

East Renfrewshire Council Equality Impact Assessment Toolkit

SCREENING

Policy name – Proposal to modernise corporate services by introducing a new Finance and Procurement System and HR and Payroll system with release 1 implementation starting 2019.

Step 1 of 3

Preceding Statement

The word '**policy**' will be used throughout as shorthand for policy, service or proposal.

Question 1.

→ What is the policy? (Name/description of the policy)

Answer:

Implementation of a new Finance/Procurement and HR/Payroll system.

Question 2.

→ What is the aim, objectives or purpose of the policy? Why is it needed?

Answer:

The primary objective of tendering these systems is to renew our Finance, Procurement, HR and Payroll solutions to support and drive back-office efficiencies by:

- providing a 'single source of the truth' that will allow accurate and informative reporting;
- implementing best practice processes that support automation and can enforce compliance;
- improving user experience with modern technologies and providing self-service functionality for employees and managers.

Question 3.

Does the policy affect service users, employees or the wider community, and therefore potentially have an effect in terms of equality?

Answer

(delete as appropriate)

→ Yes, employees are affected.

Question 4.

Is it a major policy, significantly affecting how functions are delivered?

Answer

(delete as appropriate)

→ Yes

Question 5.

Will it have a significant effect on how other organisations operate (for example, a national strategy, an inspection framework or criteria for funding)?

Answer

(delete as appropriate)

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→ Yes – ERCLT and HSCP

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Question 6.

Does it relate to functions that previous involvement activities have identified as being important to particular protected groups?

Answer

(delete as appropriate)

→ No

Question 7.

Does it relate to an area where your department or the Council has set equality outcomes?

Answer

(delete as appropriate)

→ No

Question 8.

Does it relate to an area where there are known inequalities? (For example, disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools, etc.)

Add an action

Answer

(delete as appropriate)

→ No

9.

Which protected groups are or could be particularly affected by the policy? Please give reasons

Guidance Notes

Could the policy outcomes differ between protected groups identified by: disability, race, sex, gender reassignment, sexual orientation, age, religion or belief, pregnancy and maternity, marriage or civil partnership? This analysis can be extended beyond the basic protected groups to other grounds such as socio-economic status or caring responsibilities where these are relevant given local needs and circumstances.

→ *(Place 'x' where appropriate)*

<input type="checkbox"/>	Age
<input checked="" type="checkbox"/>	Disability
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Gender reassignment
<input type="checkbox"/>	Pregnancy and maternity
<input type="checkbox"/>	Race
<input type="checkbox"/>	Religion or belief

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<input type="checkbox"/>	Sexual orientation
<input type="checkbox"/>	Marriage and civil partnership (with regard to eliminating unlawful discrimination in employment)

Further Details

Please provide reasons in space below:

→ More services will move on-line so there may need to be reasonable adjustments put in place for some employees and managers. If there is an impact on roles provided in any team full consideration of the impact across protected characteristics will be considered.

We have also introduced voice recognition software to the Council that will allow us to support employees who have difficulties using keyboards. This solution will be utilised by employees using new core systems applications.

Question 10.

Which parts of the public sector duty is the policy relevant to?

Add an action

Guidance Notes

The aims of the public sector duty are to

- Eliminate unlawful discrimination, harassment and victimisation and another conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people from different groups
- Foster good relations between people from different groups

Answer:

- Eliminate unlawful discrimination, harassment and victimisation and another conduct prohibited by the Equality Act 2010

→
Step 3 of 3

Question 11.

Does it relate to a policy where there is significant potential for reducing inequalities or improving outcomes? (For example, improving access to health services for transsexual people, or increasing take-up of apprenticeships by female students.)

Answer

(delete as appropriate)

→ No

Question 12.

What data do you have to facilitate the screening of this policy?

Add an action

Guidance Notes

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- You may find the following types of information useful:
 - Comparisons with similar policies in other departments or authorities to help you identify relevant equality issues
 - Analysis of enquiries or complaints from the public to help you understand the needs or experiences of different groups
 - Recommendations from inspections or audits to help you identify any concerns about equality matters from regulators
 - Information about the local community, including census findings to help you establish the numbers of protected groups in your area
 - Recent research from a range of national, regional and local sources to help you identify relevant equality issues
 - Results of engagement activities or surveys to help you understand the needs or experiences of different groups
 - Information from protected groups and other agencies, such as equality organisations and voluntary or community organisations providing services to the public to help you understand the needs or experiences of different groups

Answer:

→ The workforce data gives us limited information on disability within our workforce.

A recent digital skills survey of the workforce shows that 666 council employees responded with 90% saying that they had a satisfactory or above level of digital competence. 73% strongly agree/agree that they find it easy to adopt new devices, updates and applications.

Question 13.

What consultation information do you have regarding this policy? Who has been consulted and what were the outcomes?

Answer:

→ The introduction of these systems have been discussed with Elected Members, Core Systems Board, Trade Unions and all services including the ERCLT.

Question 14.

Are there any information gaps (data and/or consultation)?

Answer

(delete as appropriate)

→ Yes

Further Details

If yes, please give details:

→ Although a low level, the number of people affected by this is unknown

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SCOPING THE ASSESSMENT

Policy name

Step 1 of 3

Question 1.

What are the aims of the policy?

Answer:

The primary objective of tendering these systems is to renew our Finance, Procurement, HR and Payroll solutions to support and drive back-office efficiencies by:

- providing a 'single source of the truth' that will allow accurate and informative reporting;
- implementing best practice processes that support automation and can enforce compliance;
- improving user experience with modern technologies and providing self-service functionality for employees and managers.



Question 2.

Which aspects of the policy are particularly relevant to the duty to have due regard to the need to eliminate unlawful discrimination, harassment and victimization and other conduct that is prohibited by the Equality Act 2010.

Answer:



This system will be used by all employees. Through this process we wish to ensure that no discrimination is introduced to the council. The system will improve the user experience regardless of protect characteristics.

Question 3.

Please tick the boxes which apply



Answer (*Place 'x' where appropriate*)

There is evidence to indicate that the policy may result in less favourable treatment for particular groups

There is evidence to indicate that the policy may give rise to indirect discrimination

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<input type="checkbox"/>	There is evidence to indicate that the policy may give rise to unlawful harassment or victimisation
<input checked="" type="checkbox"/>	There is evidence to indicate that the policy may lead to discrimination arising from disability
<input type="checkbox"/>	There is evidence to indicate that the policy may build in reasonable adjustments where these may be needed

Further Details

If there is evidence, please give details here:

- Benchmarks from other councils
- Data on technology grievances
- User experiences (meet needs, no barriers, make it fun!)
- Attitudes, functional aspects,

Question 4.

Which aspects of the policy are particularly relevant to the duty to have due regard to advance equality of opportunity between people who share a relevant protected characteristic and those who do not

Answer:



Question 5.

Please tick the boxes which apply

Add an action

→ **Answer** (*Place 'x' where appropriate*)

<input type="checkbox"/>	There is evidence to indicate the policy will remove or minimise disadvantage
<input type="checkbox"/>	There is evidence the policy will meet the needs of different groups

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	There is evidence the policy will encourage increased participation of particular groups
	There is evidence the policy will take account of disabled people's needs

Further Details

Please give further details:

→ We will identify participants who will take part in training and testing of the new systems

Step 2 of 3

Question 6.

Which aspects of the policy are particularly relevant to the duty to have due regard to foster good relations between people who share a protected characteristic and those who do not.

→ **Answer:**

We will design user friendly processes that will work for people with and without disabilities

We will ensure our communication is in common English and includes all users

We will ensure that the processes are fair to all protected characteristics

Question 7.

(Place 'x' where appropriate)

→ **Answer**
Not Applicable

	There is evidence the policy will help you to tackle prejudice
	There is evidence the policy will promote understanding between different groups

Further Details

→ Please give further details:

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Question 8.

What evidence is already available about the needs of relevant groups, and where are the gaps in evidence?



Answer:

The workforce data gives us limited information on disability within our workforce.

A recent digital skills survey of the workforce shows that 666 council employees responded with 90% saying that they had a satisfactory or above level of digital competence. 73% strongly agree/agree that they find it easy to adopt new devices, updates and applications.

Review City deal document and community plan

Question 9.

What data will be required in the future to ensure effective monitoring of the implementation of this policy?



Answer:

We will conduct user testing with a mixed user group

We will analysing external research

Review of KPI's and management reporting and scorecards

User experience surveys

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OUTCOME OF THE ASSESSMENT

Question 10.

Having considered the potential or actual impacts of the policy, what should be done?

Option 1: No major change

Answer

→ No

Option 2: Adjust the policy

Answer

→ No

Option 3: continue the policy despite the potential for adverse impact

Answer

→ Two fold assessment considered. The first is a survey of users. The second is a face to face assessment through the testing and training phase

Answer question after testing

Option 4: Stop and remove the policy

Answer

→ No

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ORGANISATIONAL SIGNOFF

Policy name

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Question 1. Aim of the policy?

Answer



Implementation of a new Finance/Procurement and HR/Payroll system.

Question 2. Priority?

(Place 'x' where appropriate)



Answer

x	High
	Medium
	Low



Question 3. Tick areas of equality relevance

Answer

(Place 'x' where appropriate)

	Age
x	Disability
	Gender
	Gender reassignment
	Pregnancy and maternity
	Race
	Religion or belief
	Sexual orientation
	Marriage and civil partnership (with regard to eliminating unlawful discrimination in employment)

Question 4. Risk of adverse impact



Answer is Low

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Question 5. Data used (including assessment of reliability and validity)
Add an action –no action required

→ **Answer**

Question 6. Assessment of adverse impact

→ **Answer – no action required**

Question 7. Consultation carried out (methods, target groups consulted, etc)

Answer – All Groups in ERC and ERCLT consulted using user acceptance test and training

Question 8. Proposed method to reduce or eliminate Adverse Impact (including reasons chosen)

→ **Answer – no change required**

Question 9. Conclusions and recommendations for amendments to the policy. Please state who/which group or committee considered the options and took the decision on what action would be taken. If a number of options were considered, summarise these and the reason for selecting one option over any others. If no further action is required as a result of the EQIA, please explain.

Answer – Options were considered by UAT Testers, Dept reps as part of the project phases

Question 10. Timescale for implementation

Answer

→ In the range of March 2019 to March 2020

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Question 11. Methods of publication

Answer – Intranet and specific communication by email approved by the Core Systems Board



Question 12. Monitoring arrangements

Answer – Will be monitored through the post implementation period for 6 months after go live. Will be managed under Incident Management



→ Comments

→ Next Review Date

→ Will be reviewed end of December 2019

Chief Officer's Signature:

Core Systems Senior Programme Manager	
Head of Communities, Revenues & Change	