**Equality Impact Analysis**

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| **1. Equality Impact Analysis** | |
| **Policy / Project / Function:** | Acceptable Computer Use Policy |
| **Date of Analysis:** | 13/01/14 |
| **This Equality Impact Analysis was**  **completed by:**  **(Name and Department**) | C Wallace - IG Manager – CSU IG Team |
| **What are the aims and intended effects of this policy, project or function ?** | This standard sets out what is acceptable use of computer  equipment provided for your use. The document provides details on expected behaviour and working practices. |
| **Please list any other policies that are related to or referred to as part of this analysis?** |  |
| **Who does the policy, project or function affect ?**  Please Tick  | Employees  Service Users  Members of the Public  Other (List Below)  Any users of CSU IT equipment |

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| 2. **Equality Impact Analysis: Screening** | | | | |  |
|  | Could this policy have a positive impact on… | | Could this policy have a negative impact on… | | Is there any evidence which already exists from previous  (e.g. from previous engagement) to evidence this impact |
| Yes | No | Yes | No |  |
| **Race** |  |  |  |  |  |
| **Age** |  |  |  |  |  |
| **Sexual Orientation** |  |  |  |  |  |
| **Disabled People** |  |  |  |  |  |
| **Gender** |  |  |  |  |  |
| **Transgender People** |  |  |  |  |  |
| **Pregnancy and Maternity** |  |  |  |  |  |
| **Marital Status** |  |  |  |  |  |
| **Religion and Belief** |  |  |  |  |  |
| **Reasoning** |  | | | | |
| **If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7** | | | | | |

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| 3. **Equality Impact Analysis: Local Profile Data** | |
| **Local Profile/Demography of the Groups affected** (population figures) | |
| **General** |  |
| **Age** |  |
| **Race** |  |
| **Sex** |  |
| **Gender reassignment** |  |
| **Disability** |  |
| **Sexual Orientation** |  |
| **Religion, faith and belief** |  |
| **Marriage and civil partnership** |  |
| **Pregnancy and maternity** |  |

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| 4. **Equality Impact Analysis: Equality Data Available** | |
| **Is any Equality Data available relating to the use or implementation of this policy, project or function?**  Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *‘Equality Groups’.*  Examples of *Equality Data* include: (this list is not definitive)  1. Application success rates *Equality Groups*  2. Complaints by *Equality Groups*  3. Service usage and withdrawal of services by  *Equality Groups*  *4.* Grievances or decisions upheld and dismissed by *Equality Groups*  5. *Previous EIAs* | Yes  No  Where you have answered yes, please incorporate this data when performing the *Equality Impact Assessment Test* (the next section of this document). |
| **List any Consultation e.g. with**  **employees, service users, Unions or members of the public that has taken**  **place in the development or**  **implementation of this policy, project or function** |  |
| **Promoting Inclusivity**  **How does the project, service or function contribute towards our aims**  **of eliminating discrimination and**  **promoting equality and diversity within our organisation** |  |

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| **5. Equality Impact Analysis: Assessment Test** | | | | |
| **What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?** | | | | |
| **Protected**  **Characteristic:** | **No**  **Impact:** | **Positive**  **Impact:** | **Negative**  **Impact:** | **Evidence of impact and if applicable, justification where a *Genuine Determining Reason* exists** |
| **Gender**  (Men and Women) | X |  |  |  |
| **Race**  (All Racial Groups) | X |  |  |  |
| **Disability**  (Mental and Physical) | X |  |  |  |
| **Religion or Belief** | X |  |  |  |
| **Sexual Orientation**  **(Heterosexual, Homosexual and Bisexual)** | X |  |  |  |
| **What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?** | | | | |
| **Protected**  **Characteristic:** | **No**  **Impact:** | **Positive**  **Impact:** | **Negative**  **Impact:** | **Evidence of impact and if applicable, justification where a *Genuine Determining Reason* exists** |
| **Pregnancy and Maternity** | X |  |  |  |
| **Transgender** | X |  |  |  |
| **Marital Status** | X |  |  |  |
| **Age** | X |  |  |  |

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| **6. Action Planning** | | | | |
| **As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?** | | | | |
| **Identified Risk:** | **Recommended Actions:** | **Responsible**  **Lead:** | **Completion**  **Date:** | **Review Date:** |
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| **7. Equality Impact Analysis Findings** | | | | |
| **Analysis**  **Rating:** | Red | Red/Amber | Amber | **Green** |

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|  | | Actions | Wording for Policy / Project /  Function |
| **Red**  **Stop and remove the policy** | **Red:** As a result of  performing the analysis, it is  evident that a risk of discrimination exists (direct, indirect,  unintentional or otherwise) to one or  more of the nine groups of people who share  *Protected*  *Characteristics.* It is recommended that  the use of the policy  be suspended until further work or  analysis is  performed. | **Remove the policy**  Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination. | No wording needed as policy is being removed |
| **Red Amber**  **Continue the policy** | As a result of performing the  analysis, it is  evident that a risk of discrimination exists  (direct, indirect, unintentional or  otherwise) to one or more of the nine groups of people  who share  *Protected*  *Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken. | **The policy can be**  **published with the EIA**  List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).  Consider if there are any potential actions which would reduce the risk of discrimination.  Another EIA must be completed if the policy  is changed, reviewed or if further discrimination  is identified at a later  date. | As a result of performing the analysis, it is evident that a risk of  discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the  nine groups of people who share  *Protected Characteristics.*  However, a genuine determining reason exists which justifies the use of this policy and further professional advice.  ***[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]*** |

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| **Equality Impact Findings (continued):** | | |
|  | Actions | Wording for Policy / Project / Function |

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| **Amber**  **Adjust the**  **Policy** | As a result of  performing the analysis, it is  evident that a risk of  discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document. | **The policy can be**  **published with the EIA**  The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.  Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.  Another EIA must be completed if the policy  is changed, reviewed or if further discrimination  is identified at a later date. | As a result of performing the  analysis, it is evident that a risk of discrimination (as described above) exists and this risk may  be removed or reduced by implementing the actions detailed  within the *Action Planning s*ection of this document.  ***[Insert what the discrimination is and what work will be***  ***carried out to reduce/eliminate the risk]*** |
| **Green**  **No major change** | As a result of performing the  analysis, the policy, project or function does not appear to  have any adverse effects on people  who share *Protected Characteristics* and  no further actions are recommended  at this stage. | **The policy can be**  **published with the EIA**  Another EIA must be completed if the policy  is changed, reviewed or if any discrimination is  identified at a later date | As a result of performing the analysis, the policy, project or  function does not appear to have any adverse effects on people who share *Protected*  *Characteristics* and no further actions are recommended at this  stage. |

**Brief Summary/Further comments**

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| **Approved By** | | |
| Job Title: | Name: | Date: |
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