

Equality Impact Assessment

Service Area: PMO

Head of Service: Nina Lake

Lead Officer: Lucinda Wheeler

Date of Assessment: 17/01/2025

Name of policy/function/project/service area to be assessed:

PMO new software for day to day management of projects and programmes

Brief description of proposal to be assessed: Purchase and implementation of project management software, Monday.com

Proposed implementation date of project/proposal: PMO system development September 2024 through to March 2025; followed by roll out to key project officers beyond this term.

Brief description of the anticipated outcomes of the proposal:

| Proposal | Current Arrangement | Proposed Arrangement | Comment |
|---------------------------------|--|--|---|
| New project management software | Use of existing tools (Microsoft 360, Microsoft project) | Use of web hosted and automated project and programme management software. | Transition from existing tools to purpose build system. Positive impact for user experience with all information in one location. |

Consultation:

Brief description of any consultation undertaken with stakeholders and summarise the results and how it has influenced the proposal or not. Please attach a summary of consultation results or other relevant reports:

A business case was prepared by the PMO following research on potential products. Formal consultation was not required or undertaken.

Demographic Data by protected characteristic:

Please detail the Census 2021 data for protected characteristics for North Devon (as detailed in the EIA Guidance for Managers and on NDC website):

n/a

Equality Data by protected characteristic from consultation:

Please detail the equality data obtained as part of the consultation and compare this data to the Census 2021 data (as detailed in the EIA Guidance for Managers and on NDC website) and identify where this data does not reflect the demographics for North Devon and any disparities in outcomes by characteristic:

n/a

Other Data:

Please detail any other data that has been obtained and taken into consideration (for example, Council service areas data, other Census 2021 data which is not related to protected characteristics such as no household members having English as main language, vulnerable groups, education, economy, housing, access to transport etc, Public Health and NHS data, deprived neighbourhoods, workforce profile data):

This is an internal tool for project management and should not impact the protected characteristics

Impact:

Summarise any positive impacts or benefits, any negative impacts (i.e. potential for discrimination, disadvantage or disproportionate treatment) and any neutral impacts and the evidence/data you have taken into account to reach this conclusion. Be aware that there may be positive, negative and neutral impacts within each characteristic. (NOTE: please refer to the EIA Guidance for Managers or Equality Strategy for the characteristics) Where an impact is unknown, state so, and identify what steps will be taken to address any gaps in data:

| Characteristic | Impact (what information was used to assess impact? Data/feedback etc. Describe whether this is positive, negative or neutral) | Scale of Impact (High/Med/Low) | Can it be mitigated? (what needs to be done to reduce/remove the impact? Have service users been involved in providing this insight?) |
|-----------------------|---|---------------------------------------|--|
| Visual - Disability | neutral | Low | Transition from multiple online solutions to one product, a web hosted solution |

NOTE: The protected characteristics are: Age, Disability, Gender reassignment, marriage and civil partnership (employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation)

Consideration of Alternatives:

Describe what alternatives have been considered and/or what actions will be taken to remove or minimise any potential negative effect identified above (attach evidence to appropriate data, reports, etc):

All solutions are online software. This is a market leading solution.

Funding Considerations:

A PAG was submitted, however, funding was sourced from the existing revenue budget

Monitoring Arrangements:

Briefly describe the monitoring arrangements/systems that will be put in place to monitor the effects of this proposal.

Ongoing review of software

Date on which you will be re-considering the project/report and submitting a further EIA if applicable.

Reviews if product changes

EIA's should be further reviewed for significant changes or projects within 12 months or as part of a project close down. If after completing a review material changes are

identified, these should be reported to the Senior Management Team for consideration. This is to assess the true impact in the delivery.

Reporting and Publication:

As part of the democratic decision making process, Equality Impact Assessments will be published on North Devon Council's website as an appendix to committee reports.

For Equality Impact Assessments that are produced which are not part of the democratic decision making process, please forward to equality@northdevongov.uk for publication on North Devon Council's website.

Corporate and Community Services Use Only: Date of publication to NDC
Website: 24/01/2025