

## WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

**This exercise is not an Equality Impact Assessment (EIA). It is a desktop screening exercise designed to establish if you need to carry out an EIA. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.**

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this desktop screening, please refer to the County Council's [EIA Guidance document](#) available on SID.

**Part One:** basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit:	ACS Heritage Services
1.2	Title or brief description of the policy being screened:	Digital Preservation and Digitisation Strategy
1.3	Screening by:	Cross-service steering group
1.4	Date of screening:	31 January 2011
1.5	Related policies/functions:	Joint Information and Communications Technology and Information Management (ICT/IM) Strategy. Data Protection Policy. Record Office Acquisitions and Collections Policies
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	Heritage Services
1.7	Is this a new or existing policy?	New
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	Employees involved with provision of digitisation services, and the wider community using those services.

1.9	What is the policy seeking to achieve?	To offer a set of unified guidelines on the digital preservation of analogue materials to ensure a consistent approach to digital preservation and the digitisation process.
1.10	What are the planned outcomes for this policy?	Minimise risks to digital and analogue archival materials and make better use of digitisation resources.
1.11	Who is formally responsible for the <b>delivery</b> of this policy? If different, who is responsible for <b>leading</b> on the delivery?	Heritage Partnerships Manager
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	Cross services working group from Heritage Services.
1.13	Is equality monitoring in place for this policy?	Annual review.

**Part Two:** The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who are of differing age, gender (including gender reassignment), race/ethnicity, religion or belief, sexual orientation and/or who have a disability.

The questions in this section ask you to consider factors you will need to take into account in making your decision. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people who belong to the groups listed above?		✓	
2.2	Does the policy involve a significant commitment, or reduction, of resources?		✓	Small amount of resources already allocated
2.3	Does the policy relate to an area where inequalities are known to exist?		✓	

2.4 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		✓	
Disability		✓	
Gender (including gender reassignment)		✓	
Race		✓	
Religion or belief		✓	
Sexual orientation		✓	

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the [EIA Guidance](#) for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

Yes	
No	<input checked="" type="checkbox"/>

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

<b>EIA not required: reasons and additional comments</b>
<p>The Digital Preservation and Digitisation Strategy is aimed at all user groups and will have a positive impact across all groups. No adverse impact is envisaged on any particular group.</p>

Signed (completing Officer/Manager): .....

Date: .....

Signed (Line Manager): .....

Date: .....