



## Equality Impact: Screening and Assessment Form

<b>Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.</b>	
a. Name of policy or practice (list also any linked policies or decisions)	ICT Disaster Recovery Plan
b. Name of department	ICT Department
c. Name of Lead	John Baker
d. Equality Impact Assessment Team [names, job roles]	A Tobin (Equalities Manager), J Baker (GM ICT)
e. Date of assessment	17 <sup>th</sup> March 2016
f. Who are the main target groups / who will be affected by the policy?	Service staff, 3 <sup>rd</sup> Party ICT Suppliers
g. What are the intended outcomes / purpose of the policy?	<p>The principal objective of the ICT DR Plan is to help the Service recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts ICT system(s) and business operations.</p> <p>This will take the form of developing, testing and documenting a well-structured and easily understood plan. Additional objectives include:</p> <ul style="list-style-type: none"> <li>• Ensuring that all employees fully understand their duties in implementing such a plan;</li> <li>• Ensuring that relevant policies and procedures are adhered to during all planned DR activities;</li> <li>• Ensuring that current and proposed contingency arrangements are cost-effective;</li> <li>• Ensuring that implications on other Service sites, users and services are considered;</li> <li>• Ensuring that the DR capabilities of relevant suppliers and partners are adequate;</li> </ul>

	<ul style="list-style-type: none"><li>• Providing the Service Executive Team with confidence in ICT DR planning and capabilities.</li></ul>
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	ICT is a key enabler in advancing equality of opportunity. The new ICT DR Plan is therefore relevant in this area.
If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7 If don't know: complete sections 2 and 3 to help assess relevance	Yes - Advance equality of opportunity

<b>Section 2: Evidence, consultation and involvement</b>			
<b>Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.</b>			
a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
n/a			Age
			Disability
			Gender reassignment
			Gender / sex
			Marriage / civil partnership *
			Pregnancy / maternity
			Race
			Religion / belief
			Sexual orientation
<ul style="list-style-type: none"> <li>- Audit Committee</li> <li>- Equalities Manager</li> <li>- Internal Auditors</li> <li>- ICT Management Team</li> </ul>	<p>March 16</p> <p>March 16</p> <p>Feb 16</p> <p>Feb 16</p>	<p>No equality issues mentioned / identified.</p> <p>No adverse impact has been identified.</p> <p>It is worth noting that in the event of an ICT disaster recovery situation that disrupts an ICT service with a particular equality impact (e.g. the language line service). This would be picked up in the relevant Business Continuity Plan as opposed to the ICT DR Plan.</p> <p>It is also worthy of note that all relevant ICT initiatives, developments and documents follow the Service EQIA guidance / process. As such, specific EQIA benefits and dis-benefits tend to be picked up in this way e.g. Ambulance Telehealth, CAD Rationalisation etc.</p>	<p>Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.</p> <p>Other?</p>

	Available evidence
b. Research and relevant information	<p>The vast majority of the research carried out in the development of the ICT DR Plan document was Internet based. This included taking cognisance of ISO 27031 which is a global standard for ICT DR planning.</p> <p>Consultation also included the Service Internal Auditors, the Service ICT Management Team and an independent ICT consultant who was engaged on other duties.</p>
c. Knowledge of policy lead	Policy Lead is ICT Lead for the Service and has undergone Service EQIA training.
d. Equality monitoring information -- including service and employee information	N/A
e. Feedback from service users, partner or other organisations as relevant	No feedback to date
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	None that the EQIA Team are aware of.
Gaps identified	N/A
Measure to address these; give brief details. Further research? Consultation? Other	N/A
Note: specific actions relating to these measures can be listed at section 5	

<b>Section 3: Analysis of positive and negative impacts</b>			
<b>Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations</b>			
<b>Protected characteristics</b>	<b>i. Eliminating discrimination</b>	<b>ii. Advancing equality of opportunity</b>	<b>iii. Fostering good relations</b>
<b>Age</b>			
Positive impacts			
Negative impacts	None identified		
Opportunities to enhance equality			
<b>Disability</b>			
Positive impacts			
Negative impacts	None identified		
Opportunities to enhance equality			
<b>Gender reassignment</b>			
Positive impacts			
Negative impacts	None identified		
Opportunities to enhance equality			
<b>Gender / sex</b>			
Positive impacts			
Negative impacts	None identified		
Opportunities to enhance equality			
<b>Marriage / civil partnership</b>			
Positive impacts			
Negative impacts	None identified		
Opportunities to enhance equality			
<b>Pregnancy / maternity</b>			
Positive impacts			
Negative impacts	None identified		
Opportunities to enhance equality			
<b>Race</b>			
Positive impacts			
Negative impacts	None identified		
Opportunities to enhance equality			

<b>Religion / belief</b>	
Positive impacts	
Negative impacts	None identified
Opportunities to enhance equality	
<b>Sexual orientation</b>	
Positive impacts	
Negative impacts	None identified
Opportunities to enhance equality	
<b>Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.</b>	
<b>Other</b>	
Positive impacts	ICT systems and services are often key enablers for ensuring equality of service for patients and staff. The ICT DR Plan therefore provides an opportunity to enhance the availability of these enabling ICT services by supporting their timeous recovery should they be disrupted.
Negative impacts	None identified
Opportunities to enhance equality	None identified
Note: specific actions relating to these measures can be listed at section 5	

#### Section 4: Addressing impacts

Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan

	Reasons
a. <b>No major change</b> - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	At this stage no adverse impact has been identified.
b. <b>Adjust the policy</b> – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	

<p><b>c. Continue the development and implementation of the policy without adjustments</b> – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	
<p><b>d. Stop and remove the policy</b> - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	

### Section 5: Action plan

**Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation**

Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
Further consultation with Equalities Manager	Verbal and written feedback on EQIA process and documentation	Further reassurance that the ICT DR Plan is sound from an EQIA perspective	J Baker	March 2016	Cross cutting
Submission to Service Board for approval	Verbal feedback on plan including EQIA process and documentation	Further reassurance that the ICT DR Plan is sound from an EQIA perspective	J Baker	March 2016	Cross cutting
Circulation of ICT DR Plan to appropriate	Increasing wider knowledge and awareness of ICT	Increased stakeholder awareness	J Baker	April 2016	Cross cutting

stakeholders (ICT Managers, NOM, ICT Service Desk etc)	DR Plan				
* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc					


### Section 6: Monitoring and review

#### Please detail the arrangements for review and monitoring of the policy

	Details
a. How will the policy be monitored? Provide dates as appropriate	The ICT DR Plan will be reviewed on an annual basis.
b. What equalities monitoring will be put in place?	The annual ICT DR Plan review will include a review of EQIA arrangements.
c. When will the policy be reviewed? Provide a review date.	March 2017.

### Section 7: Sign off

#### Please provide signatures as appropriate

Name of Lead	Title	Signature	Date
J Baker	GM ICT		17 <sup>th</sup> March 2016
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	17 <sup>th</sup> March 2016		



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