

EQUALITY IMPACT ASSESSMENT SCREENING

Department	Finance
Project	iTrent HR/payroll software platform

1. Description

A new integrated HR/Payroll software platform will replace two existing systems: Jane (HR) and Sage 50 (payroll). The introduction of this new platform is led by an Implementation Project Board which includes the Director of Finance, Deputy Principal, Head of ICT and Director of Human Resources. The Implementation Project Board reports to the Academy's Senior Management Team.

The product chosen, following a procurement exercise in 2021, was iTrent <https://mhrglobal.com/uk/en/itrent> supplied by Midland (MHR). This is an integrated cloud-based platform which includes a range of self-service user functions.

The implementation project commenced in January 2022 and is scheduled for payroll and HR to go live in June 2022. This will be preceded by a period of intensive testing. The Academy plans to recruit an iTrent HR System Support Specialist to provide ongoing support beyond the initial implementation stage. Key Academy staff will receive tailored training and support in use of the new platform.

2. Could the project have an adverse impact on equality in relation to the protected characteristics specified in the Equality Act 2010?

The new platform will not have an adverse impact on equality.

3. Does the project provide opportunities to make a positive impact on equality?

The iTrent platform will allow Academy staff to access a range of self-service functions including the opportunity to view/update contact details, annual leave, special leave, maternity/paternity leave and equal monitoring data (ethnicity, sex, disability). Staff will be asked to audit their own profile, which will produce more accurate equality monitoring data/reporting which can be used to develop recruitment/support strategies at the Academy.

The Academy has also purchased the Gender Pay Gap (GPG) reporting module which will see a faster response to providing accurate GPG data.

Staff will also be able to access a range of HR policies direct from the platform, improving accessibility to a wealth of equality related information.

The supplier, Midland (MHR), works with the Royal National Institute of Blind People (RNIB) to ensure that their products are fully accessible. The iTrent platform is WCAG2.1 compliant and will be further supported by ongoing review and incremental release of accessibility enhancements. The new platform will, therefore, be more accessible for staff with visual impairment and dyslexia conditions, than the existing Jane HR and Sage 50 platforms.

Implementation of the new platform has also provided the opportunity to review and rationalise pay rates in line with the Academy's Equal Pay policy. Four standard pay grades for hourly paid teaching staff have been created and most of the Academy's 400 teaching staff have been incorporated onto these fixed grades. Teaching staff will be paid via the platform's automated timesheet functionality.

4. What evidence has been considered?

Consultation was undertaken with sector peers, Roehampton University and University of the Arts London, to identify potential suppliers of platforms to be invited to tender as part of the procurement process.

The Academy's Procurement Tender Questionnaire on equality contract conditions

was completed as part of the procurement process. The supplier also provided a copy of its own Diversity, Equal Opportunities and Anti-Discrimination Policy.

Key stakeholders, including administrative and teaching staff, will be involved in the intensive testing of the new platform prior to full activation. This will include HR, departmental administrators, payroll and finance department staff.

A data protection impact assessment (DPIA) was also undertaken as part of the project. The DPIA reported that the new platform provides a secure and comprehensive data management environment. This will provide users of the platform's self-service functions with the confidence to review and update individual equality monitoring data.

5. What actions have been agreed as a result of this EIA?

Progress on the actions detailed below will be reported to the Belonging Committee.

Action	Who	Timescale
Provide evidence of consultation with peers in other organisations	Project Team	Specification stage
Apply the Academy's Procurement Principles	Project Team	Procurement stage

Procurement tender questionnaire on equality contract conditions to be completed by suppliers as part of the tender process.	Project Team	Procurement stage
Undertake testing, including review of the accessibility of the platform, prior to full implementation.	Project Team	March - April 2022.

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