

Template 1 - Initial Equality Implications Assessment Template

NOTE: This is NOT a screening template but to highlight and give you an indication of any potential equality implications at the project proposal / concept stage. By completing this template, it is your responsibility to evidence why a FULL EqIA is NOT required.

If you have insufficient evidence, data and research or need to undertake further consultation to assess the potential impact of your proposals, then a full EqIA (Template 2) will be required, therefore you do NOT need to complete this template.

Directorate / Service:	Resources Directorate (HRD and Shared Services)
What are the proposals being assessed? (Note: 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	Provision of Print Services from a new supplier
Manager Responsible for Area:	Jon Turner
Officer(s) completing the Initial Equality Implications Assessment (IEIA):	Jim Marsh
Date IEIA completed:	June 2012

<p>1. What are the aims, objectives, and desired outcomes of your proposals?</p> <p>(Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<p>The Council is procuring a new Print Services contract from a new supplier with the aim of delivering better print services at a lower cost. The process will see the ending of the current contract with Annodata and the take up of a new service from September 2012. In addition to the basic print service contract the Council is looking for a pricing model that will encourage a significant reduction in the volume of printing produced by staff across the Council.</p> <p>The Council's needs for printing and scanning equipment are currently being re-assessed due to a number of transformation projects. Most significantly the Council is close to agreeing the launch of its Mobile and Flexible working programme which will see the introduction of agile working technology and new business processes to enable</p>
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greater capability for staff to work anywhere, and thereby reduce the requirements for dedicated desks within a reducing buildings estate. The Mobile and Flexible working project has submitted a separate EqIA.

In addition the potential requirements for printing and scanning services are going to become increasingly difficult to predict in that the number of employees directly employed by the Council is likely to reduce over the life of the contract, as will the number of building directly used by Harrow Council staff. However it is likely that through the creation of shared services, new delivery models and joint enterprises that demand may vary in volume and by location.

Current needs can be summarised as:

- Day to day printing for c.1500 employees
- Printing available to a number of sites
- Numbers of sites reducing (dependant upon a number of business and service initiatives)
- A number of services have specialist needs in terms of size, quality and volume of printing

Requirements can be summarised as:

- Reduced costs of the central printing contract
- Proposals on service delivery model for the provision of print and scanning services to the Council
- Potential interim solution from the end of the current contract to the launch of a new delivery model or contract
- Proposal that demonstrates how up to date technology will be delivered to the Council
- Proposal capable of cost effectively managing an unpredictable volume of printing and scanning needs for the Council and its partners (strategic partners i.e. Police, and commercial partners i.e. shared services)
- Proposal that suggests an approach to reducing costs and volumes
- Pricing model that drive behaviours and shared benefits of reduced costs with the supplier

				<ul style="list-style-type: none"> • Approach on consumables in line with Council's environmental objectives • a flexible contract capable of responding to the Council's changing operational and technical needs
<p>2. Who are the main people / groups who may be affected by your proposals? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.</p>				<ul style="list-style-type: none"> • All staff within the Council are impacted by the new service • All partners using Council facilities • New Shared Services partners using Council facilities • Users of Library Services (as Copier facilities are provided by the Council for an agreed price)
<p>3. What data, information, evidence, research, statistics, surveys, and consultation(s) have you considered to undertake this assessment? <i>(include the actual data, statistics and evidence)</i></p>				<ul style="list-style-type: none"> • Detailed research into the number, type and location of printers within the Council • Market testing and a Supplier Open Day has been completed to understand potential costs, technologies and potential suppliers of such a contract for print services.
<p>4. Could your proposals disproportionately affect more people of one group than another?</p>	Yes	No	If yes, please explain how?	
		x		

4. A - Assessment Relevance

How relevant are your proposals to each protected characteristic?

Example: Reviewing the criteria of freedom passes will be of 'High' relevance for Age and Disability and of 'Low' relevance to the other protected characteristics.

B - Assessment of potential impact

When you consider the impact on people in relation to each protected characteristic, it should be defined as positive, neutral or negative:

Positive: where the impact is expected to have a particular benefit for this protected characteristic or improve equality of opportunity and / or foster good relations.

Neutral: where there will be a neutral impact, neither positive nor negative

Adverse: where there is a risk that impact could disadvantage one or more of the people described in relation to a protected characteristic. This disadvantage may be differential, where the negative impact on one particular group of individuals or protected characteristic is likely to be greater than on another.

C - Assessing Adverse impact

When you have considered the likelihood and potential impact on people in relation to the protected characteristics, use the table below and enter a score against each protected characteristic assessed as potential adverse impact in column C.

Likelihood	Potential Impact				
	Negligible	Minor	Moderate	High	Major
Certain to occur	Medium	High	High	Very High	Very High
Likely to occur	Medium	Medium	High	High	Very High
Possible to occur	Low	Medium	Medium	High	High
Unlikely to occur	Low	Medium	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Calculating the score - Potential Impact X Likelihood = Score

Protected Characteristic	A Relevance	B Impact	Describe the impact(s) (negative or positive) your proposals may have on this protected characteristic	Reason for the Assessment of Potential Impact (What evidence, data, and information did you use to assess this?)	C Assessing Negative Impact Score
	Low/ Medium/ High	Positive/ Adverse/ Neutral			
Age (including carers of young/older people)	Low	Neutral	None	None	Low
Disability (including carers of disabled people)	Medium	Positive and Negative	<p>Negative: Fewer desk top printers could require staff with physical disabilities to collect their work some distance from their desk.</p> <p>Positive: A flexible printing contract would provide home printing supporting a more flexible approach to work for a number of staff</p>	<p>Negative: Most printing strategies aimed at reducing costs and volumes of printing will look to replace individual desk top printers with Multi Function Devices in designated print areas. This will allow monitoring of volumes and lower per unit costs. These areas are placed in easily accessible areas but can sometimes be cramped or some</p>	Medium

				distance from certain desks. Positive: The mobile and Flexible working project will require printing solutions that allow people to print at home or flexibly at their designated work location. This requirement is strongly represented in the statement of requirements.	
Gender Reassignment	Low	Neutral	None	None	Low
Marriage and Civil Partnership	Low	Neutral	None	None	Low
Pregnancy and Maternity	Low	Positive	Positive: A flexible printing contract would provide home printing supporting a more flexible approach to work for a number of staff	None	Low
Race	Low	Neutral	None	None	Low
Religion or Belief	Low	Neutral	None	None	Low
Sex	Low	Neutral	None	None	Low
Sexual orientation	Low	Neutral	None	None	Low

Score	Action
Low	Minor considerations needed e.g. style and method of communication, timing of activity, venue suitability, and minor cultural or social considerations.
Medium	Amendments will be needed to the proposals to take account of any issues identified. Further actions may be necessary as well as internal/external expert advice/consultation could be required.
High	A full EqIA is required
Very High	

Making Adjustments (Improvement Action Plan) – Although a full EqIA may not be required, the IEIA may have identified potential adverse impact or steps you can take to enhance equality of opportunity. Making adjustments involves deciding what steps you will take to improve the service by removing the adverse impact of your proposals, and increasing the positive effects. These steps/actions will form your Improvement Action Plan.

5 - List below any actions you plan to take as a result of this IEIA.

Area of potential adverse impact e.g. Race, Disability	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
Disability (including carers of disabled people)	Ensure that Printing areas around the Council comply with space/access policies in order to allow wheelchair access	Compliant printing areas	September 2012	Linda Desouza	Part of evaluation criteria for suppliers and to be put into transition plan
Disability (including carers of disabled people)	Ensure that sufficient printing areas are located in a way that no staff have an excessive trip to pick up printing	Sufficient printing areas close to staff	September 2012	Linda Desouza	Part of evaluation criteria for suppliers and to be put into transition plan
Disability (including carers of disabled people)	Ensure that desk top printers are still provided where there is a stated need	Agreed policy on desk top provision to support individual stated needs	September 2012	Linda Desouza	Part of evaluation criteria for suppliers and to be put into transition plan

Summary and Recommendations (this section must be included in Cabinet reports and your project proposal reports for the Commissioning Panel)

Summary / Conclusion of assessment: (include the key findings and equality implications.	The new print services contract has a largely neutral impact on staff in the council. However care must be taken in the planning of the number and location of print areas in order not to negatively impact staff with disabilities. In addition the individual needs of staff must be
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	recognised in assessing whether a desk to printer should still be provided.			
On the basis of your conclusion, do you suggest a full Equality Impact Assessment should be undertaken?	Yes		No	x
If no, please explain why not?	The impact is largely neutral, whilst the areas of concern are largely known and manageable.			
Do you think that your proposals will have a cumulative effect upon a particular protected group in light of other council proposals that you are aware of? If yes, please explain the cumulative impact and on which groups.	No			

Signature - Lead Officer (Jon Turner)		Date	June 2012
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Project Proposals being submitted to the Commissioning Panel	All other proposals including policy/service reviews, developing new policies, services and projects, restructure etc
<p>On completion, your (signed) Initial Equality Implications Assessment template needs to be submitted with your project proposals by the set deadline.</p> <p>As part of the Commissioning Panel process, all completed templates will be Quality Assured taking into account your recommendation whether a full EqIA is required or not. If the Quality Assurance Group disagrees with a recommendation that a full EqIA is not required, this will be fed back to the project leads with the group's comments and reason for their decision.</p>	<p>On completion, the (signed) Initial Equality Implications Assessment template needs to be forwarded to the Chair of your Directorate Equalities Task Group (ETG) to be reviewed and signed off.</p> <p>After reviewing the template, your ETG may suggest you undertake a full EqIA; therefore it is important that you wait for this decision before submitting your report.</p> <p>DETG Chairs – once you have reviewed and signed off the section above, please return this template to the Lead Officer with your comments and decision.</p> <p>Lead officers must then email their completed (signed) templates to equalities@harrow.gov.uk to be published</p>

Quality Assurance and Sign Off
(to be used by ETG's and the Quality Assurance Group)

Are the outcomes of the proposals clear?		Yes		No	
Comments:	No comments received				
Is it clear who will be affected by what is being proposed?		Yes		No	
Comments:	No comments received				
Are you satisfied with the level of data/evidence used to undertake this assessment?		Yes		No	
If no, explain why not?	No comments received				
If a full EqIA is not required, are you satisfied with this outcome?		Yes		No	
If no, explain why not?	No comments received				
Signature - Chair of Equality Task Group		Date	July 2012		