

# Equality Impact Assessment form

(see guide at end to help complete)

<b>Date of assessment</b>
12 July 2019
<b>Title of policy or practice (or decision) to be created (or changed)</b>
Replace Ciph and its staff portal with a cloud-based HR solution
<b>What is the policy or practice (or decision) intended for?</b>
Replace Ciph with Cascade a cloud based SaaS solution. This will introduce a new self-service people management platform with seamless outlook integration, single sign-on, Active Directory integration and workflow functionality. Improving business functionality, simplify processes and introducing efficiency savings for the HR team.
<b>In relation to the general equality duty and the protected characteristics, which issues or groups do you think would or could be affected and how? Be specific</b>
<p>Protected characteristics affected by this change - Disability and Pregnancy and Maternity</p> <p>The software is relevant to disabled users, who may rely on assistive technology (Screen readers and Speech Recognition software) To access both the software and the guidance, and/or who require the system to meet current accessibility guidelines. IRIS (The parent company and distributor of Cascade software) Are ISO 270001 certified and as such comply to the accessibility standards for software as part of the certification.</p> <p>It is important we consider during the upgrade to the solution we will be migrating personal and sensitive information held in the current system and that some colleagues may be off on long term leave. Anyone in this situation will be contacted by HR to inform them of this process and detail any new system access requirements that may be required to gain access to the new solution. HR will also provide reassurances that all personal information will be securely controlled during the migration exercise to the new solution.</p>
<b>Did you need to obtain further information? If yes, how did you do that?</b>
Digital Services working with colleagues in HR to identify the number of colleagues on long term leave. If privacy is required, then HR will contact the affected colleagues.
<b>Please summarise the relevant evidence you considered.</b>
Cascade is a solution that complies to all of the necessary requirements around accessibility and it meets all of Audit Scotland's technical and confidentiality requirements.
<b>What do you conclude is the potential impact on these areas?</b>
Colleagues may struggle to read important information using the solutions UI however Cascade has been developed using modern programming languages it will support staff through assistive technology, who may have any physical impairments with sight or speech. Anyone on long term absence may not read any electronic communication around the upgrade and may not be aware of this. Digital services can monitor read receipts of emails sent to these staff members and if the recipient has not opened the correspondence this information will be passed on to HR who can either write physical communications or contact them by phone.
<b>What will you do now?</b>
Continue working with colleagues in HR to ensure all impacted groups are communicated with at regular intervals throughout the duration of the project.

**Date 12 July 2019**

**Signature Nicola Paton**

# Equality Impact Assessment

Part 2 – Form



## Introduction

Before carrying out this assessment, you will have had an initial discussion with a member (or members) of the Equality and Human Rights Steering Group about whether you thought an Equality Impact Assessment (EIA) is required (see EIA Part 1 - "Prompt").

Obviously, you decided to carry out an EIA, and the reasons you gave for doing it is a good place to start discussing the EIA itself.

You should carry out this assessment with the same person (or persons) that you had the initial discussion with, if at all possible, as this will give your discussion some context and consistency.

## Process

Before completing the short form (overleaf), you will find this easier to do if you discuss in more detail why you thought an EIA was needed in the first place, and talk in more detail about what this means for the policy, practice or decision, as well as any actions you need to take.

**Before completing the form, you need to consider our specific duties under the Equalities Act. In summary these are:**

- **Assess the impact of applying a proposed new or revised policy, practice or decision**
- **Consider relevant evidence relating to people with a protected characteristic, where this is appropriate**
- **Be able to demonstrate the evidence you have considered when making your decision**
- **Take into account the findings of any assessment on the potential impact of a new or revised policy, practice or decision**
- **Publish the results of any assessments made into the potential impact of a new or revised policy, practice or decision**
- **We review and where necessary revise any updated policy, practice or decision, ensuring on going compliance with equality duties**
- **Simply considering whether to assess a policy, practice or decision is not in itself an assessment.**

**You should also think about the following:**

- When considering whether or not to carry out an EIA in the first place, you thought about which issues or groups would or could be affected by the policy, practice or decision. Can you be more specific about this?
- Do you need further information about these areas, for example more data? If so, what exactly?
- Would it be helpful to contact any of the groups involved? You don't have to, but you can choose to involve others you think may be affected. Who would that be?

### **Policy, practice & decisions**

**It is important to note that legislation requires us to consider the potential impact of revised or new policies, practices as well as decisions.**

Policies are clear, simple statements of how we intend to conduct our services, actions or business. They provide guiding principles when we're making decisions.

Procedures describe how each policy will be put into action.

**If you decide you do need more information, then you need to gather it before completing this assessment.**

- Taking everything into consideration, including any evidence you have gathered, will or could the policy have a differential impact on particular equality groups, either positively or negatively?
- If so, you need to discuss what you need to do to ensure the policy is robust.
- What will you do now? Your analysis should allow you to say whether you will:
  - Make no major change as you feel the policy is robust
  - Adjust the policy to take into account the potential impact of the policy

In some (rare) cases you could also consider continuing the policy even though it has the potential for adverse impact or stopping the policy altogether for the same reasons.

In each of these cases, you must be able to explain clearly why you have taken your decision.

## **Next steps**

Let your line manager know that you have carried out this EIA and let your Equality and Human Rights Steering Group representative have a copy of the completed form. This is mainly for information but also to allow the group to monitor EIAs and follow up any points that the group may have. A representative from the group will confirm that the EIA has been successfully completed. The form will also be published, where appropriate, on ishare and/or our external website.