

Equality Impact Assessment Screening Form

Please ensure that you refer to the [‘Screening Form Guidance’](#) while completing this form. If you would like further guidance please contact the Equalities Officer – Dionne Llewellyn.

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|---|
| Section 1 |
| What service area and directorate are you from? |
| Service Area: ICT |
| Directorate: Customer Services |

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

| | | | | | |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Service/ Function | Policy/ Procedure | Project | Strategy | Plan | Proposal |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(b) Please name and describe below

To purchase/upgrade PC's, laptops and MS Office licenses to replace all XP devices and Office 2003 which are out of support and causing operational issues and risks.

Q2(a) WHAT DOES Q1a RELATE TO?

| | | |
|---------------------------------------|---|---|
| Direct front line service delivery | Indirect front line service delivery | Indirect back room service delivery |
| <input type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input checked="" type="checkbox"/> (L) |

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS SERVICE...?

| | | | |
|------------------------------|------------------------------|---|---|
| Because they need to | Because they want to | Because it is automatically provided to everyone in Merthyr | On an internal basis i.e. Staff |
| <input type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input type="checkbox"/> (M) | <input checked="" type="checkbox"/> (L) |

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

| | High Impact (H) | Medium Impact (M) | Low Impact (L) | Don't know (H) |
|------------------------------|----------------------------|--------------------------|-------------------------------------|--------------------------|
| Age | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Marriage & civil partnership | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy and maternity | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or (non-)belief | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sexual Orientation | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Welsh Language | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Poverty/social exclusion | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Carers | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Community cohesion | → <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Q4 Have you / will you undertake any public consultation and engagement relating to the initiative?

Yes No (If no, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

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Q5(a) HOW VISIBLE IS THIS SERVICE/FUNCTION/POLICY/PROCEDURE/ PROJECT/ STRATEGY TO THE GENERAL PUBLIC?

High visibility
to general public

(H)

Medium visibility
to general public

(M)

Low visibility
to general public

(L)

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc...)**

High risk
to reputation

(H)

Medium risk
to reputation

(M)

Low risk
to reputation

(L)

**c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?
If so, please identify what and how?**

By continuing to use unsupported software we will breach the Public Sector Network (PSN) code of connection resulting in potential disconnection. This will have a significant impact for some essential services that rely on our PSN connection such as Benefits, Blue Badge Scheme, Secure e-mail etc.

Q6 HOW DID YOU SCORE?

Please tick the relevant box

**MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q7 followed by Section 2**

Q7 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

This project is to replace/upgrade end of life ICT Desktop hardware and software versions used by Council staff. This is a back office/support function and an EIA is not required in this case.

Section 2

NB: Please send this completed form to obtain email approval from your Head of Service.

| |
|--|
| Screener- This to be completed by the person responsible for completing this screening |
| Name: Richard Evans |
| Location: ICT Department |
| Telephone Number: 01685 725160 |

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Date: 01/10/2014

Approval by Head of Service

Name: Mark Thomas

Position: Assistant Director

Date: 01/10/2014