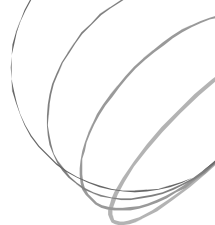


Equality Impact Assessment in Audit Scotland

SharePoint 2010 Implementation

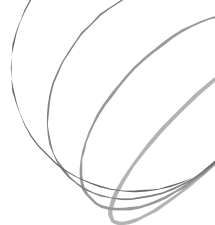


Audit Scotland Equality Impact Assessment

Policy Title ¹	SharePoint Implementation 2010
Strategic Outcome	Audit Scotland wishes to improve knowledge management and encourage information sharing as well as improve the efficiency of its staff. This policy forms part of our approach to ensuring staff can work efficiently and share information with colleagues and stakeholders.
Directorate	Corporate Services
We have completed the equality impact assessment for this policy. (delete as appropriate)	Name: Allan Davie Position: IT Manager Date: 18/02/11
Approval by Director on behalf of Business Group Management Team	Name: Lynn Bradley Position: Director of Corporate Programmes Date: 5 April 2011
Sign off by the Diversity & Equality Steering Group (DESG) Chair on behalf of the DESG members	Name: Angela Canning Date: 7 February 2012

Once the EQIA documentation has been completed and signed off arrangements will be made by the Diversity & Equality Steering Group and communications team to publish the summary results from the EqIA on Audit Scotland's website.

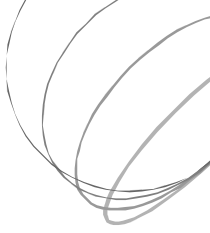
¹ Throughout this documentation we use the word **POLICY** to mean any activity, function, strategy, programme, service or process which is being considered for Impact Assessment.



Step 1: Define the aims of the policy

Title of policy	SharePoint implementation 2010
Strategic Outcome	Audit Scotland wishes to improve knowledge management and encourage information sharing as well as improve the efficiency of its staff. This policy forms part of our approach to ensuring staff can work efficiently and share information with colleagues and stakeholders.
Directorate	Corporate Services

What is the purpose of the proposed policy (or changes to be made to the policy)?	<p>Audit Scotland wishes to improve knowledge management and encourage information sharing as well as improve the efficiency of its staff. This policy forms part of our approach to ensuring staff can work efficiently and share information with colleagues and stakeholders.</p> <p>The aim of this EIA is to ensure that we appropriately consider and take into account relevant equality and diversity issues.</p>
Who is affected by the policy or who is intended to benefit from the proposed policy and how?	All staff and a number of external organisations and stakeholders.
How have you, or will you, put the policy into practice, and who is or will be responsible for delivering it?	The policy will be put into practice by replacing the current SharePoint 2003 environment with a SharePoint 2010 system. SharePoint provides a system that can be modified to ensure it will meet the business needs. The project will be supported by a Project Implementation Team (PIT) and an Information Governance Group (IGG) made up of staff from across the business.
How does the policy fit into our wider or related policy initiatives?	<p>The SharePoint 2010 policy fits in with the Electronic Working Paper system, which extends electronic working, centralisation of data and improved ability to share information across staff.</p> <p>Staff will access the system from hardware provided under the desktop refresh.</p>
Do you have a set budget for this work?	Budget is available for Software, Hardware and Consultancy. Staff resources will be covered by existing resources.



Step 2: What do you already know about the diverse needs and/or experiences of your target audience?

Do you have information on	Yes	X	No	
Age	Yes	X	No	
Disability	Yes	X	No	
Gender	Yes	X	No	
Lesbian, Gay, Bisexual & Transgender	Yes	X	No	
Race	Yes	X	No	
Religion and Belief	Yes	X	No	

Evidence

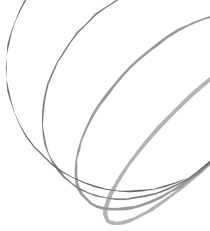
As at March 2010 Audit Scotland had 302 employees (data taken from HR Management Information system for the June 2010 Equality Annual Review Report)

Consultation

Where the information is held by HR it has been used and consultation responses have not been reported. Where HR do not at present hold information on specific strands, the results of the consultation carried out in September 2009 have been reported.

Age	<p>Evidence</p> <ul style="list-style-type: none"> • 16-24 (4%); • 25-35 (27%); • 35-49 (43%); • 50+ (26%) <p>Consultation</p> <p>N/A</p>
Disability	<p>Evidence</p> <p>Audit Scotland considers disability under the Social Model of disability rather than the legal definition provided by the Disability Discrimination Act. The Social Model goes further than the legal definition. We recognise that it is often the barriers in society that exclude people with disabilities, rather than any individual impairment or medical condition. As at 31 March 2010:</p> <ul style="list-style-type: none"> • Considered not to have a disability (95.4%) • Considered to have a disability (4.65%) <p>Consultation/Involvement</p> <p>N/A</p>

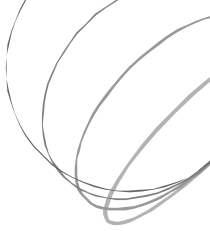
Gender	<p>Evidence As at 31 March 2010:</p> <ul style="list-style-type: none"> • Male (49%) • Female (51%) <p>Consultation N/A</p>
Lesbian, Gay, Bisexual & Transgender	<p>Evidence HR has begun collecting this data, but has not yet reported it.</p> <p>Consultation Within the survey, staff were asked to indicate their sexual orientation The breakdown of the survey results were:</p> <ul style="list-style-type: none"> • heterosexual (83.7%); • bi-sexual (0.5%); • gay man (2.5%); • gay woman/lesbian (2.5%); • other (0%); • prefer not to say (10.8%).
Race	<p>Evidence As at March 2010:</p> <ul style="list-style-type: none"> • White (98.3%) • Minority Ethnic (1.7%) <p>Consultation N/A</p>
Religion and Belief	<p>Evidence HR has begun collecting this data, but has not yet reported it.</p> <p>Consultation Within the survey staff were about their religion and faith within an anonymous setting. The breakdown of the survey results were :</p> <ul style="list-style-type: none"> • No religion/faith (44.3%) • Christian denominations (40.9%) • Other religion/faith (4.9%) • Prefer not to say (9.9%)



Step 3: Do you have enough information to help you understand the diverse needs and/or experiences of your target audience?

If not, what else do you need to know?

Age	Do you have enough information to proceed?	Yes	
Disability	Do you have enough information to proceed?	Yes	
Gender	Do you have enough information to proceed?	Yes	
	The software is not gender specific. Members of both genders use the current system.		
Lesbian, gay, bisexual and transgender	Do you have enough information to proceed?	Yes	
	The software is has no known impact on sexual orientation specific.		
Race	Do you have enough information to proceed?	Yes	
	The software is not race specific. Staff of different racial backgrounds use the current system.		
Religion and Belief	Do you have enough information to proceed?	Yes	
	The software has no known impact relating to religion or belief. Staff of different religions use the current system.		



Step 4: What does the information you have tell you about how this policy might impact positively or negatively on the different groups within the target audience?

Age	Positive: Age can be related to a number of medical conditions that can impact on the needs of computer equipment. This policy will assist in centralising data and reducing the interaction with the computer and so minimise the impact of age related medical conditions.
Disability	Positive: This policy will assist in centralising data and reducing the interaction with the computer and so minimise the impact of some disabilities.
Gender	N/A
Lesbian, Gay, Bisexual & Transgender	N/A
Race	N/A
Religion and Belief	N/A

Step 5: Will you be making any changes to your policy?

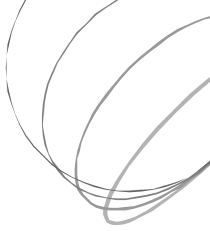
Are there any changes?				
Age	Yes	X	No	
Disability	Yes	X	No	
Gender	Yes		No	X
Lesbian, Gay, Bisexual & Transgender	Yes		No	X
Race	Yes		No	X
Religion and Belief	Yes		No	X

Please identify:

- what action you will take
- who will take that action
- when that action will be taken.

Age and Disability

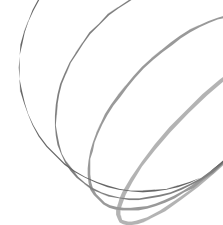
1. The project relies heavily on communication to all staff and will include demonstrations, workshops, training and various written communications. Participation is being actively encouraged, so that all staff will have the opportunity to give feedback and have their concerns included by the project team.
2. Training will include 1 to 1 sessions and any problems raised by an individual will be detected and addressed



Step 6: Does your policy provide the opportunity to promote equality of opportunity or good relations by altering the policy or working with others?

Age	Yes	x	No	
Disability	Yes	x	No	
Gender	Yes	x	No	
Lesbian, Gay, Bisexual & Transgender	Yes	x	No	
Race	Yes	x	No	
Religion and Belief	Yes	x	No	

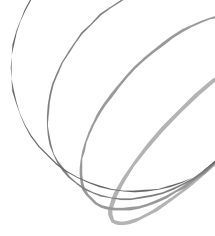
Age	The SharePoint system provides an environment where views can be customised to meet the needs of individuals. The project will provide support for all staff to customise to their particular needs.
Disability	
Gender	
Lesbian, Gay, Bisexual & Transgender	
Race	
Religion and Belief	



Step 7: Based on the work you have done - rate the level of relevance of your policy

Tick one box for each strand

	Age	Disability	Gender	LGBT	Religion and belief	Race
High: <ul style="list-style-type: none"> ▪ There is substantial evidence that people from different groups or communities are (or could be) differently affected by the policy (positively or negatively) ▪ There is substantial public concern about the policy, or concerns have been raised about the policy's potential impact by relevant bodies ▪ The policy is relevant to all or part of the respective general duty, in the case of race, disability and gender. 						
Medium: <ul style="list-style-type: none"> ▪ There is some evidence that people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is some public concern about the policy. ▪ The policy is relevant to parts of the respective general duty, in the case of race, disability and gender. 	X	X				
Low: <ul style="list-style-type: none"> ▪ There is little or no evidence that some people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is little or no evidence of public concern about the policy. ▪ The policy has little or no relevance to the respective general duty, in the case of race, disability and gender. 			X	X	X	X
Unknown: <ul style="list-style-type: none"> ▪ No evidence or data has been collected therefore an assessment cannot be made. We will be collecting staff info for these strands next year. 						



Step 8: Is a further impact assessment required?

Age	Yes		No	X
Disability	Yes		No	X
Gender	Yes		No	X
Lesbian, Gay, Bisexual & Transgender	Yes		No	X
Race	Yes		No	X
Religion and Belief	Yes		No	X

If you have answered yes please explain why

If you have answered no please explain why

Further EIA will not need to be required. The project will allow staff to use the functionality of the system to provide the best fit to their needs, but is ultimately constrained by the functionality that Microsoft provides.

Step 9: Explain how you will monitor and evaluate this policy/function or strategy to measure progress?

Please explain how monitoring will be undertaken, when it will take place and who is responsible for undertaking it:

Monitoring will take place through the implementation of this policy. Members of the PIT team will report to the Information Governance Group. At the end of the implementation, there will be a Post Project Review to ensure that the needs of staff have been fully taken into account.

Step 10: Summary of improvements, outcomes and impact

Please summarise in no more than 200 words the nature of the policy and main improvements, outcomes and impact as a result of this review - this will be published on Audit Scotland's web site and the full EqIA will be made available to interested parties if requested.

Audit Scotland wishes to be more effective in using the knowledge and skills of its staff. This policy forms part of our approach to knowledge management, ensuring that our staff have the access to the information and knowledge that they need to be fully effective.

Following the EIA review and implementation of the policy, the system will be maintained by the IT Department and overseen by the Information Governance Group to ensure that it remains fit for purpose and suitable for all staff.