

**Consolidated Pack of EIAs  
Chief Operating Officer Directorate  
Budget Savings 2023/24  
Scrutiny Meeting 1/12/2022**

The following pages contain the EIA assessments of the proposals being put forward by the Chief Operating Officer Directorate. Below is an index of each proposal and the pages on which the EIA for each proposal appears.

<b>Proposal reference</b>	<b>Proposal name</b>	<b>Page number</b>
RES-2324 –11a	Electoral Canvass Reform	02-08
RES-2324 –11b	Assistant Electoral Officers	09-15
RES-2324 –11c	Events	16-23
RES-2324 –11d	Slough Citizen	24-30
RES-2324 –18a	Vacancy factor	31-37
RES-2324 –47a	Reprovision of the ITSM Contract	38-44
RES-2324 –47b	Reprovision of the landline telephony contract	45-51
RES-2324 –47c	Reduction in the mobile connections/devices	52-58
RES-2324 –47d	Termination of Xen Mobile Licences	59-65
RES-2324 –47e	Reduction in Microsoft Licencing	66-72
RES-2324 –47f	Reprovision of the Data Centre Hosting Contract	73-79
RES-2324 –47g	Reprovision of the ERP (Agresso) Hosting Contract	80-86
	RAG rating guide	87

# EQUALITY IMPACT ASSESSMENT

**PLEASE ENSURE YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS TEMPLATE**

Completing an EIA is the simplest way to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the earliest stages of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision.

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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## SECTION 1:

<b>Title</b>	<b>RES-2324- 11a - Canvass reform saving</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"><li>• What is the policy/project/activity/strategy looking to achieve?</li><li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li><li>• What results are intended?</li></ul>	<p>This will reduce the cost of printing and postage due to the digital platform which is now used for canvass reform.</p> <p>The authority and the electoral registration officer will benefit due to the £20,000 saving.</p>
<b>Date sent to Finance</b>	30/06/2022
<b>Version number and date of update</b>	V1- 17.05.22

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p><b>2.1</b></p>	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
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<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></b></p>	<p>No</p>														

**2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.** No

**2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?**

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>1</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<sup>1</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	This is a statutory duty carried out on behalf of the electoral registration officer, this saving is due to decrease in printing and postage due to moving to a more digital platform with the canvass reform process.

### SECTION 3: ASSESSING THE IMPACT

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/ Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical					X		
	Sensory					X		
	Learning Difficulties					X		
	Learning Disabilities					X		
	Mental Health					X		

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>						X		

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.


*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						



**EQUALITY IMPACT ASSESSMENT**

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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**SECTION 1:**

<b>Title</b>	<b>RES-2324-11b - Assistant Electoral Officers Savings</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The savings relate to a reduction in staff by 2 FTE</p> <p>No specific groups are targeted or impacted by this.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V1 – 17.05.22

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

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2.5	Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	Provide brief reasons on how have you come to this decision?
	<b>There is no negative impact on any groups</b>

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
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Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

## EQUALITY IMPACT ASSESSMENT

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<p><b>RES-2324-11c</b></p> <p><b>Corporate public outdoor Events savings proposal</b></p>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>The impact of the proposal to stop providing public outdoor events including Bonfire and Firework Spectacular, Canal Festival, Festive Fun, Christmas Lights, Christmas Tree and switch on event.</p> <p>The deletion of the Senior Marketing Officer post with responsibility for corporate public outdoor events.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V1 15 March 2022.



**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>															
	<table border="1"> <tr> <td data-bbox="518 813 949 1025">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="949 813 1492 1025">Events attract a range of people from within and outside of Slough. However, the majority of attendees are from Slough and the immediate 15km radius. Particular events attract different audiences.</td> </tr> <tr> <td data-bbox="518 1025 949 1120">Gender</td> <td data-bbox="949 1025 1492 1120">Around 50/50.</td> </tr> <tr> <td data-bbox="518 1120 949 1214">Race</td> <td data-bbox="949 1120 1492 1214">Unknown breakdown. Not measured.</td> </tr> <tr> <td data-bbox="518 1214 949 1393">Disability</td> <td data-bbox="949 1214 1492 1393">Specific provisions are put in place for disabled visitors to specific events – in particular the bonfire. This means there is a higher attendance of disabled residents to the Bonfire event.</td> </tr> <tr> <td data-bbox="518 1393 949 1487">Sexual orientation</td> <td data-bbox="949 1393 1492 1487">Unknown.</td> </tr> <tr> <td data-bbox="518 1487 949 1630">Age</td> <td data-bbox="949 1487 1492 1630">Specific events attract different ages. The Canal Festival for example attracts a large of range of ages than the Bonfire for example.</td> </tr> <tr> <td data-bbox="518 1630 949 1720">Religion or belief</td> <td data-bbox="949 1630 1492 1720">Unknown.</td> </tr> </table>		How many people use the service currently? What is this as a % of Slough's population?	Events attract a range of people from within and outside of Slough. However, the majority of attendees are from Slough and the immediate 15km radius. Particular events attract different audiences.	Gender	Around 50/50.	Race	Unknown breakdown. Not measured.	Disability	Specific provisions are put in place for disabled visitors to specific events – in particular the bonfire. This means there is a higher attendance of disabled residents to the Bonfire event.	Sexual orientation	Unknown.	Age	Specific events attract different ages. The Canal Festival for example attracts a large of range of ages than the Bonfire for example.	Religion or belief	Unknown.
How many people use the service currently? What is this as a % of Slough's population?	Events attract a range of people from within and outside of Slough. However, the majority of attendees are from Slough and the immediate 15km radius. Particular events attract different audiences.															
Gender	Around 50/50.															
Race	Unknown breakdown. Not measured.															
Disability	Specific provisions are put in place for disabled visitors to specific events – in particular the bonfire. This means there is a higher attendance of disabled residents to the Bonfire event.															
Sexual orientation	Unknown.															
Age	Specific events attract different ages. The Canal Festival for example attracts a large of range of ages than the Bonfire for example.															
Religion or belief	Unknown.															

<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</b></p>	<p>No. There is a slightly larger than may be expected attendance at the Bonfire event of people with disabilities due to the specific provisions laid on as part of the event.</p>				
<p><b>2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</b></p>	<p>No.</p>				
<p><b>2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b></p>					
		<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></p>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled <sup>3</sup> people (consider different types of physical, learning or mental disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>3</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how have you come to this decision?</b>
	<p><b>The cancellation of events in Slough, the majority of which are free to enter will have an impact on local income families as most other activities of a similar type in Slough are not free to enter and do not necessarily provide a similar level of accessibility for those with disabilities.</b></p> <p><b>Many of the events are centred around the major Christian festival of Christmas. Though the activities themselves are secular in nature, the cancellation and marking of this festival could be seen to be detrimental to those with a Christian faith.</b></p>

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None

Sensory				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None
Learning Difficulties				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None
Learning Disabilities				X		The Bonfire event in particular offers specific provision for those with disabilities – including a dedicated car park and viewing area all on hard standing. Community and privately run public outdoor events will be encouraged to offer similar provision.	None
Mental Health					X		

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)					X		
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>					X		As many of the council's events are around the Christmas festival, it could be considered to be negatively affecting the Christian Community. This will be mitigated by working with the BID to provide a Christmas light cover in the town centre.	None.
<b>People on low incomes</b>					X		Many of the council's events are free to enter – other than the Bonfire which is priced to be affordable to local residents. Community-run public outdoor events will be encouraged to offer low cost alternatives.	None

## SECTION 4: ACTION PLAN

<b>4.1</b>	Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.  <i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i>  <b>NB. Add any additional rows, if required.</b>						
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>
	Review of Public Outdoor Events policy to ensure accessibility for those with disabilities is accounted for in event plans from outside agencies	Disability	Externally-run events consider accessibility for those with disabilities and specific provision for accessibility	None	Kate Pratt, communications	31/12/2022	Amber
	Conversations to take place with BID to encourage pre-planning for Christmas related activities	Faith	To keep some recognition of the Christmas period within the town centre	None	Kate Pratt, communications	31/8/2022	Amber
	<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

<b>Title</b>	<b>RES-2324- 11d - Proposal to no longer provide a Citizen magazine</b>
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>A savings proposal to no longer provide a council magazine for residents – The Citizen – currently produced four times a year, printed and hand delivered through 53,000 residential doors.</p>
Date sent to Finance	30/06/2022
Version number and date of update	V1 – 15 March 2022



**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

<p><b>2.1</b></p>	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="517 813 948 992"> <p>How many people use the service currently? What is this as a % of Slough’s population?</p> </td> <td data-bbox="948 813 1490 992"> <p>The magazine is delivered to 53,000 households – which aims to be all the residential properties in Slough. However, there is no way to gauge readership following delivery.</p> </td> </tr> <tr> <td data-bbox="517 992 948 1081"> <p>Gender</p> </td> <td data-bbox="948 992 1490 1081"> <p>As Slough</p> </td> </tr> <tr> <td data-bbox="517 1081 948 1171"> <p>Race</p> </td> <td data-bbox="948 1081 1490 1171"> <p>As Slough</p> </td> </tr> <tr> <td data-bbox="517 1171 948 1261"> <p>Disability</p> </td> <td data-bbox="948 1171 1490 1261"> <p>As Slough</p> </td> </tr> <tr> <td data-bbox="517 1261 948 1350"> <p>Sexual orientation</p> </td> <td data-bbox="948 1261 1490 1350"> <p>As Slough</p> </td> </tr> <tr> <td data-bbox="517 1350 948 1440"> <p>Age</p> </td> <td data-bbox="948 1350 1490 1440"> <p>As Slough</p> </td> </tr> <tr> <td data-bbox="517 1440 948 1529"> <p>Religion or belief</p> </td> <td data-bbox="948 1440 1490 1529"> <p>As Slough</p> </td> </tr> </table>	<p>How many people use the service currently? What is this as a % of Slough’s population?</p>	<p>The magazine is delivered to 53,000 households – which aims to be all the residential properties in Slough. However, there is no way to gauge readership following delivery.</p>	<p>Gender</p>	<p>As Slough</p>	<p>Race</p>	<p>As Slough</p>	<p>Disability</p>	<p>As Slough</p>	<p>Sexual orientation</p>	<p>As Slough</p>	<p>Age</p>	<p>As Slough</p>	<p>Religion or belief</p>	<p>As Slough</p>
<p>How many people use the service currently? What is this as a % of Slough’s population?</p>	<p>The magazine is delivered to 53,000 households – which aims to be all the residential properties in Slough. However, there is no way to gauge readership following delivery.</p>														
<p>Gender</p>	<p>As Slough</p>														
<p>Race</p>	<p>As Slough</p>														
<p>Disability</p>	<p>As Slough</p>														
<p>Sexual orientation</p>	<p>As Slough</p>														
<p>Age</p>	<p>As Slough</p>														
<p>Religion or belief</p>	<p>As Slough</p>														
<p><b>2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</b></p>	<p>Older people are overrepresented when we have asked questions about communications through the door in the past. Traditionally, older people have been more likely to read the council’s magazine.</p>														

**2.3 Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.**

*Young people. However traditionally younger people do not have the time or inclination to read council materials through their door.*

**2.4 Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?**

	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>4</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<sup>4</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	<b>As older people are more likely to read Council materials which come through the door and less likely to be digitally enabled or digitally literate, cancelling a regular printed communications method and replacing with enhanced digital communications could be considered to adversely affect Slough's older population.</b>

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men					X		
	Women					X		
Race	White					X		
	Mixed/Multiple ethnic groups					X		
	Asian/Asian British					X		
	Black/African/Caribbean/ Black British					X		
	Gypsies / travellers					X		
	Other ethnic group					X		
Disability	Physical					X		
	Sensory	X	X	X				
	Learning Difficulties					X		
	Learning Disabilities					X		
	Mental Health					X		

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual					X		
<b>Age</b>	Older people (50+)				X		<b>Potentially lesser engagement. Other printed and delivered materials to be considered for specific targeting of campaigns.</b>	<b>Potential dissatisfaction with the council as a whole.</b>
	Younger people (16 - 25)					X		
<b>Gender Reassignment</b>						X		
<b>Impact due to pregnancy/maternity</b>						X		
<b>Groups with particular faiths and beliefs</b>						X		
<b>People on low incomes</b>					X		Potentially lesser engagement among those who are digitally poor. Other printed and delivered materials to be considered for specific targeting of campaigns.	None

## SECTION 4: ACTION PLAN

4.1	<p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>						
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>
	<b>Continue to investigate setting up on easy to register system to receive council news by email.</b>	<b>Older people</b>	<b>More older people who are digitally enabled receiving council news in a way appropriate for them</b>	<b>Time.</b>	<b>Kate Pratt</b>	<b>31/08/22</b>	<b>Amber</b>
	<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

<p>The outcome of this EIA has been assessed to be:</p> <p>(delete as applicable – see Appendix A)</p>	
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### SECTION 1:

Title	Vacancy factor (COO) – RES-2324-18a
<p>What are you analysing?</p> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>A saving of £500k on a vacancy factor basis will be applied to the staffing budgets across the Chief Operating Officer controlled service areas (IT, HR, Comms, Customer, Business Services etc), formerly within the Resources directorate. The applicable budget carrying forward into 2023/24 after other relevant savings amounts to £10.3m. The saving therefore represents a vacancy factor assumption of 4.8%.</p> <p>This arises through the underspend that occurs between staff leaving (and current vacancies held) and these being backfilled, together with ad hoc reviews of departmental structures. The saving will be spread across all service areas and so there will be a natural mix of under and overspends arising which will even out across the directorate.</p>
Date sent to Finance	September 2022
Version number and date of update	V1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>														
	<table border="1"> <tr> <td data-bbox="518 728 949 869">How many people use the service currently? What is this as a % of Slough's population?</td> <td data-bbox="949 728 1492 869"></td> </tr> <tr> <td data-bbox="518 869 949 965">Gender</td> <td data-bbox="949 869 1492 965">N/A</td> </tr> <tr> <td data-bbox="518 965 949 1061">Race</td> <td data-bbox="949 965 1492 1061">N/A</td> </tr> <tr> <td data-bbox="518 1061 949 1158">Disability</td> <td data-bbox="949 1061 1492 1158">N/A</td> </tr> <tr> <td data-bbox="518 1158 949 1254">Sexual orientation</td> <td data-bbox="949 1158 1492 1254">N/A</td> </tr> <tr> <td data-bbox="518 1254 949 1350">Age</td> <td data-bbox="949 1254 1492 1350">N/A</td> </tr> <tr> <td data-bbox="518 1350 949 1447">Religion or belief</td> <td data-bbox="949 1350 1492 1447">N/A</td> </tr> </table>	How many people use the service currently? What is this as a % of Slough's population?		Gender	N/A	Race	N/A	Disability	N/A	Sexual orientation	N/A	Age	N/A	Religion or belief	N/A
How many people use the service currently? What is this as a % of Slough's population?															
Gender	N/A														
Race	N/A														
Disability	N/A														
Sexual orientation	N/A														
Age	N/A														
Religion or belief	N/A														
2.2 Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	No. There is no direct service to external customers, whether residents or businesses, which will be reduced or affected in any way as a consequence of this action.														



<p><b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	No, see 2.2 above			
<p><b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>				
	None	Positive	Negative	Not sure
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>5</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>				

<sup>5</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

2.5	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.6	<b>Provide brief reasons on how have you come to this decision?</b>
	There are no impacts on any parties, whether of a protected characteristic or not, as a result of this proposed saving. It recognises that due to natural staff turnover there will be underspends in the staffing budgets.

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	<i>Enter additional rows if required</i>							

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

Title	RES-2324-47a - Reprovision of the Council's ITSM Contract
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	This business case is proposing a reprovision of the ITSM contract which is due to expire on 21 <sup>st</sup> March 2023. The current system costs £0.087m per annum but the reprovision of a new contract is expected to be around £0.047m per year yielding a saving of £0.040m in 23/24.
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																																
	<table border="1"> <thead> <tr> <th data-bbox="518 689 884 835">Equality Characteristic</th> <th data-bbox="884 689 1201 835">Current or expected make up of service users</th> <th data-bbox="1201 689 1513 835">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="518 835 884 943">Gender</td> <td data-bbox="884 835 1201 943">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 835 1513 943">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 943 884 1050">Ethnicity</td> <td data-bbox="884 943 1201 1050">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 943 1513 1050">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1050 884 1158">Disability</td> <td data-bbox="884 1050 1201 1158">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 1050 1513 1158">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1158 884 1265">Sexual orientation</td> <td data-bbox="884 1158 1201 1265">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 1158 1513 1265">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1265 884 1373">Age</td> <td data-bbox="884 1265 1201 1373">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 1265 1513 1373">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1373 884 1480">Religion or belief</td> <td data-bbox="884 1373 1201 1480">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 1373 1513 1480">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1480 884 1588">Gender Identity</td> <td data-bbox="884 1480 1201 1588">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 1480 1513 1588">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1588 884 1695">Pregnancy/Maternity</td> <td data-bbox="884 1588 1201 1695">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 1588 1513 1695">N/A. The reduction in ITSM contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1695 884 1803">Marriage/Civil Partnership</td> <td data-bbox="884 1695 1201 1803">N/A. The reduction in ITSM contract does not impact residents</td> <td data-bbox="1201 1695 1513 1803">N/A. The reduction in ITSM contract does not impact residents</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Ethnicity	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Disability	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Sexual orientation	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Age	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Religion or belief	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Gender Identity	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Pregnancy/Maternity	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents	Marriage/Civil Partnership	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents
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Gender	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents																															
Ethnicity	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents																															
Disability	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents																															
Sexual orientation	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents																															
Age	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents																															
Religion or belief	N/A. The reduction in ITSM contract does not impact residents	N/A. The reduction in ITSM contract does not impact residents																															
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<p><b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></p>	N/A. The reprovision of the ITSM contract does not impact residents				
<p><b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	N/A. The reprovision of the ITSM contract does not impact residents				
<p><b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>					
		<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></p>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled <sup>6</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>6</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.



People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The re-provision of the ITSM contract does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47b - Re-procurement of the Council's landline telephony contract</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing the re-procurement of the Council's landline telephony contract which is due to expire in Feb 2023. This will drive cost savings for 23/24 and 24/25. The current contract costs for the landline telephony are £0.117m for the licences and circuits and £0.048m for the line rental and call charges.</p> <p>With the expiry for the call centre telephony contract also in February 2023, there is an opportunity to consolidate the provision of telephony services for corporate and contact centre services into a single contract with a supplier as a managed service, achieving best value for the council. This alignment of contracts is proposing of £0.025m per year saving on the corporate telephony aspect of the project.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																										
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Gender Identity	N/A. The re-provision for the landline telephony contract	N/A. The re-provision for the landline telephony contract																									

		does not impact residents	does not impact residents		
	Pregnancy/Maternity	N/A. The re-provision for the landline telephony contract does not impact residents	N/A. The re-provision for the landline telephony contract does not impact residents		
	Marriage/Civil Partnership	N/A. The re-provision for the landline telephony contract does not impact residents	N/A. The re-provision for the landline telephony contract does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The re-provision for the landline telephony contract does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The re-provision for the landline telephony contract does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disabled <sup>7</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The re-provision for the landline telephony contract does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

<sup>7</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.



**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47c - Reduction in the mobile connections/devices</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing the reduction in the number of mobile connections/devices across the Council which will drive cost savings for 23/24 and 24/25.</p> <p>It is proposed to terminate 500 connections in 23/24 which will propose a £0.060m cost saving for 23/24. A further 500 connections will be terminated in 24/25 to achieve another £0.060m savings.</p> <p>The terminations will be identified by applying a council wide policy on eligibility for a council mobile phone. This policy will need to be adopted across the council and SCF.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																																
	<table border="1"> <thead> <tr> <th data-bbox="518 689 884 835">Equality Characteristic</th> <th data-bbox="884 689 1203 835">Current or expected make up of service users</th> <th data-bbox="1203 689 1514 835">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="518 835 884 981">Gender</td> <td data-bbox="884 835 1203 981">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 835 1514 981">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 981 884 1126">Ethnicity</td> <td data-bbox="884 981 1203 1126">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 981 1514 1126">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 1126 884 1272">Disability</td> <td data-bbox="884 1126 1203 1272">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 1126 1514 1272">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 1272 884 1417">Sexual orientation</td> <td data-bbox="884 1272 1203 1417">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 1272 1514 1417">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 1417 884 1563">Age</td> <td data-bbox="884 1417 1203 1563">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 1417 1514 1563">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 1563 884 1709">Religion or belief</td> <td data-bbox="884 1563 1203 1709">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 1563 1514 1709">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 1709 884 1854">Gender Identity</td> <td data-bbox="884 1709 1203 1854">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 1709 1514 1854">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 1854 884 2000">Pregnancy/Maternity</td> <td data-bbox="884 1854 1203 2000">N/A. Reducing mobile connections/devices does not impact residents</td> <td data-bbox="1203 1854 1514 2000">N/A. Reducing mobile connections/devices does not impact residents</td> </tr> <tr> <td data-bbox="518 2000 884 2074">Marriage/Civil Partnership</td> <td data-bbox="884 2000 1203 2074">N/A. Reducing mobile connections/devices</td> <td data-bbox="1203 2000 1514 2074">N/A. Reducing mobile connections/devices</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Ethnicity	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Disability	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Sexual orientation	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Age	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Religion or belief	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Gender Identity	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Pregnancy/Maternity	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents	Marriage/Civil Partnership	N/A. Reducing mobile connections/devices	N/A. Reducing mobile connections/devices
Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?																															
Gender	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents																															
Ethnicity	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents																															
Disability	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents																															
Sexual orientation	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents																															
Age	N/A. Reducing mobile connections/devices does not impact residents	N/A. Reducing mobile connections/devices does not impact residents																															
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Marriage/Civil Partnership	N/A. Reducing mobile connections/devices	N/A. Reducing mobile connections/devices																															

		does not impact residents	does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. Reducing mobile connections/devices does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. Reducing mobile connections/devices does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>8</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>8</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	Reducing mobile connections/devices does not impact residents. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
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	Learning Difficulties							
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	Mental Health							



Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
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	Children (under 16 )							
<b>Gender Reassignment</b>								
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**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47d - Termination of Xen Mobile Licences</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing the termination of the Council's Xen mobile licences which will result in a £0.051m cost saving for 23/24. Xen mobile is the Council's legacy mobile device management software that enables IT to remote manage council mobile devices as well as provides staff with access to emails on their Council mobile devices.</p> <p>However, as part of the Council's current Microsoft licencing agreement, the Council has access to "Intune". Intune is a new cloud-based endpoint management solution that not only manages council mobile devices but also desktop computers and laptops allowing staff to securely access emails and applications. Deployment of Intune is already underway and will replace devices still using Xen mobile before the licence expiry date on 21<sup>st</sup> December 2022.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																																
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<p><b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i></p>	N/A. Terminating Xen mobile licences does not impact residents				
<p><b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i></p>	N/A. Terminating Xen mobile licences does not impact residents				
<p><b>2.4</b> Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</p>					
		<p><b>None</b></p>	<p><b>Positive</b></p>	<p><b>Negative</b></p>	<p><b>Not sure</b></p>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled <sup>9</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>9</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	Terminating Xen mobile licences does not impact residents. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								



**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
	<b>Action Required</b>	<b>Equality Groups Targeted</b>	<b>Intended outcome</b>	<b>Resources Needed</b>	<b>Name of Lead, Unit &amp; Contact Details</b>	<b>Completion Date (DD/MM/YY)</b>	<b>RAG</b>	
	<i>Enter additional rows if required</i>							

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

Title	<b>RES-2324-47e - Reduction in the Council's Microsoft licencing in 23/24 &amp; 24/25</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing a reduction in the Council's Microsoft licencing which will derive cost savings for 23/24. These proposed savings will be realised by:</p> <ol style="list-style-type: none"> <li>1. Removing all igels across the council and Slough Children's First by 31<sup>st</sup> Mar 23</li> <li>2. Reducing licences at the 23/24 renewal</li> </ol> <p>The reduction in licencing is aligned to Council's future target operating model. If the Council's operating model, does not change, there will be no reduction in licencing or cost savings achieved for 23/24 or 24/25.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li>• <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li>• <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>		
	<b>Equality Characteristic</b>	<b>Current or expected make up of service users</b>	<b>Over-represented or Under-represented relative to overall size in local population?</b>
	Gender	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Ethnicity	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Disability	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Sexual orientation	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Age	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Religion or belief	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Gender Identity	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Pregnancy/Maternity	N/A. The reduction in Microsoft licencing does not impact residents	N/A. The reduction in Microsoft licencing does not impact residents
	Marriage/Civil Partnership	N/A. The reduction in Microsoft licencing	N/A. The reduction in Microsoft licencing

		does not impact residents	does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The reduction in Microsoft licencing does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The reduction in Microsoft licencing does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>10</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>10</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The reduction in Microsoft licencing does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							



## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47f- Reprovision of the Data Centre Hosting Contract</b>
What are you analysing? <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing a reprovision of the Council's data centre hosting contract which is due to expire on 31<sup>st</sup> October 2022. The current contract costs £0.228m per annum and a new contract with Crown Commercial Services is proposing savings of £0.050m in 23/24 and a further £0.040m saving in 24/25.</p> <p>Indicative pricing from ARK shows a reduction to the current contract costs which will achieve the £0.050m proposed savings for 23/24. The £0.040m savings for 24/25 will be achieved through the modernisation programme as applications and services are migrated to the cloud. This will reduce the hardware required in the data centre resulting in reduced contract contracts to the council.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1

**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<p><b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b></p> <ul style="list-style-type: none"> <li><i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li><i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>																													
	<table border="1"> <thead> <tr> <th data-bbox="518 689 884 835">Equality Characteristic</th> <th data-bbox="884 689 1203 835">Current or expected make up of service users</th> <th data-bbox="1203 689 1514 835">Over-represented or Under-represented relative to overall size in local population?</th> </tr> </thead> <tbody> <tr> <td data-bbox="518 835 884 981">Gender</td> <td data-bbox="884 835 1203 981">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 835 1514 981">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 981 884 1126">Ethnicity</td> <td data-bbox="884 981 1203 1126">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 981 1514 1126">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1126 884 1272">Disability</td> <td data-bbox="884 1126 1203 1272">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1126 1514 1272">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1272 884 1417">Sexual orientation</td> <td data-bbox="884 1272 1203 1417">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1272 1514 1417">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1417 884 1563">Age</td> <td data-bbox="884 1417 1203 1563">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1417 1514 1563">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1563 884 1709">Religion or belief</td> <td data-bbox="884 1563 1203 1709">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1563 1514 1709">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1709 884 1877">Gender Identity</td> <td data-bbox="884 1709 1203 1877">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1709 1514 1877">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> <tr> <td data-bbox="518 1877 884 2040">Pregnancy/Maternity</td> <td data-bbox="884 1877 1203 2040">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> <td data-bbox="1203 1877 1514 2040">N/A. The reprovision of the Data Centre Hosting Contract does not impact residents</td> </tr> </tbody> </table>			Equality Characteristic	Current or expected make up of service users	Over-represented or Under-represented relative to overall size in local population?	Gender	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Ethnicity	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Disability	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Sexual orientation	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Age	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Religion or belief	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Gender Identity	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	Pregnancy/Maternity	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents
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	Marriage/Civil Partnership	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents	N/A. The reprovision of the Data Centre Hosting Contract does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The renewal of the data centre hosting contract does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The renewal of the data centre hosting contract does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled <sup>11</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>11</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

	have undergone a process or part of a process of gender reassignment				
	Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.</b></p> <p><b>If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.</b></p>					
<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>				
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>				
	The renewal of the data centre hosting contract does not impact residents. It’s a contract change. Therefore, it was deemed that a full EIA was not required.				

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.

Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What , if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/ Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

**4.1** Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.

*Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.*

**NB. Add any additional rows, if required.**

Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
<i>Enter additional rows if required</i>						

## EQUALITY IMPACT ASSESSMENT

### SUMMARY RAG RATING

The outcome of this EIA has been assessed to be:	
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### SECTION 1:

<b>Title</b>	<b>RES-2324-47g - Reprovision of the ERP (Agresso) Hosting Contract</b>
<b>What are you analysing?</b> <ul style="list-style-type: none"> <li>• What is the policy/project/activity/strategy looking to achieve?</li> <li>• Who is it intended to benefit? Are any specific groups targeted by this decision?</li> <li>• What results are intended?</li> </ul>	<p>This business case is proposing a reprovision of the ERP (Agresso) hosting contract. The current contract is a cloud-based service which is fully managed by Capita and costs £0.257m per annum. The contract reprovision is expected to the new hosting contract to be £0.063m per year achieving contract savings of £0.194m in 23/24.</p> <p>Based on market evaluation, the council is currently paying significantly over the market value for this service with conservative estimates showing that the council may be overpaying by up to 30% for this contract.</p> <p>A competitive procurement exercise was completed which resulted in the selection of a new service provider who can meet the expected reduction in cost of service.</p>
Date sent to Finance	26/10/2022
Version number and date of update	0.1



**SECTION 2: Do you need to complete a full Equality Impact Assessment (EIA)?**

Not all proposals will require a full EIA, the assessment of impacts should be proportionate to the nature of the project/policy in question and its likely impact. To decide on the level of detail of the assessment required consider the potential impact on persons with protected characteristics.

2.1	<b>Please provide an overview of who uses/will use your service or facility and identify who are likely to be impacted by the proposal</b> <ul style="list-style-type: none"> <li>• <i>If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.</i></li> <li>• <i>Consider whether there is a need to consult stakeholders and the public, including members of protected groups, in order to gather information on potential impacts of the proposal</i></li> </ul>		
	<b>Equality Characteristic</b>	<b>Current or expected make up of service users</b>	<b>Over-represented or Under-represented relative to overall size in local population?</b>
	Gender	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Ethnicity	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Disability	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Sexual orientation	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Age	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Religion or belief	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Gender Identity	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Pregnancy/Maternity	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents
	Marriage/Civil Partnership	N/A. The re-provision for the ERP (Agresso)	N/A. The re-provision for the ERP (Agresso)

		Hosting contract does not impact residents	Hosting contract does not impact residents		
<b>2.2</b> Are there any groups with protected characteristic that are overrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the proposal may have a disproportionate impact on this group even if it is a universal service.</i>	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents				
<b>2.3</b> Are there any groups with protected characteristics that are underrepresented in the monitoring information relative to their size of the population? <i>If so, this could indicate that the service may not be accessible to all groups or there may be some form of direct or indirect discrimination occurring.</i>	N/A. The re-provision for the ERP (Agresso) Hosting contract does not impact residents				
<b>2.4</b>	<b>Does the project, policy or proposal have the potential to disproportionately impact on people with a protected characteristic? If so, is the impact positive or negative?</b>				
		<b>None</b>	<b>Positive</b>	<b>Negative</b>	<b>Not sure</b>
	Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of a particular race or ethnicity (including refugees, asylum seekers, migrants and gypsies and travellers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled <sup>12</sup> people (consider different types of physical, learning or mental disabilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>12</sup> Disability discrimination is different from other types of discrimination since it includes the duty to make reasonable adjustments.

People in particular age groups (consider in particular children, under 21s and over 65s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are intending to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact due to pregnancy/ maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*People with in some equality groups are more likely to be on low incomes ( e.g. single parents ( mainly women), people with disabilities, some ethnic minority groups etc). This is especially important when you are looking at fees, charges and access to services.**

**If any of the answers to the questions above is, “negative” or “unclear” you will need to undertake a detailed impact assessment.**

<b>2.5</b>	<b>Based on your responses, should a full, detailed EIA be carried out on the project, policy or proposal</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>2.6</b>	<b>Provide brief reasons on how you have come to this decision?</b>
	The re-provision for the ERP (Agresso) Hosting contract does not impact residents. It's a contract change. Therefore, it was deemed that a full EIA was not required.

**If the answer in 2.5 above is “No” then sections 3 and 4 are not required to be completed.**

**SECTION 3: ASSESSING THE IMPACT**

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be. Using the evidence gathered in section 2, explain what the potential impact of your proposal might be on the groups you have identified. You may wish to further supplement the evidence you have gathered using the table below in order to properly consider the impact.



Protected Group		Positive impact?			Negative impact? If so, please specify the nature and extent of that impact	No specific impact	If the impact is negative how can it be mitigated? Please specify any mitigation measures and how and when they will be implemented	What, if any, are the cumulative effects of this decision when viewed in the context of other Council decisions and their equality impacts
		Eliminate discrimination	Advance equality	Good relations				
Gender	Men							
	Women							
Race	White							
	Mixed/Multiple ethnic groups							
	Asian/Asian British							
	Black/African/Caribbean/Black British							
	Gypsies / travellers							
	Other ethnic group							
Disability	Physical							
	Sensory							
	Learning Difficulties							
	Learning Disabilities							
	Mental Health							

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action)	What are the cumulative of effects
		Eliminate discrimination	Advance equality	Good relations				
<b>Sexual Orientation</b>	Lesbian, gay men, bisexual							
<b>Age</b>	Older people (50+)							
	Younger people (16 - 25)							
	Children (under 16 )							
<b>Gender Reassignment</b>								
<b>Impact due to pregnancy/maternity</b>								
<b>Groups with particular faiths and beliefs</b>								
<b>People on low incomes</b>								

**SECTION 4: ACTION PLAN**

<p><b>4.1</b></p> <p>Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps.</p> <p><i>Please include the action required by your team/unit, groups affected, the intended outcome of your action, resources needed, a lead person responsible for undertaking the action (inc. their department and contact details), the completion date for the action, and the relevant RAG rating: R(ed) – action not initiated, A(mber) – action initiated and in progress, G(reen) – action complete.</i></p> <p><b>NB. Add any additional rows, if required.</b></p>								
	Action Required	Equality Groups Targeted	Intended outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG	
	<i>Enter additional rows if required</i>							

**Appendix A****Equality Impact Assessment Decision Rating Guide****PLEASE SEE PAGE 1 FOR THE RATING OF EACH PROPOSAL**

<b>Decision</b>	<b>Action</b>	<b>Risk</b>
As a result of performing the EIA, there is a risk that a disproportionately negative impact (direct, indirect, unintentional or otherwise) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. It is not clear if mitigating actions are possible.	<b>Further advice should be taken</b>	<b>Red</b> 
As a result of performing the EIA, there is a risk that a disproportionately negative impact (as described above) exists to one or more of the nine groups of people who share a protected characteristic under the Equality Act 2010. However, this risk may be removed or reduced by implementing mitigating actions.	<b>Proceed pending agreement of mitigating action</b>	<b>Amber</b> 
As a result of performing the EIA, the proposal does not appear to have any disproportionate negative impact on people who share a protected characteristics or anticipated impacts will be either positive or neutral.	<b>Proceed</b>	<b>Green:</b> 