

# **Equality Analysis Form Laptop Upgrade Project**

**September 2022**

Delivering for Croydon

**CROYDON**  
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## 1. Introduction

### 1.1 Purpose of Equality Analysis

The council has an important role in creating a fair society through the services we provide, the people we employ and the money we spend. Equality is integral to everything the council does. We are committed to making Croydon a stronger, fairer borough where no community or individual is held back.

Undertaking an Equality Analysis helps to determine whether a proposed change will have a positive, negative, or no impact on groups that share a protected characteristic. Conclusions drawn from Equality Analyses helps us to better understand the needs of all our communities, enable us to target services and budgets more effectively and also helps us to comply with the Equality Act 2010.

An equality analysis must be completed as early as possible during the planning stages of any proposed change to ensure information gained from the process is incorporated in any decisions made.

In practice, the term '**proposed change**' broadly covers the following:-

- Policies, strategies and plans;
- Projects and programmes;
- Commissioning (including re-commissioning and de-commissioning);
- Service review;
- Budget allocation/analysis;
- Staff restructures (including outsourcing);
- Business transformation programmes;
- Organisational change programmes;
- Processes (for example thresholds, eligibility, entitlements, and access criteria).

## 2. Proposed change

<b>Directorate</b>	<b>ACE</b>
<b>Title of proposed change</b>	<b>Upgrade of End-user laptops</b>
<b>Name of Officer carrying out Equality Analysis</b>	<b>Richard Wyatt-Jones</b>

## 2.1 Purpose of proposed change (see 1.1 above for examples of proposed changes)

Briefly summarise the proposed change and why it is being considered/anticipated outcomes. What is meant to achieve and how is it seeking to achieve this? Please also state if it is an amendment to an existing arrangement or a new proposal.

**The laptops currently in use across the council are now rapidly becoming obsolete, and no longer supported by the manufacturers. The specifications are also no longer fit for purpose to meet the hybrid working model operating across the council.**

All current laptop users within the council require a fit for purpose, supported device. **The purpose of this project is to replace circa 3600 devices over an initial 18-month – 2- year cycle, with a rolling renewal of 500- 600 devices p.a after that to ensure that our users have suitable devices for them to be able to work, and to reduce the burden on desk side resources by reducing the number of calls logged for repairs and replacements**

**No major changes to the Council’s Equalities Policies and procedures have been identified or will be required to deliver this project.**

## 3. Impact of the proposed change

**Important Note:** It is necessary to determine how each of the protected groups could be impacted by the proposed change. Who benefits and how (and who, therefore doesn’t and why?) Summarise any positive impacts or benefits, any negative impacts and any neutral impacts and the evidence you have taken into account to reach this conclusion. Be aware that there may be positive, negative and neutral impacts within each characteristic.

Where an impact is unknown, state so. If there is insufficient information or evidence to reach a decision you will need to gather appropriate quantitative and qualitative information from a range of sources e.g. Croydon Observatory a useful source of information such as Borough Strategies and Plans, Borough and Ward Profiles, Joint Strategic Health Needs Assessments <http://www.croydonobservatory.org/> Other sources include performance monitoring reports, complaints, survey data, audit reports, inspection reports, national research and feedback gained through engagement with service users, voluntary and community organisations and contractors.

### 3.1 Deciding whether the potential impact is positive or negative

**Table 1 – Positive/Negative impact**

For each protected characteristic group show whether the impact of the proposed change on service users and/or staff is positive or negative by briefly outlining the nature of the impact in the appropriate column. . If it is decided that analysis is not relevant to some groups, this should be recorded and explained. In all circumstances you should list the source of the evidence used to make this judgement where possible.

Protected characteristic group(s)	Positive impact	Negative impact	Source of evidence
Age	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration

			Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number.
Disability	Users will be provided with a new, fit for purpose laptop	Some users who have disabilities may not be able to use the “basic” built devices, as these will be provided with standard software installed by the manufacturer. Any Line of Business or user specific assistive applications required will be installed prior to issuing the devices to the users. Similarly, any assistive devices such as large format keyboards, ergonomic mice and monitors will be provided if needed	All users will require a new device. Based on user data taken from the Configuration Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number. Establishment data for 2021/2022 shows that there are 230 employees who identify as being within this protected group. This equates to circa 7% of the employee population. A full breakdown of the protected groups can be found <a href="#">here</a>
Sex	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number.
Gender Reassignment & Identity	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will

			automatically be included in this number.
Marriage or Civil Partnership	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number.
Religion or belief	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number.
Race	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number.
Sexual Orientation	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number.
Pregnancy or Maternity	Users will be provided with a new, fit for purpose laptop	There is no reason to believe that this protected group will be at any greater risk than the rest of the population	All users will require a new device. Based on user data taken from the Configuration

			Management Database (CMDB), we are looking to replace circa 3,600 laptops. All protected groups will automatically be included in this number.
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**Important note:** You must act to eliminate any potential negative impact which, if it occurred would breach the Equality Act 2010. In some situations this could mean abandoning your proposed change as you may not be able to take action to mitigate all negative impacts.

When you act to reduce any negative impact or maximise any positive impact, you must ensure that this does not create a negative impact on service users and/or staff belonging to groups that share protected characteristics. **Please use table 4 to record actions that will be taken to remove or minimise any potential negative impact**

### 3.2 Additional information needed to determine impact of proposed change

**Table 2 – Additional information needed to determine impact of proposed change**

If you need to undertake further research and data gathering to help determine the likely impact of the proposed change, outline the information needed in this table. Please use the table below to describe any consultation with stakeholders and summarise how it has influenced the proposed change. Please attach evidence or provide link to appropriate data or reports:		
Additional information needed and or Consultation Findings	Information source	Date for completion

For guidance and support with consultation and engagement visit <https://intranet.croydon.gov.uk/working-croydon/communications/consultation-and-engagement/starting-engagement-or-consultation>

### 3.3 Impact scores

#### Example

If we are going to reduce parking provision in a particular location, officers will need to assess the equality impact as follows;

1. Determine the Likelihood of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the likelihood of impact score is 2 (likely to impact)
2. Determine the Severity of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the Severity of impact score is also 2 (likely to impact )
3. Calculate the equality impact score using table 4 below and the formula **Likelihood x Severity** and record it in table 5, for the purpose of this example - **Likelihood (2) x Severity (2) = 4**

Table 4 – Equality Impact Score

<b>Severity of Impact</b>	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
	<b>Likelihood of Impact</b>			

#### Key

Risk Index	Risk Magnitude
6 – 9	High
3 – 5	Medium
1 – 3	Low

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**Table 3 – Impact scores**

<p><b>Column 1</b></p> <p><b>PROTECTED GROUP</b></p>	<p><b>Column 2</b></p> <p><b>LIKELIHOOD OF IMPACT SCORE</b></p> <p>Use the key below to <b>score</b> the <b>likelihood</b> of the proposed change impacting each of the protected groups, by inserting either 1, 2, or 3 against each protected group.</p> <p><b>1 = Unlikely to impact</b>  <b>2 = Likely to impact</b>  <b>3 = Certain to impact</b></p>	<p><b>Column 3</b></p> <p><b>SEVERITY OF IMPACT SCORE</b></p> <p>Use the key below to <b>score</b> the <b>severity</b> of impact of the proposed change on each of the protected groups, by inserting either 1, 2, or 3 against each protected group.</p> <p><b>1 = Unlikely to impact</b>  <b>2 = Likely to impact</b>  <b>3 = Certain to impact</b></p>	<p><b>Column 4</b></p> <p><b>EQUALITY IMPACT SCORE</b></p> <p>Calculate the <b>equality impact score</b> for each protected group by multiplying scores in column 2 by scores in column 3. Enter the results below against each protected group.</p> <p><b>Equality impact score = likelihood of impact score x severity of impact score.</b></p>
Age	1	1	1
Disability	2	2	4
Sex	1	1	1
Gender reassignment & Identity	1	1	1
Marriage / Civil Partnership	1	1	1
Race	1	1	1
Religion or belief	1	1	1
Sexual Orientation	1	1	1
Pregnancy or Maternity	1	1	1



## 4. Statutory duties

### 4.1 Public Sector Duties

Tick the relevant box(es) to indicate whether the proposed change will adversely impact the Council’s ability to meet any of the Public Sector Duties in the Equality Act 2010 set out below.

- Advancing equality of opportunity between people who belong to protected groups X
- Eliminating unlawful discrimination, harassment and victimisation X
- Fostering good relations between people who belong to protected characteristic groups

**Important note:** If the proposed change adversely impacts the Council’s ability to meet any of the Public Sector Duties set out above, mitigating actions must be outlined in the Action Plan in section 5 below.

## 5. Action Plan to mitigate negative impacts of proposed change

**Important note:** Describe what alternatives have been considered and/or what actions will be taken to remove or minimise any potential negative impact identified in Table 1. Attach evidence or provide link to appropriate data, reports, etc:

**Table 4 – Action Plan to mitigate negative impacts**

Complete this table to show any negative impacts identified for service users and/or staff from protected groups, and planned actions mitigate them.				
Protected characteristic	Negative impact	Mitigating action(s)	Action owner	Date for completion
Disability	Some users who have disabilities may not be able to use the “basic” built devices.	All users that need specialist software to assist them with their use of the new laptops, will have it pre-installed on their device as a custom build. This information will be taken from the CMDB. Any assistive hardware they	Jon Raby CDS Service Delivery Manager	Will be delivered as part of the device roll-out. This is planned to start in Q1 2023/24

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		may use, such as keyboards, mice and monitors, will be retained for use with the new device		
Race	There is no reason to believe that this protected group will be at any greater risk than the rest of the population			
Sex				
Gender reassignment & Identity	There is no reason to believe that this protected group will be at any greater risk than the rest of the population			
Sexual orientation				
Age	There is no reason to believe that this protected group will be at any greater risk than the rest of the population			
Religion or belief				
Pregnancy or maternity	There is no reason to believe that this protected group will be at any greater risk than the rest of the population			
Marriage/civil partnership	There is no reason to believe that this protected group will be at any greater risk than the rest of the population			

## 6. Decision on the proposed change

Based on the information outlined in this Equality Analysis enter **X** in column 3 (**Conclusion**) alongside the relevant statement to show your conclusion.

Decision	Definition	Conclusion - Mark 'X' below
No major change	Our analysis demonstrates that the policy is robust. The evidence shows no potential for discrimination and we have taken all opportunities to advance equality and foster good relations, subject to continuing monitoring and review. <b>If you reach this conclusion, state your reasons and briefly outline the evidence used to support your decision.</b>	
Adjust the proposed change	<p>We will take steps to lessen the impact of the proposed change should it adversely impact the Council's ability to meet any of the Public Sector Duties set out under section 4 above, remove barriers or better promote equality. We are going to take action to ensure these opportunities are realised. <b>If you reach this conclusion, you must outline the actions you will take in Action Plan in section 5 of the Equality Analysis form</b></p> <p><b>This is a council wide project to provide all users with a new, fit for purpose laptop. Any accessibility / adaptive changes required to mitigate any issues for some disabled staff, will be handled on a case-by-case basis to meet the individual user's needs. (See table 4)</b></p>	<b>X</b>
Continue the proposed change	We will adopt or continue with the change, despite potential for adverse impact or opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the change. However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned. <b>If you reach this conclusion, you should clearly set out the justifications for doing this and it must be in line with the duty to have due regard and how you reached this decision.</b>	
Stop or amend the proposed change	Our change would have adverse effects on one or more protected groups that are not justified and cannot be mitigated. Our proposed change must be stopped or amended.	

## Equality Analysis

Will this decision be considered at a scheduled meeting? e.g. Contracts and Commissioning Board (CCB) / Cabinet	Meeting title: The EA and DPIA documents will be presented to the CCB, CMT and Cabinet to support the Procurement Process. Date: TBC
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### 7. Sign-Off

Officers that must approve this decision		
Equalities Lead	Name: Denise McCausland Position: Equality Programme Manager	Date: 11/10/22
Director	Name: Position:	Date: