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**Lisburn and Castlereagh City Council**

**Equality and Good Relations Screening**

**Information about the activity/policy**

# **Name of the activity/policy**

|  |
| --- |
| New HR & Payroll software system |

*Please attach copy of the activity/policy to this document.*

# **Is this activity/policy**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| An existing policy? |  | A revised policy? |  | A new policy? | **🗸** |

**What are the intended aims/outcomes the activity/policy is trying to achieve?**

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| --- |
| 1. The overall objective is to have in place a fit for purpose integrated HR and Payroll system that delivers on the required outputs |
| 1. To have in place a system which provides employee self-service, accessibility online, electronic expenses claims, real-time information and reporting for managers at all levels, automated electronic time and attendance recording linked to payroll. |
| 1. To have in place a system that is hosted, secure, robust, flexible and can be developed and easily maintained. |
| 1. To have in place a system that maximises the use of technology and automation and is user friendly for all user groups – HR and Payroll staff, managers, employees. |
| 1. To have in place a system that is configured to automatically upload relevant data to the council’s Finance system |
| 1. To eliminate or significantly reduce the use of paper in all Human Resource and Payroll processes. |
| 1. To eliminate or significantly reduce duplication of data. Specifically, to have one input for all employee source data (Name, DOB, Contact Details, Address, NI Number, Next of Kin, Bank Details, Salary, Post, Location etc.) |

**Are there any expected benefits to the Section 75 categories/groups from this activity/policy? If so, please explain**

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| This is an internal service improvement policy therefore not designed to target Section 75 categories. |

**Who initiated or wrote the activity/policy?**

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| --- |
| Caroline Magee – Head of Human Resources and Organisational Development |

**Who owns and who implements the activity/policy?**

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| --- |
| Human Resources and Organisational Development Unit. |

**Implementation factors**

**Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/decision?**

**If yes, are they**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Financial? | **🗸** | Legislative? |  | Other? | **🗸** |

**If other, please detail below**

|  |
| --- |
| A provider who has substantial experience in providing similar projects to similar organisations will be selected to ensure the system includes functionality compatible for accessibility. |

**Main stakeholders affected**

**Who are the internal and external stakeholders (actual or potential) that the activity/policy will impact upon?**

|  |  |
| --- | --- |
| General Employees | All staff will have access to an employee self-service portal/app to access personal details relating to their employment and pay details. They will also be able to initiate requests requiring authorisation such as annual leave, mileage and expenses as well as other HR processes such as flexible working, training request, etc. |
| Line Managers | Line managers will have access to a managers’ self-service portal to process employee authorisations, process sick leave. They will also have access to reports for the staff for whom they have line management responsibility. They will also be able to be involved in recruitment exercises eg online job requisitions, review of job applications, shortlisting exercises etc. |
| Human Resources (system super users) | Human resources and payroll personnel will have access to the oversight of the whole organisation with the ability to process payroll and set up the administrative background. They will also be able to administer recruitment exercises. |
| Job applicants | Individuals seeking employment with LCCC will have access to a recruitment portal to complete process their application online. |
| Service Users | N/A |
| Other Public Sector Organisations – please list | N/A |
| Voluntary/Community/ Trade Unions – please list | N/A |
| Other eg. Elected Members | See below. |

**If other, please detail below**

|  |
| --- |
| Elected Members will have access to the self-service module for logging expenses, tracking training activities, checking payments received, etc.  The system provider, MHR, will be involved in the project implementation and ongoing hosting of the system. |

**Other documents/activities/polices with a bearing on this activity/policy**

|  |  |
| --- | --- |
| **Name of document/activity/policy** | **Who owns or implements document/activity/policy?** |
| 1 Recruitment and selection | HR & OD |
| 2 Sickness absence reporting | HR & OD |
| 3 Time and Attendance monitoring | HR & OD |
| 4 Equality reporting | HR & OD |
| 5 Performance Management | HR & OD |
| 6 People Strategy | HR & OD |
| 7 Digital Transformation Strategy | Transformation Portfolio |

If there is a web-link/link to any of the above please provide details.

**Available evidence**

**What evidence/information (both qualitative and quantitative) have you gathered to inform this activity/policy? Specify details for each of the Section 75 categories.**

We have given consideration to the operation of previous systems and gathered feedback from users to inform the scope of the new system. The detailed specification has also been reviewed by the managers and officers who will be involved as users going forward. Feedback from administrative personnel has also been taken to consider what improvements could be made to improve administrative procedures and tasks.

As this is an internal HR & Payroll software package, the current age profile of the HR & OD team staff (as super users of the system) as well as line managers and employees has been considered. Significant impact as a result of introducing the system is not anticipated.

Units will be consulted with to identify any team members who may need additional support/training for any reason, eg inexperience in using IT, disability/accessibility issues.

LCCC employee age profile at June 2021:

|  |  |  |
| --- | --- | --- |
| Age group | Number of employees | % of workforce |
| 18-24 | 31 | 4% |
| 25-29 | 33 | 4% |
| 30-34 | 78 | 10% |
| 35-29 | 96 | 13% |
| 40-44 | 99 | 13% |
| 45-49 | 113 | 15% |
| 50-54 | 125 | 16% |
| 55-59 | 105 | 14% |
| 60-64 | 61 | 8% |
| 65+ | 26 | 3% |
|  | 767 | 100% |

|  |  |
| --- | --- |
| **Sec 75 Category** | **Details of evidence/information** |
| Religious Belief | N/A |
| Political Opinion | N/A |
| Racial Group | N/A |
| Age | Organisational age profile |
| Marital Status | N/A |
| Sexual Orientation | N/A |
| Men & Women Generally | N/A |
| Disability | N/A |
| Dependants | N/A |

### Needs, experiences and priorities

**Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories**

As this is an internal HR & Payroll software package, it is not anticipated to have any significant negative impact on the any of the Section 75 categories. No significant needs or issues have been identified for any of the groups other than a possible issue with IT capability.

A general Digital Skills Audit is planned to be carried out in the near future which will also inform any specific employee accessibility or training needs

|  |  |
| --- | --- |
| **Sec 75 Category** | **Details of needs/experiences/priorities** |
| Religious Belief | N/A |
| Political Opinion | N/A |
| Racial Group | N/A |
| Age | Possible minor impact on staff in relation to using a new system, particularly:   * the younger members of staff who may not have experience in using similar packages , or * some older employees who may not have had the same foundation learning in using IT as other age groups   These groups may require additional support/training to become competent/familiar in using the new system. |
| Marital Status | N/A |
| Sexual Orientation | N/A |
| Men & Women Generally | N/A |
| Disability | Staff with certain disabilities would need the system to be accessible for their assistive technology. |
| Dependants | N/A |

**Part 2. Screening questions**

**1. What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Sec 75 equality categories? (minor/major/none\*)**

|  |  |  |
| --- | --- | --- |
| **Sec 75 Category** | **Details of activity/policy impact** | **Level of impact (minor/major/none\*)** |
| Religious Belief | N/A |  |
| Political Opinion | N/A |  |
| Racial Group | N/A |  |
| Age | Some older or younger staff may have more difficulty getting used to a new system. | Minor |
| Marital Status | N/A |  |
| Sexual Orientation | N/A |  |
| Men & Women Generally | N/A |  |
| Disability | N/A |  |
| Dependants | N/A |  |

\*See Appendix 1 for details.

**2. Are there opportunities to better promote equality of opportunity for people within the Sec 75 equality categories?**

As this is an internal HR & Payroll software package, full training will be provided within the implementation phase therefore all staff will have the same opportunity.

Comprehensive training will be delivered to all ensure no negative impacts and that any particular additional needs are met. If any issue arises, action will be taken as appropriate.

|  |  |  |
| --- | --- | --- |
| **Sec 75 Category** | **IF Yes, provide details** | **If No, provide details** |
| Religious Belief |  | No opportunities identified in relation to these groups |
| Political Opinion |  |
| Racial Group |  |
| Age | Additional training will be provided if required. |  |
| Marital Status |  | No opportunities identified in relation to these groups |
| Sexual Orientation |  |
| Men & Women Generally |  |
| Disability | Any staff who use assistive technology will be able to use the system as accessibility requirements are written into the technical specification |  |
| Dependants |  | No opportunity identified for this group |

**3. To what extent is the activity/policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (minor/major/none\*)**

|  |  |  |
| --- | --- | --- |
| Good Relations Category | Details of activity/policy impact | Level of impact (minor/major/none\*) |
| Religious Belief | As this is an internal HR & Payroll software package, it is not anticipated to have any impact on the Good Relations categories. |  |
| Political Opinion |  |
| Racial Group |  |

\*See Appendix 1 for details.

**4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

|  |  |  |
| --- | --- | --- |
| Good Relations Category | IF Yes, provide details | If No, provide details |
| Religious Belief |  | As this is an internal HR & Payroll software package, it will not impact on any of the Good Relations Categories and it would not be envisaged to have any opportunities to target and promote good relations. |
| Political Opinion |  |
| Racial Group |  |

**Additional considerations**

**Multiple identity**

Provide details of data on the impact of the activity/policy on people with multiple identities. Specify relevant Section 75 categories concerned.

|  |
| --- |
| N/A |

**Part 3. Screening decision**

There are 3 screening decision outcomes, as noted below.

Choose only 1 of these and provide reasons for your decision outcome and ensure evidence is noted/referenced for any decision outcome reached.

|  |  |
| --- | --- |
| **Screening Decision Outcomes Options** | **Reasons/Evidence** |
|  |  |
| **Option 1**  Screen out without mitigation | N/A |
| **Option 2**  Screen out with mitigation | This equality screening has concluded that a full equality impact assessment is not needed.  No major negative impacts have been identified and some mitigations will be introduced to address the minor issues identified, such as additional training etc |
| **Option 3**  Screen in for a full EQIA | N/A |

**Mitigation (Relevant to Option 2)**

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

**Can the activity/policy/decision be amended or changed or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations?**

**If so, give the reasons to support your decision, together with the proposed changes/amendments or alternative activity/policy.**

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| --- |
| The introduction of this system cannot be amended or changed as it offers substantial benefits in terms of streamlining HR and Payroll processes and providing line managers with better tools for managing their teams.  The system chosen is one of the leading suppliers for public sector organisations and therefore provides the best possible accessibility available on the market.  Guides will be issued to all staff detailing how to access their information on the employee self-service module. Both written and video guides will be prepared.  Additional training will be arranged for staff members who are less experienced in using technology – it is anticipated these may be younger and older members of staff.  Tech leads from each Unit will identify any individuals who may require additional assistance, be that due to disability, language barrier, etc so that no member of staff is disadvantaged in any way by the introduction of the proposed new system. |

**Timetabling and prioritising (Relevant to Option 3)**

**Not applicable**

Factors to be considered in timetabling and prioritising activities/policies for equality impact assessment.

If the activity/policy has been **‘screened in’** for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the activity/policy in terms of its priority for equality impact assessment.

|  |  |
| --- | --- |
| **Priority criterion** | **Rating (1-3)** |
| Effect on equality of opportunity and good relations |  |
| Social need |  |
| Effect on people’s daily lives |  |
| Relevance to a public authority’s functions |  |
| Total Rating Score |  |

**Is the activity/policy affected by timetables established by other relevant public authorities?**

**If yes, please provide details**

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|  |

**Part 4. Monitoring**

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the activity/policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

**Who will undertake and sign-off the monitoring of this activity/policy and on what frequency?**

**Please give details below:**

Ongoing feedback from system users will be monitored throughout the lifetime of the project and post implementation. An implementation team will include representation from a variety of stakeholders and tech leads will be appointed in each Unit who will be able to communicate any specific issues relating to them.

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| --- | --- |
| **Monitoring will be undertaken by:** | **Frequency (eg. Annually):** |
| Cara McHugh HR & Payroll Integrated System Project Manager | As with any new system, there will be ongoing monitoring, at least quarterly, but a formal review will take place after 12 months. |
| **Monitoring will be signed-off by:** |  |
| Caroline Magee  Head of HR & OD | Annually |

**Part 5 - Approval and authorisation**

|  |  |  |
| --- | --- | --- |
| **Screened by:** | **Position/Job Title** | **Date** |
| Cara McHugh | HR & Payroll Integrated System Project Manager | 4 June 2021 |
| **Reviewed by:** |  |  |
| Mary McSorley | Equality Officer | 26 July 2021 |
| **Approved by:** |  |  |
| Caroline Magee | Head of Human Resources and Organisational Development | 9 August 2021 |

Note: A copy of the Screening Template, for each activity/policy screened should be ‘signed off’ and approved by a senior manager responsible for the activity/policy, made easily accessible on the public authority’s website as soon as possible following completion and made available on request.

**Appendix 1**

Major impact:

1. The policy is significant in terms of its strategic importance;
2. Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
3. Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
4. Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

Minor impact

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
3. Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No (none) impact

1. The policy has no relevance to equality of opportunity or good relations;
2. The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

**Appendix 2**

The following documentation (as a minimum) should be available to support the screening outcome decision:

* A written copy of the activity/policy in question;
* The screening template duly completed with the screening decision made explicit;
* All evidence utilised/referenced to support the screening decision to be available;