

<b>Equality Impact Assessment Report</b>	<b>Please enter responses below in the right hand columns</b>
<b>Date to EIA panel, department, DLT or DMT</b>	Not Required. This EIA to be signed off by the Director Cooperative Business Development (HR&OD).
<b>Sign-off path for EIA (please add/delete as applicable)</b>	Equalities Board
<b>Title of Project, business area, policy/strategy</b>	One Oracle – Introduction of electronic payslips
<b>Author</b>	Assistant Director HR Strategy & Organisational Development, Human Resources
<b>Job title, division and cluster</b>	Assistant Director HR Strategy & Organisational Development Cooperative Business Development
<b>Contact email and telephone</b>	
<b>Operations Board Sponsor</b>	Divisional Director HR & Organisational Development, Human Resources

# London Borough of Lambeth Full Equality Impact Assessment Report

Please enter responses below in the right hand columns.

## 1.0 Introduction

### 1.1 Business activity aims and intentions

*In brief explain the aims of your proposal/project/service, why is it needed? Who is it aimed at? What is the intended outcome? What are the links to the cooperative council vision, corporate outcomes and priorities?*

Lambeth is implementing One Oracle, a new HR, Procurement and Finance system. "Go live" date for this is 4 August 2014. One element of the new system will be the introduction of electronic payslips as part of a wider suite of manager and employee self service. This means that staff will view their payslip on line instead of receiving a paper copy. Electronic pay slips are a common feature now in progressive organisations and the introduction in Lambeth is consistent with the council's general drive towards greater efficiency.

The introduction of electronic pay slips will impact on all staff directly employed by the council (currently in the region of 2500 staff). For the majority of staff this will not be an issue but there will be some staff who may be disadvantaged by this change. In particular:

- Staff who have a visual impairment
- Staff who do not have regular access to a computer at work
- Staff on flexible contracts who do not work every month

## 2.0 Analysing your equalities evidence

### 2.1 Evidence

*Any proposed business activity, new policy or strategy, service change, or procurement must be informed by carrying out an assessment of the likely impact that it may have. In this section please include both data and analysis which shows that you understand how this decision is likely to affect residents that fall under the protected characteristics enshrined in law and the local characteristics which we consider to be important in Lambeth (language, health and socio-economic factors). **Please check the council's equality and monitoring policy and your division's self assessment. Each division in 2011/12 reviewed its equality data and completed a self assessment about what equality data is relevant and available?***

<b>Protected characteristics and local equality characteristics</b>	<p><b>Impact analysis</b></p> <p><b>For each characteristic please indicate the type of impact (i.e. positive, negative, positive and negative, none, or unknown), and:</b></p> <p><i>Please explain how you justify your claims around impacts.</i></p> <p><i>Please include any data and evidence that you have collected including from surveys, performance data or complaints to support your proposed changes.</i></p> <p><i>Please indicate sources of data and the date it relates to/was produced (e.g. 'Residents Survey, wave 10, April 12' or 'Lambeth Business Survey 2012' etc)</i></p>
<b>Race</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)
<b>Gender</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)
<b>Gender re-assignment</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)
<b>Disability</b>	<p><del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)</p> <p>There may be a negative impact of these proposals on staff who are visually impaired. There is currently at one member of staff who receives their payslip in Braille format. We will consult with this member of staff to work out a system that works for them and any other staff who may have a visual impairment.</p>
<b>Age</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)
<b>Sexual orientation</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)
<b>Religion and belief</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)
<b>Pregnancy and maternity</b>	<p><del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)</p> <p>Staff away from work on maternity leave may not be able to access a PC to view their on line payslip</p>
<b>Marriage and civil partnership</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)
<b>Socio-economic factors</b>	<p><del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)</p> <p>Staff with no access to a PC at work would therefore not be able to access their on line pay slip</p>
<b>Language</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required)

<b>Health</b>	<del>Positive / Negative / Positive and negative / None / Unknown</del> (delete as required) Staff away from work on long term sick leave will not be able to access a PC to view their on line payslip
2.2 Gaps in evidence base <i>What gaps in information have you identified from your analysis? In your response please identify areas where more information is required and how you intend to fill in the gaps. If you are unable to fill in the gaps please state this clearly with justification.</i>	More information is required on the protected characteristics of staff who do not have access to a PC at work. Once these staff are identified further work can be undertaken to determine whether there is a disproportionately in terms of protected characteristics.
<b>3.0 Consultation, Involvement and Coproduction</b>	
<b>3.1 Coproduction, involvement and consultation</b> <i>Who are your key stakeholders and how have you consulted, coproduced or involved them? What difference did this make?</i>	Key stakeholders are our staff. We are consulting with our recognised trade unions who are acting as staff advocates and challenging us on the measures we will take to ensure that staff are not disadvantaged in any way by the introduction of electronic pay slips
<b>3.2 Gaps in coproduction, consultation and involvement</b> <i>What gaps in consultation and involvement and coproduction have you identified (set out any gaps as they relate to specific equality groups)? Please describe where more</i>	None identified at present

<p><i>consultation, involvement and/or coproduction is required and set out how you intend to undertake it. If you do not intend to undertake it, please set out your justification.</i></p>	
<p><b>4.0 Conclusions, justification and action</b></p>	
<p><b>4.1 Conclusions and justification</b>  <i>What are the main conclusions of this EIA? What, if any, disproportionate negative or positive equality impacts did you identify at 2.1? On what grounds do you justify them and how will they be mitigated?</i></p>	<p>The introduction of electronic pay slips will not be an issue for the majority of staff. However, for some, particularly staff who are visually impaired and staff who cannot access a PC at work, arrangements will need to be made for the continuation of the printing of a paper pay slip in certain circumstances. Consideration will also need to be given to staff away from work on maternity leave and long term sick leave in circumstances where they do not have access to a PC at home.</p>
<p><b>4.2 Equality Action plan</b>  <i>Please list the equality issue/s identified through the evidence and the mitigating action to be taken. Please also detail the date when the action will be taken and the name and job title of the responsible officer.</i></p>	
<p><b>Equality Issue</b></p>	<p><b>Mitigating actions</b></p>
<p>Electronic payslips may not be accessible for staff who are visually impaired</p>	<p>Through Heads of People Management, identify who these staff are and arrange for the continuation of a paper pay slip if required. Alternatively, the member of staff would be able to print off the electronic version of the pay slip.</p>
<p>One member of staff currently receives a payslip in braille format</p>	<p>Head HR Operations to ensure that this facility continues on the implementation of Oracle R12</p>
<p>Electronic payslips may not be accessible for staff who do not have access to a PC at work or at home</p>	<p>Through Heads of People Management, identify who these staff are and arrange for the continuation of a paper pay slip if required.</p>

Staff on maternity leave may not be able to access an electronic pay slip if they do not have access to a PC at home.	Pay slips for staff on maternity leave will be printed and sent to the home address from payroll from the first month onwards until the employee has returned to work. This will be managed by payroll services.
Staff on long term sick leave may not be able to access an electronic pay slip if they do not have access to a PC at home.	Pay slips will be printed and sent to the home address for staff once they reach 20 consecutive working days of sickness absence. This will be managed by payroll services.
The printing of a paper copy of a pay slip by staff through self service will not be in an acceptable format to comply with requests for pay details from potential mortgage providers etc	Staff will be able to request printed copies of pay slips from payroll services who will ensure these are compliant. There will be no charge for this service unless in circumstances where staff are already in receipt of a regular monthly printed pay slip.
<b>5.0 Publishing your results</b>	
The results of your EIA must be published. Once the business activity has been implemented the EIA must be periodically reviewed to ensure your decision/change had the anticipated impact and the actions set out at 4.2 are still appropriate.	
<b>EIA publishing date</b>	TBC
<b>EIA review date</b>	TBC
<b>Assessment sign off (name/job title):</b>	