

Budget Impact Assessment - First Stage

1. Details of the budget proposal

Budget proposal description and summary: ENVT924 - Print Commissioning Unit
Service Area: Communications and Digital Support
Directorate: Chief Executive's Office

2. Does the budget proposal affect:

	Yes	No
Service users		N
Staff	Y	
Wider community		N
Internal administrative process only		N

3. Does the budget proposal impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age	Y					The reduction in demand for traditional print work as a result of significantly increased take up of digital alternatives has rendered the print commissioning function redundant. Alternative arrangements were made to commission the residual print work with the main impact being the loss of one post. The post holder left the Council under the terms of the ER,VR,CR scheme
Disability		N				
Gender Reassignment		N				
Marriage/Civil Partnership		N				
Pregnancy/Maternity		N				
Race		N				
Religion/Belief		N				

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/ How might it impact?
People's opportunities to use the Welsh language		N				Changes to the way in which traditional print work is commissioned has no impact on the Council's ability to meet Welsh Language obligations
Treating the Welsh language no less favourably than English		N				
Sex	Y					
Sexual orientation		N				

4. Does the budget proposal impact on:

	Yes	No	Details
Long term - how the budget proposal supports the long term well-being of people		N	The Council is embarking on an extensive programme of change which will see a greater take up of digital channels and a corresponding reduction in traditional channels. The reduction in traditional print work is a consequence of this policy. Measures to address digital exclusion are already contained within the wider digital policy. The proposal mainly impacts on internal customers who have relied upon the Print Commissioning Unit to procure print work. All of those customers were involved in designing the alternative arrangements that have been put in place to support residual print work. There were some representations from external print service providers and they were each given advice on how to access the Council's print procurement arrangements.
Integration - how the budget proposal impacts upon our wellbeing objectives		N	
Involvement - how people have been involved in developing the budget proposal	Y		
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	Y		

Prevention - how the budget proposal will prevent problems occurring or getting worse	N	
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5. Does the budget proposal embrace the sustainable development principle (5 ways of working):

6. Declaration - based on above assessment (tick as appropriate)

A full impact assessment (second stage) is not required

Reasons for this conclusion

The proposal mainly affects a service provided to internal customers and the impact on external providers has been explicitly considered and responded to when introducing the alternative arrangements

A full impact assessment (second stage) is required

Reasons for this conclusion

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	Name	Position	Signature	Date
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Completed by	Karen Jones	Asst C Executive	K Jones	23/10/2018kk
Signed off by	Karen Jones	Head of Service/Director		