

Equality Impact Analysis (EIA)

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	Migration of Meridio to SharePoint
Service	All Council Services
Business unit	ICT
Your name	Chris Haws
Email	chris.haws@nfdc.gov.uk
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	
Date completed	01/07/2020

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

Migrate the corporate Document and Records Management System from the unsupported Meridio system and out-of-date servers to Microsoft SharePoint.
In Essence this will provide a new and up to date repository for corporate information.

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 use a document management system through their issued device using Office 365.

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 recent 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). All new employees will be individually assessed if a need is found and existing employees raise any concerns through ICT.

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

Age	Sex	Religion or Belief	Disability	Race	Sexual Orientation	Marriage/Civil partnership	Gender reassignment	Maternity and Pregnancy
None	None	None	Low	None	None	None	None	None