

Worcestershire County Council Equality Impact Assessment Simplified Desktop Screening

This exercise is not an Equality Impact Assessment. It is a simplified desktop exercise designed to establish if there is a need to carry out a full assessment.

Part One: basic information needed to identify the policy/function and to prepare for the screening.		
1.1	Directorate and Section/Unit.	Corporate Services/Central HR
1.2	Title or brief description of the policy/function being screened.	Introduction of Paperless payslips
1.3	To which section of the Directorate or Corporate "business/service plan" does this relate?	The introduction of paperless payslips supports the corporate business plan.
1.4	Are there any related policies/functions? If so what are they?	Back office systems will need to be amended. Guidance on SID that mentions payslips will also need to be updated.
1.5	Screening carried out by	Rob Morris, HR Policy Officer
1.6	Date of screening	25 August 2009
1.7	What is the policy or function trying to achieve?	SAP Employee Self Service (ESS) enables an employee who has access to view their payslip electronically. Should they wish to, the employee can then save it to file or print it off. With effect from October 2009, employees with access to SAP ESS will no longer receive a monthly paper payslip.
1.8	What are the specific outcome measures?	This will help to cut down on the time and cost of sending out more than 3,000 monthly payslips to those who have access to People Online.
1.9	Who is formally responsible for ensuring the delivery of this policy/function?	SAP Programme Board, Directorate HR Teams and Financial Services (Payroll)
1.10	Who is responsible for leading the delivery if different from 1.9?	N/A
1.11	Are there any priorities within this policy/function? If so what are they?	N/A
1.12	Has any consultation, explicitly on the policy/function, taken place? If so who was consulted and when?	SAP Programme Board, HRM's
1.13	Is equality monitoring in place for this policy/function?	No. Where an employee has a disability which affects their ability to use SAP ESS, they will be encouraged to talk to the County Council's Disability Equality Advisor.

Part two: the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing race, sex, disability, age, religion or belief and sexual orientation.

		Yes	No	Details
2.1	Is there any way in which the policy/function is directly discriminatory or in breach of the Council's Equality and Diversity Policy?		x	
2.2	Are there any barriers to people from minority groups getting the full benefit of this policy/function which have not been resolved as part of the policy/function?		x	<p><u>Answer originally yes</u> Where an employee has a disability which affects their ability to use SAP ESS.</p> <p><u>Action to remedy</u> The introduction of paper-less payslips will only affect those staff who currently are ESS users and these can be identified through financial services. The County Council's Disability Equality Advisor was consulted regarding the likely impact for employees who have a disability.</p> <p>Employees who have previously declared that they have a disability and have access to SAP ESS will be sent a letter informing them of the introduction of paperless payslips. Correspondence will ask employees who feel that their disability would affect their ability to access SAP ESS to contact the County Council's Disability Equality Advisor. If necessary, an adjustment could then be made eg. paper payslip.</p>
.2.3	Are there any other ways the policy/function could unintentionally deliver poorer quality outcomes for individuals because they were members of a minority group?		x	

2.4	Could people from minority groups reasonably believe that they would be likely to get poorer benefits from the policy/function?		x	Please see 2.2
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→ If the answer to any of these questions is yes or “could be yes” then you **must** take action. If the issue is straightforward remedy it **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you should go on to a full EIA.