Argyll and Bute Council: Equality and Socio-Economic Impact Assessment

Section 1: About the proposal

Title of Proposal
ICT Production Team – Print Services

Intended outcome of proposal
Creation of a new print room team to continue to provide effective and efficient print and mail room services to Council departments and external customers and to try and grow external income through provision of high quality and competitive printing and related design work.

Description of proposal
Over the last few years, there has been a drop in print volumes and related print room income. This trend has accelerated significantly since December 2017 due in particular to a successful project to introduce paperless committee meetings and the introduction of multifunction print devices across all departments. In addition some system transformations have been made, such as the introduction of a new benefits system and the end of printed pay slips which will further add to reduced print room volumes and income going forward. The Print Room is no longer a cost effective and viable operational unit in its current guise and a formal review considered numerous options including an outsourced managed service but it concluded with a preferred option to restructure the service and retain in-house. The review aimed to ensure the Council maintains a cost effective print and mail service at Kilmory. The current team includes 1xLGE8, 2xLGE7, and 1 LGE4 post. Current staffing numbers will be reduced from 4 to 3 FTE. A new team will be created consisting of an LGE7 Supervisor an LGE4 admin post and an LGE4 graduate apprenticeship focusing on print and design. In addition a revision of service levels and service provision will be undertaken to take account of the net effect of reduced volumes and lower staffing levels. The net effect is a reduction of 1FTE, but no savings will be available from the current budget as these are needed to compensate for the loss of income.   There will be no impacts on service users. The impact will be on the staff. They are a single gender (female) team all located within the print room at Kilmory, Lochgilphead (a single location so negative impact for community of place). None are disabled.

Business Outcome(s) / Corporate Outcome(s) to which the proposal contributes
Corporate Plan and Business Outcomes 2019 – 2022   **Getting it Right**   B0113 – Our infrastructure is safe and fit for future

Lead officer details:	
Name of lead officer	**Gerry Wilson**
Job title	**ICT & Digital Manager**
Department	**Customer & Support Services (ICT)**
Appropriate officer details:	
Name of appropriate officer	**Judy Orr**

Job title	**Head of Customer & Support Services**
Department	**Customer Services**
Sign off of EqSEIA	
Date of sign off	

Who will deliver the proposal?
ICT Management Team ICT Production Team

Section 2: Evidence used in the course of carrying out EqSEIA

Consultation / engagement
Discussions with Print Room team affected as follows: • October 2017 report approved by DMT recommending work to assess future options for print room services at Kilmory. Workshops were held with staff to identify options. • Additional work undertaken through engagement with the market around option for external party to take over the service. • Report approved by DMT in April 2018 which updated on progress and approved continued work with external interested party and should this option conclude without success then to adopt a downsizing option. • Staff regularly kept up to date on progress of discussions with external party through 2017/18 via monthly team meetings. • Discussions with external 3rd party concluded in June 2018 with the withdrawal of their interest. Staff advised of this at monthly meeting. • 29th October 2018 – ICT Production Manager met with print room staff at Kilmory and advised that option arising from previous work to date to reduce staff numbers in print room would proceed and through the reconstructing budget proposal. • Subsequent individual chat with each member of staff since 29th October to answer questions and offer routes for support/further information. • No clear indication from any staff yet as to what their intentions are – whether to apply for voluntary, take redundancy or apply for redeployment.

Data

Other information
https://www.gov.scot/publications/fairer-scotland-duty-interim-guidance-public-bodies/pages/2/

Gaps in evidence
None

Section 3: Impact of proposal

Impact on service users:

	Negative	No impact	Positive	Don't know
Protected characteristics:				
Age		*		
Disability		*		
Ethnicity		*		
Gender		*		
Gender reassignment		*		
Marriage and Civil Partnership		*		
Pregnancy and Maternity		*		
Religion		*		
Sexual Orientation		*		
Fairer Scotland Duty:				
Mainland rural population		*		
Island populations		*		
Low income		*		
Low wealth		*		
Material deprivation		*		
Area deprivation		*		
Socio-economic background		*		
Communities of place?		*		
Communities of interest?		*		

Impact on service deliverers (including employees, volunteers etc):

	Negative	No impact	Positive	Don't know
Protected characteristics:				
Age		*		
Disability		*		
Ethnicity		*		
Gender	*			
Gender reassignment		*		
Marriage and Civil Partnership		*		
Pregnancy and Maternity		*		
Religion		*		
Sexual Orientation		*		
Fairer Scotland Duty:				
Mainland rural population		*		
Island populations		*		
Low income		*		
Low wealth		*		
Material deprivation		*		
Area deprivation		*		
Socio-economic background		*		
Communities of place?	*			
Communities of interest?		*		

If any 'don't know's have been identified, at what point will impacts on these groups become identifiable?
N/A

How has 'due regard' been given to any negative impacts that have been identified?

Yes. Although the impact is on predominantly female staff in a single location, it is expected that redeployment opportunities will be possible as there are a significant number of Council jobs within the mid Argyll area.

Section 4: Interdependencies

Is this proposal likely to have any knock-on effects for any other activities carried out by or on behalf of the council?	No

Details of knock-on effects identified
N/A

Section 5: Monitoring and review

How will you monitor and evaluate the equality impacts of your proposal?
These will be monitored following the recruitment to new posts