

Appendix 2. Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: David Newton, Corporate ICT

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: n/a

Title of policy or decision:

- Adoption of Corporate Technology Strategy 2018-2023,
- Corporate Technology Strategy Funding Requirements 2018-2023
- Corporate Technology Strategy 2018-2023 Programme of Projects (including all Projects therein).

Officer completing the EqlA: Steve Bacon Tel: 4342 Email: sbacon@eppingforestdc.gov.uk

Date of completing the assessment: 27/9/17

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>This is a replacement for the 2013-2018 ICT Strategy.</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <ul style="list-style-type: none">• To enable the reduction in accommodation, and the changes in usage of that space, that will result from the Transformation Strategy.• To enable users to work flexibly and more efficiently• To improve Corporate performance and customer service.• To improve ICT performance and customer service. <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>By the end of the programme, the new, key features of the organisation will be:</p> <p>Processes:</p> <ul style="list-style-type: none">• Electronic post handling by use of corporate ERDMS• Remote management of PCs and Laptops• Flexible Working to be the norm• Adoption of telephone conferencing and video conferencing• Transactional website in place• Rationalisation of business systems, and intensification of use of remaining systems• System/Data integration to be enhanced <p>Organisation:</p> <ul style="list-style-type: none">• Single ICT Team supporting all major business systems• Matrix management of remaining system administrators

	<ul style="list-style-type: none"> • Enhanced opening hours for ICT Service Desk • Enhanced on call arrangements for out of hours cover <p>Information:</p> <ul style="list-style-type: none"> • Replacement intranet hosting key information and collaboration tools such as SharePoint • Use of cloud solutions for hosting data <p>Technology, tools, equipment, facilities:</p> <ul style="list-style-type: none"> • Common standard for staff computers and telephony – in support of mobile and Flexible Working • Mobile working applications in place for key business areas • Homeworking technology in place • Managed non-network laptops standard solution, using Citrix Unified Gateway to connect • Servers externally hosted • Email migrated to Exchange Online • Office 365 adopted to give flexibility of use and additional benefits • SharePoint and MS Teams in place to allow easy sharing of information • Collaboration tools in place to allow virtual teams to function • All operational sites to have robust wireless network for staff use for all hardware types. Operational sites with Customer receptions/meeting rooms will have public wireless network. • Key infrastructure will be hosted externally on the cloud, reducing the ICT accommodation footprint substantially. • All sites will be connected by our WAN, at the speeds required for the efficient operation of the relevant connections. • Redundant connections will be installed for Internet access and SIP due to the critical nature of these connections.
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users - Yes • employees - Yes • the wider community or groups of people, particularly where there are areas of known inequalities? – Yes, in that services they benefit from will be delivered more efficiently. <p>Will the policy or decision influence how organisations operate?</p> <p>Yes, as per outcomes outlined in 2.2</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>Yes, as highlighted in the Corporate Technology Strategy Funding Requirements of this report.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p>

	<p>Yes, this Strategy supports the implementation of the new Corporate plan. This strategy is classed as one of the three key components for delivery of the Corporate plan along with the accommodation and people strategies.</p>
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Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>The ICT Strategy will have impacts across all groups, but in most cases this is neutral to the specific groups listed as the benefits are general in terms of enabling channel shift, giving the public access to systems and remote/mobile working for staff.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Yes. Management Board and Leadership briefings have been held. All Directors and Assistant Directors have been fully consulted on the development of this strategy to ensure that any equality concerns they have are included. Assistant Directors were requested to consult with teams on requirements/concerns, any reported issues have been considered and the Strategy amended to reflect these where appropriate.</p> <p>Full discussions have also been held the Head of Transformation, who is responsible for equalities as part of their role and no relevant concerns were raised. Discussions have also been held with the Portfolio Holder for Technology and Support Services.</p> <p>Briefings of relevant staff, correspondence and team meetings have taken place. The Team leaders of all ICT teams in the Council (including those outside of Corporate ICT) have also been given the chance to comment on this Strategy. A full briefing on the Strategy has been given to the Resources Select Committee and to all ICT staff.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>As there are no adverse effects of this Strategy this has not been carried out. Detailed changes in service area processes that result from Channel shift or new ICT capabilities are the responsibility of the individual service areas and they will consult as necessary if it is required.</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral – the strategy programme and all projects contained therein will have the same impact across all groups. Research has shown that age is no barrier to the use of technology ('Silver Surfers'), in addition the Council strategy Digital by design only covers the promotion of digital services as a preference, there is no plan to remove non-digital services.	L
Disability	Positive – Staff can remotely access systems to maintain communication with the Council, Residents can access Council Services remotely removing the need for making travel arrangements. Browser based systems are compatible with screen readers, and can have text scaled. Disabled staff could work from home removing the need for travel arrangements or disabled parking spaces in the reduced future car park provision.	M
Gender	Neutral – the strategy programme and all projects contained therein will have the same impact across all groups.	L
Gender reassignment	Neutral – the strategy programme and all projects contained therein will have the same impact across all groups.	L
Marriage/civil partnership	Neutral – the strategy programme and all projects contained therein will have the same impact across all groups.	L
Pregnancy/maternity	Positive – Staff on Maternity leave can remotely access systems to maintain communication with the Council. Pregnant residents or new parents, can access Council Services remotely removing the need for making travel	M

	arrangements.	
Race	Neutral – the strategy programme and all projects contained therein will have the same impact across all groups.	L
Religion/belief	Neutral – the strategy programme and all projects contained therein will have the same impact across all groups.	L
Sexual orientation	Neutral – the strategy programme and all projects contained therein will have the same impact across all groups.	L

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: *D Newton*

Date: 27/9/17

Signature of person completing the EqIA: *S Bacon*

Date: 27/9/17

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.