Introduction: The EIA it is an effective way of improving decision making, policy development and service delivery by making sure that managers consider the needs of all service users, the community and employees. It is also designed to identify potential steps to promote equality and good relations and avoid unintentional discrimination. Please ensure you read the guidelines before completing this form.

Guidance Notes

Policy/Procedure Microsoft Teams

Service All Council Areas

Business unit ICT

Your name Chris Haws

Email

Title ICT Project Manager

Service manager's name Rob Beere

If you would like your service manager to receive a copy of this form, please enter their email address.

Service manager email rob.beere@nfdc.gov.uk

Date completed 06/01/2021

1. What is the overall purpose and aim of the policy/project/practice or service?

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In 3 phases replace Skype for Business with Teams.

Teams being the Microsoft replacement for Skype.

2. What are the main aspects of the policy/project/practice or service where consideration of equality impacts and issues need to be incorporated?

There would be no additional or new impact on users.

All employees currently have access to Skype and training videos for the migration are available.

3. Relevance Assessment - which group(s) of people (if any), do you think will, or potentially can be, affected by this policy/project/practice or service? Please state your reasons.

From the Office 365 training no staff were identified as requiring a specific need that cannot be satisfied by general user device configuration (i.e. enlarged font or magnification, Hearing issues would be addressed in the normal way by line managers). New employees will be individually assessed and specific issues raised with ICT.

Please indicate if you think the impact is none, low, medium or high?

Age	Sex	Religion	Disability	Race	Sexual	Marriage/Civil	Gender	Maternity
7.5		or		. 15.50		0	reassignment	and
None	None	Belief	Mana	Mana			9	Pregnancy
		None	None	None	None	None	None	None