Equality Impact Assessment

Name of policy, practice, service or function: **IT Security Policy**

Responsible department: ……Joint IT Service……………………………………………….

Service area: …………………………………………………………………..

Lead Officer: Lee Thompson…………………………………………………………………...

Other members of assessment team

Name	Position	Area of expertise
Lee Thompson		
Liz Ball	Business Development Manager	
Lynne Cheong	Equality Improvement Officer	
Amar Bashir	Policy Officer	

Scope of the assessment

1	**What are the main aims/objectives or purpose of the policy, strategy, practice, service or function?**	To ensure continued delivery of services to organisations using the Joint IT Service To maintain public confidence through the highest standards of information security. To ensure compliance with relevant legislation for public bodies/providers of public services.
2	**Are there any external factors we need to consider like changes in legislation?**	N/A
3	**Who implements the policy, strategy, practice, service or function?**	Joint IT Service
4	**Who is affected by the policy, strategy, practice, service or function?**	Staff in all named organisations covered by the policies Residents & customers - vulnerability
5	**What outcomes do we want to achieve, why & for whom?**	Protected & secure data
6	**What existing evidence do you have on the impact of the policy, strategy, practice, service or function?**	
7	**How is information about the policy, practice, service or function publicised?**	Policies available to employees via publication on intranet. Relevant policies included in induction packs for all new employees.

Identifying Potential Equality Issues

Consider any impacts / barriers on each of the protected characteristics set out below and consider any that might cross over eg: between race / disability, gender / religion and belief, sexuality / age etc. Indicate where the policy, practice, service or function could have a positive or negative impact for different groups and your reasons. Specify which data sources have informed your assessment.

Race

8	Identify any adverse impacts/barriers of the policy or procedure on people who may be disadvantaged because of their race		
	White	English / Welsh / Scottish / Northern Irish / British	**N/A**
		Irish	
		Gypsy or Irish Traveller	
		Any other White background	
	Asian / Asian British	Indian	
		Pakistani	
		Bangladeshi	
		Chinese	
		Any other Asian background	
	Black / African / Caribbean / Black British	African	
		Caribbean	
		Any other Black / African / Caribbean / Black British background	
	Any other ethnicity	Arab	
		Any other ethnic group	

Sex / gender

9	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their gender	
	Female	N/A
	Male	
	Transgender	

Age

10	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their age	
	0-9 years	N/A
	10-15 years	
	16-18 years	
	19-24 years	
	25-34 years	
	35-44 years	
	45-54 years	
	55-59 years	
	60-64 years	
	65 years and over	

Disability		
11	**Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their disability or long term ill health**	
	Physical or mobility impairments	N/A
	Sensory (hearing, visual, speech)	
	Mental health	
	Learning disabilities	
	Non-visible conditions such as epilepsy or diabetes	

Religion or belief		

12	**Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief, including non belief**	
	No religion	N/A
	Christian	
	Buddhist	
	Hindu	
	Jewish	
	Muslim	
	Sikh	
	Any other religion	

12	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief, including non belief	
	Any other philosophical belief	

13	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their sexual orientation	
	Heterosexual	N/A
	Lesbian	
	Gay	
	Bisexual	
	Prefer not to say	

Other categories

13	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of other factors	
	Rural / urban	
	Carers	
	Child poverty	
	Social value	
	Any other	Remote working Access to secure data held with regard to vulnerable people; disabled customers; victims of crime; employees; frail & elderly residents. Reasonable adjustments for disabled staff are made via individual workplace assessment, so needs are met.

Analysing the information and setting equality objectives and targets

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?

Document the evidence of analysis

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information
Customer feedback and complaints	IT user survey			
Consultation and community involvement				
Performance information including Best Value	Performance Information collected			
Take up and usage data	Potential to collect data on home working etc, as per IT Strategy.			
Comparative	Regional statistics	East Midlands Government Warning,		

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information
information or data where no local information available	from local authorities on security breaches.	Advice and Reporting Point (EMGWARP) http://www.emcouncils.gov.uk/emgwarp-network		
Census, regional or national statistics	N/A			
Access audits or other disability assessments	HR individual workplace assessments for disabled employees.			
Workforce profile	Workforce data available for all participating organisations.			
Where service delivered under procurement arrangements – workforce profile	N/A			
Monitoring and scrutiny arrangements	Any security issues addressed as and when they arise by senior managers (Strategic Alliance Management Team, Joint Management			

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information
	Board, Data Protection Officers).			

Recommendations and Decisions

Take immediate action by:

Amending the policy, strategy, practice, service or function	
Use an alternative policy, strategy, practice, service or function	
Develop equality objectives and targets for inclusion in the service plan	
Initiate further research	
Any other method (please state)	

All actions must be listed in the following Equality Impact Assessment Improvement Plan Summary

Equality Impact Assessment Improvement Plan Summary

Name of policy, practice, strategy, service or function ……………………………

Department ……………………………………………………………………………

Date of assessment ……………………………………………………………………

Please list all actions, recommendations and/or decisions you plan to take as a result of the equality impact assessment.

Recommendation/Decision	Action Required	Responsible Officer	Target Date	Resources	Progress	Actual Outcome

Please state where the departmental electronic assessment will be kept:

……………………………………………………………………………………

EIA Assessment Group

Date of assessment		
Sub group approval	Yes / No	
Subject to minor amendments	Yes / No	
Date published on corporate website		

Copies of all EIAs are stored on PERFORM.

The Council publishes its Equality Impact Assessments as evidence of the analysis that it undertook to establish whether its policies, strategies, practices, services and functions would further or would have furthered the 3 aims of the general equality duty, details of the information that it considered and details of engagement undertaken when doing the analysis.

The general duty requires the council to:
- Eliminate discrimination, harassment & victimisation
- Advance equality
- Foster good relations between different groups