

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Microsoft Licencing Agreement
Directorate and Service Area	Resources – IT
Name of Lead Officer	Ian Gale

Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

1.1 What is the proposal?

To procure a contract for the supply of licences for Microsoft Windows products used across the BCC Desktop and Server estate

Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

2.1 What data or evidence is there which tells us who is, or could be affected?

Most computers users within the authority will use Microsoft products. All service users will be dependent on the use of Microsoft products by Council employees.

2.2 Who is missing? Are there any gaps in the data?

There is no specific data identifying anybody that may be affected by the use of Microsoft products. However, we expect our user profile to reflect our workforce equalities profile.

2.3 How have we involved, or will we involve, communities and groups that could be affected?

All Microsoft products have accessibility features built-in, therefore we do not intend to involve any specific groups in this activity.

Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected

characteristics?
No.
3.2 Can these impacts be mitigated or justified? If so, how?
N/A
3.3 Does the proposal create any benefits for people with protected characteristics?
Yes. Microsoft is a universally known producer of products, and as such our staff are familiar and comfortable with use and function. Any major changes to supplier would have a detrimental and disproportionate effect on disabled staff.
3.4 Can they be maximised? If so, how?
Benefits are maximised on a case-by-case basis, according to need, which is dependent on individual reasonable adjustments which may need to be made. Sometimes we seek bespoke software.

Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?
None.
4.2 What actions have been identified going forward?
None.
4.3 How will the impact of your proposal and actions be measured moving forward?
There are no measurable impacts.

Service Director Sign-Off: Steve Somerfield	Equalities Officer Sign Off: Jackie Healey
Date: 21/05/18	Date: 21/05/18