EQUALITY AND INCLUSION IMPACT ASSESSMENT

STFC Public Engagement Programme: Legacy Awards call 2019

<table>
<thead>
<tr>
<th>1. Policy / activity being assessed</th>
<th>STFC Legacy Awards call - the annual process of making new Leadership Fellow awards, including application, short-listing, and interview stages.</th>
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</table>
| 2. Summary of aims and objectives of the policy / activity | The scheme aims and objectives are:  
To allow the very best STFC grant-funded public engagement programmes to continue to grow and evolve over time.  
To encourage and support high-quality public engagement activities that highlight STFC’s science and technology.  
To create a network of highly-skilled practitioners of public engagement with STFC science who inspire and involve colleagues, students, and the public, in their activities.  
To highlight the achievements of STFC science and technology, demonstrating the excitement of research and the value of STEM to the UK. |
| 3. What involvement and consultation has been done in relation to this policy? | Legacy Awards were designed by STFC in response to a series of community and stakeholder workshops, held in 2017, which explored how STFC could operate a range of funding mechanisms to best meet the aims of the STFC public engagement strategy. The Legacy scheme is the result of the requirement to support previously supported projects over a longer period of time whilst retaining the capacity to support new projects through other STFC PE grant schemes.  
STFC is dedicated to ensuring that the peer review process is open and inclusive. Those engaged in the process endeavour to conduct each stage in a fair manner, without prejudice or bias, in line with this we follow the Nolan Principles. Additionally, comments and suggestions received as part of the peer review survey are implemented where possible to improve the process. |
### For Applicants:

- The call is advertised widely to reach the largest possible audience.
- The call text and guidance provides detailed guidelines to Applicants about the process and links to the Research Grants Handbook, which has clear eligibility and assessment criteria.
- STFC will make available hard copies of documents when required.
- The STFC website conforms to accessibility requirements for websites.
- STFC will support Applicants throughout the process, from pre-submission right through to informing them of the outcome.
- STFC will make all reasonable efforts to accommodate the requirements of any applicant who is selected to attend an interview, considering issues of accessibility, travel restrictions and alternative working patterns. The STFC team will request details of any such requirements when an applicant is invited for interview.

### For Reviewers:

- A wide range of reviewers are approached, and usage and spread is monitored each round.
- Written guidance is available and reviewed annually.
- Our guidance clearly states our expectations of reviewers.
- STFC will provide all reasonable support to our reviewers in order to ensure they understand the aims, objectives, and processes of the Legacy call.

### For Panel Members:

- Pre-meeting discussions take place, STFC staff will work closely with the Panel Chair to agree approaches that are designed to minimise opportunities for bias and improve transparency of the decision making process.
- Everyone involved in the decision-making process is aware of Unconscious Bias and encouraged to undertake training. It is planned that going forward such training will be mandatory.
- STFC endeavour to achieve the minimum 30% female participation and will justify if this isn’t the case. The Legacy Panel membership for 2019 is 60% female and 40% male.
- STFC enable participation for people with alternative work patterns, including reduced working hours.
- Panel members are asked to inform STFC if they have any additional needs to enable attendance or participation.
- STFC will schedule appropriate breaks and provide refreshments for Panel members.
For STFC Staff:

All STFC staff involved in the process will receive training in unconscious bias to raise awareness of conditions that may impact upon their decision making.

Venue arrangements when required will be selected for ease of accessibility; will not conflict with different cultures, religions or beliefs; and will offer a full range of sensory accessibility relating to visual and hearing impairments.

Catering will be arranged with clear labelling and be appropriate to those who have specific cultural, religious, health or disability needs.

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<tr>
<th>4. Who is affected by the policy/funding activity/event?</th>
<th>Anyone who is applying for a Legacy grant, panel members, external and internal stakeholders involved in the assessment process.</th>
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</table>
| 5. Arrangements for monitoring and reviewing actual impact of the policy | • STFC will review this equality impact assessment annually to identify any actions or interventions that are required to improve diversity and inclusion.  
• STFC monitors and analyses data to better understand the diversity of its Community  
• STFC hold an annual application exercise for Panel membership and when published provides guidance on diversity targets  
• Panel membership for each meeting is published on the website |

The first round of the Legacy Awards was in 2018. 5 applications were submitted to the 2018 call. There were 3 from male applicants and 2 from female applicants; 1 award was made – to a male applicant.
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<thead>
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<th>Group</th>
<th>Potential for positive or negative impact?</th>
<th>Examples of any evidence/data used</th>
<th>Action to address negative impact (e.g. adjustment to the policy)</th>
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<tbody>
<tr>
<td>Disability</td>
<td>Yes – negative impact</td>
<td>Applicants and/or reviewers with visual disabilities or impairments may find it difficult to access and review electronic documentation. Applicants or panel members with mobility disabilities may face difficulties in attending the panel meetings. Panel members with hearing difficulties may find it hard to engage in discussions. Attendees with neuro-disabilities may experience difficulties with concentration during panel assessments.</td>
<td>STFC will take all reasonable steps to make adjustments to the assessment process in order to enable participation. As examples, this may include the use of video conferencing or equivalent tools, tailored timing of the meeting schedule, or provision of specific facilities to enable an applicant or panel member to be comfortable in the meeting environment. Electronic information is accessible and STFC will investigate the ability for the potential use of screen readers for personnel who are visually impaired. STFC will respond to individual support needs on a case by case basis. STFC will ensure the meeting venue is compatible with the use of hearing aid loops and will work with individuals to understand what other help can be provided. STFC will select a room that is light and airy, ensure that plenty of breaks are built in to the agenda and ensure that colours chosen don’t trigger migraines, different colours may assist in this if personnel don’t bring their own laptops. STFC consult with all Panel members to understand any specific requirements for participation and will accommodate where required.</td>
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Gender reassignment

| Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during interview acts as an additional assurance to ensure unbiased peer review. |

Marriage or civil partnership

| Bias may be voiced in relation to new partners starting a family therefore not given as a high a priority |

Pregnancy, Maternity, Paternity, Nursing mothers, Caring responsibilities?

| Panel members who are pregnant or on parental leave may find it difficult to access the venue and/or participate in meetings. |

| Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review. |

<p>| STFC consult with all Panel members to understand and cater for their requirements for participation. As a general principle, venues are easily accessible to main rail links. |</p>
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<tr>
<th>Race</th>
<th>Yes – negative impact</th>
<th>Information regarding race is not made available throughout the peer review process. However, it may be possible that panel members already know this information or could endeavour to seek it out.</th>
<th>Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.</th>
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<td>Religion or belief</td>
<td>Yes – negative impact</td>
<td>Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.</td>
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| **Panel members may be unable to participate in meetings due to religious observances** | **Panel members or attendees may have specific dietary requirements due to religious belief.** | **Consideration will be given to the timing of interviews/panel meetings so that Panel members (and applicants) from different religious communities can attend if requested.**

STFC consult with all Panel members to understand and cater for their requirements for participation. Ensure the venue caters for all dietary requirements. |
| **Sexual orientation** | **Yes – negative impact** | **Information regarding sexual orientation is not made available throughout the peer review process. However, it may be possible that panel members already know this information or could endeavour to seek it out. It may also become apparent during the interview stage.**

Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review. |
| **Sex (gender)** | **Yes – negative impact** | **Panel members, reviewers may criticise track record, publication history which could be as a result of extended maternity, paternity leave.**

Negative perceptions of an | **STFC are committed to ensuring that Panel Chairs are briefed on how to handle such situations.** |
| Age     | Yes – negative impact | Panel members, reviewers may cite age in terms of lack of experience or in terms of near retirement | Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review. The Assessment criteria for Legacy 2019 call are not linked to age |