

Appendix 3

ERP Equalities Impact Assessment (EIA)

Title of proposed EIA	SAP - ERP review / replacement
Reference No	EQUA74
EA is in support of	Amended Function
Review Frequency	Annually
Date of first review	08/08/2019
Directorate	Strategic & support services
Division	Strategic Services
Service Area	Information, Technology & Digital Services

Responsible Officer(s)	<input type="checkbox"/> Nathan Thomas
Quality Control Officer(s)	<input type="checkbox"/> Nikki Spencer
Accountable Officer(s)	<input type="checkbox"/> Nikki Spencer

Purpose of proposal

Data sources

Please include any other sources of data

ASSESS THE POTENTIAL IMPACT AGAINST THE PROTECTED CHARACTERISTICS

Protected characteristic: Age

Age details:

Employees

There is no foreseen impact in relation to age.

Protected characteristic: Disability

Disability details:

Employees

There is no foreseen impact in relation to disability.

Protected characteristic: Gender

Gender details:

Employees

There is no foreseen impact in relation to gender.

Protected characteristics: Gender Reassignment

Gender reassignment details:

Employees

There is no foreseen impact in relation to gender re-assignment.

Protected characteristics: Marriage and Civil Partnership

Marriage and civil partnership details:

Employees

There is no foreseen impact in relation to marriage and civil partnership.

Protected characteristics: Pregnancy and Maternity

Pregnancy and maternity details:

Employees

There is no foreseen impact in relation to pregnancy and maternity.

Protected characteristics: Race

Race details:

Employees

There is no foreseen impact in relation to race.

Protected characteristics: Religion or Beliefs

Employees

Religion or beliefs details:

There is no foreseen impact in relation to religion or beliefs.

Protected characteristics: Sexual Orientation

Employees

Sexual orientation details:

There is no foreseen impact in relation to sexual orientation.

Please indicate any actions arising from completing this screening exercise.

Please indicate whether a full impact assessment is recommended

What data has been collected to facilitate the assessment of this policy/proposal?

Consultation analysis

Adverse impact on any people with protected characteristics.

Could the policy/proposal be modified to reduce or eliminate any adverse impact?

How will the effect(s) of this policy/proposal on equality be monitored?

What data is required in the future?

Are there any adverse impacts on any particular group(s)

If yes, please explain your reasons for going ahead.

Initial-equality impact assessment of your proposal

The ICTD Strategy aims to improve how we as an organisation use ICTD services to help us provide effective, efficient and reliable services. It also looks at how ICTD is delivered and how this will change as part of the transition from Capita in 2021.

The ICTD strategy principles are designed to enable BCC to make better, more 'strategic' investment decisions. These principles set out its vision to speed up better outcomes and savings from local public services through redesign and digital transformation.

The principles are:

Simplify - the way we operate, in order to add value and drive efficiency

Standardise - the way we operate, in order to add value and drive up efficiency.

Share - collaborate, innovate and inform.

SAP is a Enterprise Resource Planning (ERP) application responsible for facilitating multiple internal business processes. ERPs are large scale software programmes designed to aid the flow of internal business processes and allow for communication between a business's departments and its

internal functions and data.

This initial assessment looks at any negative factors that could impact equality and any of the protected characteristics.

SOCITM consultants have asked to create a OBC cabinet report and the scope of this work involved organising workshops with key SAP users from the following service areas:

Accounts Payable and Procurement
Accounts Receivable
Finance
Human Resources
Payroll
Customer End users

The purpose is to gather information relating to;

- Issues relating to their service
- Where improvements can be made
- Lessons learned from previous implementations

Feedback received from the workshops did not include any accessibility issues impacting equality relating to the protected characteristics.

SOCITM consultants also facilitated ERP supplier demonstrations in order to prepare BCC's staff to produce user requirements to be utilised alongside the Outline Business Case (OBC).

The qualitative feedback was mainly positive and did not raise any disability concerns.

Based on current HR statistics, a small percentage of SAP users from each directorate will have a disability.

With over 12,000 staff, we must ensure any procured large-scale software application is accessible to disabled staff.

The latest BCC HR figures representing the number of employees with a disability is 563.

The type of disabilities are:

Physical Impairment	85
Sensory Impairment	44
Mental Health Condition	53

Learning Disability	26
Long Standing Illness	151
Other	79
Unknown	67
Prefer not to say	58
TOTAL	563

Government statistics show within the UK, 1 in 5 people have a disability covering various forms (hearing, sight, motor or cognitive).

As local authority, BCC has a responsibility to ensure any replacement ERP system meets the government accessibility requirements.

To meet them, all potential systems must;

1) Meet level AA of the Web Content Accessibility Guidelines (WCAG 2.0)

2) Work on the commonly used assistive technologies - including screen magnifiers, screen readers and speech recognition tools.

3) Include people with disabilities in user research.

Therefore software accessibility should be demonstrated by potential ERP providers to ensure the solution does not impact disabled staff.

Consulted People or Groups

Accounts payable and Procurement staff, Accounts receivable staff, Finance staff, Human resources staff, Payroll staff, Government website, Senior officers.

Informed People or Groups

Summary and evidence of findings from your EIA

The findings show SAP and other large scale ERP software can support disabled users providing they meet the government accessibility standards.

The 563 disabled staff within BCC continue to use SAP without any reported restrictions. This is due to SAP meeting the above standards plus any additional supporting hardware/ software when using IT equipment.

It is recommended any potential solution must meet government accessibility requirements as it covers different types of disabilities.

This is included in the high level user requirements under section 'General requirements' reference G8.

The user requirement states;

'Compliant/useable for those with specific needs - 3A's Meet Accessibility Standards'.

This initial assessment has not identified any adverse differential impact on groups with protected characteristics arising from the recommendations in the report, therefore a full assessment is not required.

QUALITY CONTROL SECTION

Submit to the Quality Control Officer for reviewing?

No

Quality Control Officer-comments

Decision by Quality Control Officer

Proceed for final approval

Submit draft to Accountable Officer?

No

Decision by Accountable Officer

Approve

Date approved / rejected by the Accountable Officer

09/08/2018

Reasons for approval or rejection

Please print and save a PDF copy for your records

Yes

Content Type: Item

Version: 139.0

Created at 06/08/2018 11:12 AM by ☐ Nathan Thomas

Last modified at 09/08/2018 03:10 PM by Workflow on behalf of ☐ Nathan Thomas

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