

Equality Impact Assessment form

(see guide at end to help complete)

Date of assessment
22 April 2019
Title of policy or practice (or decision) to be created (or changed)
Citrix upgrade project implementation
What is the policy or practice (or decision) intended for?
Upgrade of our current on-premise install of Citrix application to a new cloud hosted Citrix cloud hosted installation. At the same time upgrading Citrix to Windows 10 from Windows 7 environment
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 Some colleagues with hearing or visual impairments may have any issues interacting with the new version however there is no difference in how users will gain access to the Citrix environment post upgrade therefore the impact to these user groups is already known. The new version of Citrix does support the use of virtual assistance software such as screen readers and speech recognition which will help mitigate any accessibility issues. The change from Windows 7 to Windows 10 has no recorded negative accessibility issues. The management of Citrix infrastructure changes from RDP to being web based and is therefore more customisable for visual impairment and is accessible on a wider range of devices.
Did you need to obtain further information? If yes, how did you do that?
No - Given there is no potential to compromise personal data nor change to how users will access the application. Digital services will provide updates on project progress through the normal channels.
Please summarise the relevant evidence you considered.
Citrix is industry leading tool for remote network access and complies with all current legislation around accessibility. Users will see no difference to how they gain access to their Citrix environment.
What do you conclude is the potential impact on these areas?
Post migration there could be some teething issues with connectivity with the move to off premise hosting. There could also be some period unavailability as the on-premise service is decommissioned and the cut over of profiles and user credentials occurs.
What will you do now?
Provide updates to Senior Management on project progress through the usual channels. Communicate with users on all relevant milestones in project delivery, via Yammer.

Date 08 January 2019

Signature David Mcgurk

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.