

South Cambridgeshire District Council Equality Impact Assessment (EqIA)

Introduction – Please read

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that the Council are meeting its legal duty, demonstrating due regard for the provisions of the [Public Sector Equality Duty](#) as below:
 - Eliminate unlawful discrimination, harassment, and victimisation
 - Advance equality of opportunity between those who share a protected characteristic and those who do not
 - Foster good relations between those who share a relevant protected characteristic and those who do not
- Methodically consider and assess the impacts of proposals across the [nine protected characteristics](#)
- Allow the Council to develop and implement high quality proposals that maximise positive outcomes for all.

EqIAs should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

When the form is completed, please send an electronic copy to equality.schemes@scambs.gov.uk. Further support and guidance available on Insite or contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Michael Hill
- 1.2 Team and Service:
Communications, Transformation
- 1.3 Title of proposal:
Migration of Insite from Drupal to SharePoint
- 1.4 EqIA start date:
03/01/2023
- 1.5 Proposal implementation date:
30/06/2023
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Nicole Stimson (Project Manager)
Michael Hill (Project team member)
Web team (UAT testers)

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Project
If other, please specify
[Click or tap here to enter text.](#)
- 2.2 Is the proposal:
Review of existing
- 2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):
[Click or tap to enter a date.](#)

2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Max 250 words)

Currently, Insite (SCDC's Intranet) is expensive to maintain due to the external maintenance costs, bloated with outdated content, and difficult to navigate. The proposed project involves migrating Insite over to Microsoft's SharePoint, removing unnecessary content, updating and streamlining processes where possible, and significantly reducing costs due to the service already being paid for and by moving it in house. By doing so, Insite will become a more effective tool, allowing users to more accurately and quickly access any up to date information, policies, and forms that they may need during their working day. Improving the effectiveness of Insite is also important in allowing users and members to achieve the efficiency required of the four day week, should the trial continue beyond the initial three month period. Furthermore, whilst migrating content across to SharePoint, any content that is not currently compliant with WCAG 2.1 can be updated and brought in line with the legislation, improving access to Insite for users.

2.5 Which of the Council's equality objectives (as detailed in the Council's Equality Scheme) does this proposal link to or help to achieve?

- Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community
- SCDC is an employer that values difference and recognises the strength that a diverse workforce brings.
- Protected characteristic groups have a voice and are represented in forming the future shape of the district.
- None.

2.6 Which groups or individuals will the proposal affect:

- Service Users
- Councillors
- External Stakeholders
- Other
- Employees

If other, please specify [Click or tap here to enter text.](#)

- 2.7 Broadly speaking, how will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later in the form) (max 250 words)

Employees of the council and Councillors both have access to and use Insite. As such, any changes made to Insite – either in terms of its content or its design - during the redesign and migration process has the potential to impact both groups. The planned changes to the design of Insite should make Insite easier to navigate for all users, regardless of ability, with any changes made being WCAG 2.1 compliant. Once launched, full training on how to use the new Intranet will be given to all users. This will ensure that all users are able to successfully use the Intranet to access any content they need.

- 2.8 If any part of the proposal is being undertaken by external partners, please specify how the Council will ensure that they will meet equality standards? (Max 250 words)

An outside supplier will be appointed to help develop SharePoint to help build the initial shell of Insite. Once the shell of the site has been developed, all further work will be undertaken internally. During the appointing process, it will be made certain that any potential supplier is capable of complying with accessibility legislation, GDPR, and any other legislations involved. As well as this, they should also be able to help us shape SharePoint in order to allow the council to meet its commitments, such as allowing users to provide Alt text for non-text content, seeing file type and file size next to links, regular review dates for content, and content review.

Section 3: Evidence and Data

- 3.1 Describe any work you have done (this could include consultation) to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources (e.g. web-search, previous

versions of document, customer feedback etc) that you used to reach your conclusions.

(Max 250 words)

A staff survey was carried out, asking staff about their experiences with the current iteration of Insite, as well as any changes that they would like to see made. However, there were no questions specifically aimed at accessibility. This feedback from staff is being used to inform decision making around the migration and redesign of Insite. This should help to improve the Insite for all users. Whilst no questions were specifically aimed at accessibility, the survey was open to all users of the organisation, and from having an understanding of our colleagues, we recognise some colleagues do have disabilities and some colleagues are not as technically savvy as others, therefore we are confident we have captured the feedback from different user groups via this survey.

3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

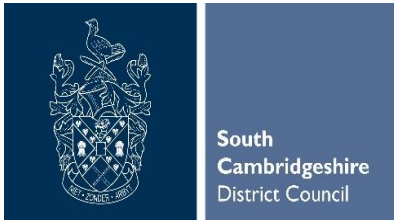
(Max 250)

Once Insite is relaunched, a second survey seeking feedback from staff will also take place after a 6 months, we will be sending this survey to all staff and councillors to ensure all users have the opportunity to feedback their views of the new and (hopefully) improved site.

Section 4: Impact of proposal on those with protected characteristics

4.1 Please select all characteristics that may or will be impacted (positive or negative). When providing details of the impact please consider the following questions

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. (both the number of persons affected and the severity of the impact)



- you will be asked to set out actions to manage these impacts in the following question (4.2)

All - general to all protected Characteristics.

Details: [Click or tap here to enter text.](#)

Age

Details: [Click or tap here to enter text.](#)

Disability

Details: Changes to Insite, both in terms of its content and its design, have the potential to impact people who have a disability. We hope that there will be a positive impact, as we bring all content currently available on Insite up to date with WCAG 2.1 legislation and improve navigation. It is possible that any changes made can negatively impact disabled users, though several measures have been taken in order to ensure the accessibility of Insite is maintained.

Gender reassignment

Details: [Click or tap here to enter text.](#)

Marriage and Civil Partnership

Details: [Click or tap here to enter text.](#)

Pregnancy and maternity

Details: [Click or tap here to enter text.](#)

Race

Details: [Click or tap here to enter text.](#)

Religion and belief

Details: [Click or tap here to enter text.](#)

Sex

Details: [Click or tap here to enter text.](#)

Sexual orientation

Details: [Click or tap here to enter text.](#)

Other (socio economic, rural isolation, covid)



Details We recognise that not everyone who uses Insite has the same level of technological skill. As such, changes to Insite may prove challenging to those who do not easily adapt to new systems. We aim to support these staff by providing council-wide training nearer to the launch of Insite on SharePoint, which will hopefully allow both Officers and Members to be able to understand how to easily navigate the site. Should there be any further concerns or issues after these training sessions, further support could be offered to those struggling via drop-in sessions or via tutorials disseminated across emails or blog posts.

None of the above

4.2 Considering the above impacts you have identified above, please detail any actions (specific or general) which may help to enhance or mitigate impacts.

Please include the timescale for completing the action.

| Action and timescale | Officer |
|---|----------------------------------|
| Appoint a supplier who is able to help develop SharePoint in a way that allows us to meet our requirements for accessibility. | Nicole Stimson |
| Ensure that all content that is being migrated over to SharePoint from the current intranet is compliant with all key legislations regarding accessibility. | Michael Hill |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

4.3 How will you monitor that the above actions have been completed and that this proposal, once implemented, is impacting fairly on everyone it affects? In answering this question, please include information about feedback you will seek and/or data you will collect and analyse, and how often you will do this

A second staff survey will be developed and distributed after the relaunch of Insite. This will allow us to gather feedback on how users are finding the new Insite and

make any further improvements that come to light from this survey. Additionally, content on Insite will be reviewed at regular intervals and any new content will have to be approved before it is published online (this excludes blog and is only necessary for content under resources such as HR). This should mean that any documents or images etc. that are present on Insite should comply with our corporate style guide and accessibility legislation.

Section 5: Summary

5.1 Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding how to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Max. 250 words)

The migration and redesign of SharePoint poses a great opportunity to improve Insite – reducing costs, removing unnecessary content, and streamlining navigation. We are acutely aware that any changes made to Insite affect all council employees and members, and that individuals with accessibility issues may be disproportionately negatively affected by any mismanaged changes. However, we are confident that a relaunched Insite using SharePoint will benefit individuals with accessibility needs. This is because we are taking the necessary steps to ensure that SharePoint is able to meet our accessibility needs and that any changes to design or content allow us to comply with WCAG 2.1. Additionally, features such as review dates for content and content approval for new content should ensure that all content continues to comply with accessibility guidelines and is continuously updated for colleagues, written in an easy to understand manner.

5.2 Confirm the recommendation of the officer completing the EqIA:

Proceed with the proposal (with any actions identified as required within Section 4 of the EqIA). Analysis demonstrates that the proposal is robust, we

have taken all appropriate opportunities to advance equality and foster good relations between groups.

Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

Section 6: Sign Off

6.1 Signature of individual completing EqIA:

Michael Hill

6.2 Date of completion:

28/11/2022

6.3 When will this proposal next be reviewed and who will this be? (when in doubt 3 years minimum)

July 2023 – Nicole Stimson

6.4 Approving officer signature *, this should be your Head of Service, Service Area Manager, or Project Sponsor:

Gareth Bell, Communications and Communities Manager:



6.5 Date of approval:

07/12/2022

Please send the completed document to Equality.Schemes@scambs.gov.uk for publishing on the website.

**in the event that this EqIA is completed by Head of Service, then no additional approving signature is required.*