

Predictive Equality Impact Assessment (PEIA) FOR COUNCIL DECISIONS ONLY



Title of report or proposal:

TRENT HR SYSTEM - IMPLEMENTATION OF "PEOPLE MANAGER" SOFTWARE ACROSS H&F COUNCIL

Describe in full the aims, objectives and purpose of the proposal, including desired outcomes:

The HR review includes the objective of finding more efficient and cost-effective ways of running HR operational services whilst also improving managers' access under secure and controlled conditions to key employee data such as absence information. Trent's People Manager software, deployed to all H&F managers, will achieve this dual objective by improving managerial access and control over key employee data and enabling HR operational services to run more efficiently and cost-effectively.

The proposed way forward is that a pilot People Manager scheme will run from Sept-Nov 2007, including an evaluation period of 4 weeks. If the pilot is successful, it is intended to roll out the software to all remaining managers over a further 7-month period from Dec 2007 – Jun 2008. Timing of the pilot phase will enable it to run alongside the reorganisation of HR operational services as part of the corporate HR review. Our expectation is that key employee data management processes (such as absence recording) will operate more effectively following the implementation of People Manager.

Department:

Organisational Development Department

Form and report MUST be checked and countersigned by the Principal Corporate Equalities Officer before the report proceeds to the Cabinet Member(s).

Officer Responsible:

David Coates, 020 8753 1899, david.coates@lbhf.gov.uk

(Signature, Print Name, Contact Number and Email Address)

Principal Corporate Equalities Officer (PCEO):

Pinakin Patel, 020 8753 5727, pinakin.patel@lbhf.gov.uk

(Signature, Print Name, Contact Number and Email Address)

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Who are the main people that this decision will affect?

Trent is the Council's internal HR and payroll system, therefore the main groups affected by the change are:

- (a) Managers or their nominated administrative representatives
- (b) HR operational staff

There is no operational or policy impact on employees because the range of data being recorded remains unchanged. The proposals are merely to change the way in which the recording of the data is managed and how it is accessed by those who need it to perform their ordinary duties.

2. Identify the risks that could prevent the planned outcomes

Potential risks are minimal but are:

- (a) Delay in the provision of People Manager software by Midland HR (the supplier) - this is being monitored monthly with Midland HR at the Trent Project Board.

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(b) Managerial reluctance to use the software - there is a small possibility that some managers will be reluctant to use the software. The plan is to use advance publicity and training to encourage use and to stress the benefits to managers. Procedures will be put in place to monitor use of the system by managers and to provide additional support to any manager who needs it.

3. Could the proposal have a positive impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, ethnic monitoring, diversity monitoring?)

a) b) c) d) e) f) It is expected that the deployment of People Manager will further assist the Council in accurately maintaining its Human Resources and Payroll database. This will in turn assist in the provision of corporate equalities monitoring data to assist the Council in monitoring performance against its equalities targets (e.g. in the provision of audit commission best value performance indicators for corporate health).

Tight security controls will operate to ensure that managerial access is given to data that is required solely for the performance of managerial duties (e.g. sickness absence, increment date, reporting manager, etc).

4. Could the proposal have a negative impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, ethnic monitoring, diversity monitoring?)

A) C d) e) f) It is not expected that the proposal will have a negative impact on any of the groups listed from 4(a) to 4(f) above.

5. Can any negative impact of the decision be justified?

Not applicable

6. If you have undertaken any internal/ external research or consultation(s) please list these below:

Consultation has taken place with the following groups:

- (a) HR Heads and HR staff during briefings in October - December 2006
- (b) Trent Project Board in the period June 2006 - February 2007
- (c) Strategic Programme Management Group on 5.1.2007
- (d) Stratgeic Partnership Board on 2.2.2007
- (e) Corporate Management Team on 15.3.2007

7. Do you need to undertake any further consultation? If so, what and with whom?

Should the proposals be approved by Cabinet then it is intended that further consultation on design and deployment of the software will take place with managers and HR staff as part of the preparatory work in the pilot phase, as well as a subsequent evaluation period planned in November 2007.

PLEASE EMAIL COMPLETED FORM TO PINAKIN PATEL: pinakin.patel@lbhf.gov.uk

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