Personal WorkSet Project

Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

This is a major information and communication technology programme which will be rolled out to all computer users by March 2014. This will bring improvements to log-on times and general performance. It will support the move to flexible and mobile working.

Lead officer: Chris Marsden

Stakeholders: Dermot Lacey, managers, flexible and mobile working group

Equality analysis is a valuable tool to help embed equality into everything we do
While process is important, equality analysis is essentially about outcomes
Lack of evidence of discrimination is not evidence of a lack of discrimination

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas below, an assessment needs to be made on whether the policy has a positive, negative or neutral impact, and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a high, medium or low assessment. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

Target group / area	Neutral	Positive	Negative
Race and ethnicity (including Gypsies and Travellers; migrant workers, asylum seekers etc.)		Efficiencies in systems and data access resulting in improved business capability and service delivery	
Disability (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)		Accessibility tools are more advanced in Windows 7 with built in touch screen reader technology and zoom features. Supports hot desking /multi location working enabling staff to work closer/more accessible locations to effectively carry out their roles. Personal Workset assessments will continue to be available from the health and safety team and pre-rollout discussions of needs will take place take place with team managers/staff to ensure staff are equipped with the correct equipment	Potential for people system problems; screen resolution across the industry is getting higher making text smaller – Windows 7 access tools mitigate this. Low impact
Gender			
Gender reassignment			
Religion and belief			

Sexual orientation (including heterosexual, lesbian, gay, bisexual)			
Age (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older older people 81+. The age categories are for illustration only as overriding consideration should be given to needs)		Technology changes are becoming current and familiar with younger people enabling them to be more productive and staff generally will be better equipped to support service delivery Microsoft training videos and materials have been vetted and stored on SharePoint covering Microsoft Tools and use of SharePoint. WorkSmart brand used to communicate and promote updates, changes etc to staff in collaboration with corporate communications team	
Rural communities		Off-line working with laptops is enabled with Windows 7 (disabled in previous XP version). Remote access changes should place less demand on low band width broadband	
Areas of deprivation		Potential to book a corporate laptop. i.e. loan corporate equipment for home use Now the facility to use a colleagues' laptop.	
Human rights		Enhancements to laptop encryption makes us better placed to ensure the integrity of	

		personal data (data protection)	
Health and wellbeing (consider both the wider determinants of health such as education, housing, employment, environment, crime and transport, as well as the possible impacts on lifestyles and the effect there may be on health and care services)		Drop in sessions arranged prior to deployment, a range of work stations set up for people to try out. Opportunity for local champions to be trained, business support on site to provide help and online training videos and guides on intranet Upgrading of internal computer components extend service life and reduce disposal impacting on green issues Microsoft training videos and materials have been vetted and are stored on SharePoint covering Microsoft Tools and use of SharePoint. Communications sent to staff to advise.	Increase in demand for home workstation assessments. Medium Impact
Procurement/partnership (if project due to be carried out by contractors/partners etc, identify steps taken to ensure equality compliance)		All procurement run via the 'Chest' in conjunction with the procurement service in a fair and compliant manner	

Evidence:

There is likely to be a positive impact on all protected characteristics as a result of improved service resulting from the roll out of this programme.

Action plan:

Actions	Key activity	Priority	Outcomes required	Officer responsible	Review

required					date
Communications on laptop developments	Explore with communications team how to widen awareness of new developments	Medium	Enhanced awareness of laptop developments	Chris Marsden	June 2014
Post rollout review	Gather feedback of benefits, issues and ongoing service requirements from project	High	Secure information to inform next phase project planning	Chris Marsden	October 2014
Investigate availability of support for homeworkers	Research equipment, availability of assessors and support staff. Review homeworking policy	Medium	Integration of this programme with flexible and mobile working	Chris Marsden/health and safety team	October 2014

Sign off	
Lead officer:	Colin Rowland
Approved by Head of Service:	Dermot Lacey
Moderation and/or Scrutiny	
Date:	Moderated at directorate equality group 10 December 2013
Date analysis to be reviewed based on rating (high impact – review in one year, medium impact - review in two years, low impact in three years)	One year (phase two due to be rolled out in April 2014, equality analysis to be reviewed prior to then)

Please forward the completed Equality Analysis to the Equality and Diversity Managers for publishing on the Council's website