

Equality Impact Assessment - Preliminary Assessment Form

<i>Title of the strategy, policy, service or project:</i>	Disposal of IT Equipment Policy
<i>Service Area:</i>	ICT, Digital & Business Change
<i>Lead Officer:</i>	Ash Roberts
<i>Date of assessment:</i>	08/23
<i>Is the strategy, policy, service (procedure) or project:</i>	
<i>Changed</i>	<input checked="" type="checkbox"/>
<i>New</i>	<input type="checkbox"/>

Section 1 – Clear aims and objectives

1. What is the aim of the strategy, policy, procedure or project?

The policy is a description of how the authority should handle the recycle and disposal of its ICT equipment responsibly and ethically.

2. Who is intended to benefit from the strategy, policy, procedure or project and how?

The policy and process is designed to reduce the risk of data being leaked to unauthorised persons, to comply with European & UK environmental legislation and to ensure that the authority uses responsible companies to assist with the disposal of the council's equipment who adhere to the Waste Electrical & electronic equipment law of 2014 (WEEE.)

3. What outcomes do you want to achieve?

The outcome of the policy is to ensure the authority disposes of equipment responsibly.



Section 2 – What is the impact?

4. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc. [Hyperlinks to supporting information about the protected characteristics listed below can be found here.](#)*

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	✓
Disability and long-term conditions	<input type="checkbox"/>	<input type="checkbox"/>	✓
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	✓
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	✓
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	✓
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	✓
Race	<input type="checkbox"/>	<input type="checkbox"/>	✓
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	✓
Sex (Gender)	<input type="checkbox"/>	<input type="checkbox"/>	✓



Section 3 – Recommendations and monitoring

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

5. Should a full EIA be completed for this strategy, policy, procedure or project?

Yes No

Please explain the reasons for this decision:

Not applicable.

Section 4 – Approval

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service

Name: Anthony Baxter

Date: 21/11/2023

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)

