

Equality Impact Assessment Screening Tool

Equality Impact Assessments help the Council to comply with its public sector duty under the Equality Act 2010 to have due regard to equality implications. EIAs also help services to be customer focussed, leading to improved service delivery and customer satisfaction.

The Council understands that whilst its equalities duty applies to all services, it is going to be more relevant to some decisions than others. We need to ensure that the detail of Equality Impact Assessments (EIAs) are proportionate to the impact of decisions on the equality duty, and that in some cases a full EIA is not necessary.

This tool assists services in determining whether plans and decisions will require a full EIA. It should be used on all new policies, projects, functions, staff restructuring, major development or planning applications, or when revising them.

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| Proposal/Project/Policy Title | To procure a Hybrid Mail solution on the CCS RM6280 Framework for 7-years. | |
| Service Area | IT Services | |
| Officer completing the EIA Screening Tool | Ben Davis, IT Procurement Lead | |
| Head of Service | Paul Ingram, Chief Information Officer | |
| Date | 30/04/2024 | |
| Brief Summary of the Proposal/Project/Policy Include main aims, proposed outcomes, recommendations/decisions sought. | IT Services on behalf of the Council will be conducting a competition on the CCS RM6280 Framework for the procurement of a new Hybrid Mail solution to replace the current Xerox contract, which expires on the 30 th of November 2024. This contract will be procured on a 7-year term, split into 4-years plus an optional 3-year extension. | |
| Protected characteristic | Impact | Description |
| Age | Not applicable (N/A) | None |
| Disability | Positive impact (L) | The current Enabling Independence Team use the Xerox solution and any replacement procured will have the same capabilities for people with alternative working arrangements. |

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| Gender re-assignment | Not applicable (N/A) | None |
| Marriage and civil partnership | Not applicable (N/A) | None |
| Pregnancy and maternity | Not applicable (N/A) | None |
| Race | Not applicable (N/A) | None |
| Religion | Not applicable (N/A) | None |
| Sex | Not applicable (N/A) | None |
| Sexual orientation | Not applicable (N/A) | None |
| Socio-Economic Disadvantage¹ | Not applicable (N/A) | None. |
| How visible is this service/policy/project/proposal to the general public? | | Low visibility to the general public (L) |
| What is the potential risk to the Council's reputation? Consider the following impacts – legal, financial, political, media, public perception etc | | Medium risk to reputation (M) |

If your answers are mostly H and/or M = **Full EIA to be completed**

If after completing the EIA screening process you determine that a full EIA is not relevant for this service/function/policy/project you must provide explanation and evidence below.

Hybrid mail is responsible for producing and delivering the majority of Council correspondence to residents throughout the borough. The replacement system will replicate and where possible improve those communication channels. The primary risk is if the implementation and Go-Live for the new system does not go according to plan, this could see delays in some correspondence reaching residents. Contingency plans will be created as part of the transition programme of works to ensure there is minimal disruption to any key Council communications.

¹ Socio-Economic Disadvantage is not a protected characteristic under the Equality Act. London Borough of Barking and Dagenham has chosen to include Socio-Economic Disadvantage as best practice.