Equality Impact Assessment (EQIA) Screening Form – V2 Template – November 2024

A successful EQIA screening will look at 5 key areas:

1. **Identify the Policy, Project, Service Reform or Budget Option to be assessed.**
   A clear definition of what is being screened and its aims.

2. **Gathering Evidence and Stakeholder Engagement**
   Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups).

3. **Assessment and Differential Impacts**
   Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level.

4. **Outcomes, Action and Public Reporting**
   Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported.

5. **Monitoring, Evaluation and Review**
   Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

Section 1: Identify the Policy, Project, Service Reform or Budget Option

Name of the Policy, Project, Service Reform or Budget Option to be screened	Access PeopleXD (HR, Payroll & Learning System)
Reason for change in Policy or Policy Development	A new HR, Payroll & Learning System was introduced in April 2024. The system has been rolled out in phases, with recruitment and talent to come next.
List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option	The introduction of the new system came about due to the previous system coming to the end of the contract. The new system will support with transforming the service and moving to a more digital approach feeding into the wider Council transformation agenda.
Name of officer completing assessment (signed and date)	Ross Potter (HR & Learning Advisor) - R.Potter December 2024
Assessment verified by (signed and date)	Marie Harley – HR Business Partner – March 2025

If applicable, please provide further details about the name and description of policy being analysed
Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required

PeopleXD is the software the Council uses for its HR, Payroll and Learning needs.

The system was procured and then implemented in April 2024

Section 2: Gathering Evidence and Stakeholder Engagement

The best approach to find out if a policy, etc. is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Reminder – protected characteristics include age, disability, race and/or ethnicity, religion or belief (including lack of belief), gender, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Name any research, data, consultation or studies referred to for this assessment	State if this reference refers to one or more of the protected characteristics	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.
Research on the system was completed when looking to acquire a new system. All stakeholders were engaged throughout the process, with the latest information regarding the system before decision was made.		No consultation required

If applicable, please provide further Information about stakeholder engagement or detail used for customer analysis
Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible
All stakeholders across the Council were involved in the procurement and implementation of the system including the Procurement Team, Portfolio Holder for Finance, Management, Trade Union and Staff Partnership (MTSP), Corporate Management Term (CMT), HR, OD & Payroll Team and the Transformation Team.

Section 3: Assessment and Differential Impacts

Use the table below to provide some narrative where you think the Policy, Project, Service Reform or Budget Option has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Please note that:

- a Positive Impact could benefit an equality group and a negative impact could disadvantage an equality group
- for reasons of brevity race is not an exhaustive list – please edit the list if appropriate to reflect the complexity of other racial identities
- a definition of disability under the Equality Act 2010 is available on the gov.uk website
- there are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
Sex or Gender	Women		X		
	Men		X		
	Transgender		X		
Race	White		X		
	Mixed or Multiple Ethnic Groups		X		
	Asian		X		
	African		X		
	Caribbean or Black		X		
	Other Ethnic Group		X		
Disability	Physical disability		X		
	Sensory Impairment (e.g. sight, heading)		X		
	Mental health		X		
	Learning disability		X		

Protected Characteristic	Specific Characteristics	Positive Impact	Neutral	Negative Impact	Socio Economic/Human Rights Impacts
LGBT	Lesbians		X		
	Gay Men		X		
	Bisexual		X		
Age	Older people (60+)		X		
	Younger people (18-25)		X		
	Children (0-16)		X		
Marriage and Civil Partnership	Women		X		
	Men		X		
	Lesbians		X		
Pregnancy and Maternity	Women		X		
Religion and belief	See below		X		

Summary of Protected Characteristics most impacted	There is no positive or negative impact on any of the protected characteristics.
Summary of Socio-Economic impacts	There are no Socio-Economic impacts from the introduction of the system.
Summary of Human Rights impacts	There are no Human Rights impacts from the introduction of the system.
Summary Explanation of the scoring against the protected characteristics	All scores remain neutral due to no positive or negative impact on the protected characteristics by employees due to the introduction of the system.

Section 4: Outcomes, Actions and Public Reporting

Screening Outcome	Yes, No or not at this stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	No

If applicable, please state the overall outcome of the assessment, impacts and customer analysis

Section 5: Monitoring outcomes, evaluation and review

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Service responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Arrangements for Monitoring	The is constant work to ensure the system is functioning correctly with new features being added. We encourage staff to report issues so these can be looked into and resolved.
Timing of the current review	December 2024
Next scheduled review	Will review when further parts of the system have been implemented in early 2025

If applicable, please provide details of the arrangements for future monitoring:
Note when analysis will be reviewed; include any equality indicators and performance against those indicators

Feedback & any system updates that are rolled out.

If applicable, please provide details of any supporting data/ research linked to monitoring arrangements (both FDC & Partners)**:**

Feedback from employees about the system.

Any updates received from Access PeopleXD directly about any future changes to the system. While also feeding into the roadmap of future change requests.

Legislation

Equality Act (2010) – the Equality Act 2010 (Specific Duties)

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of race, sex, being a transsexual person (transsexuality is where someone is changed, is changing or has proposed changing their sex – called 'gender reassignment' in law), sexual orientation (whether being lesbian, gay, bisexual or heterosexual), disability (or because of something connected with their disability), religion or belief, having just had a baby or being pregnant, being married or in a civil partnership and age.