

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: PPI</b>	<b>Service area: Business Transformation</b>
<b>Lead person: Annamaria Cooper</b>	<b>Contact number: 07891271801</b>

**1. Title: Information Security Policy**

Is this a:

**Strategy / Policy**
                 
  **Service / Function**
                 
  **Other**

**If other, please specify**

**2. Please provide a brief description of what you are screening**

**The overall purpose of this policy is to provide protection for all information assets and systems owned and used by Leeds City Council from the risks posed by inappropriate use, thereby ensuring the confidentiality, integrity and availability of all information. Inappropriate use of information and information systems exposes the Council to unnecessary risks. Such risks include virus attacks, compromise to network security and services, inappropriate or unlawful disclosure of information as well as regulatory and legal issues.**

**The aim of the policy is to:**

- **ensure compliance with legislative, regulatory and contractual obligations;**
- **improve Information Security and protect the confidentiality, integrity and availability of information;**

- **reduce the risk of system misuse and potential for information security breaches;**
- **define acceptable use of its systems and ensure that the council's information assets and hardware are appropriately used and protected;**
- **educate users (this may include, but is not limited to employees of the council, members of the council, temporary workers, partners and contractual third parties) and define user responsibilities in safeguarding the council's information and information systems;**
- **protect council staff from criminal or other legal charges;**
- **ensure that any personal use, where explicitly allowed, is conducted appropriately;**
- **ensure that users of information and information systems are clear about what constitutes good practice in the use of information and information systems; and**
- **ensure that decisive and appropriate action is taken when misuse does arise.**

**The policy is designed to ensure that information governance practices are fit for purpose and support the delivery of services. It has been developed to ensure that all users of the council's information comply with the legislation and understand the risks and their responsibilities relating to information security and which applies to everyone. The outcome will be that the council complies with relevant legislation on Information Security and that its information systems are managed safely and protected from security breaches.**

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

**This policy forms part of the Information Governance Framework. It is being implemented through the Information Governance Project which is delivering a training programme for all information governance policies to all users of council information. This may include, but is not limited to employees of the council, members of the council, temporary workers, partners and contractual third parties.**

**Equality, diversity, cohesion and integration are all being considered as part of this programme of work, both in the way the training is to be delivered as well as in how the policy will impact on users, partners and customers.**

**The information governance policies are being communicated and trained to all users who are undergoing the Changing the Workplace programme. For each service undergoing Changing the Workplace, consultation takes place with users in the service to identify the best and most appropriate ways of disseminating information on information governance, taking into account the way different people learn, peoples working patterns and people's ability to access training. A plan is then drawn up to ensure the learning and training required for the policies is tailored to the diverse learning styles and needs of people within the service.**

**A good example of this is in the ICT service undergoing Changing the Workplace. The service needed the information governance policies to be communicated in two ways, firstly through face to face briefings and secondly through handouts to be given out with laptops. The service also required DSE health and safety assessments to be provided to all employees. The project quickly realised that in order to ensure all staff received the information governance briefing face to face that several adjustments needed to be made for certain staff. These were as follows:**

- **Extra briefings were provided to ensure staff who worked reduced and flexible hours were captured**
- **Since one of the briefing rooms is inaccessible to staff in a wheel chair a combined health and safety assessment and information governance briefing is being delivered on a one to one basis with members of staff. This ensures that staff who have specialist needs are dealt with in a way that meets their needs.**

- **Key findings**

**(think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

**This policy has been prepared to ensure that all users of the council's information comply with the legislation relating to information security and which applies to everyone. There are few predicted impacts on any equality grouping, but these may include:**

**Issues may arise where users, in the course of carrying out their duties, are unable to access websites that are blocked due to content filtering e.g. those with gay and lesbian or religious content. Where staff need to access blocked sites in the ordinary course of their employment duties, they must be authorised by their service area.**

**Learning Disability group: Tight controls on how information is handled and stored may be a difficult for those people who are restricted in comprehending the standards that apply to the processing of electronic data and hard copy records. To ensure the impact of this is minimised the instructions within the policy are written in plain English to ensure they are accessible to all those who are affected.**

**Those who do not have a reasonable use of the English language may require additional assistance in order to implement this Policy.**

**This policy is only available in English and not in other formats, but it is possible that it can be made available in other languages and formats on request.**

**Staff and customers will benefit as there is a more formal framework for managing information in the Council thereby improving the handling and security of all information assets.**

- **Actions**

**(think about** how you will promote positive impact and remove/ reduce negative impact)

**The policy will be communicated in a variety of ways including the intranet, Information Management Bulletin, DMT meetings, e-learning programmes and induction programmes.**

**All instructions within the policy are written in plain English and the number of instructions are minimised to ensure they are accessible to all those who are affected.**

**It is the intention of the council to make all policies available in alternative languages and formats where appropriate and balanced against the needs of the target audience.**

**Policy exemption requests, such as access to blocked websites, will be monitored to ensure no inequalities are introduced.**

**5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
--	--

Date to complete your impact assessment	
---	--

Lead person for your impact assessment (Include name and job title)	
--	--

**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Annamaria Cooper	Corporate Information Compliance Manager	29 <sup>th</sup> March 2011

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

<b>Date screening completed</b>	29 March 2011
---------------------------------	---------------

<b>Date sent to Equality Team</b>	13 May 2011
-----------------------------------	-------------

<b>Date published</b> (To be completed by the Equality Team)	16 May 2011
---	-------------