

Equality Impact Assessment form

(see guide at end to help complete)

Date of assessment
04 August 2017
Title of policy or practice (or decision) to be created (or changed)
Upgrade to Microsoft 0365 suite of applications Mail and One Drive
What is the policy or practice (or decision) intended for?
Replace on prem install of Microsoft's suite of business applications to Microsoft's cloud hosted 0365 cloud-based solution. This will introduce new cloud hosted instances of all the main business applications ie Mail, One Drive, Word, Excel and Yammer.
In relation to the general equality duty and the protected characteristics, which issues or groups do you think would or could be affected and how? Be specific
Protected characteristics affected by this change - Disability and Pregnancy and Maternity The software is relevant to disabled users, who may rely on assistive technology (Screen readers and Speech Recognition software) To access or interact with the software and who require the system to meet current accessibility guidelines. It is important we consider during the upgrade to O365 that we will be migrating personal and possibly sensitive information held in the current installs of the applications in particular data within the current mail server and on individuals' computers. As some colleagues may be off on long term leave they may be unaware of this project. Anyone in this situation will be contacted by HR or Digital Services to inform them of this process and any relevant information pertaining to their personal data or access credentials to O365 communicated to them.
Did you need to obtain further information? If yes, how did you do that?
Digital Services working with colleagues in HR to identify the number of colleagues on long term leave. If privacy is required, then HR will contact the affected colleagues.
Please summarise the relevant evidence you considered.
Microsoft O365 business suite of systems is market leading and fully certified in terms of its accessibility and compliance with equalities and privacy legislation. This has been checked and verified by DSMT.
What do you conclude is the potential impact on these areas?
Colleagues who are on long term leave and may not be aware of this project and could potentially lose data as part of the migration process
What will you do now?
Continue working with colleagues in HR to ensure all impacted groups are communicated with at regular intervals throughout the duration of the project. Also monitor helpdesk calls for any issues with usability and accessibility of th new platform.

Date 04 August 2017

Signature Nicola Paton

Equality Impact Assessment

Part 2 – Form



Introduction

Before carrying out this assessment, you will have had an initial discussion with a member (or members) of the Equality and Human Rights Steering Group about whether you thought an Equality Impact Assessment (EIA) is required (see EIA Part 1 - "Prompt").

Obviously, you decided to carry out an EIA, and the reasons you gave for doing it is a good place to start discussing the EIA itself.

You should carry out this assessment with the same person (or persons) that you had the initial discussion with, if at all possible, as this will give your discussion some context and consistency.

Process

Before completing the short form (overleaf), you will find this easier to do if you discuss in more detail why you thought an EIA was needed in the first place, and talk in more detail about what this means for the policy, practice or decision, as well as any actions you need to take.

Before completing the form, you need to consider our specific duties under the Equalities Act. In summary these are:

- **Assess the impact of applying a proposed new or revised policy, practice or decision**
- **Consider relevant evidence relating to people with a protected characteristic, where this is appropriate**
- **Be able to demonstrate the evidence you have considered when making your decision**
- **Take into account the findings of any assessment on the potential impact of a new or revised policy, practice or decision**
- **Publish the results of any assessments made into the potential impact of a new or revised policy, practice or decision**
- **We review and where necessary revise any updated policy, practice or decision, ensuring on going compliance with equality duties**
- **Simply considering whether to assess a policy, practice or decision is not in itself an assessment.**

You should also think about the following:

- When considering whether or not to carry out an EIA in the first place, you thought about which issues or groups would or could be affected by the policy, practice or decision. Can you be more specific about this?
- Do you need further information about these areas, for example more data? If so, what exactly?
- Would it be helpful to contact any of the groups involved? You don't have to, but you can choose to involve others you think may be affected. Who would that be?

Policy, practice & decisions

It is important to note that legislation requires us to consider the potential impact of revised or new policies, practices as well as decisions.

Policies are clear, simple statements of how we intend to conduct our services, actions or business. They provide guiding principles when we're making decisions.

Procedures describe how each policy will be put into action.

If you decide you do need more information, then you need to gather it before completing this assessment.

- Taking everything into consideration, including any evidence you have gathered, will or could the policy have a differential impact on particular equality groups, either positively or negatively?
- If so, you need to discuss what you need to do to ensure the policy is robust.
- What will you do now? Your analysis should allow you to say whether you will:
 - Make no major change as you feel the policy is robust
 - Adjust the policy to take into account the potential impact of the policy

In some (rare) cases you could also consider continuing the policy even though it has the potential for adverse impact or stopping the policy altogether for the same reasons.

In each of these cases, you must be able to explain clearly why you have taken your decision.

Next steps

Let your line manager know that you have carried out this EIA and let your Equality and Human Rights Steering Group representative have a copy of the completed form. This is mainly for information but also to allow the group to monitor EIAs and follow up any points that the group may have. A representative from the group will confirm that the EIA has been successfully completed. The form will also be published, where appropriate, on ishare and/or our external website.