

# Equality Impact Assessment



Hampshire  
County Council

## Exclusions Notification Process using Robotics Process Automation (RPA)

Accountable officer: Louise Cursons

Email address: louise.cursons@hants.gov.uk

Department: Children's Services

Date of assessment: 16/05/2018

### Description of current service/policy

When a child is excluded from School either as a permanent or a fixed term exclusions, the School have a statutory duty to notify the Local Authority. This is done by the School uploading an Exclusions Notification Letter & Report onto EDDIE (This is the Education server provided by Hampshire IT for Schools to use). The Education Inclusions team take this information, check it and attach it to the child's record in Capita ONE (which means the document is shown in this database but stored in Hantsfile).

Geographical impact: All Hampshire

### Description of proposed change

Through Robotics Process Automation (RPA) we are looking to see if its possible for the files to be automatically attached to the child's record in Capita ONE (still stored in Hantsfile) rather than this being carried out manually. This would be post manual checking of the files. The only part of the process to change is that the Education & Inclusion team wouldn't have to save and attach the files manually, which will create a time saving.

### Impacts of the proposed change

This impact assessment covers HCC Staff (and partners)

### Engagement and consultation

Has engagement or consultation been carried out? Yes

This change has been approved by the Children's Services Digital Board and is going to the Corporate Digital Board for approval on 15/05/18. The full process has been documented and the Privacy Impact Assessment (PIA) is with Corporate Compliance for review.

<b>Statutory considerations</b>	<b>Impact</b>	<b>Mitigation</b>
<b>Age:</b> Neutral		
<b>Disability:</b> Neutral		
<b>Sexual orientation:</b> Neutral		
<b>Race:</b> Neutral		
<b>Religion and belief:</b> Neutral		
<b>Gender reassignment:</b> Neutral		
<b>Gender:</b> Neutral		
<b>Marriage and civil partnership:</b> Neutral		
<b>Pregnancy and maternity:</b> Neutral		

<b>Other policy considerations</b>	<b>Impact</b>	<b>Mitigation</b>
<b>Poverty:</b> Neutral		
<b>Rurality:</b> Neutral		

**Any other information**