

# Equality Impact Assessment Form (Page 1 of 3)

**Title of EIA/ DDM:** KD - Purchase of Corporate software licenses for Microsoft products **Name of Author:** Paul J. Burrows  
**Department:** Resilience **Director:** Glen O'Connell  
**Service Area:** IT Service **Strategic Budget EIA Y/N (please underline)**  
**Author (assigned to Covalent):** Paul J. Burrows

**Brief description of proposal / policy / service being assessed:**

The current Microsoft Enterprise Agreement which licences and allows use by Nottingham City Council of up to date versions of Microsoft products expires in June 2016. In order to retain this facility the Council need to purchase new Corporate licences.

**Information used to analyse the effects on equality:**

Experience of working with disabled colleagues through the DESN

	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>
Men	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Please underline the group(s) /issue more adversely affected</u></b>		

**Details of actions to reduce negative or increase positive impact (or why action isn't possible)**

**How different groups could be affected (Summary of impacts)**

Colleagues within the DESN were contacted during w/c 14 Mar. 2016 for comments. It was noted that whilst newer products provide better facilities for colleagues with visual impairments concern also needs to be made for conditions such as photosensitivity in implementing new versions of products.

Where upgrades to Microsoft products in use are planned disabled users will be consulted and use of existing IT based disabled adaptations will be tested to ensure continued performance. This follows the pattern of action that has been followed since the original Microsoft Enterprise Agreement was purchased in 2013.

When new IT products are deployed disabled colleagues known to the IT Service, typically through the DESN, are contacted to identify any difficulties they present. Usually more modern versions of software have greater facilities for disabled users.

It is possible that City Council employees who have a disability may be positively or negatively affected by the decision.

A positive impact could be that new software versions have better facilities to provide support for colleagues with disabilities.

A negative impact could be that if the Council upgrades Microsoft products then existing adaptations for disabled colleagues may fail to work.

Microsoft products acquired under this agreement will not be directly accessed by citizens, products are for direct use by colleagues and Councillors.

or which benefits.

The mitigation of adverse impacts will be planned as part of specific projects arising from the decision to renew the Council's Corporate licensing for Microsoft software products. SMART actions are not identifiable at this point but will be within particular implementation projects arising from it.

**Outcome(s) of equality impact assessment:**

- No major change needed  • Adjust the policy/proposal  • Adverse impact but continue
- Stop and remove the policy/proposal

**Arrangements for future monitoring of equality impact of this proposal / policy / service:**

The EIA will be reviewed on the basis of sub-EIAs that arise from projects to implement the products enabled by the procurement of the Corporate licence for Microsoft products.

**Approved by (manager signature and date):**

 4 Apr. 2016

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**Date sent to equality team for publishing:**

4 Apr 2016

Send document or link to:  
[equalityanddiversityteam@nottinghamcity.gov.uk](mailto:equalityanddiversityteam@nottinghamcity.gov.uk)

**Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:**

1. Read the guidance and good practice EIA's  
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.

6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.

7. Clearly cross referenced your impacts with SMART actions.

