

### 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.

<b>Proposal/Project/Policy Title</b>	To procure a MFDs and Managed Print Service solution on the CCS RM6174 Framework for 5-years.	
<b>Service Area</b>	IT Services	
<b>Officer completing the EIA Screening Tool</b>	Ben Davis, IT Procurement Lead	
<b>Head of Service</b>	Paul Ingram, Chief Information Officer	
<b>Date</b>	30/04/2024	
<b>Brief Summary of the Proposal/Project/Policy</b> Include main aims, proposed outcomes, recommendations/decisions sought.	IT Services on behalf of the Council will be conducting a competition on the CCS RM6174 Framework for the procurement of a new MFD and Managed Print Service solution to replace the current Xerox contract, which expires on the 30 <sup>th</sup> of November 2024. This contract will be procured on a 5-year term.	
<b>Protected characteristic</b>	<b>Impact</b>	<b>Description</b>
<b>Age</b>	Not applicable (N/A)	None
<b>Disability</b>	Positive impact (L)	Any print solution procured as part of this project will have compatibility with the wide range of disability software used across the Council. Ensuring that Council staff who require alternative working arrangements will still have printing capabilities.

<b>Gender re-assignment</b>	Not applicable (N/A)	None
<b>Marriage and civil partnership</b>	Not applicable (N/A)	None
<b>Pregnancy and maternity</b>	Not applicable (N/A)	None
<b>Race</b>	Not applicable (N/A)	None
<b>Religion</b>	Not applicable (N/A)	None
<b>Sex</b>	Not applicable (N/A)	None
<b>Sexual orientation</b>	Not applicable (N/A)	None
<b>Socio-Economic Disadvantage<sup>1</sup></b>	Not applicable (N/A)	None.
<b>How visible is this service/policy/project/proposal to the general public?</b>		<b>Low visibility to the general public (L)</b>
<b>What is the potential risk to the Council's reputation?</b> Consider the following impacts – legal, financial, political, media, public perception etc		<b>Low risk to reputation (L)</b>

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.

MFDs are the physical print devices located at all Council sites which staff use to print important documents. This procurement will see a replacement to the current print setup and potentially a rationalisation to meet current print demand, however it will have a limited impact on the public and any inconvenience caused will be caused to staff members. The implementation project will account for the potential risk to reduced print capabilities for staff members.

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<sup>1</sup> 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.