Equality Impact Assessment Screening Form – Appendix C

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).
Section 1
Which service area and directorate are you from?
Service Area: **Digital and Transformation Services**
Directorate: **Resources**

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
☐	☐	☒	☐	☐	☐

(b)   Please name and <u>describe</u> here:

Oracle Cloud Transformation. This project is to migrate away from the existing on-premise ERP platform, to a cloud-based ERP. Doing so will enable numerous transformation opportunities which will see business processes changing to align with the best practice models available through cloud.

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
☐ (H)	☐ (M)	☒ (L)

(b)   DO YOUR CUSTOMERS/CLIENTS ACCESS THIS…?

Because they need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an internal basis i.e. Staff
☐ (H)	☐ (M)	☐ (M)	☒ (L)

Q3   WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING…

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	☐	☐	☒	☐
Older people (50+)	☐	☐	☒	☐
Any other age group	☐	☐	☒	☐
Disability	☐	☐	☒	☐
Race (including refugees)	☐	☐	☒	☐
Asylum seekers	☐	☐	☒	☐
Gypsies & travellers	☐	☐	☒	☐
Religion or (non-)belief	☐	☐	☒	☐
Sex	☐	☐	☒	☐
Sexual Orientation	☐	☐	☒	☐
Gender reassignment	☐	☐	☒	☐
Welsh Language	☐	☐	☒	☐
Poverty/social exclusion	☐	☐	☒	☐
Carers (inc. young carers)	☐	☐	☒	☐
Community cohesion	☐	☐	☒	☐
Marriage & civil partnership	☐	☐	☒	☐
Pregnancy and maternity	☐	☐	☒	☐

Q4   WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

This project has been several years in the planning. Through this process there have been several engagements with the Oracle Superuser group (who represent the business process owners) to discuss the impacts of the project.

Furthermore, key business users were heavily involved in a four-week due diligence process through a series of 39 workshops to assess the readiness of the organisation for change, and to map the gaps between our existing processes and the cloud platform.

Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility	Medium visibility	Low visibility
☐ (H)	☐ (M)	☒ (L)

(b)   WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc…)

High risk	Medium risk	Low risk
☐ (H)	☐ (M)	☒ (L)

Q6   Will this initiative have an impact (however minor) on any other Council service?

☒ Yes   ☐ No   **If yes, please provide details below**

This will result in changes to processes and software within   finance, HR, the Service Centre and procurement.

Q7   HOW DID YOU SCORE?
Please tick the relevant box

MOSTLY H and/or M ⟶ **HIGH PRIORITY** ⟶ ☐ **EIA to be completed**
Please go to Section 2

MOSTLY L ⟶ **LOW PRIORITY / NOT RELEVANT** ⟶ ☒ **Do not complete EIA**
Please go to Q8 followed by Section 2

Q8   If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

Equality Impact Assessment Screening Form – Appendix C

A full EIA report is not required as this is wholly a back office system and therefore there are no equality implication in relation to this project. There is training planned within the project as well as two change managers who will walk business users through the use of the new software and help adjust processes in a way that minimises disruption to service delivery.

Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:
Name: Matthew Knott
Job title: Enterprise Digital Solutions Architect
Date: 26/07/2019

Approval by Head of Service:
Name: Sarah Caulkin
Position: Chief Transformation Officer
Date: 26/08/2019

Please return the completed form to <ins>accesstoservices@swansea.gov.uk</ins>