



Equality Impact: Screening and Assessment Form

Section 1: Policy details - policy are shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	Digital Workplace Project Microsoft 365 platform optimisation and use within the Service SharePoint Online and OneDrive Cloud based storage
b. Name of department	Digital, Data, Innovation & Research Portfolio Board
c. Name of Lead	John Baker, General Manager ICT
d. Equality Impact Assessment Team [names, job roles]	Angela Kerr, Project Manager Sheri Rankin, Project Support Officer Andrew Paterson, Technical Lead Brian Antosik, Technical Digital Workplace Project Phase 3 Team Digital Workplace Project Phase 3 Board Coralie Colburn, Equalities Lead Mark Bargon, Communications Lead
e. Date of assessment	13/06/2023 – 26/08/2023
f. Who are the main target groups / who will be affected by the policy?	All SAS staff with M365 account

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<p>g. What are the intended outcomes / purpose of the policy?</p>	<p>Establish procedures and appropriate controls in order capitalise on the full benefits of Microsoft 365. This will address how its various features could bring measurable benefits to the Service, while developing a robust information governance, training and support package to maintain any such developments made.</p> <p>Data migration to cloud based solutions OneDrive and SharePoint Online.</p>
<p>h. Is the policy relevant to the General Duty to eliminate discrimination? Advance equality of opportunity? Foster good relations?</p>	<p>Advance equality of opportunity: Yes, M365 tools enhance opportunities for users to develop processes that would otherwise have required input from a traditional IT support team. For example, SPO sites owners are able to control access to their Team sites. Files can also be assessed on non-work devices enhancing opportunities for access.</p> <p>Eliminate discrimination: not applicable. Traditional Office applications this replaces do not discriminate by design.</p> <p>Fostering of good relations: Yes, increased opportunities to communicate and connect with colleagues un-restricted by traditional geographical restrictions.</p>
<p>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</p>	<p>Advance equality of opportunity.</p> <p>Fostering of good relations.</p>

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Section 2: Evidence, consultation and involvement			
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.			
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		Not recorded in Microsoft 365 therefore no impact	Age
N/A		Not recorded in Microsoft 365 therefore no impact	Disability
N/A		Not recorded in Microsoft 365 therefore no impact	Gender reassignment
N/A		Not recorded in Microsoft 365 therefore no impact	Gender / sex
N/A		Not recorded in Microsoft 365 therefore no impact	Marriage / civil partnership *
N/A		Not recorded in Microsoft 365 therefore no impact	Pregnancy / maternity
N/A		Not recorded in Microsoft 365 therefore no impact	Race
N/A		Not recorded in Microsoft 365 therefore no impact	Religion / belief
N/A		Not recorded in Microsoft 365 therefore no impact	Sexual orientation
M365 Champions Network Relaunch	May 2022	Collective group to enable sharing of ideas and learning around the use of M365 Applications and tools. Open to everyone in the Service with equal opportunity to contribute on advice and information being made available Service wide.	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. Other?
SLWG SharePoint Planning	January 2023 – March 2023	Group open to all in Service to contribute to future recommendations for document migration approach. Representations from wide range of stakeholders and opportunities to contribute to shape best practice. Aim of approach to improve storage and retrieval of shared	

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MIP-01 Sensitivity Labelling Pilot Group	December 2022 – February 2023	documentation, enabling equality of access to information relating to individual job roles. Membership was made available to all within Service, focussed on with specific interest in administrative areas.	
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	Available evidence
b. Research and relevant information	M365 Champions network has been set up to share on latest developments providing information verbally during monthly catch ups Teams meetings, M365 pages on @SAS are kept up to date with relevant information and progress. These communications routes are open to all members of staff.
c. Knowledge of policy lead	Digital Workplace project executive is the general manager of ICT. The project has a clear line of governance thought DDIR Board and a Best Value mandate.
d. Equality monitoring information -- including service and employee information	Pilot groups are set up for new change initiatives as a result of this project. Membership is open to all staff members and steps to ensure a good cross-Service representation always sought.
e. Feedback from service users, partner or other organisations as relevant	Feedback surveys post implementation carried out and regular feedback gained through M365 Champions network.

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f. Other	N/A
g. Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	None
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

Section 3: Analysis of positive and negative impacts			
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			
Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age			

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Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Disability	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Gender reassignment	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Gender / sex	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Marriage / civil partnership	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified

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Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Pregnancy / maternity	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Race	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Religion / belief	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Sexual orientation	
Positive impacts	N/A because Microsoft 365 accounts are not assigned based on this characteristic
Negative impacts	No negative impact has been identified

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Opportunities to enhance equality	N/A because Microsoft 365 accounts are not assigned based on this characteristic
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. Other	Ease of sharing of information in a timely manner.
Positive impacts	M365 platform is deeply inclusive with the Microsoft company aim “to empower every person and every organization on the planet to achieve more”.
Negative impacts	No negative impact has been identified
Opportunities to enhance equality	Capabilities for any staff member to create SharePoint Online hubs to share information on any health inequalities
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. No major change - 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	The EQIA shows that the outcomes of the digital workplace project will have no adverse effect on anyone affected by any new M365 tools introduced, either directly or indirectly. The includes all staff across the Service, patients or the general public. Every single SAS employee is provided with a Microsoft 365 account by default following on from the HR process.
b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and	

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you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. Continue the development and implementation of the policy without adjustments – 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.	
d. Stop and remove the policy - 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.	

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*
Communicate positive impacts to	M365 champions meetings, project	Up to date coms plan	Project manager	As detailed in coms plan	All regardless of characteristic

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stakeholders as users of the platform. Any new developments with be transferred to suitable BAU function.	team and Board meetings. Project update Sway on M365 pages @SAS, 3 All Staff Engagement Sessions Held with further planned as developments continue				
Make information accessible to all staff regarding mental health, health and wellbeing strategy	Pages created on @SAS	Information available to all staff	Comms team	Throughout 2023 and ongoing	Mental health
* 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					

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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 policy will continue to be monitored and reviewed by the DWP Project Manager and DWP3 Board until the closure of the project.
b. What equalities monitoring will be put in place?	The process will continue to be monitored and reviewed from an EQIA perspective until closure of the project.
c. When will the policy be reviewed? Provide a review date.	Reviewed at any dates deemed appropriate by the DWP3 Board e.g., at the introduction of a new change that has equality implications.

Section 7: Sign off Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
John Baker	General Manager ICT		
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			

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