

Screening/Scoping Pro Forma

Section	Business Systems		Officer responsible for the screening/scoping	Chris Mackie		
Name of Policy to be assessed	Print Unit		Date of Assessment	10/10/2008	Is this a proposed new or existing policy/procedure/practice?	Practice
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?			The Print Unit provides the Council with in-house printing facilities.			
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.			The Print Unit provides the necessary facilities to produce bulk mailing for other GBC services, produce large banners and posters for marketing and publicity events as well as provide printing advice and professional binding and finishing services.			
3. Who is intended to benefit from this policy and in what way?			Those who work within the Print Unit and any member of GBC staff that requires printing facilities.			
4. What outcomes are wanted from this policy/procedures/practice?			See aims			
5. What factors/forces could contribute/detract from the outcomes?						
6. Who are the main stakeholders in relation to the policy?		The Council		7. Who implements the policy, and who is responsible for the policy?		Print Unit, Business Systems
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?			Y	N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?						

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	<p>Positive – The Print Unit can have a positive impact towards other services. They can produce prints in larger scales making it easier to read. They can also alter colours if necessary to produce products that are easier to read.</p> <p>Negative – there is a possibility that some of the equipment may be difficult for people with certain disabilities to operate. Needs would need to be assessed before a person with a disability was employed.</p>
What existing evidence (either presumed or otherwise) do you have for this?	The policy is available on the intranet and can be printed on request. It would need to be checked that the policy is written using the correct font and font size.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	Same demographics as organisation
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	

What existing evidence (either presumed or otherwise) do you have for this?		
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	N
What existing evidence (either presumed or otherwise) do you have for this?		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	N
What existing evidence (either presumed or otherwise) do you have for this?		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N
What existing evidence (either presumed or otherwise) do you have for this?		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N
Please explain		

<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>	<p>Y</p>	<p>N</p>	<p>Please explain for each heading (questions 8-16) on a separate piece of paper.</p>
<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p>N</p>	<p>Please explain</p>
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>	<p>Y</p>	<p>N</p>	<p>Promotion of the availability of alternative fonts, print size and print colours and developing an advice service to those who use the Print facilities about the types that best meet the need of partially sighted people and those with other relevant disabilities?</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N		
24. If No, are there any changes required to the policy to improve it around the equality agenda?	Y	N		
24. If No, are there any changes required to the policy to improve it around the equality agenda?	Y	N		

Signed
 (completing officer) Date May 2009

Signed
 (Head of Section) Date

Countersigned
 (Corporate Diversity/Diversity/Policy Team) Date