

## Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

### **How should you assess impact?**

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

**It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.**

The form should be completed electronically and returned to the Equalities Section :

**[LJBrown@valeofglamorgan.gov.uk](mailto:LJBrown@valeofglamorgan.gov.uk)**

If you have any queries, telephone: 01446 709362

<b>Policy Title: Corporate Print Strategy</b>
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<b>Who is responsible for developing and implementing the policy?</b>	
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Name: Graham John	Job Title: Support Manager (Systems)
Directorate: Finance, ICT & Property	Division: ICT
Assessment Date: 12.12.08	

### 1. Objectives

<b>What are the objectives of the policy being developed or reviewed?</b>
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Replace the proliferation of inefficient, outdated, unsupported, power hungry printers, with fewer Multi functional devices that are Eco and Green Dragon friendly, that will drive the cost of printing down for the Council and provide enhanced functionality, including secure and scanning and copying of documentation.
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### 2. Background Data:

<b>Who is intended to benefit from this policy?</b>	<b>Please</b> ✓
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All residents of the Vale of Glamorgan	
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Internal departments (please state):	✓ All
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Customers/residents in a specific geographical location	
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Specific customers (age, gender, etc.)	
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Please identify:	
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Other	
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Please specify:	
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<b>What research or baseline information do you have about how your service is used by various groups of people?</b>
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An internal audit of all print facilities has been conducted.
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### 3. Gender

Will the policy have a **positive impact** directly or indirectly on different groups in the community.

Gender: please ✓	Yes	No
Women		✓
Men		✓

<b>What evidence do you have to support this view?</b>
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The strategy will have a neutral impact in terms of gender
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<b>What actions can you take to have a more positive impact?</b>
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n/a
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### 4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities



use the Council's swimming pool more often if same sex swimming arrangements are in place). Will the policy have a **positive impact** on the following groups?

<b>Race: please ✓</b>	<b>Yes</b>	<b>No</b>
Black and minority ethnic population	✓	
Economic migrants	✓	
Asylum seekers and refugees	✓	

<b>What evidence do you have to support this view?</b>
Equipment can be operated without any English language requirements
<b>What actions can you take to have a more positive impact?</b>
n/a

## 5. Disability

Will the policy have a **positive impact** on people with disabilities e.g. services will be more accessible for people with a disability?

<b>Disability: please ✓</b>	<b>Yes</b>	<b>No</b>
Visually impaired	✓	
Hearing impairment		✓
Physically disabled	✓	
Learning disability		✓
Mental health problem		✓
Other:		✓

<b>What evidence do you have to support this view?</b>
By way of reasonable adjustments for both existing and new employees, visual aids will be installed where required to assist the visually impaired. Physically disabled workers will have personal printers personally available to them from the surplus printers that result from the strategy, wherever a need is identified.
<b>What actions can you take to have a more positive impact?</b>
n/a

## 6. Welsh language

Will the policy provide a **positive impact** both in Welsh and English in accordance with the Council's Welsh Language Scheme? e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms

<b>Language: please ✓</b>	<b>Yes</b>	<b>No</b>
Welsh		✓

<b>What evidence do you have to support this view?</b>
Printers will operate internally only, in English, as per current arrangements
<b>What actions can you take to have a more positive impact?</b>

n/a Welsh language equipment is not available.

## 7. Age

Will the policy provide a **positive impact** for younger/older people?

Age: please ✓	Yes	No
Under 25 years		✓
Over 50 years		✓

**What evidence do you have to support this view?**

The strategy will have a neutral impact in terms of age.

**What actions can you take to have a more positive impact?**

n/a

## 8. Religion and belief

Will the policy provide a **positive impact** for people with different religious/belief backgrounds?

Religion/belief: please ✓	Yes	No
		✓

**What evidence do you have to support this view?**

The equipment will have a neutral impact in terms of religion & belief

**What actions can you take to have a more positive impact?**

n/a

## 9. Sexual orientation

Will the policy provide a positive impact for gay men/lesbians/bisexuals?

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals		✓

**What evidence do you have to support this view?**

The equipment will have a neutral impact in terms of sexual orientation

**What actions can you take to have a more positive impact?**

n/a

## 10. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)



- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

**Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)**

Consultation has taken place directly with users via 2 separate audits of current printing facilities, ICT user group has been consulted, Member Group, Heads of Service, Corporate Management Team and Cabinet.

**Who was consulted?**

See above

**How have the results of the consultation been implemented?**

The information gathered from the consultation activities will be used to ensure that future printing facilities are accessible to all relevant employees.

## 11. Monitoring

**How will you monitor the impact of this policy on service users?**

Specific needs will be identified in Divisions. Print usage will be monitored on an individual basis.

**What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?**

Use within the equality strands will not be monitored.

## 12. Publication of policy

**How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?**

Strategy has been published on StaffNet and distributed to all Directors, Heads of Service and Operational Managers. Information will be made accessible on an individual needs basis.

## 13. Further action

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

## 14. Completed Impact Assessments:

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be submitted to a review panel to assess and discuss any further information or action required and subsequently published on the Council's website.

### **15. Authorisation**

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name): David Vining	Date: 23 <sup>rd</sup> April 2010
Designation: Head of Strategic ICT	