

## EQUALITY IMPACT ASSESSMENT

**1. NAME OF SERVICE/POLICY/STRATEGY BEING ASSESSED:**

**Bring Your Own Device Policy**

**2. DETAILS OF LEAD PERSON COMPLETING THIS SCREENING:**

<b>Name</b>	<b>Thomas Manning</b>
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<b>Dept/Service</b>	<b>Finance &amp; Performance</b>
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**3. PLEASE GIVE A BRIEF DESCRIPTION OF THE SERVICE/POLICY/STRATEGY AND ITS AIMS/OBJECTIVES:**

**Service/Policy:**

The CCG Bring Your Own Device outlines the Policy for staff using personally owned electronic devices for limited working purposes using the CG/IT Provider approved Mobile Device Management Software.

**Aims & Objectives:**

The CCG Bring Your Own Device Policy enables staff to connect their personal electronic devices, such as mobile phones and tablets, to the CCG Exchange Server environment, and access their emails, calendar and contacts contained therein.

**4. IS THIS SERVICE/POLICY ...**

<b>New</b> Yes	<b>Existing</b> No	<b>Refreshed</b> No
<b>Joint/Partnership</b> Yes		
If a Joint Partnership, please state the partnership name and lead body:		
<b>South West CSU as the CCGs IT Infrastructure Provider</b>		

**5. WHO IS THIS SERVICE/POLICY/STRATEGY LIKELY TO HAVE AN IMPACT ON?**

<b>Patients</b> Unlikely	<b>Carers</b> Unlikely	<b>Visitors</b> No	<b>Staff</b> Yes
<b>Other</b> Possibly Please state who...			
<b>Individuals and distribution lists in employee email contact lists</b>			

**6. WHAT EVIDENCE ARE YOU USING TO INFORM THIS ASSESSMENT?**




SOURCE	<input checked="" type="checkbox"/>	Date	Details of Evidence [hyperlink to documents]
Demographic (including Census) data	NO		
Research Findings	NO		
Recent Consultations and Surveys	NO		
Results of: ethnic monitoring data; and any equalities data from the local authority / joint services; or Health inequality data	NO		
Anecdotal information from groups and agencies within South Gloucestershire	NO		
Comparisons between similar functions / policies elsewhere	YES	Sept 2014	Wiltshire County Council BYOD Policy
Analysis of PALS, complaints and public enquires information	NO		
Analysis of audit reports and reviews	YES	Sept 2014	Audit South West Audit of BYOD pilot in the CCG  Review of Information Commissioner's Office re: <a href="#">BYOD policies</a> & Data Protection Act requirements for Privacy Notices
Other:	NO		
None:	n/a		

## 7. ASSESSMENT OF THE EFFECTS OF THE SERVICE/POLICY/STRATEGY ON THE PROTECTED CHARACTERISTICS [EQUALITY GROUPS]

Assess whether the Service/Policy has a positive, negative or neutral impact on the Protected Characteristics.

- **Positive impact** means promoting equal opportunities or improving relations within equality groups
- **Negative impact** means that an equality group(s) could be disadvantaged or discriminated against
- **Neutral impact** means that it has no effect currently on equality groups

Please answer Yes or No in the following table and provide reasons accordingly:

Assessment of Impact of Policy/Service on Protected Characteristics [Equality Groups]				
Protected Characteristic	Positive Impact 	Negative Impact 	Neutral Impact 	Please provide reasons for your answer and any mitigation required
<b>Age</b> [Children and Young people 0 to 19; Older People 60+]			YES	IT literacy and new mobile technology ability is not directly linked with age.  The policy is not aimed at anyone age group.
<b>Disability</b> Physical Impairment; Sensory Impairment; Mental Health; Learning Difficulty; Long-Term Condition			YES	There are no known requests for adapted equipment for office based IT equipment provided by the CCG.  Disabled people are likely to have personal IT and mobile devices that are already adapted to their needs.
<b>Gender Reassignment</b> [Trans people]			YES	A person undergoing or who has undergone gender reassignment will not affect their ability to take advantage of the BYOD policy.

Assessment of Impact of Policy/Service on Protected Characteristics [Equality Groups]				
Protected Characteristic	Positive Impact 	Negative Impact 	Neutral Impact 	Please provide reasons for your answer and any mitigation required
Race			YES	Irrespective of race, the ability of a member of staff to use their own device will depend on the technical criteria set out in the policy.
Religion or Belief			YES	Irrespective of religion or belief, the ability of a member of staff to use their own device will depend on the technical criteria set out in the policy.
Sex [Male or Female]			YES	Irrespective of a person's gender, the ability to use their own device will depend on the technical criteria set out in the policy.
Sexual Orientation [Lesbian, Gay or Bisexual]			YES	Irrespective of a person's sexual orientation, the ability to use their own device will depend on the technical criteria set out in the policy.
Pregnancy & Maternity			YES	This will not affect the ability to use their own device as use is dependent on meeting the technical criteria set out in the policy.
Marriage & Civil Partnership			YES	Irrespective of a person's marriage or civil partnership status, the ability to use their own device will depend on the technical criteria set out in the policy.

- **Positive impact** means promoting equal opportunities or improving relations within equality groups
- **Negative impact** means that an equality group(s) could be disadvantaged or discriminated against
- **Neutral impact** means that it has no effect currently on equality groups

**8. HAVE YOU SET UP THE FOLLOWING:**

Attribute	Yes	No	If Yes, please describe what these are, If No, please give reasons.
Equality Monitoring Systems		✓	Not deemed necessary
Equality Related Performance Indicators		✓	Not deemed necessary

**9. PLEASE EXPLAIN HOW THE RESULTS OF THIS SCREENING EXERCISE WILL INFLUENCE YOUR SERVICE/POLICY/STRATEGY:**

This screening exercise has established that the implementation of a CCG BYOD policy has the greatest impact on staff, and how they use personal devices for work purposes.

This assessment has identified;

- That there is no specific inequality attributable to any of the equality groups through the implementation of this policy, and
- the need for staff training on the actual and potential security scenarios to be mitigated against, outside of any technical security process and/or implementation.

**10. ACTION PLAN**  
Not required

**11. DATE COMPLETED:** 3rd October 2014

**12. REVIEW DATE:** when policy is next reviewed.

## Equality Impact Assessment

**Before you start, please ensure that you have completed the online training available on the MLE <http://nhssw.e2train.com/southwest>**

In completing this assessment you should keep the Equality Duty set out in the Equality Act 2010 in mind. The Duty has three aims. It requires public bodies to have **due regard** to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

This EqIA is based on the following principles, drawn from case law and provides the essential information to enable us to fulfil our Equality Duty. Public bodies are expected to ensure:

**Knowledge** – those who exercise the public body’s functions need to be aware of the requirements of the Equality Duty. Compliance with the Equality Duty involves a conscious approach and state of mind.

**Timeliness** – the Equality Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken – that is, in the development of policy options, and in making a final decision. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.

**Real consideration** – consideration of the three aims of the Equality Duty must form an integral part of the decision-making process. **The Equality Duty is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.**

**Sufficient information** – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty.

**No delegation** – public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.

**Review** – public bodies must have regard to the aims of the Equality Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The Equality Duty is a continuing duty

Completing this assessment will help us demonstrate compliance with the Equality Duty

**Please use a minimum 12 pt font size.** This assessment will be made publicly available on our website.