

### Screening/Scoping Pro Forma

<b>Section</b>	ICT Services		<b>Officer responsible for the screening/scoping</b>	Chris Mackie		
<b>Name of Policy to be assessed</b>	ICT Security Policy		<b>Date of Assessment</b>	30/06/2008	<b>Is this a proposed new or existing policy/procedure/practice?</b>	Existing policy
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>			The policy is in place to raise awareness and educate staff about best practice in the areas of computer information security.			
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>			The objectives associated with this document are to protect the Councils IT infrastructure, data, systems and employees.			
<b>3. Who is intended to benefit from this policy and in what way?</b>			All GBC staff who have access to ICT systems – This includes councillors, all employees, contractors, agency workers, work experience students, volunteers and any one else accessing GBC systems.			
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>			To protect GBC computer information systems from internal and external deliberate or accidental damage and maintain the confidentiality, integrity and availability of ICT systems in use at GBC.			
<b>5. What factors/forces could contribute/detract from the outcomes?</b>			Staff not reading the policy. Managers not monitoring the application of the policy.			
<b>6. Who are the main stakeholders in relation to the policy?</b>		The Council, ICT		<b>7. Who implements the policy, and who is responsible for the policy?</b>		ICT, HR, Audit
<b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b>			Y	<b>N</b>	<b>Please explain</b>	
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>						

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><b>Business improvement</b></p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>Y</p>	<p><b>N</b></p>	<p>Please explain</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p><b>N</b></p>	<p>Please explain</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p><b>N</b></p>	<p>Please explain</p>
<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>	<p>Y</p>	<p><b>N</b></p>	
<p>23. Should the policy proceed to a full equality impact assessment?</p>	<p>Y</p>	<p><b>N</b></p>	

24. If No, are there any changes required to the policy to improve it around the equality agenda?	Y	N		
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Signed  
 (completing officer) ..... Date May 2009

Signed  
 (Head of Section) ..... Date .....

Countersigned  
 (Corporate Diversity/Diversity/Policy Team) ..... Date .....