

Screening/Scoping Pro Forma

Section	ICT Services		Officer responsible for the screening/scoping	Chris Mackie		
Name of Policy to be assessed	Acceptable Use Policy		Date of Assessment	30/06/2008	Is this a proposed new or existing policy/procedure/practice?	Existing policy
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?			The policy is in place to advise and protect staff, councillors and other users. To protect GBC ICT services and systems from misuse.			
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.			The objectives associated with this document are to protect GBC computer users to ensure that they operate the equipment in an acceptable manner.			
3. Who is intended to benefit from this policy and in what way?			All GBC staff who have access to ICT equipment – including councillors, all employees, contractors, agency workers, work experience students, volunteers and any one else accessing GBC systems.			
4. What outcomes are wanted from this policy/procedures/practice?			To make all GBC staff aware what is and isn't acceptable when dealing with			
5. What factors/forces could contribute/detract from the outcomes?			No outcomes from this policy			
6. Who are the main stakeholders in relation to the policy?		The Council		7. Who implements the policy, and who is responsible for the policy?		ICT, HR, Audit
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?			Y	N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?			Exceptionally, where an employee who is an IT user does not have a good command of the English language, relevant arrangements would be made, through the local line manager, to ensure that the purpose of the policy was understood.			

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	Visually impaired
What existing evidence (either presumed or otherwise) do you have for this?	The policy is available on the intranet and can be printed on request. It would need to be checked that the policy is written using the correct font and font size.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	Same demographics as organisation
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			

14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	Please explain
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper.

<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	Y	N	Please explain
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	Y	N	Please explain
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	Y	N	Please explain
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>	Y	N	Possibly through a more proactive approach to making the policy available in alternative formats. However, the evidence is that there has been, so far, no need to make such arrangements
<p>23. Should the policy proceed to a full equality impact assessment?</p>	Y	N	

24. If No, are there any changes required to the policy to improve it around the equality agenda?	Y	N		
24. If No, are there any changes required to the policy to improve it around the equality agenda?	Y	N		

Signed
 (completing officer) Date

Signed
 (Head of Section) Date

Countersigned
 (Corporate Diversity/Diversity/Policy Team) Date