



Business Case			
Programme (if applicable):	ICT Strategy Action Plan		
Project / Work Package Name:	Computer Peripherals	PMO Ref:	n/a
Project / Work Package Manager:	Gary Thomas		
Date:	8 th March 2022	Version:	
Sponsors Name:	Tony Vincent	Allocated Cost Code:	

1.0	Funding Stream (please 'x' as appropriate)		2.0	Purpose (please 'x' as appropriate)	
1.1	Existing Budget		2.1	Project	
1.2	Capital Bid	X	2.2	Temporary Resource	
1.3	Transition Fund		2.3	Increase in Revenue	
			2.4	Capital Purchase	X

3.0	Reason for submitting this business case (link to Strategic Commitments)
	<p>Changes to ways of working within RBFRRS since the advent of the global Covid-19 have dictated the supply and distribution of new and additional computer peripheral devices that are required in order to facilitate effective remote working for an increasingly flexible workforce. For the past two years, central government COVID-19 grants have provided funding for the acquisition of additional docking stations, monitors, keyboards, mice, as well as the acquisition of new devices to the service, such as webcams, hands-free speaker/mic units and headsets, all of which are essential to effective remote working, collaboration and communication.</p> <p>The ICT strategy states:</p> <p><i>“Evidence from other organisations who have successfully enabled a flexible working ethos suggest that the key to unlocking flexibility is to provide technical solutions that replace or augment the ability to communicate, interact and collaborate with colleagues, peers and teams. Ideally, there should be no material difference in either the methods used, nor the richness of the collaboration experience, whether the participant is at HQ, at a station, at home, or even when mobile in a vehicle.”</i></p> <p>As the UK emerges from COVID-19, and restrictions are eased, it is clear that a shift to more flexible working practices is likely to be enduring, and as we move into a new normal, central government grant funding to keep this capability functioning effectively is unlikely to materialise. Therefore it is prudent to plan for replacement of these items within the framework of the capital spending plan rather than adopt a more ad-hoc approach that could negatively impact the ICT revenue budget.</p> <p>External peripherals, particularly those with moving parts or that are worn by users, exhibit a much shorter useful lifespan than other elements of the client device suite. It is wise to</p>



plan for 50% replacement on an annual basis, leading to a two-year lifecycle for most peripherals falling into this category.

4.0 Project/ Work Package SMART Objectives

1. Create replacement schedule based on date of deployment for key peripheral equipment, ensuring that stations and HQ benefit earlier from any replacement schedules
2. Assess identified candidate equipment for replacement if beyond useful life
3. Replace equipment on an as-necessary basis

5.0 Options Appraisal

Option Number	Brief Description of Option
1 Do nothing	Do nothing – procure replacement equipment on an ad-hoc basis on failure.
2	Devise and implement a rolling replacement programme based on a two-year useful life and involving assessment of need as a pre-requisite. Ongoing analysis of failure rates to adjust replacement cycles as necessary based on real-world experience.
3	
4 (if applicable)	



5.1 Cost				
	Costs			
Option Number	Year 1	Year 2	Year 3	Total
1 (do nothing)	£20k*	£20k*	£20k*	£60k*
2	£30k	0	£30k	£60k
3				
4 (if applicable)				

*Approximate ad-hoc costs associated with replacement of existing equipment, which will manifest as a pressure on the ICT revenue budget.

5.2 Monetary Savings				
	Savings			
Option Number	Year 1	Year 2	Year 3	Total
1 (do nothing)	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4 (if applicable)	0	0	0	0

5.3 Non Monetary Benefits / Efficiencies of Recommended option	
	<ul style="list-style-type: none"> • Removal of likely in-year revenue budget pressures • Lower disruption to user community through planned rather than ad-hoc replacement • Reduction in administrative effort within ICT team (maintenance of spares stocks, etc.)

5.4 Cost/Savings Assumptions				
Option Number				
1 (do nothing)	n/a – no savings identified			
2	n/a – no savings identified			
3				



4 (if applicable)				
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5.5 Risks & Benefits (Include anything arising from the Equality Impact Assessment)		
Option Number	Risks	Benefits
1 (do nothing)	Variable and/or unplanned introduction of revenue budget pressures	
	Delays to replacement of equipment and consequential disruption to business activities	
2	None identified	Lower administrative effort to manage device replacement
3		
4 (if applicable)		

6.0 Recommendation
Option 2 – adopt a two year rolling replacement plan for all computer peripheral devices, resulting in planned expenditure and minimisation of revenue budget pressures as well as administrative effort.

7.0 Monitoring and Evaluation		
7.1	Who will manage the implementation?	ICT Service Delivery
7.2	Who will monitor and evaluate the outcomes?	HBIS
7.3	Frequency of Reporting?	On completion of works
7.4	Who will manage Equality Impact Assessment review?	HBIS



8.0 Commissioning	
Decision (Approved/ Rejected)	
Decision Made on	
Decision Made by	
Comments (if Rejected)	



EQUALITY IMPACT ASSESSMENT (EIA)

EIA Register Reference Number:	<i>To be completed by Business Support</i>
Name of activity: (i.e. change, policy, procedure, project)	Planned replacement of Computer Peripheral devices
Directorate/department:	Corporate Services
Name of department head/policy owner/project lead:	Tony Vincent
Name(s) of person(s) completing this assessment:	Tony Vincent
Date of commencement of assessment:	8 th March 2022
Dates of Review: (please complete the review log at time of each review)	Click or tap here to enter text.

1. What is/are the aims/purpose and intended outcomes of the activity you are assessing?

To ensure all computer peripheral devices are replaced on a schedule that minimises overall downtime and disruption for RBFRS staff.

2. Who is/may be affected by the activity, and how? Consider applicants, service users, members of the public, RBFRS employees, partner organisations etc.

Please refer to the completion guidance.

Has any consultation taken place with those who may be affected in order to inform this assessment?

All HQ & Station-based RBFRS staff; full, partial or ad-hoc remote workers, Staff predominately mobile as part of their duties.

Information

3. What information is already available that tells you what impact the activity has/will have on people? Consider quantitative and qualitative data, consultation, research, complaints etc. What does this information tell you?

Please list any policies that are related or referred to as part of this assessment.



Is there any equality data relating to this activity? Please also consider any further data that may inform your assessment i.e. consultations, complaint data, external research. Please refer to the central register to identify any related existing EIAs.

Please describe any additional research undertaken to inform this assessment.

These sources of information will be used to inform your assessment of the activity.

Direct experience of deploying and using the equipment in question over the past two years.

4. What impact may this activity have on the following groups?

Assessment of impact on groups in **bold** is a legal requirement, but it is important to consider the potential impacts of your activity on all of the following groups to ensure that your activity does not have unintended consequences.

	Neutral Impact	Positive Impact	Negative Impact	Please provide detail of potential impact(s), including any relevant evidence from the information section above:
Sex (Men and Women)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users
Race (All Racial Groups)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users
Disability (Mental, Physical, and Carers of Disabled people)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Opportunity to refine peripheral provision for those with disabilities that require reasonable adjustments; enablement of remote working capability.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users
Sexual Orientation (All diverse sexual orientations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users



	Neutral Impact	Positive Impact	Negative Impact	Please provide detail of potential impact(s), including any relevant evidence from the information section above:
Pregnancy and Maternity (Includes new mothers and those returning to the workplace)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enablement of greater flexibility in working arrangements for this group
Marital Status (Married and Civil Partnerships)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users
Trans People (Includes non-binary identities and all other diverse gender identities/expressions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users
Age (People of all ages)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users
People in different family circumstances (including those with caring responsibilities)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enablement of greater flexibility in working arrangements for this group
People in different social circumstances (including socio-economic factors i.e. poverty and isolation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enablement of greater flexibility in working arrangements for this group
Different employee groups (including consideration of on-call staff, grades, contract status. Also consider non-employee groups i.e. casual workers, volunteers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users
Other – this may include consideration of other factors as relevant to the activity such as unemployment, homelessness,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No change of use or behaviour required in mobile capabilities for impacted users



	Neutral Impact	Positive Impact	Negative Impact	Please provide detail of potential impact(s), including any relevant evidence from the information section above:
urbanisation, rurality, health and wellbeing implications. Please see completion notes for further guidance.				

5. What further research or consultation is needed to check the impact/potential impact of the activity on different groups? If needed, how will you gather additional information, and from whom? Please refer to the EIA guidance.

None

Summary of Assessment

6. Taking account of the assessment above, have any negative and/or disproportionate impacts been identified? If so, what amendments will you make to the activity?

No negative impacts identified.



7. After these amendments (if any) have been made, is/will there still be a negative impact on any group?

Yes

No

If No, go to section 9.

If Yes, please explain:

Click or tap here to enter text.

8. Can commencing or continuing the activity without further amendment be justified? If so, how? Please refer to the guidance documents for further information.

Click or tap here to enter text.

9. How can you ensure that any positive or neutral impact is maintained?

Capture ongoing feedback from user community on a regular basis.

10. How will you monitor the impact of the activity in future? Please identify timelines and responsible owner for monitoring, including detail of links to project/service plans if relevant.

n/a – expected replacement like-for-like in foreseeable future.



Review Log

Please ensure that you update the action plan accordingly as a result of any changes to the assessment.

Date of Review:	Reason for Review: (i.e. outcomes of consultation, further research conducted, change to activity etc.)	Outcome of Review: (please describe resulting changes to EIA)
8/3/22	Initial Assessment	n/a
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

Admin

Please send the first draft and any further amended versions to Business Support to be held in the central register.

Check this box if you have undertaken research as part of this assessment that may be of use to others in completing other equality impact assessments:

Append this equality impact assessment as necessary to project reports, business cases and other documents as relevant to governance routes.