**Equality Analysis**

This form enables you to reflect on your proposed activity, and to assess the potential positive and negative impacts it might have on different members of the community. The Equality Analysis is designed to help you ensure your activities are meaningfully considered and not spending your time on an activity that will later need to be changed or disbanded due to not thinking about the practical needs of diverse communities who we are required to protect. If you have any questions about how to complete this Equality Analysis, please read the [Guidance](https://intranet.uwe.ac.uk/tasks-guides/Guide/equality-analysis) or contact the Equality, Diversity and Inclusivity Team: [edi@uwe.ac.uk](mailto:edi@uwe.ac.uk).

**Activity Title**: SharePoint Migration Project

**Project Manager and Contact:** Laura Collins [laura7.collins@uwe.ac.uk]

Proposed activity (change, refresh, policy, process or practice) being analysed

The SharePoint Migration Project’s aim is to migrate all sites currently on SharePoint 2013 to an up to date, supported and secure platform. The project teams objectives are listed below:

* SharePoint 2013 platform no longer in use
* All SharePoint sites on support, secure platform
* Optimal functionality of sites available

SharePoint 2013 will no longer be supported after April 2024 therefore the project does have an increased security risk. Staff will experience a change to where they access their files, appearance/format of a new platform and will need to learn how to navigate a new platform.

What sources of information/ data, or who have you identified to help explore potential equalities impacts?

The project team have consulted with the EDI Team and it was confirmed no Equality Analysis was completed for previous versions of SharePoint. The team recommended reviewing the “equality analysis for new software or web interfaces” task and guide, this helped identifying the potential impact on protected groups. The project involves working with many stakeholders and on individual basis when migrating their documents onto the new platform. Accessibility testing will also be carried out as standard on every site migration.

Assessing the activity from different perspectives

The project will impact most staff and some students, where we have assessed that there may be impact with those in the protected groups are outlined below.

**Action Planning**: how will you mitigate negative and maximise positive outcomes?

**Please feed information from this action plan to your activity’s own planning documents e.g., action plans, risk registers, benefits maps**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Possible Positive Impact on Groups** Include relevant data if possible | **Possible Negative Impact on Groups** Include relevant data if possible | **Actions Required** | **Responsible Person** | **Target date** | **Success indicators** | **Progress to date** |
| **All** (possible impacts affecting many groups) | Staff will be using an updated platform that will be more efficient.  The platform will have a lower security risk. | Stress of using a new platform.  English may not be a person’s first language. | Easy to navigate software.  Clear and regular communications.  Allow staff time to adapt to the software.  Ensure plain language is used across the new platform and comms | Project Team  Project Team |  |  |  |
| **Age** (older people, younger people) | Younger people may find the new platform easier and faster to use than SharePoint 2013.  Using plain language will prevent any confusion/lack of understanding. | The older members of staff may struggle to navigate new the platform. | Ensure plain language is used across the new platform and comms. | Project Team |  |  |  |
| **Disability**, including mental health and non-visible disabilities |  | Deaf or hard of hearing users may struggle accessing audio content if captions or transcripts are not provided.  Some staff may need to use assistive technology or different devices. | The platform will be used mostly for document storage. The university also has a policy for audio content.  Accessibility testing for assistive technology will take place.  Formatting including font and colours will meet the universities guidelines. | Project Team |  |  |  |
| **Women and men** |  |  |  |  |  |  |  |
| **Trans and non-binary people**, including gender reassignment | Remote access will be available for members of staff who could undergoing gender reassignment. |  |  |  |  |  |  |
| **Marriage** and/or **civil partnership** |  |  |  |  |  |  |  |
| **Pregnancy** and/or **maternity**, including Adoption | Remote access will be available for staff who are on pregnancy and/or maternity/paternity. |  |  |  |  |  |  |
| **Race**, including ethnicity and citizenship |  |  |  |  |  |  |  |
| **Religion and/or belief**, including those without religion and/or belief |  |  |  |  |  |  |  |
| **Sexual orientation** |  |  |  |  |  |  |  |
| **Other specific group** (e.g., International or Access) |  | English may not be a person’s first language for our Partnership colleagues. | Ensure plain language is used across the new platform and comms. |  |  |  |  |

Project manager next steps

Does this Equality Analysis require consultation of 3 or 6 weeks ([chart to help you decide](https://docs.uwe.ac.uk/sites/equality-and-diversity/Documents/Equality%20analysis/Equality%20Relevance%20Chart%20for%20Equality%20Analysis%202019.docx)) **3 weeks** 6 weeks

Delete as appropriate.

Is further monitoring or engagement required? (In addition to the formal Equality Analysis consultation, e.g., with the Students’ Union, Disability Services, relevant staff groups) Yes **No**

Delete as appropriate.

What measure / statistic / data will you use to check if the activity has had a positive, negative, or neutral outcome?

When will you review this Equality Analysis? Enter date or project stage suitable to the proposal:

Equality, Diversity, and Inclusivity Team Review

The EDI Team has reviewed this Equality Analysis and is satisfied that it is ready for formal consultation

EDI representative: Vicky Swinerd Date: 08/08/2023

Faculty/Service/Departmental Sign off

I am satisfied with the results from investigation, consultation, and analysis. The progression of this EA will continue to throughout the activity/project and I will ensure that a review is undertaken following the final implementation of the proposal, to assess its actual impact. Any actions or feedback that results as a consequence of ongoing project changes will be monitored and incorporated within the stated processes. Any negative outcomes will be resolved with the appropriate stakeholders identified.

Faculty Dean/ Head of Department/ Head of Service:

Faculty/ Department/ Service:

Date:

So what?

Consultation and engagement feedback is extremely important in Equality Analysis. Listening to student and staff voices and acting on their feedback mean that activities become fit for purpose for diverse student and staff communities. Complete the ‘You Said, We Did’ table **before and after formal consultation**, and throughout the remaining lifetime of your activity to show the impact of feedback on your activity. The Equality and

Diversity Unit will be in touch to gather examples of this feedback to share with equality stakeholders. Please add additional rows to the table as

required.

|  |  |
| --- | --- |
| **You said** | **We did** |
|  |  |
|  |  |
|  |  |

**Please forward an electronic copy to the EDI Team by emailing** [**edi@uwe.ac.uk**](mailto:edi@uwe.ac.uk)

**The original signed hard copy and/or electronic copy should be kept with your team for actions,**

**review, and progression of Freedom of Information requests.**