Equality Impact Assessment template

	Section 1: Executive Summary
1.1	**Title of policy (or decision)** Corporate Systems Programme
1.2	**Describe the main aims, objectives and purpose of the policy (or decision)** The objective of the programme is to source and implement a solution that meets the business needs of several core functions within ECC including the following services: Core HR, Payroll, Finance (which includes Finance reporting and management, General Ledger, Purchase to Pay, Accounts Receivable) This will be replacing the ERP (Enterprise Resource Planning) functionality currently provided to ECC through the Fujitsu contract
	What outcome(s) are you hoping to achieve? *Refer to strategic aims / strategic priorities in Organisation Strategy* • Technical future proofing: Does the solution meet ECC's technical principles of prioritising solutions that receive frequent supplier-led updates, rather than buying and maintaining technology? • Business User Requirements: Will the solution enable professional users to effectively deliver services? • End User Experience: Does the solution provide an intuitive user experience? • Business Change Impact: Does the solution reduce the need for significant change activity to be implemented across the Local Authority? • Technical Implementation: Can the solution be implemented easily, or will it require significant technical input and effort? • Organisational financial controls: Does the solution maintain the financial integrity of the organisation? • Technical Risk profile: Would the proposed solution place the organisation at significant risk as a result of technical implications? • Abortive costs: Will the implementation timescales allow costly mandatory upgrades to be avoided? • Financial Impact: What is the overall financial impact to the organisation? • Organisational future proofing and control: Will the solution have the flexibility to match the changing nature of Essex County Council?

1.3	**Is this a new policy (or decision) or a change to an existing policy, practice or project?**
	This is a new decision

Section 2: Assessing the Equality Impact

Use this section to record how you have assessed any potential impact on equality groups. What is known about the population likely to be affected which will support your understanding of the impact of the policy (or decision)? Consider any consultation / data as supporting evidence (eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information). An opportunity to explain impacts on specific protected groups is provided later on this form

Does or will the policy or decision affect:		
Service users	Y☐	N☒
Employees	Y☒	N☐
The wider community or groups of people, particularly where there are areas of known inequalities	Y☐	N☒

Which geographical areas of Essex does or will the policy or decision affect (e.g. Borough/City/District/All Essex)

All Essex ☒
Basildon ☐
Braintree ☐
Brentwood ☐
Castle Point ☐
Chelmsford ☐
Colchester ☐
Epping Forest ☐
Harlow ☐
Maldon ☐
Rochford ☐
Tendring ☐
Uttlesford ☐

Will the policy or decision influence how organisations operate?	Y☒	N☐
Will the policy or decision involve substantial changes in resources?	Y☐	N☒
Is this policy or decision associated with any of the Council's other policies?	Y☒	N☐

Section 3: Description of Impact

Description of impact	Nature of impact Positive, neutral, adverse (please explain your reasons)	Extent of impact Low, Medium, High (please explain your reasons)
Age	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low
Disability – learning disability	The Programme has a work package within it to ensure accessibility concerns are understood (including the impact on users who are disabled). We will be engaging with user groups to ensure effective implementation and adoption.	Low
Disability – mental health issues	The Programme has a work package within it to ensure accessibility concerns are understood (including the impact on users who are disabled). We will be engaging with user groups to ensure effective implementation and adoption.	Low
Disability – physical impairment	The Programme has a work package within it to ensure accessibility concerns are understood (including the impact on users who are disabled). We will be engaging with user groups to ensure effective implementation and adoption.	Low
Disability – sensory impairment	The Programme has a work package within it to ensure accessibility concerns are understood (including the impact on users who are disabled).	Low

	We will be engaging with user groups to ensure effective implementation and adoption.	
Gender / Sex	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low
Gender reassignment	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low
Marriage / civil partnership	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low
Pregnancy / maternity	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low
Race	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low
Religion / belief	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low
Sexual orientation	The project should have no direct effect on the public, any employees / suppliers in these categories will not be disadvantaged by the changes to existing systems	Low

Section 4: Action plan to address and monitor adverse impacts

Does your EqIA indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	Y ☐ N ☒	If 'YES', use the space below to describe what mitigating actions you could put in place to address any adverse impacts identified
What are the mitigating actions?		**Date they will be achieved?**

Section 5: Sign off
I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)

Signature of person completing the EqIA:	Date:
Names and contact details:	
Your function, service area and team: Transformation Delivery and Support	
If you are submitting the EqIA on behalf of another function, service area or team, specify the originating function, service or team area	
Signature of Head of Service:	Date: