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| **SYFR Template for Equality Impact Assessments** |
| **Introduction**  You may find it helpful to read Equality Impact Assessments: Guidance for Conducting Assessments. Examples of assessments and other useful information can be found in the Equality & Diversity section of the intranet.  Remember that the outcome of any equality impact assessment (EIA) should be **service improvement**. At the conclusion of the assessment these improvements should be documented in the action plan and added to your business plan.  This document is a standard template designed to make you consider the needs of all kinds of people in the community. |

Title of EIA: Interim MIS Project EIA

Part 1 **– What are the aims of the service/policy you are assessing?**

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| **1.1 What is being assessed? Is it new or is it an existing service/policy? What is the main aim or purpose of the service/policy** |
| The Interim MIS project has a number of efficiency aims as follows :-  1. To make the HR data held on MIS accurate; as a minimum this would allow SYFR to get nearer to complying with the Data Protection Act  2. To replace a number of HR spreadsheets by using on-line reports run directly from the MIS instead. This will remove significant duplicated data entry  3. To help address the data quality area for improvement as identified in the 2009 Use of Resources Audit Commission Report. |
| **1.2 Who is responsible for the service/policy? Who are the members of the assessment team? Who is responsible for the assessment?** |
| The Head of HR is the sponsor of the MIS project.  The MIS Project - Project Manager is responsible for the completion of the EIA and the ongoing monitoring of its outcomes. This role is vacant following the resignation of the project manager on 12/3/10. |
| **1.3 Who implements the service/policy? Is the service/policy provided solely by the team/service/directorate or in conjunction with another team/service/directorate, agency or contractor? If external agencies are involved, what actions are going to be put in place to ensure that they comply with the Authority’s Equality and Diversity policies?** |
| The MIS Project Manager is responsible for the implementation of the MIS Project.  Other key stakeholders are:  The Project Sponsor (Head of HR)  MIS Specialist (HR Admin Officer - Information) |

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| **1.4 To what extent does the service/policy have an impact on people? Who is affected by the service/policy and how?** |
| A key outcome of this project is to improve the Quality of people data and make it more readily available for use by the Service and where appropriate by individuals. Therefore this project has the potential to impact on all employees of SYFR.  The main ways that the project impacts on people are as follows:  Maintenance of accurate records of employee personal records  Security of personal data relating to employees |
| **1.5 How has the service/ policy been promoted or explained to these groups of people? What analysis has been done to identify if the service/policy is meeting the needs of ALL these groups of people?** |
| HR data issues have not been discussed with employees other than within the project and the HR Dept.  No analysis has been done on whether the project meets the needs of all those potentially impacted by it. |

Part 2 **– What data and research do you need to consider?**

You need to assess whether certain groups of people may be experiencing a barrier to accessing your service and /or be disadvantaged by your policy. This section should help you identify the sort of information that will help you to do this.

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| **2.1 What data, information or results of consultation exercises are available to you to use in your assessment?** |
| Investigations have been undertaken on the HR data to determine the accuracy of the data in certain areas such as establishment and strength and job titles. |
| **2.2 What does the information tell you about the value of the service/policy to those intended to benefit from it? What complaints have been made about the service/policy and have they been from minority groups of staff/customers?** |
| The project has been justified on the grounds of efficiency by making better use of MIS and less duplication of data entry. To achieve this the data accuracy issue has to be addressed first.  There have been no complaints about data accuracy on grounds of equality issues. However this is more liekely down to the fact that employees are not aware of the inaccuracies that exist. |
| **2.3 Does the information suggest that this service/policy could have a differential impact on certain groups of people?** |
| There is evidence to suggest that support staff records are more likely to show inaccuracies than uniform staff, particularly in relation to job titles and postings. |

Part 3 **– Assessment of impact**

**Testing of differential (adverse, neutral or positive) impact of service/policy on groups of people.**

This section asks you to assess the impact of the service/policy in relation to people across the six strands of diversity covered by the Equality Standard for Local Government and SYFR Equality and Diversity Scheme, along with any impacts on other groups which may be relevant to our services.

**3.1 Using the information available, identify the effects on this service/policy on the following groups**

**Note**: *that you may be able to justify a positive differential impact on grounds of promoting equal outcomes for under represented or disadvantaged groups within the law*

See **glossary of terms** in guidance to assist you.

*(Please tick the appropriate box)*

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|  | **Adverse**  **Impact** | **Neutral**  **Impact** | **Positive**  **impact** | **Explain your answer** |
| **RACE** |  |  |  | A key aim of the project is to improve the accuracy of people data. This will include ensuring that equality monitoring information is correct and up to date. |
| **GENDER**  (*Men, women, transsexual people)* |  |  |  | A key aim of the project is to improve the accuracy of people data. This will include ensuring that equality monitoring information is correct and up to date. |
| **DISABLED PEOPLE** |  |  |  | A key aim of the project is to improve the accuracy of people data. This will include ensuring that equality monitoring information is correct and up to date. |
| **AGE**  (*Across the whole age spectrum)* |  |  |  | A key aim of the project is to improve the accuracy of people data. This will include ensuring that equality monitoring information is correct and up to date. |
| **SEXUAL ORIENTATION**  *(Heterosexual, bisexual people. Lesbians, Gay men)* |  |  |  | A key aim of the project is to improve the accuracy of people data. This will include ensuring that equality monitoring information is correct and up to date. |
| **RELIGION/BELIEF**  (and Faith) |  |  |  | A key aim of the project is to improve the accuracy of people data. This will include ensuring that equality monitoring information is correct and up to date. |
| **OTHER**  *(Additional groups that may experience impacts)* |  |  |  |  |

Part 4 **– Identifying the changes & improvements you need to make**

**For any area of adverse impact you will need to consider making changes. If sufficiently adverse to amount to illegal discrimination you will need to consider the option of abandoning the policy/service approach causing the adverse impact.**

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| **4.1 In Section 3, did you identify any adverse impact? Could it be illegal?** | | | |
| **There are no areas of adverse impact on employees from the implmentation of this project but without the project, their data is not being held accurately and this could be considered not to comply with legal requirements i.e. the Data Protection Act** | | | |
| **4.2 How can the barriers be removed or disadvantage minimised? How can you make sure that this situation is avoided in the future?**   |  | | --- | | *At this stage You will need to use data, information, research & evaluation along with consultation with groups who may be adversely affected to identify whether you need to abandon the policy/service approach, or produce a range of options to mitigate (reduce) or remove the adverse impact e.g. positive action. Identify here the options considered and the final actions that have been decided upon.*  *The project in itself will impact positively on the maintenance of employees personal records.*  *The single biggest barrier/negative impact on employees is the failure of the project to be implemented. At present there is no project manager and therefore the project has stalled*  *There are plans to appoint a new project manager by end of March 2010.* | | | | |
| **4.3 What equality monitoring, evaluation, review systems will be set up to carry out regular checks on the effects of the policy/service?** | | | |
| There should be regular checks made on the integrity of the HR data held on MIS. This would be implemented by reports on data quality that will be provided by this project.  The Programme Office will monitor the progress of the MIS project and report any negative/positive outcomes  The Audit Commission conduct annual data quality surveys and have already highlighted people data as an area of concern - a new audit will take place in 2010 | | | |
| **Date completed** | 05/03/10 | **Signed by (Manager conducting the EIA)** |  |

Part 5 **– Equality impact assessment action plan**

Please use this section to develop an Action Plan to implement the key recommendations of the equality impact assessment:

*Please note that this Action Plan should address any concerns or issues related to equality and diversity that have been identified in the equality impact assessment*

*This plan should be integrated into your Service/Business Plan.*

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| Recommendations | Actions Required | Timeframe | Resources required / Costs | Lead Officer Responsible | Relevant Outcome/Performance Indicator |
| Data Quality Reports should be produced as part of the project and used to maintain MIS data integrity | Defining, producing and testing Crystal reports for data checking | Project Timescales - circa 6 months from start date | HR report writing skills - 2 weeks effort | Head of HR | MIS data quality KPIs to be defined |
| A project progress report will be completed as part of SYFRs project management methodology | Review progress reports | Monthly reports | Project Manager | Project Manager | A clear concise report showing progress to date |

Part 6 **– Equality impact assessment summary report**

The results of equality impact assessments must be presented to the Fire & Rescue Authority & published on SYFR website. Please complete this summary, which will be used to report the EIA to the Fire and Rescue Authority. Please return the completed Equality Impact Assessment to the Equality & Diversity Manager.

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| **Date of assessment** | 05/03/10 | |
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| **Manager’s name** |  | | | **Role** | Interim MIS Project Manager |
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| **Service/ policy that was impact assessed** | | Interim MIS Project | | | |
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| **S****ummary of findings recommendations and key points of action plan** | | Employee data is inaccurate. SYFR have a duty of care for the data under the Data protection Act. The data should be corrected and then maintained using reports provided by the project. A key aim of the project is to improve the accuracy of people data. This will include ensuring that equality monitoring information is correct and up to date.  Data quality reports should be produced to maintain MIS data integrity  A project progress report will be completed as part of SYFRs project management methodology | | | |