

Equality, Diversity, Cohesion and Integration Impact Assessment



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Resources and Housing	Service area: Shared Services
Lead person: Karen Batty	Contact number: 07891270205
Date of the equality, diversity, cohesion and integration impact assessment:	

1. Title: Approval to waive Contracts Procurement Rules (CPR's) 8.1 and 8.2 for the direct contract award to Venture Performance Management Ltd (VPM Ltd) to carry out the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module.

Is this a:

Strategy /Policy

 Service / Function

 Other

If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Karen Batty	Leeds City Council	Applications Manager, Shared Services and Housing, Resources and Housing
Gavin Pheasant	Leeds City Council	Senior Business Partner, Shared Services and Housing, Resources and Housing

3. Summary of strategy, policy, service or function that was assessed:

The implementation of a new Recruitment and On-Boarding.

4. Scope of the equality, diversity, cohesion and integration impact assessment
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail:	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant)	<input checked="" type="checkbox"/>
Please provide detail:	
<p>LCC has recently awarded a 3 year contract to Cornerstone OnDemand for the provision of their Performance, Learning, Recruitment and On-Boarding modules. The Performance and Learning is already embedded solution at LCC. After an evaluation of Cornerstone's offer of their Recruitment and On-Boarding solution against other providers, it was agreed by all stakeholders that the solution meets LCC's current requirements and should be included within the new contract.</p> <p>Whilst Cornerstone OnDemand's contract with LCC includes the provision of their Recruitment and On-Boarding module, it does not include the implementation. Cornerstone have therefore recommended their preferred partner VPM Ltd for the implementation of this solution. VPM is one of their most experienced partners in the implementation of their Recruitment and On-Boarding solution. LCC therefore need to award a contract to VPM Ltd to enable this work to be carried out.</p>	

5. Fact finding – what do we already know

Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

After a series of demonstrations, workshops and meetings, LCC Recruitment Board recommended that Cornerstone OnDemand’s Recruitment and On-Boarding module is procured as part of the Cornerstone OnDemand’s contract, which has been awarded for a period of 3 years.

LCC Recruitment Board agree that the most sensible approach is to appoint VPM Ltd to implement Cornerstone OnDemand’s Recruitment and On-Boarding module as they have the implementation experience for this solution and were recommended by Cornerstone OnDemand as their preferred implementation partner.

The Head of Employment Services and the Head of Human Resources have signed off the statement of requirements for this solution.

The Shared Services and Housing Applications Team have worked closely with the Recruitment Project, DIS Strategy & Solutions and Legal Services to ensure that all LCC legal and technical requirements have been met. This has included an accessibility assessment of the recruitment solution.

Are there any gaps in equality and diversity information

Please provide detail:

No

Action required:

None

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

- Chief Officer Shared Services, Resources and Housing
- Head of Digital Change, Resources and Housing
- Head of Employment Services
- Head of Human Resources
- Recruitment Project Board
- Shared Services and Housing Applications
- Recruitment Project Team
- Recruitment Managers
- DIS Strategic Sourcing Team
- DIS Strategy & Solutions Team
- Legal Services Team
- Business Partners, Shared Services and Housing

Action required:

Continue to involve and communicate with all stakeholders

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

Age

Carers

Disability

Gender reassignment

Race

Religion or Belief

Sex (male or female)

Sexual orientation

Other

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

Please specify:

Stakeholders

Services users

Employees

Trade Unions

Partners

Members

Suppliers

Other please specify

Potential barriers.

Built environment

Location of premises and services

Information and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Financial exclusion

Employment and training

specific barriers to the strategy, policy, services or function

Please specify

8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

The implementation of a new recruitment solution will provide LCC with a user friendly solution in line with LCC's functional and technical statement of requirements supporting LCC moving forward into the digital age.

Action required:

Work collaboratively with VPM Ltd, Cornerstone OnDemand, DIS and Recruitment project team on the implementation of Cornerstone OnDemand's Recruitment and On-Boarding solution.

8b. Negative impact:
N/A
Action required:
N/A

9. Will this activity promote strong and positive relationships between the groups/communities identified?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide detail:
The new Recruitment solution will provide a new and improved, user friendly solution.
Action required:
Work with VPM Ltd, Cornerstone OnDemand, DIS and the Recruitment Project Team on the implementation of Cornerstone OnDemand's Recruitment and On-Boarding solution.

10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required:
N/A

11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:
Action required:
N/A

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
The set up a new contract with VPM Ltd for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding solution	To commence October 2018 with the aim of contract being set up by 1 st November 2019	Creation of the new contract with VPM for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding solution	Karen Batty, Applications Manager, Shared Services and Housing working with Steve Gillespie, DIS Strategic Sourcing
Work with VPM Ltd, Cornerstone OnDemand and DIS on the implementation of Cornerstone OnDemand's Recruitment and On-Boarding solution	To commence November 2018 with the aim of the solution being in place by 17th May 2019	Implementation of the Recruitment and On-boarding solution	Mechelle Myers, Project Manager for the Recruitment and On-Boarding solution working with Karen Batty, Applications Manager, Shared Services
Continue to involve and communicate with all stakeholders	October 2018	Throughout the implementation, all stakeholders will be provided with monthly updates.	Mechelle Myers, Project Manager for the Recruitment and On-Boarding solution working with Karen Batty, Applications Manager, Shared Services.

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Dylan Roberts	The Chief Digital & Information Officer, Resources and Housing	October 2018
Date impact assessment completed		

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality impact assessment should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached assessment was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: