Equality & Health Impact Assessment for

Office 365 Acceptable Use Procedure

Please read the Guidance Notes in Appendix 1 prior to commencing this Assessment

Please note:

- The completed Equality & Health Impact Assessment (EHIA) must be
  - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
  - Published on the intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required
- Appendices 1-3 must be deleted prior to submission for approval

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	N/A
2.	Name of Corporate Directorate and title of lead member of staff, including contact details	Quality Nursing and Allied Healthcare Professionals Rhiannon Beaumont-Wood rhiannon.beaumont-wood@wales.nhs.uk 02920 104301

3.	Objectives of strategy/ policy/ plan/ procedure/ service	The Procedure sets out the responsibilities of all users when using NHS Wales Microsoft Office 365 to ensure facilities are used appropriately in delivering services.
4.	Evidence and background information considered. For example • population data • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.	The Procedure has been reviewed by the Office 365 Project Team which consists of colleagues from Strategic Planning and Performance, Informatics, Information Governance, People and Organizational Development and Communications who have all contributed to its development. During the development of the Procedure input and consideration was scrutinized based on the standard best practice of using IT technology and software as well as reflection on what will ensure foremost protection for both staff and the organization.
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	All staff in Public Health Wales who use Office 365 will need to follow the guidance and advice contained within the Procedure. This Procedure has been sent to all of the staff network groups in

		Public Health Wales for comments and it has been approved by all of those networks.

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate / Division. Make reference to where the mitigation is included in the document, as appropriate
6.1 Age For most purposes, the main categories are: • under 18; • between 18 and 65; and • over 65	This Procedure will help all staff, regardless of age, to use Office 365 safely.	None.	
6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term	This Procedure applies to all staff regardless of disability. This Procedure has been agreed by Porffor, the Disabled Staff Network and We Care, the staff carer's Network.	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate / Division. Make reference to where the mitigation is included in the document, as appropriate
medical conditions such as diabetes			
6.3 People of different genders: Consider men, women, people undergoing gender reassignment **NB** Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender	This Procedure applies to all staff regardless of gender. This Procedure has been checked and agreed by the Women's Staff Network and Enfys, the LGBT+ Staff Network.	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate / Division. Make reference to where the mitigation is included in the document, as appropriate
6.4 People who are married or who have a civil partner.	This Procedure applies to all staff regardless of marital status.	None.	
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	This Procedure applies to all staff. This Procedure has also been checked and agreed by the Women's Staff Network	None.	
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers,	This Procedure applies to all staff regardless of race, nationality, colour, culture or ethnic origin. The Procedure has been shared	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate / Division. Make reference to where the mitigation is included in the document, as appropriate
gypsies/travellers, migrant workers	with the BAME staff network who have agreed it.		
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	This Procedure applies to all staff regardless of religious beliefs.	None.	
6.8 People who are attracted to other people of: • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual)	This Procedure applies to all staff regardless of sexual orientation. This Procedure has been checked and agreed by Enfys, the LGBT+ Staff Network.	None.	
6.9 People who communicate using the Welsh language in terms of	Staff have a right to correspond in Welsh while using Office 365 should	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate / Division. Make reference to where the mitigation is included in the document, as appropriate
correspondence, information leaflets, or service plans and design Well-being Goal – A Wales of vibrant culture and thriving Welsh language	they wish to. This is specified in the Procedure and was agreed by the Welsh Language Standards team.		
6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	This Procedure applies to all staff regardless of their income group.	None.	
6.11 People according to where they live: Consider people living in areas known to exhibit	This Procedure applies to all staff regardless of where they live.	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate / Division. Make reference to where the mitigation is included in the document, as appropriate
poor economic and/or health indicators, people unable to access services and facilities			
6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	None.	None.	

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate / Division Make reference to where the mitigation is included in the document, as appropriate
7.1 People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities Well-being Goal - A more equal Wales	None.	None.	
7.2 People being able to improve /maintain healthy lifestyles:	None.	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate / Division Make reference to where the mitigation is included in the document, as appropriate
Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc Well-being Goal – A healthier Wales			

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate / Division Make reference to where the mitigation is included in the document, as appropriate
7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions Well-being Goal – A prosperous Wales	None.	None.	
7.4 People in terms of their use of the physical environment: Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of	None.	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate / Division Make reference to where the mitigation is included in the document, as appropriate
the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces Well-being Goal – A resilient Wales			
7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and	None.	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate / Division Make reference to where the mitigation is included in the document, as appropriate
roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos Well-being Goal – A Wales of cohesive communities			
7.6 People in terms of macro-economic, environmental and sustainability factors: Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate	None.	None.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate / Division Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A globally responsible Wales			

Please answer question 8.1 following the completion of the EHIA and complete the action plan

8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service	This Procedure will ensure that all staff can understand what is expected of them when they use Office 365 for their work. It will help to improve their knowledge and understanding of the principles which must be followed to ensure that data security and information governance risks are mitigated. This Procedure will help to keep both the employee's and the organisation's data and IT systems safe.

Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Directorate / Division
8.2 What are the key actions identified as a result of completing the EHIA?	N/A			

	Action	Lead	Timescale	Action taken by Directorate / Division
8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required? This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?	No.			

8.4   What are the next steps?
 	
Some suggestions:-
• Decide whether the strategy,
 policy, plan, procedure and/or service proposal:
    ○ continues unchanged as there are no significant negative impacts
    ○ adjusts to account for the negative impacts
    ○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so)
    ○ stops.
• Have your strategy, policy, plan, procedure
	To approve the Procedure.	JC	ASAP	

	Action	Lead	Timescale	Action taken by Directorate / Division
and/or service proposal approved • Publish your report of this impact assessment • Monitor and review				