

# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 3: January 2013**

Title of proposal (include forward plan reference if available)	<b>Contract award for the Education Management Information System</b>
Directorate and Service Area	Children's Services Business, Policy and Performance and also Education, Skills and Employment Directorate
Name and title of Lead Officer completing this EIA	Rebecca Flowers Education Systems' Support and Data Analysis Team Manager
Contact Details	<a href="mailto:rebecca_flowers@sandwell.gov.uk">rebecca_flowers@sandwell.gov.uk</a>
Names and titles of other officers involved in completing this EIA	N/A
Partners involved with the EIA where jointly completed	N/A
Date EIA completed	27/09/2018
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

**See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions**

<p><b>1. The purpose of the proposal or decision required (Please provide as much information as possible)</b></p>
<p>The purpose of this report is to recommend the award of a 5 year contract with optional 2 year extension for the main Education Management Information System to Servelec Education Ltd following the completion of a procurement exercise.</p>
<p><b>2. Evidence used/considered</b></p>
<p>If the recommendation is approved then this would result in the existing Capita ONE system which has been used within the Local Authority for a long period of time, being replaced by a new system. No impact on equality has been identified in relation to the Capita ONE system and there is no reason to think the new system would have any additional impact. Users of the system carry out a range of statutory and non-statutory processes relating to Education and are able to analyse the pupil data by the characteristic information contained within the Education Management Information System. The only difference is that the new system would be an externally hosted system so the new supplier would be able to process the data, but the contract will set out the data processing terms to prevent the supplier from using the data in any other way than identified in the contract.</p>
<p><b>3. Consultation</b></p>
<p>Consultation has taken place with users of the existing Capita ONE system in relation to the replacement of the system and during the procurement exercise. As part of this consultation users have considered individual service area requirements for an Education Management Information System. No equality issues have been raised as part of this consultation either in relation to the proposed new systems.</p>
<p><b>4. Assess likely impact</b></p>
<p>Please give an outline of the overall impact if possible.</p> <p>There is likely to be no impact on equality if the recommendations are approved as data would simply be moved from one system to the other.</p> <p><b>Please complete the table below at 4a to identify the likely impact on specific protected characteristics</b></p>

#### 4a. Use the table to show:

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
<b>Age</b>			✓	This data is recorded in the system, however agreeing the award of the contract to a new supplier would have no impact on this group. If the recommendations weren't agreed then the Council would continue to use the existing Capita ONE system, which would also have no impact on this group.
<b>Disability</b>			✓	This data is recorded in the system, however agreeing the award of the contract to a new supplier would have no impact on this group. If the recommendations weren't agreed then the Council would continue to use the existing Capita ONE system, which would also have no impact on this group.
<b>Gender reassignment</b>			✓	There is no impact on this group as there is no specific data recorded on the system for this group.
<b>Marriage and</b>			✓	There is no impact on this group as there is no specific data recorded on

<b>civil partnership</b>				the system for this group.
<b>Pregnancy and maternity</b>			✓	There is no impact on this group as there is no specific data recorded on the system for this group.
<b>Race</b>			✓	Ethnicity is recorded in the system as it is collected for a statutory return, however agreeing the award of the contract to a new supplier would have no impact on this group. If the recommendations weren't agreed then the Council would continue to use the existing Capita ONE system, which would also have no impact on this group.
<b>Religion or belief</b>			✓	There is no impact on this group as there will be no specific data recorded on the new system for this group.
<b>Sex</b>			✓	This data is recorded in the system, however agreeing the award of the contract to a new supplier would have no impact on this group. If the recommendations weren't agreed then the Council would continue to use the existing Capita ONE system, which would also have no impact on this group.
<b>Sexual orientation</b>			✓	There is no impact on this group as the information recorded in the system relates to schools age children and doesn't record sexual orientation.
<b>Other</b>				

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

If the recommendation to award a contract to a new supplier is approved then any equality issues that arise will be monitored by the project implementation team and a full EIA carried out if required.

## **8. Action planning**

You may wish to use the action plan template below

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress

**9. Publish the EIA**

## **Where can I get additional information, advice and guidance?**

In the first instance, please consult the accompanying guide “Equality Impact Assessment Guidance”

### **Practical advice, guidance and support**

Help and advice on undertaking an EIA, using the electronic EIA toolkit or receiving training related to equalities legislation and EIAs is available to **all managers** across the council from officers within Improvement and Efficiency. The officers within in Improvement and Efficiency will also provide overview quality assurance checks on completed EIA documents.

#### **Please contact:**

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