

Ad:Venture and Digital Enterprise
 Programme Update :
 Equality, Diversity, Cohesion and
 Integration (EDCI) impact assessment
 for the Digital Enterprise Programme



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: City Development	Service area: Funding Programmes and Business Support
Lead person: Suzanne Bradbury	Contact number: 07891 274790
Date of the equality, diversity, cohesion and integration impact assessment: 13th Sept 2022	

1. Title: Digital Enterprise
Is this a:
<input type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other
<p>If other, please specify To assess a project ahead of submission to the first stage of application process for funding from West Yorkshire Combined Authority</p>

2. Members of the assessment team:

Name	Organisation	Role on assessment team For example, service user, manager of service, specialist
Suzanne Bradbury	Digital Enterprise team	Programme Manager responsible for implementation
Phil Cole	Leeds City Council	Programme Director accountable to the West Yorkshire Local Authority Partnership for programme delivery
Melanie Waggett	Digital Enterprise team	Marketing & Communications Officer for the Digital Enterprise Programme

3. Summary of strategy, policy, service or function that was assessed:
<p>This assessment is for the new phase of the Digital Enterprise Programme, which is led by Leeds City Council, on behalf of a West Yorkshire local authority partnership. The programme which will be delivered across all 5 local authority areas of West Yorkshire, will offer a range of digital support to small/medium sized enterprises (SMEs)</p> <p>Support available to businesses includes a grants programme, support from digital advisers and support via an events programme.</p>

4. Scope of the equality, diversity, cohesion and integration impact assessment (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)
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4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail:	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>

Please provide detail:
See above the assessment relates to a series of activities to support SMEs.

5. Fact finding – what do we already know
Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.
(priority should be given to equality, diversity, cohesion and integration related information)

The Digital Enterprise Programme started delivery in 2016. Currently the programme monitors on a regular basis the take up of support by local authority area across the Leeds City Region. The table below shows take up of the main grant product – the Digital Growth Voucher from July 2019 to the end of June 2022 :

Local Authority District	Number of Vouchers	Total Voucher Amount	Average Voucher Claim Amount	% Of Total Voucher Claim Amount
Leeds	265	£2,070,677	£7,814	41.10%
Bradford	132	£789,348	£5,980	15.67%
Kirklees	102	£621,751	£6,096	12.34%
Wakefield	82	£483,055	£5,891	9.59%
Calderdale	69	£464,373	£6,730	9.22%
Harrogate	52	£293,674	£5,648	5.83%
York	41	£211,825	£5,166	4.20%
Craven	13	£49,440	£3,803	0.98%
Selby	8	£54,032	£6,754	1.07%
Grand Total	764	£5,038,174	£6,594	100%

To date the Programme has not broken down take up below local authority district and no data is available on diversity characteristics of programme participants.

Are there any gaps in equality and diversity information
Please provide detail:
As stated above yes there are gaps in equality and diversity in common with most business support programmes.

Action required:

To collect equality and diversity characteristics of individual applicants, utilising monitoring systems/best practice used in the Business Growth Service/ other Business Support Programmes supported by UKSPF/gainshare.

To further develop the CRM system to be able to report on Equality & diversity characteristics and to dig down below district level to examine take up within districts to identify gaps.

Once more intelligence is available look to utilise this in proactive approaches to marketing & communication.

Given the widening of the target audience (from B2B to include B2C) it is more important to work on the intelligence to be able to identify those who need support and where the greatest added value can be achieved with scarce public resources.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

The project will be delivered across West Yorkshire and officers from Bradford, Kirklees, Wakefield, Calderdale and West Yorkshire Combined Authority have been consulted on the proposal. Digital Enterprise participants will also be contacted as part of the evaluation process.

Action required:

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

Age

Carers

Disability

Gender reassignment

Race

Religion or Belief

Sex (male or female)

Sexual orientation

Other

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

Please specify:

Stakeholders

- | | | |
|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Services users | <input checked="" type="checkbox"/> Employees | <input type="checkbox"/> Trade Unions |
| <input checked="" type="checkbox"/> Partners | <input type="checkbox"/> Members | <input type="checkbox"/> Suppliers |
| <input type="checkbox"/> Other please specify | | |

Potential barriers

- | | |
|--|--|
| <input type="checkbox"/> Built environment | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care |
| <input checked="" type="checkbox"/> Timing | <input type="checkbox"/> Stereotypes and assumptions |
| <input checked="" type="checkbox"/> Cost | <input type="checkbox"/> Consultation and involvement |
| <input type="checkbox"/> Financial exclusion | <input type="checkbox"/> Employment and training |
| <input type="checkbox"/> specific barriers to the strategy, policy, services or function | |

Please specify

8. Positive and negative impact

Think about what you are assessing (scope), the fact-finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

The support offered to businesses will have a positive impact overall. Business owners from all backgrounds will be able to access all aspects of the programme. The aspiration is that the project will be able to drill down into local authority districts to support a wider range of businesses who need support and where the greatest added value can be achieved for scarce public resources.

Action required:
No action is required at this stage. Full programme detail is still to be worked up.

8b. Negative impact:
There are no negative impacts: the programme will be open to all.
Action required:

9. Will this activity promote strong and positive relationships between the groups/communities identified?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail: n/a
Action required: n/a

10. Does this activity bring groups/communities into increased contact with each other? (for example, in schools, neighbourhood, workplace)
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail: Attendance at specialist workshops, sessions and events will help businesses to collaborate with each other across West Yorkshire
Action required: None

11. Could this activity be perceived as benefiting one group at the expense of another? (for example where your activity or decision is aimed at adults could it have an impact on children and young people)

Yes

No

Please provide detail:

The new programme will be open to a greater number of business sectors because of changes to funding criteria. The programme will enable businesses to be more resilient protecting jobs as well as helping to facilitate growth.

Action required: None

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
further develop the CRM system to be able to report on EDI characteristics and to dig down below district level to examine take up within districts to identify gaps.	Aim to develop the CRM by the start of the proposed new contract in July 2023	Being able to report easily below district level and being able to analyse data.	Suzanne Bradbury, Programme Manager
To collect equality and diversity characteristics of individual applicants, utilising monitoring systems/best practice used in the Business Growth Service/ other Business Support Programmes supported by UKSPF/gainshare.	Aim to establish best practice on collecting EDI data from SMEs by the start of the proposed new contract in July 2023.	Have in place a new system for collecting EDI data which is consistent with best practice and other UKSPF/gainshare business support programmes	Suzanne Bradbury, Programme Manager
Once more intelligence is available look to utilise this in proactive approaches to marketing & communication to help to improve take up amongst under-represented communities	Review EDI data after the first 12 months of delivery under the new proposed new contract by July 2024.	Review EDI data, benchmark where possible with other Business Support Programmes/the wider business stock, aim to put in place a marketing & communications plan to address under representation	Suzanne Bradbury, Programme Manager

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job title	Date
Phil Cole	Head of Funded Programmes & Business Support	13/9/22
Date impact assessment completed		13/9/22

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other

15. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent: n/a
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: n/a
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: n/a