

Equality Impact Assessment Toolkit (March 2017)

Section 1: Your details

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Head of Section: Tim Games

Chief Officer: Shaer Halewood.

Directorate: Change & Organisational Design

Date: December 2020

Section 2: What Council proposal is being assessed?

The SmartBusiness Project. This aims to implement a suite of core financial systems to replace the obsolete Oracle 1 Business Platform with a full system Enterprise Resource Planning (ERP) Solution.

We have undertaken Discovery and Design work to identify the best solution for Wirral Council, to replace obsolete financial systems and once the current arrangements for our HR, Payroll, Finance and Procurement systems end we will be moving across to a fully integrated platform.

All current users of Zellis, Concerto, Capita Income, Firmstep and Oracle systems will be moved onto or integrated a new unified system, which will cover all the activities and processes currently undertaken in the existing system(s).

The majority of business change will come through adjustments to our current working practices, improvements to processes and service redesign.

The Service Redesign will follow the Change & Organisational Design - Business Analysis Framework and PMO Project Management Governance.

The implementation of the new systems will follow both agile and PRINCE2 project management methodologies.

Section 2a: Will this EIA be submitted to a Committee meeting?

Yes / No

If 'yes' please state which meeting and what date

Policy & Resources Committee 16th December
2020.....

Please select hyperlink to where your EIA is/will be published on
the Council's website

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments/equality-impact-assessments-2017>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

Services

The workforce

Communities

Other Partners, Private Sector, Voluntary & Community Sector

If you have ticked one or more of above, please go to section 4.

None (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All protected groups	Neutral – this is an organisational wide project to streamline, integrate and implement a new financial system. This has no bearing or adverse impact on any protected groups.				
Workforce	Neutral – whilst there may be a transitional period for the new platform to be implemented, this will have no bearing or adverse impact on any protected groups. Positive – any training requirements for the new system will be fully integrated in the project plan. Negative (potential) – any new system needs	As part of the original			

	<p>to be compatible for employees with reasonable adjustments such as specialist software.</p> <p>Positive – the new platform will lead to efficiencies in financial service delivery.</p>	<p>specification it included AA accessibility standard requirements (WCAG2.1). We will also undertake user acceptance testing to ensure compatibility with specified employees.</p>			
Services	<p>Positive - It is envisaged that the equality impact will be largely positive with technologies that are easier to use and more accessible and supportive of assisted digital processes.</p>				
Communities	<p>Positive - It is envisaged that the equality impact will be largely positive with technologies that are easier to use and more accessible and supportive of assisted digital processes.</p>				
Partners, stakeholders etc	<p>Positive - It is envisaged that the equality impact will be largely positive with technologies that are easier to use and more accessible and supportive of flexible working. The new ERP solution will also allow for better management reporting for stakeholder</p>				

Section 4a: Where and how will the above actions be monitored?

Actions will be monitored through the SmartBusiness Project Risk Register.

Any changes to policy arising from service redesign will be subject to their own Equality Impact Assessment.

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

n/a

Section 5: What research / data / information have you used in support of this process?

A full impact assessment has completed as part of the Discovery phase of the project, any potential impacts to protected characteristics have been identified.

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

If 'yes' please continue to section 7.

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

Consultations will take place throughout the project lifecycle. A Senior User Group has been established to monitor (among other items) equality impacts. There will also be a period of User Acceptance Testing prior to go-live to ensure all accessibility requirements have been met before product launch.

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**