

Equality Impact Assessment (EIA)

This document demonstrates how the council is meeting its duties under the Equality Act 2010, by giving due regard to the requirement to: eliminate discrimination; advance equality of opportunity; and promote good relations.

1. Background

Directorate	Corporate Resources
Service area	Asset Management & Property Services
Title of the activity being assessed i.e. the strategy, plan, policy or service	Managed Print Service
Brief outline of the proposal(s)	<p>To seek Cabinet approval to conduct a competitive procurement process for the award of a contract for a Managed Print Service for Gloucestershire County Council. The contract will be for to 5 years (with the option to extend for a further 2 years) with an estimated value of £3.85M.</p> <p>The key services are as follows:</p> <ul style="list-style-type: none"> • Print Room, • Multi-Function Printing devices (printers) • Print Management (specialist printing) • Payslips & Portal • Print to Post • Transactional printing • Digital Mail room (Digitise incoming mail)
Who is affected by the proposals?	<p>Service users <input type="checkbox"/> Workforce <input checked="" type="checkbox"/></p> <p>Other, please specify : Those other organisations who source payroll services from GCC</p>
Decision to be taken and decision maker	That Cabinet delegates authority to the Assistant Director of Asset Management & Property Services, in consultation with the Cabinet Member for Finance and Change to:

	<ol style="list-style-type: none"> 1. Conduct a mini-competition process under the Crown Commercial Services Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision (RM6174) framework agreement in respect of a call-off contract for the supply of a Managed Print Service Contract. The proposed call-off contract, referred to as the “Managed Print Service Contract”, shall continue for an initial period of 5 years and include an option to extend its term for two further periods of not more than 12 months in length. 2. Award such contract to the preferred tenderer; and 3. Determine whether to exercise the options to: <ol style="list-style-type: none"> a) extend the term of such Managed Print Service Contract for a further period of 12 months on the expiry of the initial 5-year term; and extend the term of such Managed Print Service Contract again for a further period of 12 months and on the sixth anniversary of the contract.
Person(s) responsible for completing this assessment	Stephen Hetenyi - Facilities Contracts Manager
Date of this assessment	30/03/2022

2. Information Gathering

Briefly outline your approach to consultation and engagement, together with details of any other information and data sources you have utilised:

Research, Consultation and Engagement	
Service users	Not Applicable
Workforce	<p>Informal discussions with key stakeholders (BSC, Registration, IMS), strongly agree with the scope of services remaining unchanged initially with the exception of the onsite print room facility no longer being required. Their comments included:</p> <ul style="list-style-type: none"> • The inclusion of a digital incoming mail facility and enhanced scanning capabilities were areas of interest.

	<ul style="list-style-type: none"> • Making the most of the new document management system. • Seamless integration with Office 365 & Teams. • Many services have moved away from hard copy printing. • The ability for individuals to print remains a priority. • The new contract will need to reflect significantly reduced volumes. • Have the ability to scale up if required.
Partners	Not applicable
Other	

3. Equality Assessment

Briefly explain your assessment of the impact of the proposed activity on the protected characteristics below. This section evidences how the council is giving due regard to the three aims of the general equality duty, which are to: eliminate discrimination; advance equality of opportunity; and promote good relations.

Protected Characteristic	Service Users	Workforce
Age	Not applicable	No identified significant impact
Disability		<p>We will ensure that when the Invitation to tender is written for the new hardware and systems that it meets all accessibility requirements and therefore there is no negative impact on staff based on disability. Where required the Council will continue to make reasonable adjustments to enable any affected to use the system.</p> <p>We recognise that in the implementation of resulting changes, we will need greater understanding of the impact of the changes on individuals with disabilities. We anticipate that issues may relate to increased electronic documents rather than hard copy, plus increased distance to access printers (MFDs)</p> <p>Whilst the planned changes in behaviour are strongly desired, they do not take away the ability of staff to continue to use present methods. Care will be taken in the planning of the location of devices to ensure that individuals who identify distance to access a printer as an issue are not disadvantaged</p>

Sex		No identified significant impact
Race		
Gender reassignment		
Marriage & civil partnership		
Pregnancy & maternity		
Religion and/or belief		
Sexual orientation		

4. Completed Actions

Set out how the proposed activity has already been amended following the equality assessment, to maximise the positive impact or minimise the negative impact:

Change	Reason for Change

5. Planned Actions

Set out improvements that will be undertaken, following the equality assessment, to further maximise the positive impact or minimise the negative impact:

Potential impact (positive or negative)	Action	By when	Owner
Positive	Ensure that the ITT for the new Managed Print Service	March 2023	Rob Barnes


	clearly specifies that all accessibility requirements must be met		
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6. Monitoring and review


The following processes/actions will be put in place to keep this 'activity' under review:
During the implementation of the new hardware and systems we will work with our employee networks to ensure we consider and address any impact on these groups. This will include involving them in the development and testing stage so that should any issues arise they are addressed before going live.

7. Officer / Decision-maker Sign off

Officer: By signing this statement off as complete you are confirming that 'you' have examined sufficient information across all the protected characteristics and used that information to show due regard to the three aims of the general duty. This has informed the development of the activity

Signature of Senior Officer	
Name of Senior Officer	Steve Mawson
Date	7 June 2022

Decision maker: I am in agreement that sufficient information and analysis has been used to inform the development of this 'activity' and that any proposed improvement actions are appropriate and I confirm that I, as the decision maker, have been able to show due regard to the needs set out in section 149 of the Equality Act 2010.

Signature of decision maker	
Name of decision maker	Cllr Lynden Stowe
Date	7.6.22

8. Publication

If this document accompanies a Cabinet report or an Individual Cabinet Member (ICM) decision report it will be published, as part of the report publication process, on the GCC website. If this statement is not to be submitted with a Cabinet report or an Individual Cabinet Member (ICM) decision report, please maintain a copy for your own records that can be retrieved for internal review and also in case of future challenge.

Appendix 1 – Service User Data

Details of service users affected by the proposed activity

Protected Characteristic	Service User Data and Information
Age <i>percentage/profile of service user ages</i>	N/A
Disability	

<i>percentage/profile of service users who have a disability</i>	
Sex <i>percentage/profile of service users who are male and who are female</i>	
Race <i>percentage/profile of service users who are from black and minority ethnic backgrounds</i>	
Gender reassignment <i>percentage/profile of service users who have indicated they are transgender</i>	
Marriage & civil partnership <i>percentage/profile of service users who are married or in a civil partnership</i>	
Pregnancy & maternity <i>percentage/profile of service users who are female and who are pregnant or on a maternity leave</i>	
Religion and/or belief <i>percentage/profile of service users religious beliefs</i>	
Sexual orientation <i>percentage/profile of service users who are lesbian, gay, bisexual, heterosexual</i>	

Appendix 2 – GCC Workforce Data

Details of Gloucestershire County Council staff affected by the proposed activity

Protected Characteristic	Total number of GCC staff affected:
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Age	Not Applicable
Disability	<p>The percentage of employees who declared a disability is 5.15%, this is a slight increase compared to 4.74% last year (2020), and 4.44% the previous year (2019).</p> <p>https://www.gloucestershire.gov.uk/media/2110354/gcc-workforce-equality-diversity-and-inclusion-report-2021-final-version-v1.pdf</p>
Sex	Not Applicable
Race	
Gender reassignment	
Marriage & civil partnership	
Pregnancy & maternity	
Religion and/or belief	
Sexual orientation	