

Appendix 1. Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: ICT Services

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: No

Title of policy or decision: Waving of Procurement Rules for Corporate email provision

Officer completing the EqlA: Steve Jennings Tel: 4522
Email: sjennings@eppingforestdc.gov.uk

Date of completing the assessment: 24/09/2019

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>New Decision</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To continue to use the services of Mimecast Ltd for the provision of a secure, robust and compliant email service without the need for a competitive tendering process.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Agreement to continue to use Mimecast Ltd as no other solution on the open market supplies all of the critical requirements for the Council.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>Service Users - Every person who wishes to liaise via email with the Council</p> <p>Employees – All Council Officers who need to communicate with service users via email and systems using email to communicate with service users.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>The decision could affect the ability of organisations to communicate with the Council</p>

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2.4	Will the policy or decision involve substantial changes in resources? Suitable funding is available.
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? No

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>Email has become a major communication method for a majority of people, groups and businesses. The ability to retain a fully functioning email system is vital for the Council to be able to successfully carry out the business of local governance and comply with its statutory responsibilities.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>No.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>No consultation is necessary if the decision is made to waive Procurement Rules to allow for continuation of the existing email provision.</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H
Disability	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H
Gender	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H
Gender reassignment	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H
Marriage/civil partnership	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H
Pregnancy/maternity	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H
Race	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H

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Religion/belief	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H
Sexual orientation	If the policy is agreed then there will be no impact. If the policy is not agreed there will be a major impact for many customers.	L/H

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	Yes	
			If 'YES' , use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
Council access to external email would cease causing major disruption to all services. Access to archived mail would also be disrupted.	All email systems would need to be reconfigured to bypass the email gateway supplied by Mimecast Ltd.	31 Oct 2019

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Paula Maginnis

Date: 25.09.19

Signature of person completing the EqlA: S Jennings

Date: 25.09.19

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqlA you undertake to the director responsible for the service area. Retain a copy of this EqlA for your records. If this EqlA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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Portfolio Holder:**