

## Equality Impact Analysis (EIA)

**Introduction: The EIA it is an effective way of improving decision making, policy development and service delivery by making sure that managers consider the needs of all service users, the community and employees. It is also designed to identify potential steps to promote equality and good relations and avoid unintentional discrimination. Please ensure you read the guidelines before completing this form.**

[Guidance Notes](#)

Policy/Procedure	HR Mangement System iTrent (HR Hub)
Service	Human Resources
Business unit	Human Resources
Your name	Sophie Thompson
Title	HR Advisor
Service manager's name	Heleana Aylett
If you would like your service manager to receive a copy of this form, please enter their email address.	
Service manager email	heleana.aylett@nfdc.gov.uk
Date completed	30/12/2019

1. What is the overall purpose and aim of the policy/project/practice or service?

The provision of the Councils online HR Management System to enable information to all employee related HR information including personal details, absence information, pay information, performance management and training and development.

2. What are the main aspects of the policy/project/practice or service where consideration of equality impacts and issues need to be incorporated?

The system is online only so consideration has been made to ensure access is available to all. This includes providing dedicated workplace computers to all employees access if they do not own their own smart device.

3. Relevance Assessment - which group(s) of people (if any), do you think will, or potentially can be, affected by this policy/project/practice or service? Please state your reasons.

Please indicate if you think the impact is none, low, medium or high?

Age	Sex	Belief	Disability	Race	Sexual Orientation	Marriage/Civil partnership	Gender reassignment	Maternity
Low	None	None	Low	None	None	None	None	None