

# Equality Impact Assessment form

(see guide at end to help complete)

<b>Date of assessment</b>
15 May 2020
<b>Title of policy or practice (or decision) to be created (or changed)</b>
Digital systems, hardware and application support for staff to allow them to WFH during Covid 19 lockdown
<b>What is the policy or practice (or decision) intended for?</b>
Provision of applications, systems and hardware to allow colleagues to work from home during the Covid 19 Pandemic
<b>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</b>
<p>*This EQIA will only consider the Impact of providing digital services and equipment to staff during this period. There is a more general EQIA which covers staff general staff well-being and mental health considerations whilst working from home during this lockdown period.*</p> <p>Protected characteristics affected by this change - Disability, Age and Pregnancy and Maternity.</p> <p>Colleagues will be supplied a range of physical devices upon request to allow them to work form home efficiently and as effectively as possible. All Physical devices being supplied (monitors, laptop stands, keyboards, mice, and additional cables) are being source from Audit Scotland's Amazon business account. All hardware equipment is being selected by DST and will be from reputable manufacturers. Monitors are of a specification that reduce the amount of screen flicker rate and offer a large 24in HD quality screen resolution to anyone who may have visual Impairments. All monitors are also fully height adjustable which allows for an optimum working posture.</p> <p>Staff who require an AS laptop will be supplied an HP Elite book which have already have an EQIA produced.</p> <p>Staff on long term leave will be contacted by either DST or HR to ensure they have all the equipment they need even if not actively working.</p> <p>All requests for equipment will be coordinated by DST including ordering and dispatch. If any staff require support in setting up equipment this will be handled by DST via voice call or video call over MS Team if required.</p>
<b>Did you need to obtain further information? If yes, how did you do that?</b>
Digital Services worked with all business groups and SMT to ensure that all the equipment supplied meets staff needs. DST will work with HR to contact any staff members on long term leave.
<b>Please summarise the relevant evidence you considered.</b>
Visual display equipment being supplied to staff meets RNIB guidance on visual impairment. Accessibility of the peripheral devices supplied meets the disability equality guidelines.
<b>What do you conclude is the potential impact on these areas?</b>
Staff may not understand how to connect up peripheral devices or connect to the VPN/Citrix. Staff will be fully supported in this by DST and any issues with usability/accessibility or any faults in purchased equipment will be monitored by Digital Services/Service Desk
<b>What will you do now?</b>
Continue to with Colleagues who require support or equipment purchased during the period of Work from home during the pandemic.

**Date 15 May 2020**

**Signature David Robertson**

# 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.