Equalities Comprehensive Impact Assessment v2 - Head of service review

Reference: ECIA535033867

Submitted: 31 July 2023 08:12 AM

Executive summary

Title of policy / decision: CO0174 Procurement of Microsoft Licensing

Policy / decision type: Cabinet Decision

Overview of policy / decision: ECC's Microsoft Licensing agreement is coming to an end on 31/12/23. ECC entered an aggregation tender as part of a call-off under the CCS Technology Products and Associated Services framework agreement on 27/4/23. A decision is required to support this award.

What outcome(s) are you hoping to achieve?: Approval to proceed with the award of a contract.

Executive Director responsible for policy / decision: Pam Parkes (Organisation Development & People)

Cabinet Member responsible for policy / decision: Christopher Whitbread (Finance, Resources and Corporate Affairs)

Is this a new policy / decision or a change to an existing one?: Change to an existing policy / decision

How will the impact of the policy / decision be monitored and evaluated?: The Microsoft toolset is an integral part of ECC's daily work practices, featuring applications like Teams, Outlook and Word. The processes for managing, monitoring and usage of the Microsoft tool sets will remain unchanged by this proposal.

Will this policy / decision impact on:

Service users: No

Employees: No

Wider community or groups of people: No

What strategic priorities will this policy / decision support?: High Quality Environment

Which strategic priorities does this support? - Environment: Net zero, Transport and built environment, Minimise waste, Green communities, Levelling up the environment

What geographical areas of Essex will the policy / decision affect?: All Essex

Digital accessibility

Is the new or revised policy linked to a digital service (website, system or application)?: Yes

What steps you have taken to meet the digital accessibility: All M365 services have been made digitally accessible, ensuring ECC staff, regardless of their physical or cognitive ability can access and utilise these toolsets. The implementation of digital accessibility standards in M365 services helps build a more inclusive and equitable Essex workplace.

How have you tested accessibility?: Office 365 has inbuilt accessibility options such as Word Dictate, Read aloud, Immersive reader and live subtitles. As an organisation they are committed to accelerate innovation for a more equitable and accessible future for everyone. Further details can be found:
Accessibility Technology & Tools | Microsoft Accessibility
https://www.microsoft.com/en-us/accessibility

How will you monitor and maintain accessibility once it has gone live?: Microsoft's Accessibility Evolution Model has a 5-year plan with three main objectives: using technology to create more job opportunities for individuals with disabilities, creating a workplace that is more inclusive for people with disabilities, and driving the adoption of accessible technology by other organisations. The company has made significant progress in accessibility advancements, such as developing new features and tools within their products and services. This model reflects Microsoft's commitment to promoting diversity and inclusion in the tech industry and committing to helping people with disabilities be more engaged and independent.

Plan:
https://query.prod.cms.rt.microsoft.com/cms/api/am/binary/RE4wNu4

Equalities - Groups with protected characteristics

Age

Nature of impact: None

Disability - learning disability

Nature of impact: None

Disability - mental health issues

Nature of impact: None

Disability - physical impairment

Nature of impact: None

Disability - sensory impairment

Nature of impact: None

Sex

Nature of impact: None

Gender reassignment

Nature of impact: None

Marriage / civil partnership

Nature of impact: None

Pregnancy / maternity

Nature of impact: None

Race

Nature of impact: None

Religion / belief

Nature of impact: None

Sexual orientation

Nature of impact: None

Rationale for assessment, including data used to assess the impact: The functionality currently delivered by the Microsoft toolset will not be changed by this project.

What actions have already been taken to mitigate any negative impacts?: No changes are being made to the current functional approach, as it is already defined as an evergreen method.

Levelling up - Priority areas & cohorts

Children and adults with SEND, learning disabilities or mental health conditions (taking an all-age approach)

Nature of impact: None

Children on Free School Meals

Nature of impact: None

Working families

Nature of impact: None

Young adults (16-25 who have not been in education, training or employment for around 6-12 months)

Nature of impact: None

Residents of Harlow

Nature of impact: None

Residents of Jaywick and Clacton

Nature of impact: None

Residents of Harwich

Nature of impact: None

Residents of Basildon (Town) housing estates

Nature of impact: None

Residents of Canvey Island

Nature of impact: None

Residents of Colchester (Town) - Housing Estates

Nature of impact: None

Residents of Rural North of the Braintree District

Nature of impact: None

Rationale for assessment, including data used to assess the impact: There is no visible change to operation or functionality as a result of this project.

What actions have already been taken to mitigate any negative impacts?: No changes are being made to the current functional approach, as it is already defined as an evergreen method.

Equalities - Inclusion health groups and other priority groups

Refugees / asylum seekers

Nature of impact: None

Homeless / rough sleepers

Nature of impact: None

People who experience drug and alcohol dependence

Nature of impact: None

Offenders / ex-offenders

Nature of impact: None

Victims of modern slavery

Nature of impact: None

Carers

Nature of impact: None

Looked after children / care leavers

Nature of impact: None

The armed forces community (serving personnel and their families, veterans, reservists and cadets)

Nature of impact: None

People who are unemployed / economically inactive

Nature of impact: None

People on low income

Nature of impact: None

Sex workers

Nature of impact: None

Ethnic minorities

Nature of impact: None

Gypsy, Roma, and Traveller communities

Nature of impact: None

People with multiple complex needs or multi-morbidities

Nature of impact: None

Rationale for assessment, including data used to assess the impact: No changes to service

What actions have already been taken to mitigate any negative impacts?: N/A

Equalities - Geographical Groups

People living in areas of high deprivation

Nature of impact: None

People living in rural or isolated areas

Nature of impact: None

People living in coastal areas

Nature of impact: None

People living in urban or over-populated areas

Nature of impact: None

Rationale for assessment, including data used to assess the impact: No changes to service

What actions have already been taken to mitigate any negative impacts?: N/A

Families

Family formation (e.g. to become or live as a couple, the ability to live with or apart from children)

Nature of impact: None

Families going through key transitions e.g. becoming parents, getting married, fostering or adopting, bereavement, redundancy, new caring responsibilities, onset of a long-term health condition

Nature of impact: None

Family members' ability to play a full role in family life, including with respect to parenting and other caring responsibilities

Nature of impact: None

Families before, during and after couple separation

Nature of impact: None

Families most at risk of deterioration of relationship quality and breakdown

Nature of impact: None

Rationale for assessment, including data used to assess the impact: No changes to services

What actions have already been taken to mitigate any negative impacts?: N/A

Climate

Does your decision / policy involve development or re-development of buildings or infrastructure?: No

Does your decision / policy take place in, or make use of, existing buildings or infrastructure?: No

Does your decision / policy involve elements connected to transport, travel or vehicles? This includes travel needs / requirements of both service users and staff (including staff you're planning to recruit): No

Are you undertaking a procurement exercise?: Yes

Please confirm for purchase over £100k that you have a carbon reduction plan as part of your procurement: N/A

Please list which climate TOMS (Themes, outcomes & measures) you have included in your procurement and the weighting these have been given: This purchase delivers wider benefits to people, the environment and the economy.
The social value priority theme for this service is tackling economic inequality.
Weighting 10%

Does your decision / policy involve the purchase of goods or materials?: No

Will any waste be generated by this decision? This includes waste from construction, waste generated by service users / staff, and waste generated by replacing existing products / materials with new: No

Nature of impact

Built Environment / Energy: None

Sustainable Transport / Travel: None

Waste: None

Rationale for assessment, including data used to assess the impact: No changes to services

What actions have already been taken to mitigate any negative impacts?: N/A

Action plan to address and monitor adverse impacts

Does your ECIA indicate that the policy or decision would have a medium or high adverse impact on one or more of the groups / areas identified?: No

Details of person completing the form

I confirm that this has been completed based on the best information available and in following ECC guidance: I confirm that this has been completed based on the best information available and in following ECC

guidance

Date ECIA completed: 28/07/2023

Name of person completing the ECIA: Kerry Duffy

Email address of person completing the ECIA: Kerry.Duffy@essex.gov.uk

Your function: Corporate Services

Your service area: Technology Services

Your team: Supplier and Service Assurance

Are you submitting this ECIA on behalf of another function, service area or team?: No

Email address of Head of Service: rhys.lovegrove@essex.gov.uk