

# Due Regard Record

Name of policy or activity: ICT Strategy

**What this record is for:** By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, ‘paying due regard’, and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

**When do I use this record?** Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at ‘formative stages’ of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

**How do I use this record:** When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

<b>Date / Name</b>	<b>Summary of equality analysis</b>
15/8/13 S Bacon	<p>This strategy will impact on both employees and the public</p> <p>The two groups impacted by the strategy are older members of staff (if they lack ICT skills as our training offering is being changed) and the Disabled. (public in terms of online service via the website. Staff in terms of new technology).</p> <p>Mitigation is in place for both of these areas, a training needs analysis is to be carried out for new starters, and one to one coaching will be available to them if required (and to existing staff). We will also ensure that suitable hardware and software solutions (eg Jaws) are tested and available to staff members with disabilities that require them</p> <p>In terms of online service provision, aAn accessibility audit has been carried out, and the results are being fed into the current redesign of the site. We have also purchased tools to allow ongoing internal accessibility testing</p> <p>The strategy also advances equality of opportunity by improving the ways we can collect and analyse data, which will help us pinpoint areas of need or analyse trends.</p>

	<p>Also the move to put more services online helps make information more available to all groups, and accessible to those with mobility issues, or who are unable to access our services in normal hours.</p> <p>The strategy also will offer benefits by increasing the scope for flexible/remote working by staff, which will assist those with Caring responsibilities.</p>
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