

Equality Impact Assessment / Equality Analysis

(Version 4)

Item name	Details
Title of service or policy	Financial Management System – New Contract
Name of directorate and service	Financial Services, Assurance and Pensions
Name and role of officers completing the EqIA	Steve Harman
Date of assessment	5 th December 2024

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on people and different groups within our community. The main aim is to identify any adverse impacts (i.e. discriminatory or negative consequences for a particular group or sector of the community, and to identify areas where equality can be better promoted). Equality impact Assessments (EqIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EqIA) or Equality Analysis. **Not all sections will be relevant – so mark N/A any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council's website following relevant service lead approval.

1.1 Identify the aims of the policy or service and how it is implemented

Key questions	Answers / notes
<p>1.1 Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The report is for a new contract for the Councils Financial Management System. This is an internal system, and it will be used exclusively internally by Officers within the Organisation. The systems users will be Officers of the Council</p> <p>The Community or residents will not have access to the system or be directly affected by the introduction of a new system</p>
<p>1.2 Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there? 	<p>The contract is to replace the existing Agresso system with a new Financial Management System (ERPX)</p> <p>The Council must have a Financial Management to effectively manage, account and report on its finances. This will then fulfil the statutory obligation of the nominated officer of the S151 of the Local Government act 1972</p>

1.3 Do the aims of this policy link to or conflict with any other policies of the Council?	No
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2. Consideration of available data, research and information

Key questions	Data, research and information that you can refer to
2.1 What equality focussed training have staff received to enable them to understand the needs of our diverse community?	The system has no direct impact on the local Community or residents.
2.2 What is the equality profile of service users?	Service users are the staff officers within the Council. An equalities breakdown of staff is available from corporate HR
2.3 Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	N/A
2.4 What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	Many officers within the Council have been consulted on the instruction of the new system as part of the procurement process
2.5 If you are planning to undertake any consultation in the future regarding this service or policy, how will you include	No

equality considerations within this?

3. Assessment of impact: ‘Equality analysis’

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or could help promote equality in some way.
- Could have a negative or adverse impact for any of the equality groups

Key questions	Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1 Issues relating to all groups and protected characteristics	Ensure equal access to financial information	N/A
3.2 Sex – identify the impact/potential impact of the policy on women and men.	Ensures equal access to financial data and processes for all employees, regardless of sex.	Unconscious bias in training and support. Mitigation: Ensure equal access to training and support for all employees. Regularly review and address biases
3.3 Pregnancy and maternity	Supports flexible working arrangements, benefiting employees who are pregnant or on maternity leave.	Employees on maternity leave may miss initial training. Mitigation: Provide flexible training schedules and online resources. Offer catch-up sessions
3.4 Gender reassignment – identify the impact/potential impact of the policy on transgender people	N/A	N/A

3.5 Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration of physical, sensory and mental health needs/differences)	Currently adaptations have been made to the existing system to ensure that it is available to some visually impaired staff	The same changes will be made to the new System to help visually impaired staff
3.6 Age – identify the impact/potential impact of the policy on different age groups	User-friendly design benefits employees of all ages.	Older employees may find it challenging to adapt. Mitigation: Provide additional training and support tailored to older employees. Encourage mentoring
3.7 Race – identify the impact/potential impact on across different ethnic groups	May be available in multiple languages, ensuring inclusivity for employees from diverse backgrounds	Language barriers may prevent full understanding and use. Mitigation: Offer the system and training materials in multiple languages. Provide language support services
3.8 Sexual orientation – identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual, questioning people	N/A	N/A
3.9 Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	N/A	N/A
3.10 Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	N/A	N/A
3.11 Socio-economically disadvantaged* – identify the impact on people who are disadvantaged due to	Accessible and affordable, ensuring benefits for all employees.	Limited access to necessary technology or internet connectivity. Mitigation: Ensure system accessibility from various

<p>factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).</p>		<p>devices. Provide necessary equipment or support</p>
<p>3.12 Rural communities* identify the impact / potential impact on people living in rural communities</p>	<p>System will be available to staff via the Council network. Staff will have access to the system via the internet or by working at a Council building</p>	<p>The new system will be available in the same manner</p>
<p>3.13 Armed Forces Community ** serving members; reservists; veterans and their families, including the bereaved. Public services are required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).</p>	<p>N/A</p>	<p>N/A</p>
<p>3.14 Care Experienced *** This working definition is currently under review and therefore subject to change: In B&NES, you are 'care-experienced' if you spent any time in your childhood in Local Authority care, living away from your parent(s) for example, you were adopted, lived in residential, foster care,</p>	<p>N/A</p>	<p>N/A</p>

kinship care, or a special guardianship arrangement.		
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*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

***The Equality Act does not cover care experienced people. B&NES adopted this group as a protected characteristic in March 2024 alongside over 80 other Local Authorities. Although we have data for care leavers and children/young people who are currently in the care of B&NES we do not have wider data on disadvantage experienced through being in care.

4. Bath and North East Somerset Council Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Access for disabled (visually impaired staff)	Implement the access requirements as currently identified	Will be implemented when new system is implemented April 2026	SH	April 2026

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equality Team (equality@bathnes.gov.uk), who will publish it on the Council's website. Keep a copy for your own records.

Signed off by: Jeff Wring

(Divisional Director or nominated senior officer)

Date: 16th December 2024