

Equality Impact Assessment Form

Revised September 2010



(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)

When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project

Part 1 Aims & implementation of the project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

1.1 What is being assessed

The ECM (Enterprise Content Management) Project

1.2 Officer(s) and section or service responsible for completing the assessment

John Henderson, ECM Project Manager, Software Development

Steve Wherry, Project Officer, Software Development

Helen Davis, Project Officer, Transformation Team

1.3 What is the main purpose or aims of the project

The aim of ECM is to move the Council from stand alone information management to a broader more inclusive approach that incorporates the information we hold and the systems and processes we use to manage that information together, providing a clear corporate approach to managing data. ECM can be defined as the strategies, methods and tools used to capture, manage, store, preserve and deliver content and documents related to organisational processes.

1.4 Who is affected by the project? Who is it intended to benefit and how?

Ultimately, all areas of the Council that produce or handle data and information (documents, records, e-mails etc.) will be affected by the project. This will occur in a phased approach. The intention of the project is to benefit the authority as a whole, providing the tools and methods to allow control over the information that it holds. This in turn will assist with compliance with legislation, improvements in efficiency and the correct management, retention and disposition of information the authority holds.

1.5 Has the project been promoted or explained to those it might affect directly or indirectly?

Stakeholders affected by the first phase have been fully involved in the process of defining the configuration of any new tools and processes to be implemented. In addition, information has been disseminated through Council communication channels in an effort to keep the wider authority as a whole up to date on the status of the project. As the new tools and methods are rolled out across the authority service areas will be fully involved in the process to ensure the minimum of upheaval during the adoption period. Further use of the communication channels available will also be made to ensure that the project is promoted as necessary.

1.6 How does the project contribute to better community cohesion?

Implementing a consistent approach to document and records management across the authority will provide staff access to the information they need when they need it, helping to deliver operational services more effectively.

1.7 How does the project fit in with the council's wider aims?

The project is a key enabler in supporting the Council's route to modernisation through its Transformation Programme. As the Council looks to work in more efficient ways and rationalise its storage and property, providing access to the information staff need to carry out their jobs will be key in the success of this process. By providing people with the information they need, when they need it, to do their job properly it also supports the wider 'Delivering Better Services' corporate theme.

1.8 What is the relevance of the aims of the project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

Staff will have better access to the information they need to carry out their jobs, when they need it. This in turn will assist services to adapt accordingly to the needs of individual customers and prevent discrimination against the equality target group.

1.9 How is, or how will the project be put into practice and who is responsible for it?

The project will be a mix of improvements in information policy, enforcement and new technology and systems. The aim is to roll out the ECM functionality on a corporate level to give all staff the tools to manage, secure, share, publish and work with their documents and information. The responsibility for implementation lies with the ECM project team, who will be working with individual service areas as the project progresses.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

The original business case for 'Joining up Information Management Systems' identified that an ECM system was the best option for meeting the objectives of the project, corporate strategy and delivering value for money. Following approval from the Directors Team consultation with stakeholders was embarked upon in order to complete the requirements specification for the system. This ensured that all areas of the authority were able to discuss and contribute their requirements to enable the project to deliver a true corporate solution for information management.

2.2 Equalities profile of users and beneficiaries

The project as a whole aims to provide better access to, and control over, information which will in turn benefit both staff and members of the public. As the beneficiaries profile is directly representative of the local population there is no over or under representation of any groups.

2.3 Evidence of complaints against the project on the grounds of discrimination

None.

2.4 What does the consultation, research and/or data indicate about the negative impact on the project

There is no evidence that there is a negative impact on the project with regards to any of the equality groups.

2.5 What does the consultation, research and/or data indicate about the positive impact on the project

The system will allow staff to work more efficiently and enable good information management across the authority. This will in turn increase the quality of the services provided by the Council.

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the protected characteristics of the Equality Act 2010.

3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics) (please refer to the guidance for additional information)

Protected Characteristics	Negative	Neutral	Positive	Comments
Age		X		
Disability		X		
Gender Reassignment		X		
Marriage & Civil Partnership		X		
Pregnancy & Maternity		X		
Race		X		
Religion / Belief		X		
Sex (male / female)		X		
Sexual Orientation (LGB&T)		X		

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: *(Please refer to the guidance for additional information)*

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

Not applicable.

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.

Not applicable.

4.3 If there is no evidence that the project promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

Not applicable.

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

Through further development and adoption of the system and new ways of working, continuous improvement will be achieved and ultimately lead to positive impacts.

4.5 How will any service, policy, procedure, practice or project be implemented?

The project will be implemented through the joint working of the ECM project team and individual service areas to ensure that the full benefit of the new system and processes can be realised.

4.6 As 4.5 above please identify training requirements.

Any training requirements will be delivered as part of the implementation of the project, both through the ICT Applications Support team and also through the ECM team. Additional training will also be provided to staff who will be required to perform specialist functions.

Part 5 Conclusions & recommendations

This section ensures that whatever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

5.1 Does the project comply with equalities legislation?

Yes.

5.2 What are the main areas requiring further attention?

None.

5.3 Summary of recommendations for improvement

As above.

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

The project team will monitor the project throughout its implementation.

5.5 When will the project be reviewed?

Regular project meetings with the team, project sponsors and service areas will take place to ensure the project realises the benefits to the authority and continues to promote equality.

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Age	The group is neither positively affected nor negatively affected by our service.				
Disability	The group is neither positively affected nor negatively affected by our service.				
Gender Reassignment	The group is neither positively affected nor negatively affected by our service.				
Marriage & Civil Partnership	The group is neither positively affected nor negatively affected by our service.				
Pregnancy & Maternity	The group is neither positively affected nor negatively affected by our service.				
Race	The group is neither positively affected nor negatively affected by our service.				
Religion / Belief	The group is neither positively affected nor negatively affected by our service.				
Sex (male or female)	The group is neither positively affected nor negatively affected by our service.				
Sexual Orientation	The group is neither positively affected nor negatively affected by our service.				
Geographical location	The group is neither positively affected nor negatively affected by our service.				
All of the above	The group is neither positively affected nor negatively affected by our service.				

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council’s website. Please access the Work tab of the council’s intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment

Officer’s name **Role**

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

Groups that this policy will impact upon

Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>