

# Equality Impact Assessment Form

Please ensure that you refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Equalities Officer or Equalities Team

## Details

Name of Initiative to be assessed: Print Design

Name of responsible officer: Richard Evans

Group/Directorate: Place and Transformation

Service Area: Print and Design

Date: April 2016

### (a) WHAT ARE YOU ASSESSING FOR IMPACT ?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal	Information/ Position statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### (b) Please name and describe below

The Business Case relates to increasing external fees and charges for Print & Design work carried out in the Print Section.

The Print Section currently raises on average £25,000 worth of external income for print, design & signage work carried out within the Print Section.

It is proposed to increase price rates by an average of 10%. Although it is recognised that demand may fall with an increase in prices it is believed that an increase in income of approx. £2,000 can be achieved.

There are other areas that the Print Section are also looking to generate income and make savings but the income from these and the demand has not been quantified at this stage. These areas include use of the automailing system, savings from shedding internally rather than sending to external contractor and advertising on banners and bus stops.

### (c) IS THE DELIVERY OF THIS INITIATIVE AFFECTED BY LEGISLATION OR OTHER DRIVERS SUCH AS CODES OF PRACTICE?

If so, please identify what and how?

No.

### (d) Does the initiative directly affect service users, employees or the wider community?

Yes  Continue assessment

No  X No need to continue screening or carry out an EqIA

## Equality Impact Assessment Form

**Screening/Relevance Test: Is an equality impact assessment required?**

*Screening is used to decide whether the initiative you are responsible for has a high or medium negative impact on any of the protected groups and will require a full EqIA. Please highlight the positive impact the decision will have on the protected characteristics.*

What will be the effect on :-

Protected Characteristic	Impact? <i>Include Positive and Negative</i>
Age	Neutral
Disability	Neutral
Gender Reassignment	Neutral
Marriage & Civil Partnership	Neutral
Pregnancy and Maternity	Neutral
Race	Neutral
Religion or Belief	Neutral
Sex	Neutral
Sexual orientation	Neutral
Carers	Neutral
Welsh Language	Neutral

**If after completing the EqIA screening/relevance test you determine that this service/function/policy/project is not relevant for an EqIA you must provide adequate explanation below (Please use additional pages if necessary).**

The proposal is to increase external charges by 10% for printing/copying/signage etc. This is a discretionary service used by a few members of the public and businesses who have the choice to use other print businesses in the area if they wish.

**Are you happy that you have sufficient evidence to justify your decision?**

**Yes**

**Signed: Ellis Cooper**

**Position: Corporate Director**

**N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you MUST carry out a full EqIA.**

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## Full Equality Impact Assessment

*You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact, including positive impact, and clearly identify which protected groups are affected.*

In terms of any disproportionate / negative / adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

Please highlight positive impacts and actions that have been identified as a result of the assessment process.

### **Evidence Sources**

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.

(ii) Give details of how you have engaged with service users on the proposals and steps to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.

Are you satisfied that the engagement process complies with the requirements of the Statutory Equality duties?

**Decision Log** – (detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made)

### **Review**

**Date of Next Review:**

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<b>If review is not required, explain why.</b>

<b>Approved by:</b>
<b>Signature:</b>
<b>Job Title:</b>
<b>Approval date:</b>

<b>Date of Update:</b>
<b>Update recording</b>