Equality Impact Assessment Toolkit
(March 2017)

Section 1: Your details

EIA lead Officer: Andy Dixon

Email address: andydixon@wirral.gov.uk

Head of Section: Tim Games

Chief Officer: Paul Satoor

Directorate: Business Management

Date: 07/08/18

Section 2: What Council proposal is being assessed?

SharePoint Implementation Project

Section 2a: Will this EIA be submitted to a Cabinet or Committee meeting?
No

Yes / No   If 'yes' please state which meeting and what date

………………………………………………………………

Please select hyperlink to where your EIA is/will be published on the Council's website (please select appropriate link & delete those not relevant)

Chief Executive (including Transformation)
https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017/chief

Children's Services (Targeted Services, Children's Social Care, Contracts and Commissioning, Performance, Quality & Improvement, Children's Safeguarding) https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017-1

Strategy (Health & Care, Intelligence, Communications, Growth, Health & Wellbeing, Strategy, Environment, Schools Commission, Housing Commission) https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017-0

Business (Finance, Law & Governance, Construction and Facilities Management, HR / OD, Commissioning & Procurement, Asset Management, Digital) https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017/business

Delivery (Customer Services, Adult & Disability Services, Community Services, Merseyside Pension Fund, Environmental Services) https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017/delivery

---

Section 3:   **Does the proposal have the potential to affect……** (please tick relevant boxes)

⊙   **Services**

⊙   **The workforce**

☐   **Communities**

☐   **Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

☐   **None** (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 4:	Could the proposal have a positive or negative impact on any protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?
	You may also want to consider socio-economic status of individuals.
	Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
Age	Positive	Age can be related to a number of medical conditions that can impact on the needs of technology. This policy will assist in centralising data and improve the interaction with the technology and so minimise the impact of age related medical conditions.	N/A	N/A	N/A
Disability	Positive	This policy will assist in centralising data and improve the interaction with the technology and so minimise the impact of some disabilities.	N/A	N/A	N/A
Gender	N/A	The software is not gender specific. Members of both genders use the current	N/A	N/A	N/A

		storage area.			
Lesbian, Gay, Bisexual & Transgender	N/A	The software is has no known impact on sexual orientation specific.	N/A	N/A	N/A
Race	N/A	The software is not race specific.	N/A	N/A	N/A
Religion and Belief	N/A	The software has no known impact relating to religion or belief. Staff of different religions use the current system.	N/A	N/A	N/A

Section 4a: Where and how will the above actions be monitored?

The project relies heavily on communication to all staff and will include demonstrations, workshops, training and various written communications. Participation is being actively encouraged, so that all staff will have the opportunity to give feedback and have their concerns included by the project team.

Training will include 1 to 1 sessions and any problems raised by an individual will be detected and addressed

All equality impacts will be measured as part of the product development.

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

This is a software improvement that should have a positive impact across all equality groups.

The SharePoint system provides an environment where views can be customised to meet the needs of individuals. The project will provide support for all staff to customise to their particular needs.

Section 5: What research / data / information have you used in support of this process?

We have researched other LA's who have implemented SharePoint and analysed the impacts this software has on the workforce.

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

No (see notes)

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

Notes: There will be an ongoing consultation with end users to improve and enhance the product based on their needs

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
b) **Include any potential positive impacts as well as negative impacts?** (section 4)
c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**