Equality analysis form

If the activity you are planning to analyse is covered by an existing Equality Analysis or a relevant former Equality Impact Assessment, please use Section 2 of the form to highlight any updated information. The updated form should be sent through to the Equality and Diversity Unit for feedback, the start of the online consultation process and publication.

Section 1

Equality Analysis Screening

The following questions will identify whether a full Equality Analysis will be required. Please read the Equality Analysis guidance prior to completing the screening.

1. Name of the activity (strategy, policy, practice etc)

> **Upgrade of the Windows operating system to Windows 10 on UWE managed computers.**

2. Will this activity have the potential to deliver positive outcomes for students, staff and/or visitors from equality groups? Please provide evidence for your answer.

> **Yes – the activity will deliver positive outcomes for all student and staff users of Windows based computers. The upgrade will bring laptops, desktops and Windows based tablets up to the latest Windows operating system. Features include improved security and better integration with Office 365 which includes OneDrive for Business. Office 365 was implemented last year and has given users the ability to access work emails and files from wherever they are as long as they are connected to the internet. It also enables users to save files on OneDrive for Business and share them with colleagues.**
>
> **This positive outcome is the same for all users independent of their membership of equality groups.**

3. Will this activity have the potential to create negative impacts on students, staff and/or visitors from equality groups? Please provide evidence for your answer.

> **Yes. Prior to staff machines being re-built with Windows 10, any of their files held on the C: drive will need to be backed-up and re-installed after the re-build e.g. research data, internet favorites. This will impact all users independent of their membership of equality groups.**
>
> **The start menu presents 'tiles' and an application list which all users, independent of their membership of equality groups, will need to become familiar with.**
>
> **A newer version of any software that is not compatible with Windows 10 will need to be installed when machines are rebuilt. If the software is managed by IT Services, compatible software is included in the Windows 10 build. Dragon Naturally Speaking was specifically mentioned during the consultation period as this is individually installed software i.e. IT Services do not manage the applications. In this situation faculties/teams**

with staff who require newer versions of software will need to download or purchase them.

4. Does the activity have the potential to impact equality groups in the following ways:
   - Access to or participation in UWE Faculties or Professional Services? No change
   - Levels of representation across the UWE workforce? No change
   - Student experience, attainment or withdrawal? Yes
   - Staff experience? Yes

Please indicate YES or NO. If the answer is YES then a full analysis must be carried out. If the answer is NO, please provide a justification.

YES, see section 3 above.

Equality analysis screening sign off:

Faculty Dean or Head of Service	
Faculty / service	
Date	

Please return the completed form back to the Equality & Diversity Unit for feedback and publication

Section 2

Full Equality Analysis

1. Name of the activity (strategy, policy or practice etc)

Windows 10 Upgrade.

2. What is the aim of the activity (objective or purpose)?

The project scope is:
   - **The deployment of Windows 10 to all UWE-managed computers that use a Windows operating system. Where applications or external hardware are not compatible with Windows 10, the current operating system will continue to be used.**
   - **Student machines will be upgraded as part of the annual refresh activity.**
   - **Staff can request the upgrade but at present there is no timetable for mandatory upgrading.**

3. If amending a current activity, what changes are proposed?

No user activities are added or removed as a result of this project. There will be changes to the build process within ITS which is normal for any application upgrade.

4. Who is responsible for developing and delivering the activity?

Hilary Rowe (PM) and the project team.

5. What measures will be used to assess whether the activity is successful?

User testing sign off will be obtained prior to any upgrades being deployed. The testing group includes a user of accessibility applications.
Success will be measured by the number of calls about Windows 10 issues reported to the ITS Helpdesk and raised in IT Online.

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty
Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

	Yes	No	Not known
Women and men		No impact	
Trans people		No impact	
Black and minority ethnic groups		No impact	
Disabled people		Windows 10 has enhanced accessibility features and the current UWE accessibility software will remain. The tiles on the Windows 10 start menu can be increased or decreased in size depending on user preference. Tiles are as intuitive to use as icons on current Windows operating systems. Tiles are a pictoral way of displaying applications that a user wants on their start menu. Users click on them to open an application, as they currently do for applications. Dragon Naturally Speaking version 15 (the latest version) is compatible with Windows 10; earlier versions of this application are not. UWE	

		currently have machines with older versions of this application installed; these will need to be updated prior to a member of staff having their machine upgraded.	
Younger or older people		No impact	
People of different religion and beliefs		No impact	
Lesbian, gay, bisexual people		No impact	
Marriage and civil partnership		No impact	
Pregnancy and maternity		No impact	
All groups		To help minimise stress caused by the different look of the Windows start menu a User Guide has been produced. This will be issued to staff as their machines are rebuilt. Rebuilding will be an on-request activity from September. If staff do ask for a Windows 10 rebuild notes are issued providing details of tasks that users may need to do before the rebuild is done. The User Guide contains contact details for Client Services support desks and the UWE website has been updated to include the Windows 10 user guide. Any issues should be raised with the ITS Helpdesk either in person or via telephone or by raising an incident in IT Online.	

7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

User testing has been executed by Martyn Hoskins, Assistive Technology Co-ordinator at Frenchay Library, to prove that the current accessibility software works correctly with Windows 10. No defects were reported by Martyn during his testing.

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

For the potential negative impacts identified in the Equality Analysis Screening:

a) **Staff will be given a set of notes explaining tasks that they need to do prior to their rebuild and a Quick User Guide when their PC is re-built. This covers initial logon, printer set up, accessibility features and explanation of the new look start menu.**

b) **Articles will be published in staff and student newsletters giving details of the upgrade and where further information can be found, and reasons why the upgrade is happening.**

c) **A short video will be available to staff as lectern PCs are refreshed over the summer with all of the student PCs. This shows them how to logon, start a presentation and logoff. Staff upgrades are not currently mandatory so to mitigate the issue of staff who will be using Windows 7 on their UWE machines the video provides training on the use of lectern PCs which will be using Windows 10 from September.**

d) **Drop in sessions for teaching staff demonstrating how to work with Windows 10 on lectern PCs.**

e) **Training has been provided to Client Services staff so that they can support all users of machines that will be running Windows 10.**

f) **The 'Getting started with IT at UWE' page on the UWE website has been updated to provide information about Windows 10 and includes the User Guide.**

g) **Tasks & Guides section on the staff intranet has been updated to include a page on Windows 10 and a link to the User Guide.**

h) **The Office 365 guide on the staff intranet has also been updated to include a note about the compatibility of Dragon Naturally Speaking with Office 2016. This was not part of the project's scope but was implemented once the issue with Office 2016 was identified by the project team.**

i) **The Project Sponsor, with the Project Manager, to escalate the issue of non-centrally managed software via Windows 10 presentations to senior management teams within each faculty and professional service. Dragon Naturally Speaking to be highlighted in the presentations as one of the applications that are not managed by IT Services. Responsibility for ensuring reasonable adjustments is mentioned in connection with this.**

j) **Windows 10 communications to include mention of Dragon Naturally Speaking and the need for users to review its compatibility with Windows 10 before requesting that their machines are upgraded.**

9. Please indicate the level of equality relevance:
High
Medium
Low   ✓

10. **Equality analysis sign off:**

Faculty Dean or Head of Service	Alistair Sandford, Assistant Director IT Operations
Faculty / service	IT Services
Date	25/04/17

Please return this form to the Equality and Diversity Unit for feedback, the start of the consultation process and publication.

Equality analysis - action plan

Name of activity: Windows 10 Upgrade

Plan completed by: Hilary Rowe   Service / faculty: ITS

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	**None identified**					
Consultation	**Accessibility software testing carried out in user testing phase of project on both student and staff machines.**	**Hilary Rowe**				
Monitoring and review arrangements	**User testing monitored and any defects reported managed to resolution.**	**Hilary Rowe**				
Publication	**Staff and student awareness articles published. User guide issued to staff when machines rebuilt.**	**Hilary Rowe**				
Other actions	**Presentations to faculties and**	**Hilary Rowe**				

	professional services teams.	**Alistair Sandford**			
	Video for teaching staff specifically showing how to work with Windows 10 on lectern PCs.	**Hilary Rowe**			
	Drop in sessions for faculty staff demonstrating how to work with Windows 10 on lectern PCs.	**Hilary Rowe Richard Manley**			

Please return form to the Equality and Diversity Unit