

Equality Impact Assessment

Guidance on completing Equality Impact Assessments can be found on the intranet in the equality and inclusion section

Document:	Finance to the Future project
Executive Summary:	<p>The project focusses on the college’s finance system “SUNSystems” and has four main objectives</p> <ol style="list-style-type: none"> 1) provide a Cloud hosted and managed solution 2) deliver a self-service option for sales invoicing, with automated workflow 3) deliver systems integration between SUNsystems and other business critical systems (to be defined) 4) provide inbuilt purchasing requisition, with automated workflow (to be delivered in 2025/26) <p>As part of the project, the college is proposing to introduce a self-service function that will enable staff to self-manage sales invoicing and improving ability to access financial and budgetary information directly from within the finance system. The system will be hosted in the Cloud and accessible from staff laptops and tablets.</p> <p>Potential negative impact across all PCs: Varying levels of digital literacy may impact on staff’s ability to use this feature. This impact may occur across all protected characteristics.</p> <p>Mitigation: Training will be provided to staff required to use the finance system. Support will be available where required.</p> <p>All content should be created in plain English with consideration to the college accessibility guidance.</p>

By law we must meet the requirements of the Equality Act 2010 including the Public Sector Equality Duty. Please give due regard to the following when completing an EIA;

- 1: Does the policy/practice eliminate discrimination, harassment and victimisation?
- 2: Does the policy/practice promote equality of opportunity?
- 3: Does the policy/practice promote good relations?

<p>Protected Characteristic</p>	<p>Commentary <i>For each protected characteristic provide a commentary of impact. If a negative impact occurs, consider the following;</i></p> <ol style="list-style-type: none"> 1. <i>Change the policy so impact is no longer negative</i> 2. <i>Justify why it must be done e.g. health and safety legislation</i> 3. <i>Consider how you are going to mitigate the impact</i>
<p>Age <i>Someone belonging to a particular age, or range of ages</i></p>	<p>No negative impact</p>
<p>Care Experienced <i>Someone who has been or is currently in care or from a looked-after background at any stage in their life. This includes adopted children who were previous looked-after.</i></p>	<p>No negative impact</p>
<p>Marriage/Civil Partnership <i>Married couples and civil partnership should be treated the same on a wide range of matters</i></p>	<p>No negative impact</p>
<p>Race <i>Refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins</i></p>	<p>No negative impact</p>
<p>Sexual Orientation <i>A persons sexual and/or romantic attraction to other people, or lack thereof</i></p>	<p>No negative impact</p>
<p>Disability <i>A physical or mental impairment which has a substantial and long-term adverse effective on a person's ability to carry out normal day-to-day activities</i></p>	<p>Negative Impact: The system may not be accessible for staff with visual impairments.</p> <p>Mitigation: Specific needs discussed with line manager/HR and reasonable adjustments put in place.</p>

Gender identity/ reassignment <i>The process of transitioning from one gender to another (can include changing names, pronouns, dressing differently, medical intervention and living in their self-identified gender)</i>	No negative impact
Pregnancy/maternity <i>Refers to being pregnant and the period after birth (linked to maternity leave in the employment context)</i>	No negative impact
Religion or Belief <i>Religious and philosophical beliefs, including lack of belief (atheism)</i>	No negative impact
Sex <i>Gender assigned at birth</i>	No negative impact
Employment or Trade Union Membership	No negative impact
Past Criminal Convictions	No negative impact
Poverty or Deprivation	No negative impact

Owner:	Suzan Bell	
Date initiated:	7 th August 2024	
Consultation:	<i>Which groups were consulted with in the development of this EIA?</i> <i>Equality officer, Director of Finance & Procurement</i>	
Signature (Owner)	<i>Suzan Bell</i>	Date: 21/08/2024
Signature (Equalities Officer)	Hilary Broatch	Date: 21.8.24

Please return the completed Equality Impact Assessment to the Equalities Officer (hbroatch@borderscollege.ac.uk)