built in to meeting agendas • There is the possibility of Subgroup members who are visually impaired to use screen readers
Gender reassignment	Neutral		
Marriage or civil partnership	Neutral		
Pregnancy and maternity	Negative	Participants may be disadvantaged and unable to attend if they have caring responsibilities	<ul style="list-style-type: none"> • Ensure meeting dates and venues are arranged at least two months in advance to allow childcare arrangements to be made • The option to take part in Subgroup meetings via tele or video conference is available • Indicate that if required it is possible to defer Subgroup membership to the following year
Race	Neutral	Neutral	

Religion or belief	Negative		<ul style="list-style-type: none"> BBSRC is aware of the calendar of religious observances; The venue will have an appropriate area for pray, if requested.
Sexual orientation	Neutral		
Sex (gender)	Negative	Gender bias may exist in the assessment process	<ul style="list-style-type: none"> Ensure that the assessment panel has both male and female representation Ensure that the gender balance reflects that of community Ensure applications are treated consistently regardless of gender of applicant through effective moderation; Ensure all panel members have the opportunity to contribute equally; The venue is easily accessible to main rail/road/air links
		Potential Panel members may be disadvantaged and unable to attend if they have caring responsibilities	<ul style="list-style-type: none"> Ensure that meeting locations are suitable to allow easy return home Expectations and dates for all Subgroup meetings are set as far in advance as possible, allowing preparation for participants to cover caring and other responsibilities The option to take part in Subgroup meetings via tele or video conference is available Ensure school holiday dates are taken into account when considering Subgroup meeting dates BBSRC Policies state that the cost of additional caring responsibilities while on BBSRC business can be reclaimed
Age	Neutral	Neutral	

Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	Where it has been identified that there could be potential negative impacts, the appropriate measures have been undertaken to ensure that these are addressed properly.	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .		
2. You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
3. You can adapt or change the policy in a way which you think will eliminate the bias		
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	x	

you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		
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Will this EIA be published* Yes/Not required (*EIA's should be published alongside relevant funding activities e.g. calls and events:	Yes – when call is opened
Date completed:	24/10/2019
Review date (if applicable):	Oct 2020

Change log

Name	Date	Version	Change