

EQUALITY ANALYSIS FOR POLICY/PROCEDURE

This document should be used to conduct Equality Analysis (EA) in relation to **new** and **existing** Policy and Procedure Documents.

| | |
|---|--------------------------|
| Policy/Procedure Reference and Title: | P29 Information Services |
| Summary of contents - This Policy/Procedure directs staff by: | |
| Providing users with security standards and procedures for all Information Technology whilst adhering to the specified guidelines of terms of employment. | |

Whilst all EA is reviewed at least biennially, this document is a live record and should be continually updated and reviewed. (Please include details of stakeholder consultation **below**). For further detailed advice on EA please contact the Diversity Unit, HR Strategy & Change.

SECTION 1

| | |
|--|-------------|
| Does this document relate to the treatment of people? | No * |
| Please describe why: | |
| The policy and its associated procedure refer to administrative tasks only and the rules and regulations to be followed when using mobile devices. | |
| *Move to Section 1B. | |

SECTION 1B

| | |
|---|-------------|
| Does the process referred to in this document relate to the treatment of people? | No * |
| As above, the process refers only to the maintenance and correct use of mobile devices by SYP officers and support staff. | |
| *Move Straight to Signature | |

SECTION 2

| | |
|--|------------|
| Is there any adverse impact on any group based on a protected characteristic? | N/A |
| If yes, please describe how this impact is explained or justified? | |
| What action have you taken to mitigate or remove any adverse impact? | |

SECTION 3

| | |
|---|------------|
| Is there any positive impact on any group based on a protected characteristic? | N/A |
| If yes, please record reasoning: | |

SECTION 4

This section details the start date of the EA and consultations that have been carried out in the development or review of this policy or procedure.

| | | | |
|---|---------------------|-----------------------------|-----------------|
| Name of Person completing the Equality Analysis: | Howard Swift | Version 1 Start Date | 10/08/11 |
|---|---------------------|-----------------------------|-----------------|

CONSULTATION

List below who you have consulted with on this policy or procedure (incl. committees, groups, etc):

| Role & Title | Date Consulted | Version |
|---|-----------------------|----------------|
| Mobile Information Programme Board | June 2011 | 1.0 |
| Howard Swift | 10/08/11 | 1.0 |
| Paul Thrustle, Head of Information Services | November 2015 | 2.0 |
| Stephen Harding, Service Delivery Manager, IS Shared Services | 06/12/16 | 3.0 |
| Pauline Taylor, Programme Support Officer, IS Shared Services | 07/12/16 | 3.0 |
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|--|----------------|--------------|----------|
| Signature of person checking Equality Analysis*: <small>*This should be the Policy Owner</small> | Paul Thrustle, | Date: | 07/12/16 |
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