



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	CCI, HR&OD, Finance Team, Internal Audit and CPS
Title of the activity etc.	Alternative Delivery Models (template 39)
Aims of the activity	Print & photocopying, Shared HR Service, Shared Internal Audit and Joint Commissioning Teams and Accounts Payable
Author(s) & Title(s)	Head of Customer Communication & Improvement
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<p>Business case/sourcing strategy for a Print Managed Service Financial models and savings required for the future</p> <p>Internal Audit, Joint Commissioning Teams and Accounts Payable: general efficiencies. There are no negative or positive impacts identified with these services.</p>
Internal consultation with staff and other services affected.	<p>The Print team have been informed about the process and are aware of tender timetable. Statutory Consultation in TUPE is ongoing. There is ongoing consultation with staff, trade unions and the new supplier.</p> <p>The Print Project Board has representatives of all council services.</p> <p>Statutory consultation on proposals will be undertaken as required</p>
External consultation (partner organisations, community groups, and councils).	Ongoing discussions with partners who would be directly affected by the proposals ie Aberdeen City Council and Moray Council.

External data (census, available statistics).	Print activity is currently benchmarked against external providers
Other (general information as appropriate).	n/a

Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?	No
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Stage 4: Measures to fill the evidence gaps.

What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger		Yes		
Age – Older			Yes	
Disability		Yes		
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female		Yes		
Pregnancy and maternity			Yes	

Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		With a comprehensive rollout of new photocopiers across all areas of the council we must ensure the supplier takes into consideration access issues
		At the moment we have a lot of printers in primary age classrooms and the new arrangements need to consider the safety of the children within the establishment
		HR is predominantly staffed by female employees. Any reduction in posts would potentially have a negative impact on this group.

Stage 7: Have any of the affected groups been consulted?	
<p>If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?</p>	<p>Print staff will undertake formal consultation as part of TUPE legislation in the transfer to the new provider. Trade Unions are being kept fully informed.</p> <p>To support the development of the print tender engagement activity and surveys were undertaken. No formal consultation has taken place but all services are represented on the project board.</p> <p>The use of and deployment of photocopiers across the council will be subject to local engagement on a location by location basis.</p> <p>HR Shared Service – No not at the moment as the potential for a shared service has not been progressed as yet.</p>

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
<p>These should be included in any action plan at the back of this form.</p>	Mitigating Steps	Timescale
	Engaging with local users of the service, taking their views into account and designing a service that is fit for purpose	By end of 2016
	With Shared HR services all relevant council policies and procedures will be followed such as redundancy, redeployment and equalities for example.	tbc

Stage 9: What steps can be taken to promote good relations between various groups?	
<p>These should be included in the action plan.</p>	<p>Good communications and engagement with staff throughout the transition phase is essential.</p> <p>Internal communications will be rolled out across both councils in relation to the proposed changes to the print and photocopying arrangements.</p>

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
<p>Generating efficiency savings on back offices process and procedures in order to support frontline services with a direct impact on customers.</p> <p>All affected print staff will be moved to the new employer on their existing terms and conditions and their employment rights covered under TUPE</p>

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	<p>The project board will review the transition and implementation during 2016</p> <p>The successful supplier for managed and bulk print was asked to demonstrate their commitment to meeting the council's equality standards and was agreed as part of the tender process.</p>

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	N/A	
	2	<p>Negative Impacts have been identified, these can be mitigated - please explain.</p> <p>* Please fill in Stage 13 if this option is chosen.</p>
	<p>Engaging with local users of the service, taking their views into account and designing a service that is fit for purpose</p> <p>With Shared HR services all relevant council policies and procedures will be followed such as redundancy, redeployment and equalities for example.</p>	
	3	<p>The activity will have negative impacts which cannot be mitigated fully – please explain.</p> <p>* Please fill in Stage 13 if this option is chosen</p>

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
<p>Good engagement and actions to mitigate any negative impacts can and will be implemented during the transition phase in 2016 for Print services.</p> <p>With Shared HR services all relevant council policies and procedures will be followed such as redundancy, redeployment and equalities for example.</p>

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Customer Communication & Improvement		
	2) Title of Policy/Activity	Provision of a Managed Service (including outsourcing the central print team)		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Position: Head of CCI Date: 14.12.15. Signature:	Name: Position: Consultation & Engagement Officer Date: 14.12.15 Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Position: Date:	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
	7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	

