

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

Name of Function under consideration:	Case management system for Human Resources
Is this Function 'Major', 'Minor yet likely to have a major impact' or 'Neither'	Neither
Date(s) of completing the EqIAA:	3 July 2012
Name and job title(s) of person(s) completing the EqIAA:	Hannah Irwin HR Project Manager

SECTION 1 – INTRODUCTORY INFORMATION

<p>1. What is the main purpose of the Function?</p> <p>To develop and implement a case management system for the Human Resources (HR) function. This system is Microsoft Dynamics CRM.</p>
<p>2. List the main activities of the Function:</p> <p>To undertake a project to develop, integrate and install CRM and for HR staff to start using the system</p>
<p>3. Who are the main beneficiaries of the Function?</p> <p>The HR function – particularly the Business Partners, Casework & Change team and the Service Centre team and to a lesser extent the Employee Relations team. Managers and staff will also be affected by the introduction of CRM</p>
<p>4. How is the overall success of the Function measured?</p> <p>The successful delivery of the project (implementation of CRM) within the agreed timescale, cost and resources</p>
<p>5. What equality monitoring systems are in place to carry out regular checks on the effects of the Function on equality groups? (NB. If no equality monitoring systems are currently in place, the need for implementing a monitoring system should be considered and details given in Section 4 of this form).</p> <p>The HR team will be better able to produce reports on all types of people management case (eg performance management, sickness and grievances) according to equality group. This information could be contained within the annual equalities report.</p>
<p>6. What are your equality related performance indicators/measure of success for this Function?</p> <ul style="list-style-type: none"> • All relevant HR staff are able to use the system • All South Gloucestershire Council staff and managers will receive consistent, fair advice • There will be improved information and understanding about people management cases according to equality groups

SECTION 2 – INITIAL ASSESSMENT OF IMPACT

7.

Equality Group	Negative Impact	Positive Impact	No Impact	Unsure of Impact	Reason(s)*
Women/Girls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recording all people management (HR) cases on CRM will allow better reporting on all types of cases by equality group using CRM. This will better understanding of how different equality groups are experiencing HR policies and procedures and allow the organisation to take action if necessary
Men/Boys	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lesbians, gay men & bisexuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transgender people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
White people (including Irish people)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asian or Asian British people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Black or Black British people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People of mixed heritage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chinese people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travellers (gypsy/Roma/Irish heritage)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
People from other ethnic groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled People:					
Physical impairment, e.g. mobility issues which mean using a wheelchair or crutches.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recording all people management (HR) cases on CRM will allow better reporting on all types of cases by equality group using CRM. This will better understanding of how different equality groups are experiencing HR policies and procedures and allow the organisation to take action if necessary
Sensory impairment, e.g. blind/having a serious visual impairment, deaf/having a serious hearing impairment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mental health condition, e.g. depression or schizophrenia.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Learning disability/difficulty, e.g. Down's syndrome or dyslexia, or cognitive impairment such as autistic spectrum disorder.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Long-standing illness or health condition, e.g. cancer, HIV, diabetes, chronic heart disease or epilepsy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other health problems or impairments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Older People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Children and Young People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Faith Groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. If you have indicated that there is a negative impact on any group, is that impact:	
Legal?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Intended?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Level of impact	High <input type="checkbox"/> Low <input type="checkbox"/>
No negative impact has been identified:	<input checked="" type="checkbox"/>
9. Could you minimise or remove any negative impact - how? (Enter N/A if no negative impact has been identified).	
N/A	
10. Could you improve a positive impact of the Function - how? (Enter N/A if no positive impact has been identified).	
Set up systems to ensure reporting by case type by equality strand is standardised and regular and shared with relevant managers throughout the organisation	
11. If there is no evidence that the Function promotes equality of opportunity or improved relations, could it be adapted so that it does - how? (Enter N/A if appropriate).	
N/A	
12. Any other relevant notes:	
N/A	

SECTION 3 – CONSULTATION & RESEARCH IN RELATION TO THE EqIAA

13. What consultation has been conducted with groups and individuals from groups likely to be affected as well as staff, and what evidence has this provided about equalities impact?

Consultation has taken place with all HR staff about the project and HR staff from all relevant teams are included in the project team developing CRM so their views are represented and the system is developed to meet their needs. In designing the system requirements at the beginning of the project, all HR staff were invited to participate in workshops and HR staff from all teams took part

14. What relevant research (data, reports, expert opinion etc.) has been conducted and what evidence has this provided about equalities impact?

Research says the HR function will have better ability to scrutinize and report on equalities issues related to staff by using CRM

15. What contributions does your function/activity make towards promoting community cohesion?

If staff feel they are treated fairly and can see others being treated fairly at work they are more likely to interact better with others in and out of work

SECTION 4 – OUTCOMES

16. The evidence that has been collected under Sections 1, 2 and 3 of this form will need to feed into the decision making process regarding changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqlAA – indicate which outcome below with the reasons and justification for this.

Outcome	Your response	Reason(s) and Justification
Outcome 1: No major change required.	<input checked="" type="checkbox"/>	CRM will improve information about and understanding about equalities for South Gloucestershire Council staff
Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
Outcome 4: Stop and rethink.	<input type="checkbox"/>	

17. List the actions you will take as a result of this EqlAA.

This EqlAA will be reviewed in July 2013

SECTION 5 – EqlAA EVIDENCE

18. List and attach the evidence you have which shows how you have systematically considered equality impact.

Analysis of Microsoft Dynamics CRM system