**Equality Impact Assessment Form**

**Department/Section:** Perth ICT **Date of Assessment:** 15/08/22 **Review Due:** 15/08/23

**Author/Owner:** Jill Martin **Signature:**       **Date:** 15/08/22

**Step 1**

|  |  |  |
| --- | --- | --- |
| Aim of proposed activity/decision/new or revised policy or procedure: This document contains the key policy facts, responsibilities, and processes in relation to the management of client devices for college employees.  This policy covers the selection, purchase, deployment and disposal of physical desktop and laptop computers by the College on behalf of its staff and students. It aims to minimise the costs and risks inherent in purchasing and supporting a large estate of IT equipment. | **New** |  |
| **Revised** |  |
| **Existing** |  |

|  |  |  |
| --- | --- | --- |
| Who will be affected?  All Staff | Who will be consulted?  Finance / IT / SMT / CMT | Evidence available:  Current IT assets audit show inequality of IT provision.  Equality, Diversity & Inclusion Policy 2020 |

**Step 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Potential** Positive/Negative/Neutral Impact Identified.  **P, N, N/I** | Age | Disability | Gender Reassignment | Marriage/Civil Partnership\* | Pregnancy and Maternity | Race | Religion or Belief | Sex | Sexual Orientation |
| Eliminating Discrimination. | NI | P | NI | NI | NI | NI | NI | NI | NI |
| Advancing Equality of Opportunity. | NI | P | NI | NI | NI | NI | NI | NI | NI |
| Promoting Good Relations. | NI | P | NI | NI | NI | NI | NI | NI | NI |

|  |  |
| --- | --- |
| **Summary of EIA Outcome – please tick** | |
| No further action to be carried out. |  |
| Amendments or changes to be made. |  |
| Proceed with awareness of adverse impact. |  |
| Abandon process – Stop and Rethink. |  |

|  |
| --- |
| **Step 3** Action to be taken.  This policy will set expectations for the majority of staff and promote equality of IT assets allocation.  Any reasonable adjustments required for staff with disability(s) will be considered as per the usual process providing potential to positive impact on those individuals. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date EQIA Approved:** | 26/08/2022 | **Approved by:** | Sarah Wood, OD & EDI Adviser |

Please forward completed EIA forms by e-mail to  
pc.equality.perth@uhi.ac.uk