



## Stage 1: Scope of the Equality Assessment

**\*\* NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EA is being undertaken, and is kept updated throughout the entire process \*\***

EAs are designed to be proportionate and relevant and thus the time spent completing the EA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EA if necessary, or [guidance](#) can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

Acceptable Usage Guidelines

2. What is the purpose? (A short statement about its aim or objectives)

To set out the Council's policy in relation to the use of Council information & communications systems.

3. Who is affected? (The people it covers)

The Acceptable Usage Guidelines apply to all users of WDC information and communications systems, including Councillors, Employees, contractors, agency workers and any third parties with access to Council Information and a Council Network account.

Information & communications systems include desktop/laptop computers, tablet computers, telephones, smartphones (incl blackberry), e-mail, the internet, business applications, social media applications and removable media devices (such as USB sticks).

The guidelines apply whether working onsite or remotely, connected directly to the Council's network or connected via a 3rd party internet provider

These guidelines form part of the Information Security Policy.

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

ICT Managed Service provider (Capita) and third party application providers.



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5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

To review and update the existing policy in the light of experience and in accordance with the Data Protection Act 1998, Companies Act 1985, Copyright, Designs and Patents Act 1988, Computer Misuse Act 1990, Freedom of Information Act 2000, Re-use of Public Sector Information Regulations 2005, Civil Contingencies Act 2004, Criminal Justice and Public Order Act 1994, and Obscene Publications Act, Copyright, Designs and Patents Act 1998, Defamation Act 1996, The Employment Equality (Age) Regulations 2006, The Regulation of Investigatory Powers Act (RIPA) 2000 and Sexual / Racial / Disability Harassment .



6. Does / could the service, the way you implement it, or the potential change directly affect any of the protected characteristic groups (public, Members or staff)? See Appendix 2 of the [Equality Framework](#).

No

7. Does / will it affect how other services are provided?

No

8. Is there information e.g. survey data or complaints that suggest that it will / is affecting particular groups of people who share a protected characteristic? If so, how?

No

9. Does it have employment implications? (e.g. Recruitment policy)

Yes. These guidelines form part of the Information Security Policy. Anyone found to be in breach of this policy may be subject to disciplinary actions

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

YES

NO

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EA **MUST** be provided

If the answer to Q10 is 'yes' continue with stages 2-4. Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.



If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at [claire\\_hook@wycombe.gov.uk](mailto:claire_hook@wycombe.gov.uk). Then, if following the challenge process

a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.

OR

b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.

12. Who undertook this assessment?

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This impact assessment was approved by the following Head of Service:

Name: John McMillan

Service: HR, ICT & Shared Support Services

Date: January 2016

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.

### Stage 2: Information Gathering

1. Under the Equality Act we need to comply with certain General duties, These ask; <b>What will the review or change to the Service / policy etc. currently being assessed do to:</b>	
eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics. (See Appendix 2 of the <a href="#">Equality Framework</a> ) Also bear in mind the impact on the needs of refugees and migrants where relevant.	The changes update the existing policy
advance equality of opportunity for any / all of	



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the protected characteristics	
foster good relations for any / all of the protected characteristics	
<p>2. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state the main sources of information you have used to map and understand the individuals and their needs, and what this has told you about them).</p> <p>User information is available through the Active Directory</p>	
<p>3. Please describe the groups and / or mechanisms you use to engage with service users, as well as a summary of the consultation findings if applicable. (Also include any relevant consultations undertaken by other organisations involved in delivery (Stage 1 Q4)).</p> <p>The Acceptable Usage Guidelines apply to all users of WDC information and communications systems, including Councillors, Employees, contractors, agency workers and any third parties with access to Council Information and a Council Network account.</p> <p>Information &amp; communications systems include desktop/laptop computers, tablet computers, telephones, smartphones (incl blackberry), e-mail, the internet, business applications, social media applications and removable media devices (such as USB sticks).</p> <p>The guidelines apply whether working onsite or remotely, connected directly to the Council's network or connected via a 3rd party internet provider</p> <p>Consultation about the changes is being undertaken through the Joint Staff Committee.</p> <p>3a. Is this on-going? (if not please give reasons why)</p> <p>Yes</p>	
<p>4. Have you done any work to understand the impacts of your service / policy / review on these user groups? This may include any consultation / research / studies you have used.</p> <p>(If 'yes' what has this told you?)</p>	
<p>Consultation with staff side representatives</p>	
<p>5. Is there any further consultation or research planned?</p> <p>Yes                      No ✓</p> <p><b>If 'yes', remember to include this as an action in Stage 4</b></p>	
<p>6. If there are gaps in your knowledge are there any experts / relevant groups that can be contacted to get further views or evidence on these issues?</p> <p>Yes    No</p> <p>6a. If Yes, please list them and explain how you will obtain their views:</p> <p><b>Remember to include contacting them, and (if relevant), the use of their views to</b></p>	



<b>determine actions in Stage 4</b>
7. Do you need to carry out further research? Yes                      No ✓
7a. If yes give details (remembering to include this as an action in Stage 4)

**Stage 3: Making a Judgement (Analysis)**

1. Please state what you have done <b>to date</b> to take into account the needs / promote service for each of the relevant protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefitted specific groups. E.g. in the past you may have undertaken work to benefit a particular group who may, therefore, be excluded from this new piece of work, and this needs explaining. This section is therefore not always applicable).	
Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, marriage / civil partnership, Pregnancy / maternity (See Appendix 2 of the <a href="#">Equality Framework</a> )	N/a
2. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic. (This relates to the <b>proposal currently being assessed</b> )  Also consider the wider impact - whilst low income isn't a protected characteristic in itself it might be highly relevant to the area being assessed. For example: older or younger people may well have a lower income than the middle aged population, and people with disabilities are more likely to be out of work or paid less than the general population, as are those from an ethnic minority background. And, currently, there are more single mothers than single fathers and this may mean a lower income.	
Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, marriage / civil partnership, Pregnancy / maternity (see Appendix 2 of the <a href="#">Equality Framework</a> )	N/a
<b>Again remember to include any actions in Stage 4 as necessary.</b>	
3. Which negative impacts are: a) Unavoidable? Please explain your answers and ensure an action is included in Stage 4 to mitigate these wherever possible  N/a	



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I have read the Equality Assessment and am satisfied all available evidence has been accurately assessed for its impact on the protected characteristics. Mitigations, where appropriate, have been identified and actioned accordingly I confirm all actions are agreed and this is EA approved for publication

Head of Service signature: .....

Service Area:

Date:

An **electronic Word version** should now be sent to the Equalities Officer for publication.

Date received by Equalities Officer: .....

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area.