Appendix A - Integrated Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form.

Which service area and directorate are you from?
Service Area: Digital and Customer Services
Directorate: Corporate Services

Q1 (a) What are you screening for relevance?

- [ ] New and revised policies, practices or procedures
- [ ] Service review, re-organisation or service changes/reductions, which affect the wider community, service users and/or staff
- [ ] Efficiency or saving proposals
- [x] Setting budget allocations for new financial year and strategic financial planning
- [ ] New project proposals affecting staff, communities or accessibility to the built environment, e.g., new construction work or adaptations to existing buildings, moving to on-line services, changing location
- [ ] Large Scale Public Events
- [ ] Local implementation of National Strategy/Plans/Legislation
- [ ] Strategic directive and intent, including those developed at Regional Partnership Boards and Public Services Board, which impact on a public bodies functions
- [ ] Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- [ ] Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- [ ] Major procurement and commissioning decisions
- [ ] Decisions that affect the ability (including external partners) to offer Welsh language opportunities and services

(b)   Please name and fully _describe_ initiative here:

Oracle Fusion Cloud Implementation Project. This project is to migrate away from the existing on premise Enterprise Resource Planning (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. This is an internal back-office IT system.
An EIA was completed prior to start of the programme in 2019. This is a revised IIA screening at the end of the project.

Q2   What is the potential impact on the following: the impacts below could be positive (+) or negative (-)

	High Impact +	High Impact -	Medium Impact +	Medium Impact -	Low Impact +	Low Impact -	Needs further investigation
Children/young people (0-18)	☐	☐	☐	☐	☒	☐	☐
Older people (50+)	☐	☐	☐	☐	☒	☐	☐
Any other age group	☐	☐	☐	☐	☒	☐	☐
Future Generations (yet to be born)	☐	☐	☐	☐	☒	☐	☐
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

☐ ☐   ☐ ☐   ☒ ☐   ☐
☐ ☐   ☐ ☐   ☒ ☐   ☐

Q3   What involvement has taken place/will you undertake e.g. engagement/consultation/co-productive approaches?
Please provide details below – either of your activities or your reasons for not undertaking involvement

This Oracle programme has been several years in the planning. Through this process there have been several internal engagements with the Oracle Superuser group of staff (who represent the business process owners) to discuss the impacts of the project. The system is a back-office support system therefore all engagement has been with internal stakeholders.

Furthermore, key business users were heavily involved in a four-week due diligence process before the Oracle programme started. There was 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.

Business owners, leads and resources from across the Council have worked on the Oracle project.

Q4   Have you considered the Well-being of Future Generations Act (Wales) 2015 in the development of this initiative:

a) **Overall does the initiative support our Corporate Plan's Well-being Objectives when considered together?**
Yes ☒   No ☐

b) **Does the initiative consider maximising contribution to each of the seven national well-being goals?**
Yes ☒   No ☐

c) **Does the initiative apply each of the five ways of working?**
Yes ☒   No ☐

d) **Does the initiative meet the needs of the present without compromising the ability of future generations to meet their own needs?**
Yes ☒   No ☐

Q5   What is the potential risk of the initiative? *(Consider the following impacts – equality, socio-economic, environmental, cultural, legal, financial, political, media, public perception etc…)*

High risk	Medium risk	Low risk
☐	☒	☐

Q6   Will this initiative have an impact (however minor) on any other Council service?
☒ Yes   ☐ No   **If yes, please provide details below**

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Q7 **What is the cumulative impact of this proposal on people and/or communities when considering all the impacts identified within the screening and any other key decisions affecting similar groups/ service users made by the organisation?**
(You may need to discuss this with your Service Head or Cabinet Member to consider more widely if this proposal will affect certain groups/ communities more adversely because of other decisions the organisation is making. For example, financial impact/poverty, withdrawal of multiple services and whether this is disadvantaging the same groups, e.g., disabled people, older people, single parents (who are mainly women), etc.)

This is an internal business system, therefore the impact on external people and communities is low. The programme is made up of internal business users and leads making the key decisions for their areas.

Change management and engagement has been factored into the plan to ensure all internal users get the communications needed. Training was provided and a training and learning needs analysis undertaken.

Outcome of Screening

Q8 **Please describe the outcome of your screening below:**
- **Summary of impacts identified and mitigation needed (Q2)**
- **Summary of involvement (Q3)**
- **WFG considerations (Q4)**
- **Any risks identified (Q5)**
- **Cumulative impact (Q7)**

The summary of impacts has been categorised as low. Whilst this is core business system for the Council it is an internal system and the impact on specific groups is low.

With regard to involvement this is all internal to the Council. Key internal users have been involved in the project, key stakeholders were at an early stage and a change team delivered communication, engagement, training and development as part of roll out.

Well-being and future generations and the five ways of working considerations include:
- The upgrade of the Council's ERP system means core processes will more effectively support frontline services in the longer term
- The upgrade changes ways of working and provides a more resilient platform therefore reducing / preventing the risk of downtime
- Oracle is used by other public sector providers, which aids any future integration
- Key users and stakeholders are actively involved in the delivery and implementation of the project.

The report adheres to the transformation and financial resilience well-being objective in the Corporate Plan - so that we and the services that we provide are sustainable and fit for the future.

The risks surrounding the project are considered low as the system is now live.

With regard to the cumulative impact of the project, there will be changes to processes and ways of working as Oracle Fusion develops. However, these changes are internal and would be considered as overall improvements.

(NB: This summary paragraph should be used in the relevant section of corporate report)

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☐ **Full IIA to be completed**

☒ **Do not complete IIA – please ensure you have provided the relevant information above to support this outcome**

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.

Screening completed by:
Name: Sarah Lackenby
Job title: Head of Digital & Customer Services
Date: 6th September 2023
Approval by Head of Service:
Name: Ness Young
Position: Director of Corporate Services
Date: 25th September 2023

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