

## TORFAEN COUNTY BOROUGH COUNCIL

### SCREENING DOCUMENT – GENERIC EQUALITY IMPACT ASSESSMENT

Please forward a copy of all completed Screening Documents to Vincent James via [vincent.james@torfaen.gov.uk](mailto:vincent.james@torfaen.gov.uk) for this purpose.

# Equality Impact Assessment Screening

The Generic Equality Impact Assessment Guidance must be referred to used when completing this form.

Service Area/Team: ICT Operations
Name, type or title of policy, function or proposal: FSP032-Acquisitions for Back Office Services, TFN002-Asset management policy, TFN022-Centralised procurement guidance notes, FSP031-Software management for back office services, TFN061-Procedure and guidelines for software licencing, TFN204-Cysgliad Welsh language software.
Date of assessment: 18.09.08

1. Aims/purpose of relevance of policy, function or proposal – (This can often be explained in one or two sentences, but if a more detailed account is necessary please do not feel restricted by this)

The above procedures advise how to contact ICT and what steps need to be followed for acquisitions of hardware and software.

TCBC employees contact the Back Office with regards to the acquisitions for new or replacement ICT equipment, this is hardware, software, licencing, mobile phones and blackberry's.

It is also the responsibility of the Back Office to maintain, control and monitor records with regards to the number of ICT licences (hardware and software) owned by the authority.

2. Examination of available information (this might include knowledge gained from equality training, previous local or national research or surveys. It may also be evident from particular complaints made to the Council)

Vincent James Equalities Manager, Colin Wilmott Head of Organisational Development, Martin Campbell Business Development Manager and Caron Hill Quality Officer met to discuss the above procedures. It was agreed that the procedures are inclusive, however the Equalities Manager made a couple of recommendations for improvement.

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<ol style="list-style-type: none"> <li>1. For TFN002- Asset Management Policy, we could add assistive devices in the list of ICT equipment and in the equipment moves procedure, we could add are there any additional needs to be considered with specialist equipment or software.</li> <li>2. Can the asset register be updated to record comments regarding any specialist equipment.</li> <li>3. Can the non standard items on the back office page on Pulse be updated to say that items such as assistive devices or software to address disability issues can be sourced.</li> <li>4. Could we mention access to work, that we will assist with any arrangements made in line with DDA requirements. (put these in for awareness).</li> <li>5. Could we add in our internal procedures that if anyone is aware of anyone being refused any non standard items specifically related to Equalities issues could we make the Equalities Manager aware of this.</li> </ol> <p>ICT Management have agreed with the above.</p>
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3. Screening process for relevance to Diversity, Equality or Community issues – Is the policy, function or proposal likely to have a positive or negative impact? – Whilst the policy may not affect all equality groups it may have an affect on a particular group or a number of group. (think in the broadest sense – does this policy have the capacity to adversely or positively affect people because of their gender, disability status, race, age, religion, language issues or sexual orientation)

<p>(i) Will the policy, function or proposal have significant positive or negative consequences for a particular group, community or person the organisation serves or employs? Explain: Provision of specialist ICT equipment or software could have a positive impact on the user and the job or service they provide.</p>	Yes
<p>(ii) Will any part of the policy, function or proposal discriminate unlawfully, directly or indirectly, against people from any groups? Explain: No, it was agreed the policies are inclusive.</p>	No
<p>(iii) Is the policy, function or proposal likely to affect equality of opportunity for any group or individual? Explain: No, see above.</p>	No
<p>(iv) Is the policy, function or proposal likely to damage relations between any particular groups or</p>	No

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<p>between the organisation and those groups?          Explain:          No, our policy and services are applicable to all TCBC employees.</p>	
<p>(v) Are there any other community concerns or risks to communities arising from the policy or proposals?          Explain:          No, ICT’s customers are generally within TCBC.</p>	No
<p>(vi) Is the policy, function or proposal likely to promote positive attitudes towards others and encourage their participation in public life?          Explain:          Possibly, for example software for partially sighted or blind people would have a positive impact.</p>	Yes

From the answers supplied. You must decide if the policy, functions or proposal impacts upon diversity, community or equality issues. Choose from a High, Medium or Low priority. If High or Medium, complete the relevant form (Full Equality Impact Assessment). If the policy, function or proposal is of a Low priority, the process is complete.

**Summary of Screening Process Decision:** Low  
**Full Impact Assessment Required** No

<p>Signed: Martin Campbell / Caron Hill          Position: Business Support Manager / Quality Officer          (Manager undertaking Screening)</p>	<p>Date: 22.09.08</p>
<p>Signed: Steve Jeynes          Position: Services and Technical Manager          (Service Area Lead Officer)</p>	<p>Date: 22.09.08</p>