

Equality Impact Assessment form

(see guide at end to help complete)

Date of assessment
18 March 2019
Title of policy or practice (or decision) to be created (or changed)
SharePoint migration affecting data currently stored on ishare by all Audit Scotland colleagues.
What is the policy or practice (or decision) intended for?
This project delivers SharePoint Online, a managed cloud based document workspace, to replace ishare. The project requires designing, configuring, testing and transferring of all files to SharePoint Online, which will provide colleagues with secure access to files from any location via web or mobile device.
In relation to the general equality duty and the protected characteristics, which issues or groups do you think would or could be affected and how? Be specific
Protected characteristic affected by this change - pregnancy & maternity It is important we consider during the data migration process that some colleagues may be off on long term leave and not aware of the migration process and therefore risk losing data stored on MySites, if they are not kept up to date on the change. Risk identified, logged on the Digital Services Project Risk Register and escalated to the SharePoint Online Project Board to discuss and agree a plan to ensure these colleagues are aware of the migration and a plan is in place to manage and support the migration of any data they have personally stored on ishare.
Did you need to obtain further information? If yes, how did you do that?
Digital Services working with colleagues in HR to identify the number of affected colleagues. To ensure privacy was maintained, HR contacted the affected colleagues and for those that required support migrating data from their personal MySite to OneDrive were asked to provide approval for the Service Delivery Manager to migrate the data on their behalf.
Please summarise the relevant evidence you considered.
During this exercise we considered the sensitivity of colleagues being off work on long term leave and the importance of that their personal data was included in the SharePoint migration process and that the data they had before going on leave was available for their return. A single individual within the Digital Services Team was responsible for lifting and shifting personal data for colleagues that were unable to perform the task for themselves.
What do you conclude is the potential impact on these areas?
Data loss / not included in the planning process if they are not involved as per this plan.
What will you do now?
Continue working with colleagues in HR to complete this exercise in line with the project timeline.

Date 18 March 2019

Signature Nicola Paton

Equality Impact Assessment

Part 2 – Form



Introduction

Before carrying out this assessment, you will have had an initial discussion with a member (or members) of the Equality and Human Rights Steering Group about whether you thought an Equality Impact Assessment (EIA) is required (see EIA Part 1 - "Prompt").

Obviously, you decided to carry out an EIA, and the reasons you gave for doing it is a good place to start discussing the EIA itself.

You should carry out this assessment with the same person (or persons) that you had the initial discussion with, if at all possible, as this will give your discussion some context and consistency.

Process

Before completing the short form (overleaf), you will find this easier to do if you discuss in more detail why you thought an EIA was needed in the first place, and talk in more detail about what this means for the policy, practice or decision, as well as any actions you need to take.

Before completing the form, you need to consider our specific duties under the Equalities Act. In summary these are:

- **Assess the impact of applying a proposed new or revised policy, practice or decision**
- **Consider relevant evidence relating to people with a protected characteristic, where this is appropriate**
- **Be able to demonstrate the evidence you have considered when making your decision**
- **Take into account the findings of any assessment on the potential impact of a new or revised policy, practice or decision**
- **Publish the results of any assessments made into the potential impact of a new or revised policy, practice or decision**
- **We review and where necessary revise any updated policy, practice or decision, ensuring on going compliance with equality duties**
- **Simply considering whether to assess a policy, practice or decision is not in itself an assessment.**

You should also think about the following:

- When considering whether or not to carry out an EIA in the first place, you thought about which issues or groups would or could be affected by the policy, practice or decision. Can you be more specific about this?
- Do you need further information about these areas, for example more data? If so, what exactly?
- Would it be helpful to contact any of the groups involved? You don't have to, but you can choose to involve others you think may be affected. Who would that be?

Policy, practice & decisions

It is important to note that legislation requires us to consider the potential impact of revised or new policies, practices as well as decisions.

Policies are clear, simple statements of how we intend to conduct our services, actions or business. They provide guiding principles when we're making decisions.

Procedures describe how each policy will be put into action.

If you decide you do need more information, then you need to gather it before completing this assessment.

- Taking everything into consideration, including any evidence you have gathered, will or could the policy have a differential impact on particular equality groups, either positively or negatively?
- If so, you need to discuss what you need to do to ensure the policy is robust.
- What will you do now? Your analysis should allow you to say whether you will:
 - Make no major change as you feel the policy is robust
 - Adjust the policy to take into account the potential impact of the policy

In some (rare) cases you could also consider continuing the policy even though it has the potential for adverse impact or stopping the policy altogether for the same reasons.

In each of these cases, you must be able to explain clearly why you have taken your decision.

Next steps

Let your line manager know that you have carried out this EIA and let your Equality and Human Rights Steering Group representative have a copy of the completed form. This is mainly for information but also to allow the group to monitor EIAs and follow up any points that the group may have. A representative from the group will confirm that the EIA has been successfully completed. The form will also be published, where appropriate, on ishare and/or our external website.