

Aberdeenshire Council

Integrated Impact Assessment

Budget Savings 2025 - 26 - Managed Print Arrangements Reprocurement

Assessment ID	IIA-002713
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Approved By	Andrew Collins
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1. Overview

This document has been generated from information entered into the Integrated Impact Assessment system.

This contract has been identified to have Financial, Staffing and Climate Change and Sustainability implications.

The previous Managed Print Services contract encompassed the printing device fleet, and the Xerox Bulk Printing and Mailing Service (previously provided from the Woodhill House basement and included the specialist promotional printing purchased from 3rd parties and ID Badge production) and Mail collection arrangements from our main corporate offices. This updated IIA relates to the new contractual arrangements that have been procured.

During screening 2 of 11 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 2 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty
- Sustainability and Climate Change

In total there are 12 positive impacts as part of this activity. There are 0 negative impacts, all impacts have been mitigated.

A detailed action plan with 1 points has been provided.

This assessment has been approved by andrew.collins@aberdeenshire.gov.uk.

The remainder of this document sets out the details of all completed impact assessments.

2. Screening

Could your activity / proposal / policy cause an impact in one (or more) of the identified town centres?	No
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	No
Does the activity / proposal / policy have the potential to affect greenhouse gas emissions (CO2e) in the Council or community and / or the procurement, use or disposal of physical resources?	Yes
Does the activity / proposal / policy have the potential to affect the resilience to extreme weather events and/or a changing climate of Aberdeenshire Council or community?	No
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	No
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	No
Is this activity / proposal / policy of strategic importance for the council?	No
Does this activity / proposal / policy impact on inequality of outcome?	No
Does this activity / proposal / policy have an impact on children / young people's rights?	No
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	No
Does the activity / proposal / policy relate to budget proposals?	Yes

3. Impact Assessments

Children's Rights and Wellbeing	Not Required
Climate Change and Sustainability	No Negative Impacts Identified
Equalities and Fairer Scotland Duty	No Negative Impacts Identified
Health Inequalities	Not Required
Town Centre's First	Not Required

4. Equalities and Fairer Scotland Duty Impact Assessment

4.1. Protected Groups

Indicator	Positive	Neutral	Negative	Unknown
Age (Younger)		Yes		
Age (Older)		Yes		
Disability	Yes			
Race		Yes		
Religion or Belief		Yes		
Sex		Yes		
Pregnancy and Maternity		Yes		
Sexual Orientation		Yes		
Gender Reassignment		Yes		
Marriage or Civil Partnership		Yes		

4.2. Socio-economic Groups

Indicator	Positive	Neutral	Negative	Unknown
Low income	Yes			
Low wealth		Yes		
Material deprivation		Yes		
Area deprivation		Yes		
Socioeconomic background		Yes		

4.3. Positive Impacts

Impact Area	Impact

Impact Area	Impact
Disability	<p>Many of the print devices in the Managed Print Fleet supplied by the new supplier (Canon) include a range of features to offer enhanced physical accessibility</p> <ul style="list-style-type: none"> • Tilting screens - Provide a clear height adjustable display for ease of use. • Easy paper loading - Making supplies replacement simple. Paper drawers are opened by pressing the push button, tray stack edge guides are easily adjusted with one finger to load different sized paper, and toner bottles are installed easily with one hand. • High contrast colour display - For those who have difficulty recognising colours and brightness, the LCD colour touch panel provides an optimal reversed display. The reversed display shows white text on black background and provides additional clarity for users with visual or hearing impairments. • Easy-to-use operation panel - The flick and pinch operations, which users have become familiar with by using tablets and smartphones, are available, enabling magnification for visually impaired users.
Low income	Contractor's focus on payment at the Real Living Wage or above for their employees.

4.4. Evidence

Type	Source	It says?	It Means?
External Data	Contractor's (Canon's) Tender Response	It details the functionality and accessibility of devices	That there are additional features on many devices that improve physical accessibility.
External Data	Scottish Government Framework Documentation (Terms and Conditions)	Whilst this varies by framework, there are details of contractor's commitments on equalities policies, gender pay gap action, community benefits including commitments to the Developing the Young Workforce and Modern Apprentice Programme, details of the Real Living Wage being paid details of Corporate Social Responsibility policies (including details of no non zero hours contracts being used). The monitoring of commitments are completed through balanced scorecard reporting and/or KPI's.	That there is commitment to working on socio-economic differences and commitment to equal treatment

Type	Source	It says?	It Means?
Internal Consultation	Implementation meetings and discussions with Council Services using the contracts	Discussions have included the agreement that the services provision from the previous contractor is still offered by the incoming contractor.	This means that there is no change to services - so there is no detriment to any of the protected characteristic groups or socio-economic conditions.

4.5. Engagement with affected groups

Contract users have been involved in implementation/device deployment decisions.

4.6. Ensuring engagement with protected groups

The main facet of these contracts that could impact on those with protected characteristics would be the deployment of devices where reasonable adjustments need to be made. Services have liaised with their teams internally on what requirements there are and have provided these. Further devices can be used where there are additional adjustments that need to be made in future.

4.7. Evidence of engagement

There are emails to all Heads of Service and the resultant spreadsheets of device requirements. These have all been actioned as requested.

4.8. Overall Outcome

No Negative Impacts Identified.

Through the stipulation of requirements in the tender documentation, reviewing the service provision, consultation with staff, input from the contractors and Scottish Government.

5. Sustainability and Climate Change Impact Assessment

5.1. Emissions and Resources

Indicator	Positive	Neutral	Negative	Unknown
Consumption of energy	Yes			
Energy efficiency	Yes			
Energy source		Yes		
Low carbon transition	Yes			
Consumption of physical resources	Yes			
Waste and circularity	Yes			
Circular economy transition	Yes			
Economic and social transition		Yes		

5.2. Biodiversity and Resilience

Indicator	Positive	Neutral	Negative	Unknown
Quality of environment		Yes		
Quantity of environment		Yes		
Wildlife and biodiversity		Yes		
Infrastructure resilience		Yes		
Council resilience		Yes		
Community resilience		Yes		
Adaptation		Yes		

5.3. Positive Impacts

Impact Area	Impact
Consumption of energy	The reduction in number of devices, combined with the purchase of more efficient devices should result in a reduction in energy use. Whilst there are still a few old devices being identified and some new devices still being deployed - the estimate is that we have moved from an estate of around 1100 devices to approx 760 devices in the managed print fleet.

Impact Area	Impact
Consumption of energy	<p>Credentials of our proposed devices</p> <ul style="list-style-type: none"> • imageRUNNER ADVANCE DX series – This new generation of Canon multifunctional devices will support the Councils’ toughest sustainability goals. Its smart technology optimises settings, thus minimising waste, energy, and paper consumption. For example, the device software can eradicate blank pages, while the enhanced processing power and preview capabilities of the series reduce the need to print and re-print key documents. Advanced sleep modes ensure electricity use is kept as low as possible. Improvements to the meltability of the toner has resulted in a 15% reduction in TEC value compared to previous models with the same print speed. This achieves a faster print speed with the same power consumption as the previous lesser-page-per-minute model. • i-SENSYS X series - The proposed i-SENSYS X models support the Councils’ sustainability agenda with their impressive low Typical Energy Consumption (TEC), decreasing power consumption to save energy and lower running costs. The sustainable features of our proposed cloud software solution, uniFLOW Online, further enhances the environmental credentials of our proposed Canon devices by optimising printing procedures and improving internal processes that rely heavily on paper. This solution prevents unnecessary paper waste, as users can only print what they need. Finishing options can be changed at a device before printing, minimising reprinting, and false output. uniFLOW Online can help reduce power consumption of the print infrastructure by eliminating ‘always on’ print servers. Newer devices are more efficient than the Xerox ones previously utilised by the council which were around 8 years old. For example: Xerox Workcentre 7855 consumed, 121W in Standby and 4.8W in sleep mode, with the Canon new equivalent device (DXC5860) utilising 53.4W in standby and 0.8W during sleep mode
Circular economy transition	The reuse of toners will continue to contribute towards the transition to a circular economy.
Energy efficiency	More efficient modern devices with up to date software and functions should result in less energy being consumed. Initial information that has been provided by the contractor on the Typical Energy Consumption (TEC) from Energy Star, indicates that a saving of up to 32,288kWH per year may be made. Canon achieved the 2023 Energy Star Partner of the Year award for sustained excellence.
Energy efficiency	All Canon devices being used are Energy Star compliant.
Low carbon transition	By moving forward in our digital journey and reducing the amount of printers and printing, while embracing sustainability through the latest technology developments, we will emit less carbon into the environment.

Impact Area	Impact
Low carbon transition	Part of our overall move to Net Zero requires an overall reduction in printing and use of devices. Printing less on less devices means that the contract is anticipated to have a significant reduction in device numbers (about a 30% reduction) as detailed in these positive impact statements, and should see an overall reduction in print as digital transformation projects come into being.
Consumption of physical resources	Reducing the number of devices within our estate will minimise the use of physical resources at source, in terms of production, packaging and transportation of these. Similarly, reducing the amount of printing will contribute to lower consumption of paper.
Waste and circularity	By using refurbished consumables (toners) we can minimise the amount of waste that is produced from this contract.
Waste and circularity	The use of this Managed Print System should contribute to less paper waste being produced by using functions such as setting the timed, automated deletion of queued print jobs to 1 day and the provision of improved reporting on printing volumes in schools using PowerBI.

5.4. Evidence

Type	Source	It says?	It Means?
External Consultation	Tender Response of new Fleet supplier	Devices have become more efficient and they will assist the Council in moving towards more sustainable practices.	Improved Energy Efficiency, less energy consumption, less consumption of physical resources, moving forward in our low carbon transition.

5.5. Overall Outcome

No Negative Impacts Identified.

Through discussions with new fleet supplier.

6. Action Plan

Planned Action	Details												
Review the delivery of the commitments of suppliers in relation to equalities, community benefits, and sustainability throughout the operation of the contract.	<table> <tr> <td>Lead Officer</td> <td>Craig Innes</td> </tr> <tr> <td>Repeating Activity</td> <td>No</td> </tr> <tr> <td>Planned Start</td> <td>Saturday March 01, 2025</td> </tr> <tr> <td>Planned Finish</td> <td>Thursday February 28, 2030</td> </tr> <tr> <td>Expected Outcome</td> <td>Contractors continue to deliver on their commitments.</td> </tr> <tr> <td>Resource Implications</td> <td>Staff implications. Will be undertaken as part of the annual review activity.</td> </tr> </table>	Lead Officer	Craig Innes	Repeating Activity	No	Planned Start	Saturday March 01, 2025	Planned Finish	Thursday February 28, 2030	Expected Outcome	Contractors continue to deliver on their commitments.	Resource Implications	Staff implications. Will be undertaken as part of the annual review activity.
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