



EQUALITY IMPACT ASSESSMENT 5 Dec 2013

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Corporate Services
Section	Customer Communications and Improvement
Title of the activity etc.	Design and Print Budget
Aims of the activity	<p>This EIA concerns the Design and Print budget within Customer, Communication and Improvement.</p> <p>The budget funds the delivery of all design, print and photography requests. Design and Print provides support in promoting service activity for Aberdeenshire Council. Some of these support activities include:</p> <ul style="list-style-type: none"> • Graphics Design (ensuring corporate identity standards are adhered to) • Litho Printing • Digital Printing • Outsourcing of translation requirements ✓ • Managing and monitoring the council's MFD contract • Mail merge (annual council tax billing, elections, daily distribution of a variety of digital printing requiring to be mail merged) • Scanning and archiving of documents • Enveloping/ pressure sealing • Banners/posters/sidewinders • Photography • I D Badges • Ensuring communication accessibility standards are followed ✓ • Variety of specialised finishing
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 20px; display: inline-block;"></div> – Design and Print Manager.

Stage 2: List the evidence that has been used in this assessment.	
Pricing model that is used in conjunction with a Print Management Information (PMIS) to evidence full cost recovery, benchmarking and best value	<p>The Design and Print service operates on a cost recovery basis. This is evidenced through having a robust pricing model in place to ensure efficiency, transparency and accountability is achieved. The pricing model ensures that all front line support services benefit from best value. Evidence is gathered through income recovery, benchmarking and delivery date variable reports.</p>

<p>Management of current Multi Functional Devices (MFD) for Aberdeenshire Council.</p>	<p>Consultation with users and current photocopying service provider. Internal customer survey carried out to establish satisfaction with current contract and establish improvements for next contract due to expire in December 2014</p>
<p>Outsourcing service to external suppliers.</p>	<p>The in-house service monitors all pricing through benchmarking against external suppliers.</p> <p>The service also has to consider the impact of the external environment in terms of technological advancement and the council's policy to reduce the throughput of print.</p> <p>This is a current activity which will consider internal costs and level of quality against external provision of services through continual benchmarking.</p>
	<p>Design and Print development plan and Marketing Plan in place to support service provided.</p>
	<p>Corporate Identity guidelines in place to protect the visual branding of Aberdeenshire Council.</p>

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	There is lack of information relating to activity on desk top printers throughout the council.

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:
	The Print Contract Development Group have identified this gap and are currently gathering information to support the renewal of the existing photocopying contract. Manual activity is required to capture all devices. Due to technological developments the new contract will provide a cost effective alternative to desk top printers which will offer greater savings.	March 2014 J

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		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.	By adhering to accessibility communication standards, all literature is designed and printed to ensure large print and easy to read text is produced when required. The use of different languages is also used where appropriate.	

Stage 7: Have any of the affected groups been consulted?

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?	No. Best practice is supported through consultation with services which ultimately have responsibility for communication with various stakeholders
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

These should be included in	Mitigating Steps	Timescale
	None identified	

any action plan at the back of this form.		

Stage 9: What steps can be taken to promote good relations between various groups?

These should be included in the action plan.	Design and Print offer support to various front line services which have responsibility for ensuring equality is evidenced, providing best advice on design standards and languages by D&P to services
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

The budget will support other services to produce information and key messages to relevant stakeholders. We promote equality awareness with services to ensure that it has been considered if the information is to be distributed amongst affected groups, by providing advice and best practice.
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Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).	The overall budget is based on cost recovery and does not directly effect any groups with protected characteristics. The service will continue to support other services, for example council tax information in different languages and ensuring large print is available on request.
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Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The Design and Print budget is managed on a cost recovery basis which supports other services to produce information in an accessible format.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.

	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Design and Print, Customer Communication and Improvement, Corporate Communications.	
	2) Title of Policy/Activity	Design and Print Budget	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: [Redacted]	Name:
		Position: Design and Print Manager	Position:
	Date: 4 Nov 2013	Date:	Date:
		Signature:	Signature:
Name:	Name:	Name:	
	Position:	Position:	
Date:	Date:	Date:	
	Signature:	Signature:	
4) Consultation with Service Manager	Name: Head of Customer Communication and Improvement [Redacted]	Date:	
5) Authorisation by Director or Head of Service	Name: [Redacted]	Name:	
	Position: Director of Corporate Services	Position:	
Date:	Date:	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:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Ensuring awareness through briefing to team to promote additional services such as languages and large print when required. How? The Mechanism	Oct 2013	ongoing	[Redacted]	Enhanced awareness of support to other services	No additional resource implications.
Action from Print Contract Development Group to assess desk top printers	Sept	April 2014	[Redacted]	Cost comparisons to be made through new contract and efficiency savings to be identified.	Resources from other services utilised within the the Print Contract Development Group