

Equality Impact Assessment (EIA)

IT Governance and Standards

Equality impact, needs and requirements assessment form

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to

help you do the assessment or contact the Equality Standard Project Manager if you need some advice

About the policy, practice, service or function you are assessing

Name of policy, practice, service or function: **IT Governance and Standards**

<p>The policies included within this assessment are:</p> <ul style="list-style-type: none">• Network, internet, and email user.• Software licensing• Data Protection Act 1998• Freedom of Information Act 2000• Information security	<ul style="list-style-type: none">• Email and internet monitoring• Anti Virus• Disposal of obsolete equipment.• Councillor's Email and internet monitoring
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Assessment team leader name: **John Cornall**

Departments responsible: **Resources**

Service Area: **ICT and Performance**

Other members of assessment team:

Name	Position	Area of expertise	Comments
Alison Jones	IT Security/Data Protection Officer	ICT and Security	
Chris Dawson	Project Support Consultant	ICT and Equalities	

Question	Response/ findings
<p>What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?</p>	<p>Definition of 'IT Governance': the activity of governing how the ICT resources are used and controlled through approved standards and policies.</p> <p>To effectively monitor and control the use of corporate IT resources used by all Council employees including temporary staff, councillors, contractors and consultants who may have authorised access to Council IT systems.</p>
<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements</p>	<p>All Council employees including temporary staff, councillors, contractors and consultants who may have authorised access to Council IT systems.</p> <p>Controls are applied by IT staff and Capita.</p>
Question	Response/ findings
<p>Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?</p>	<p>All Council employees including temporary staff, councillors, contractors and consultants who may have authorised access to Council IT systems.</p>
<p>What outcomes do we want to achieve, why and for whom? For example, what do you want to be providing, how well, what changes or improvements, and what should the benefits be for customers, groups or communities?</p>	<ul style="list-style-type: none"> • To meet the councils legal and regulatory responsibilities and requirements. • To provide all those using the resources with sufficient and appropriate information and guidance to make sure they stay within the law and Council's user standards.
Question	Response/ findings

<p>What existing or previous inspections of the policy, practice, service or function are there? For example, Best Value Inspections, policy reviews, research into the effects of a policy or practice. What did they tell you?</p>	<p>Reviewed annually by IT Security and Access Manager, where appropriate these have been independently audited.</p> <p>Where errors, omissions or amendments are identified the policy or standard is updated. No specific issues relating to Equality have been identified</p>
<p>Identifying potential equality issues and factors</p>	
<p>Question</p>	<p>Response/ findings</p>
<p>What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring</p>	<p>Consultation has taken place with Departmental representatives at which equalities issues have been considered and where identified have been used to modify the policies. As part of the initial consultation equality implication were considered and the documents checked for Plain English.</p> <p>We regularly send out all user e-mails to users to remind them that it is a disciplinary offence to send offensive e mails, particularly ones relating to equality groups.</p>
<p>Question</p>	<p>Response/ findings</p>
<p>Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?</p>	<p>Not applicable.</p>
<p>Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?</p>	<p>We now have more people form Eastern Europe working for us and so we need to make sure that the information we provide to our employees is accessible</p>

Question	Response/ findings
Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?	There has been no indication that any of the policies or practices involved have created particular problems or difficulties for any of the users to which they relate.
What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?	None currently identified.
Question	Response/ findings
Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?	<p>The Equalities Officer is working with the Equality and Diversity Task Group and Adult Learning Service to provide tailored programmes within the induction process. This is focusing on the importance of effective use of language and understanding for those where English is not their first language.</p> <p>Action point: We have consulted and will include their recommendation to make sure all people affected understand the implications and complexities of these policies.</p>
Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?	Not applicable – all these policies are internally facing and only affect the internal community.

Collecting the information and data about how the policy, practice, service or function, impacts on communities

Please record your information and data in this table and think about:

what information or data you will need
 using both quantitative and qualitative data
 making sure that where possible there is information that allows all perspectives to be considered
 identifying any gaps in the information/ data and what it can tell you

Data or information	When and how was it collected?	Where is it from?	What does it tell you? You need to consider all six equality strands where you can	Gaps in information
Equality and user feedback, to generate improvements to the presentation of the policies.	When available from the Equalities Officer and the Equality and Diversity Task Group	Equalities Officer and the Equality and Diversity Task Group	How to make sure all people affected understand the implications and complexities of these policies	None currently identified.

Analysing the information and data and setting equality objectives and targets

Please give your detailed findings in this table

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

Objectives - process, impact or outcome based

Please give your proposed objectives/ targets in this table

Objective/Target:	
Specific	To effectively monitor and control the use of corporate IT resources used by all Council employees including temporary staff, councillors, contractors and consultants who may have authorised access to Council IT systems.
Measurable	The number of policy breaches
Achievable	Yes – demonstrated over time
Relevant	Yes – because policies are based on legal and regulatory requirements
Timed	Ongoing

Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
		2005/6	2006/7	2007/8		
Not Applicable to these control policies.						