Equality Impact Assessment Toolkit
(January 2021)

Section 1: **Your details**

EIA lead Officer: Peter Moulton

Email address: petermoulton@wirral.gov.uk

Head of Section: Peter Moulton

Chief Officer: Shaer Halewood

Directorate: Resources

Date: 02/02/2021

Section 2: **What Council proposal is being assessed?**

Removal of Multi-Functional Print Devices (MFDs) from Council buildings and the creation of a centralised Print and Scanning function for all Council services

---

Section 2a: **Will this EIA be submitted to a Committee meeting?**

Yes / ~~No~~ **If 'yes' please state which meeting and what date**

Policy and Resources Committee -

Hyperlink to where your EIA is/will be published on the Council's website
https://democracy.wirral.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13797

https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments

Section 3:   **Does the proposal have the potential to affect……** (please tick relevant boxes)

√   **Services**

      The workforce

√   **Communities**

☐   **Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

☐   **None** (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 4: Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
People who struggle to read documents on screen.	Negative - Some people struggle to read documents on screen and either need to or prefer to print the document to read it on a paper. Although this will still be possible with a centralised print function it will be less viable than with a local MFD.	The Council has a site wide license for TextHelp Read and Write Gold (https://www.texthelp.com/en-gb/products/read-write/) meaning any Council staff can have this software installed to read documents for them.	Peter Moulton	As required	Creation of some training material to assist staff in using the software.
Staff who wish to make notes on documents	Negative – staff who wish to make notes on printed documents. This will still be possible with a centralised print function, but it will be less viable than with a local MFD.	The Council has deployed Microsoft Surface Pros and laptops with touch screens to enable staff to make notes on digital copies of the document. Notes can also be made via using the keyboard.	Peter Moulton	3 months	Publishing of further training for staff on how to make notes on their computer.

Communities who utilise the MFDs in Libraries to print or scan documents.	Negative - Some residents use the MFDs within Libraries to print or scan documents.	This service will still be provided but from the centralised print and scanning function based at Sandford Street, Birkenhead. If residents are unable to get to the centralised print and scanning centre, then it will be possible for them to email the document and it will be printed and sent to them.	Simon Cuerden	This service will be operational by the end of March	Communication to publicise this service to residents.
People who support the climate change.	Positive - The Covid pandemic has seen a significant reduction in printing across the Council. As the situation returns to normal and staff return to the office an increase in printing is expected. By creating a centralised print function any service who requires it can print but it will help drive changes in printing practice and reduce the amount of paper used across the Council.				

Section 4a: **Where and how will the above actions be monitored?**

The above actions will be monitored through Digital's Improvement Board. The climate change is monitored through the Council's Climate Change Initiative.

Section 4b: **If you think there is no negative impact, what is your reasoning behind this?**

Section 5:   **What research / data / information have you used in support of this process?**

Section 6:   **Are you intending to carry out any consultation with regard to this Council proposal?**

Yes / ~~No~~ – (please delete as appropriate)

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7:   **How will consultation take place and by when?**

Consultation on this has been as part of the budget saving options that have been out for consultation.

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting

it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: **Have you remembered to:**

a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
b) **Include any potential positive impacts as well as negative impacts?** (section 4)
c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**