

Full Equality Impact Assessment Form

Equality Relevance High Medium Low

1. Name of the policy or practice?

Print strategy Project – Supplier Selection Process

2. What is the aim, objective or purpose of the policy practice?

The Aim is to consolidate the procurement of Printers, MFDs and MFPs under a single supplier. It is then to reduce the number of devices in use across the university by removing desktop devices and encouraging users to use shared network devices.

3. Who is responsible for developing the policy?

Andrew Sutterby

4. Who is responsible for implementing the policy?

PSS Staff

5. Who is the policy intended to benefit?

All University staff

6. What is intended to be achieved by the policy?

A single supplier will make the procurement and support of all devices easier and simpler.

7. How will you know if this policy has been successful?

Monitoring of staff needs and where staff needs are identified address them appropriately

8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Please give information/ evidence to support your answer.

	Yes	No	Not known – Do you need to generate sources of information?
Women, men, transgendered people		No – the devices are not gender specific or biased	
Black and minority ethnic groups		No – the devices are not ethnically specific or biased	
Disabled people	Due to the wide range of possible disabilities there		

	will be people impacted such as wheelchair, visually impaired users etc.		
Younger or older people		No – The devices are designed for all age groups	
People of different religion and beliefs		No – the devices are not related to faith	
Lesbian, gay and bisexual people		No – the devices are not related to sexual preference	

9. Is there potentially adverse impact on the following equality groups as a result of this policy? Please give information/ evidence to support your answer.

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people		No – the devices are not gender specific or biased	
Black and minority ethnic groups		No – the devices are not ethnically specific or biased	
Disabled people	Due to the wide range of possible disabilities there will be people impacted such as wheelchair, visually impaired users etc.		
Younger or older people		No – The devices are designed for all age groups	
People of different religion and beliefs		No – the devices are not related to faith	
Lesbian, gay, bisexual people		No – the devices are not related to sexual preference	

10. Is the policy designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?

An aspect of the future plan is to introduce an allocation strategy to equipment which will encourage staff to share equipment more.

11. Do you need to carry out a formal/informal consultation internally or externally at this stage? Who you need to consult?

no

12. What method or mechanism would be best suited for this consultation?

N/A

13. What action could be taken to mitigate any negative impacts identified or is there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan.

Where any special requirements need addressing then the users would be consulted to identify the best devices to address the specific needs.
Suppliers can adapt any device for any specific requirements.

14. Who will be responsible for monitoring the implementation of the action plan?

Simon Hampton-Matthews

15. Please outline how you have revised the policy (if necessary) in the light of the Equality Impact Assessment . If no change is to take place please give reasons.

N/A

16. Please indicate when you think this policy/practice should be reviewed next:

Annually

Equality Impact assessment completed by:

Name	Andrew Sutterby
Post title	Project Coordinator
Faculty / service	Printing and stationery
Date	9/8

Please return this form to the Equality and Diversity Unit. The equality and diversity unit will provide feedback and will publish the final document.

ACTION PLAN – Name of Policy ... Print strategy Project – Supplier Selection Process
Service/Faculty....Printing and Stationery Services

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Specific needs addressed as required	Simon Hampton-Matthews	N/A	N/A		N/A
Consultation	As users identify themselves they will be individually consulted with to address their needs	Simon Hampton-Matthews	N/A	Ongoing		N/A
	Additional targeted consultation with disabled staff	Simon Hampton-Matthews	N/A	October 2011		
Monitoring and review arrangements	As required or requested	Simon Hampton-Matthews	N/A	Ongoing		N/A
Publication	Once approved this can be published on the PSS intranet site.	Simon Hampton-Matthews	N/A	Ongoing		N/A
Other actions	N/A	Simon Hampton-Matthews	N/A	Ongoing		N/A

Please return form to the Equality and Diversity Manager