Equality Impact Assessment template

	Section 1: Executive Summary
1.1	**Title of policy (or decision)** Corporate Systems Programme: Cabinet decision September 2020 (Oracle Fusion Cloud implementation)
1.2	**Describe the main aims, objectives and purpose of the policy (or decision)** To implement the solution for provision of Core HR, Payroll and Financial services, replacing ECC's current Enterprise Resource Planning Tool (ERP) with a Cloud based product – Oracle Fusion.
	What outcome(s) are you hoping to achieve? *Refer to strategic aims / strategic priorities in Organisation Strategy* The programme context, vision and business drivers summarised below were set out in the Cabinet Decision in March 2020: 1. Reduce reliance on third parties 2. Improve User Experience and mobile / flexible working 3. Minimise large infrequent upgrades 4. Remove product customisation 5. Increase productivity 6. To build in flexibility to meet changing organisational requirements The implementation of Oracle Fusion Cloud Tranche 1 will be a significant step in transforming ECC through the adoption of evolving technology, which will be enhanced further by Tranche 2 of the programme.
1.3	**Is this a new policy (or decision) or a change to an existing policy, practice or project?** The programme sets out to replace our current ERP solution, the contract of which expires in July 2021. ECC's ERP solution is known locally as 'The Corporate System' (TCS).

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

[enter text]

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	☒	Colchester	☐
Basildon	☐	Epping Forest	☐
Braintree	☐	Harlow	☐
Brentwood	☐	Maldon	☐
Castle Point	☐	Rochford	☐
Chelmsford	☐	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 the new or revised policy linked to a digital service (website, system or application)?	Y☒	N☐

Please describe the steps you have taken to:

- meet the digital accessibility requirements
- test the accessibility of the website, system or application
- maintain accessibility once it has gone live

A full programme of User, Systems, Operational and Accessibility testing will be conducted as part of the implementation of Oracle Fusion (see test strategy below for further details of Accessibility testing). The product is cloud based with supplier led

updates, and as such is updated on a quarterly basis so expected to evolve to meet any changes in accessibility legislation for example.

The web-based nature of Oracle Fusion will enable access from multiple devices supporting user accessibility.

Test Strategy:

1. *Accessibility and diversity testing:*

   o Testing of the accessibility checklist – this checklist is best practice and provided by Nomensa (ECC's accessibility partner). It covers 4 main areas of accessibility: vision, hearing, motor and cognitive.
   o Working with the accessibility experts (either internal or external organisations) for complex accessibility issues
   o Ensure the systems meet diversity needs – this will be defined as part of the project

This is the standard approach that is taken by Technology Services and the accessibility project team.

If more in depth accessibility testing is required with expert users, this service can be procured via external organisations. This approach has previously been taken by other projects that have launched new corporate systems such as MyLearning.

ECC employees with accessibility needs can be involved in the User Acceptance Testing (UAT) to ensure confidence and appropriate workarounds are in place if needed.

2. *Evergreen testing approach*

There is a risk, as with all updates, that the quarterly releases could impact accessibility and therefore accessibility regression testing will be considered for inclusion in the CSP evergreen testing approach which is being defined as part of the technical testing.

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 Business Change workstream to ensure that the organisation is ready for Oracle Cloud and is able to exploit the opportunities the new technology will present. There is a User Experience (UX) work package and part of this will focus on not only ensuring the best user experience but also consider any accessibility concerns (including the impact on users who are disabled). We will be engaging with user groups to ensure effective implementation and adoption and this includes the Disability Employee Network (DEN) The Employee Experience lead from ODP has been included on the Programme to ensure the user voice and accessibility requirements are heard overall as additional governance.	Low
Disability – mental health issues	See response to Disability – learning disability	Low
Disability – physical impairment	See response to Disability – learning disability	Low

Disability – sensory impairment	See response to Disability – learning disability	Low
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	See response to Gender / Sex	Low
Marriage / civil partnership	See response to Gender / Sex	Low
Pregnancy / maternity	See response to Gender / Sex	Low
Race	See response to Gender / Sex	Low
Religion / belief	See response to Gender / Sex	Low
Sexual orientation	See response to Gender / Sex	Low

I confirm that I have considered the potential impact on all of the protected characteristics Y☐

Describe any actions that have already been taken to mitigate negative impacts on any of the protected characteristics.

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: Ben Sutherland	Date: 29th July 2020
Names and contact details: Ben Sutherland, Programme Manager CSP ben.sutherland@essex.gov.uk	
Your function, service area and team: Corporate and Customer Services, Delivery and Business Support, 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 Finance and ODP	
Signature of Head of Service: Amanda Moore, Corporate Services Programme Director	Date: 29th July 2020