



## Bristol City Council Equality Impact Relevance Check

This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required. Please read the guidance prior to completing this relevance check.

<b>What is the proposal?</b>	
Name of proposal	Facilities Management – Print and Mail
Please outline the proposal.	To provide an Alternative Delivery Model for the FM – Print and Mail service
What savings will this proposal achieve?	Likely savings is approximately £200,000
Name of Lead Officer	Nick Harris

<b>Could your proposal impact citizens with protected characteristics?</b> (This includes service users and the wider community)
Please outline where there may be significant opportunities or positive impacts, and for whom.
The Print and Mail functions have low equalities relevance.
Please outline where there may be significant negative impacts, and for whom.
There is no differential impact on the public whether the Council has in-house or external Print and Mail Services.

<b>Could your proposal impact staff with protected characteristics?</b> (i.e. reduction in posts, changes to working hours or locations, changes in pay)
Please outline where there may be significant opportunities or positive impacts, and for whom.
There would be a positive impact on staff affected if the services remain in-house as staff will retain their jobs. Men will benefit. Profile Characteristics: 50% of staff are aged 50-64 8% of staff are BME 8% of staff are women
Please outline where there may be negative impacts, and for whom.
There will be a negative impact for staff if the service is outsourced as staff will lose their jobs unless TUPE applies. Men will be affected by the decision to outsource. This could be mitigated by good offers for severance and retirement packages for staff aged over 50.

<b>Is a full Equality Impact Assessment required?</b>
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Does the proposal have the potential to impact on people with protected characteristics in the following ways:

- access to or participation in a service,
- levels of representation in our workforce, or
- reducing quality of life (i.e. health, education, standard of living) ?

Please indicate yes or no. If the answer is yes then a full impact assessment must be carried out. If the answer is no, please provide a justification.

No; there is low equalities relevance for this function

Service Director sign-off and date:

*Gemma Dando*  
*18/9/18*

Equalities Officer sign-off and date:

Anne James  
Equality and Community Cohesion Team  
Leader  
8/7/2016