



Equality Impact Assessment Form

Recording of Equality Impact Assessment

EIA Reference EIA-Rahman-11

Equality Relevance

Medium

Your Surname

Rahman

Your Firstname

Rayhana

Your Title

Ms

Your Faculty/Service

IT Services

Your Email Address

rayhana.rahman@uwe.ac.uk

Your Phone Number

86391

1. Name of the policy or practice?

ICT Transformation Programme

2. What is the aim, objective or purpose of the policy/practice?

This programme consists of seven projects:

WP1: Network transformation

The implementation of a new Next Generation Network (NGN) for both wired and wireless across the UWE campus. WP1 will enable the University to run more/ better services on its network, but the act of upgrading the network itself will not be noticeable to users, and therefore the impact on staff and students is 0.

WP2: Unified Communication and Collaboration

Implementation of Video Conferencing (VC) with integration in Microsoft (MS) Office Communications Server (Lync) and SharePoint. The aim of this project is to evaluate new technologies to support VC, Voice and Office Services integration to change how systems users interact with each other. The technology uses 'presence' information to enable better connectivity between staff & students and staff to staff.

WP3: Intelligent Buildings

The project will replace Access Controls and CCTV across the Frenchay campus, and integrate both services into a single management system. The aims of this project are to improve security and access in our campus buildings, to make more efficient use of space and energy consumption, and to reduce security requirements by giving personnel better visibility of activities on campus.

WP4: Adaptive Client

WP4 is a review to help staff decide whether to initiate a project to deploy a virtual desktop infrastructure at UWE, and, if so, how best to carry out implementation. Therefore the impact on staff and students at this time is 0. If it is decided to update the desktop infrastructure, a separate project will be initiated and an EIA carried out.

WP5: SharePoint

A design for the migration of SharePoint 2007 to SharePoint 2010 across the University with definition of Terms and Abbreviations. This project will provide a design and taxonomy for a new Intranet based on SharePoint 2010. It will also include the development of a 'model office' which is complimentary to the UC&C strand in piloting new ways of working within the University. As this project is mainly design work, a separate project/ benefits realisation plan will need to be initiated to actually carry out the move to SharePoint 2010.

WP6: Digital Media

This project will introduce a new Digital Media Hub and Digital signage to improve the delivery of video learning and teaching objects to our students. It will improve the capture, storage and streaming of video content to students (and staff). It will also introduce the concept of digital signage to our customers in identifying ways of disseminating information across a geographically large campus.

WP7: Data Centre

WP7 is a study to help IT staff determine what data centre work is required in order to carry out WP1. Therefore the impact on staff and students at this time is 0.

Due to the fact that WP1, 4 and 7 will have no impact on staff/ students, this EIA will focus on projects WP2, 3, 5 and 6 only.

3. Who is responsible for developing the policy/practice?

Steve Grive, Director of IT Services, Chris Abbott, Director of Facilities

4. Who is responsible for implementing the policy?

Steve Grive, Director of IT Services, Chris Abbott, Director of Facilities

5. Who is the policy intended to benefit?

All UWE staff and students

6. What is intended to be achieved by the policy?

The actual outcomes that result will depend upon the level of the adoption of the technology discussed, the University's ability to define and adopt relevant policies and procedures, and the levels of take-up by the user community of the new technologies and their adaptation to the changes which will follow. Whilst we cannot guarantee that specific business outcomes will be achieved in UWE by adopting the technology alone, we are determined to run alongside this investment explicit benefits realisation plans.

Based on what we know now, we estimate savings of £10M over 10 years – but that takes no account of the non-measurable benefits.

7. How will you know if this policy has been successful?

Deliverables set out in Statement of Work ([https://share.uwe.ac.uk/sites/proj/hpictprog/Project Management/HP Statement of Work for the ICT Transformation Project 2009 09 28.docx](https://share.uwe.ac.uk/sites/proj/hpictprog/Project%20Management/HP%20Statement%20of%20Work%20for%20the%20ICT%20Transformation%20Project%202009%2009%2028.docx)) have been completed

8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Please give information/evidence to support my answer.

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people	<input checked="" type="radio"/> Yes Staff/ students on maternity/ paternity leave or leave for gender reassignment procedures need to be kept up-to-date with developments/ changes to working practices that occur when they return to work.	<input type="radio"/> No	<input type="radio"/> Not Known
Black and minority ethnic groups	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Not Known
Disabled people	<input checked="" type="radio"/> Yes Frequently disabled people experience difficulties accessing goods or services. Currently 8% of students and 4% of staff class themselves as having one or more disabilities	<input type="radio"/> No	<input type="radio"/> Not Known
Younger or older people	<input checked="" type="radio"/> Yes Younger/ older people may not have access to IT facilities off-campus. Although the average age of UWE employees is 44, 4.5% of staff are 24 or younger, and 10.1% are 60 or over. 66% of UWE students are 21 or younger.	<input type="radio"/> No	<input type="radio"/> Not Known
People of different religion and beliefs	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Not Known
Lesbian, gay and bisexual	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Not Known

people			
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9. Is there potentially adverse impact on the following equality groups as a result of this policy? Please give information / evidence to support your answer.

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people	<input checked="" type="radio"/> Yes If staff/ students on maternity/ paternity leave or leave for gender reassignment procedures are not kept up-to-date with developments/ changes to working practices that occur when they are absent from work: <ul style="list-style-type: none"> • They will not benefit from the projects as others do. • It could mean that their ability to do their jobs/ study effectively is reduced. • Take up of new/ improved services could be affected, therefore reducing the success of the projects. 	<input type="radio"/> No	<input type="radio"/> Not Known
Black and minority ethnic groups	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Not known
Disabled people	<input checked="" type="radio"/> Yes If all new/ improved services are not accessible by disabled staff/ students: <ul style="list-style-type: none"> • They will not benefit from the projects as others do. • It could mean that their ability to do their jobs/ study effectively is reduced. • It could result in staff/ students being unable to access lectures/ study materials/ accommodation. 	<input type="radio"/> No	<input type="radio"/> Not known

	<ul style="list-style-type: none"> • Take up of new/ improved services could be affected, therefore reducing the success of the projects. <p>NB: all work carried out as part of WP3 will comply to current Building Regulations, which are in line with requirements of the Disability Discrimination Act.</p> <p>NB: The Disability Resource Centre exists to assist staff and students with disabilities, including assessing services and facilities required and providing additional tools and training on a case-by-case basis.</p> <p>NB: There is Disability Discrimination Act Project being carried out to look at improving access for staff and students with disabilities across campus. This includes items such as increasing the number of hearing loops on campus. Therefore, this work is separate to the HP Programme and should be included in the EIA for the Disability Discrimination Act Project.</p>		
Younger or older people	<input checked="" type="radio"/> Yes <p>If younger/ older people do not have access to IT facilities off-campus, they will not be able to take advantage of all of the benefits of developments in communications and digital media.</p> <p>This could mean that</p> <ul style="list-style-type: none"> • They will not benefit from the projects as others do. • Their ability to do their jobs/ study effectively is reduced. • Take up of new/ improved services could be affected, therefore reducing the success of the projects. 	<input type="radio"/> No	<input type="radio"/> Not known
People of different religion and beliefs	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Not known

Lesbian, gay and bisexual people	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Not known

10. Is the policy designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?

The project will promote collaboration, increase the number, usability and flexibility of IT options available, and will provide a more flexible working environment, which will help all staff and students and will promote equality.

The project to roll out new technologies to support video conferencing, voice and office services will reduce the need for face-to-face contact/ physical travel to campuses. This could particularly help staff/ students with disabilities/ those on maternity/ paternity leave or leave for gender reassignment procedures.

Video conferencing and Lync services will also provide deaf staff students with additional communication tools, making working and studying easier for these users.

11. Do you need to carry out a formal/ informal consultation internally or externally at this stage? Who do you need to consult?

It is recommended that the Disability Resource Centre is made aware of new/ improved services once pilots have been completed and rollout plans created.

It is recommended that there is liaison with the Project Manager of the Disability Discrimination Project

12. What method or mechanism would be best suited for this consultation?

Both of the above will be informal communications led by the Programme Management Office

13. What action could be taken to mitigate any negative impacts identified or is there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan.

1) Ensure that projects comply with the following UWE policies:

- UWE Disability Equality Scheme
- UWE Phase 1 Revised Disability Equality Scheme 2007-2011
- Web Accessibility Policy

2) Ensure that WP3 project is evaluated in line with the Equality Challenge Unit report: Managing Inclusive Building Design for Higher Education

3) Ensure that communications plan includes methods for contacting staff/ students on maternity/ paternity leave or leave for gender reassignment procedures and/ or that return-to-work briefings include updates on changes to access/ working practices arising from the programme.

4) Ensure that training courses and materials for staff are suitable for all staff and students, regardless of technical ability and/ or needs of equality group.

5) Extend IT Acceptable Usage Policy to include use of Lync, digital media, signage and video conferencing. Communicate to staff and students.

14. Who will be responsible for monitoring the implementation of the action plan?

UWE Project Leads:

- WP2: Alistair Sandford, ITS
- WP3: Phil Kearns, Facilities
- WP5: Alistair Sandford, ITS
- WP6: Derek Norris: ITS

UWE Suppliers:

- Steve Grive, Director of IT Services
- Chris Abbott, Director of Facilities

15. Please outline how you have revised the policy (if necessary) in light of the Equality Impact Assessment. If no change is to take place, please give reasons.

The above actions have been incorporated into the 'Interfaces', 'Quality Plan' and 'Communications Plan' for the Programme, as detailed in the Programme Initiation Document.

16. Please indicate when you think this policy/practice should be reviewed next:

6 months

Please submit this form to the Equality and Diversity Unit. The Unit will provide feedback and will publish the final document.

Date of first submission

12 April 2011

Action Plan Completed

- Yes
- No

Date of final submission

- Yes
- No

Action Plan

	Actions required	Responsible person	Resources required	Target date	Success indicators	What progress has been made?
Information / data required	N/A					
Consultation	Make the Disability Resource Centre aware of new/ improved services.	Alistair Sandford, ITS Phil Kearns, Facilities Derek Norris, ITS	N/A	Once pilots have been completed and rollout plans created.	Communications have taken place	N/A
	Liaise with the Project Manager of the Disability Discrimination Project	Phil Kearns, Facilities	N/A	Throughout project	N/A	N/A
Monitoring and review arrangements	N/A					
Publication	Ensure that communications plans include methods for contacting staff/	Alistair Sandford, ITS Phil Kearns, Facilities Derek Norris, ITS	Assistance from HR and Line Managers throughout University	Once pilots have been completed and rollout plans created.	Communications have taken place	N/A

Created with

students on maternity/ paternity leave or leave for gender reassignment procedures and/ or that return-to-work briefings include updates on changes to access/ working practices arising from the programme.

Ensure that training courses and materials for staff are suitable for all staff and students, regardless of technical ability and/ or needs of equality group.

Alistair Sandford, ITS Phil Kearns, Facilities Derek Norris, ITS

The Learning and Development Centre will assist in writing courses and will deliver courses

Before training courses are delivered – various dates.

Courses and materials have been produced.

N/A

Extend IT Acceptable Usage Policy to include use of Lync, digital media, signage and video conferencing. Communicate to staff and students.

Alistair Sandford, ITS Derek Norris, ITS

N/A

Before services are rolled out

Policy has been updated and communicated

N/A

Other actions

Ensure that projects comply with the following UWE policies:
[UWE Disability Equality Scheme](#)

[UWE Phase 1 Revised Disability Equality](#)

Alistair Sandford, ITS, Phil Kearns, Facilities, Derek Norris, ITS

N/A

Throughout project

N/A

N/A

[Scheme 2007-2011](#)

[Web Accessibility Policy](#)

Ensure that WP3 project is evaluated in line with the [Equality Challenge Unit report: Managing Inclusive Building Design for Higher Education](#)

Phil Kearns, Facilities,	N/A	Throughout project	N/A	N/A
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Please submit this action plan to the Equality and Diversity Manager