

Associated guidance for this document can be found [here](#). Each section has a link to the relevant section within the guidance document.

1 Details of the activity (i.e. the policy, strategy, service, project or function)

1.1 Directorate	Smart Cities and Enabling Services
1.2 Service	ICT Service

1.3 Title of the activity (i.e. the policy, strategy, service, project or function):
MFD reduction

1.4 Brief description of the activity:
Realign the available MFDs to the requirements of the organisation's reduced printing volume

1.5 If the activity involves working with other directorates, partners or joint commissioning please state who is involved:
Consultation will take place with all relevant business areas as the project is implemented across the authority's network.

1.6 Will all or part of the activity be delivered through a provider external to the Council? If Yes, please refer to the Corporate Procurement Processes
Yes

1.7 If Yes, please explain what element(s) of the activity will be delivered through an external provider:
Konica Minolta will remove the devices from the authority, once decommissioned. Some devices may be relocated by Konica Minolta. These tasks are included within the contract and will have a zero cost.

1.8 Which areas of the city will be impacted?	
Whole City	<input type="checkbox"/>
Coalfield	<input type="checkbox"/>
East	<input type="checkbox"/>
North	<input type="checkbox"/>
Washington	<input type="checkbox"/>
West	<input type="checkbox"/>
Internal Council Activity – Impact on employees	<input checked="" type="checkbox"/>

1.9 Is the activity targeted at protected characteristics or any other key groups?	
All of the below	<input type="checkbox"/>
Age (e.g. older people, younger people/children, a specific age group)	<input type="checkbox"/>
Disability (e.g. mobility, long term health conditions, sensory impairment or loss, learning disability, neurological diversity or mental health)	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>
Pregnancy and maternity (including breastfeeding)	<input type="checkbox"/>
Race	<input type="checkbox"/>
Religion or belief (including no belief)	<input type="checkbox"/>
Sex	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>
Human Rights	<input type="checkbox"/>
Care Experienced People	<input type="checkbox"/>
Other vulnerable groups and people with complex needs (e.g. veterans, children and young people who are cared for or care experienced, carers, domestic abuse victims and survivors, ex-offenders etc.)	<input type="checkbox"/>
People vulnerable to socio-economic deprivation (e.g. unemployed, low income, living in deprived areas, poor/no accommodation, low skills, low literacy etc.)	<input type="checkbox"/>

Please complete the Completed By and Version Table below

Completed by:	Steven Piercy
----------------------	---------------

Version	Status	Author	Comments	Date Issued
V1	Complete	Steven Piercy	Document creation	23/11/2022

2 Data and Intelligence

[Guidance for this section](#)

2.1 What data and intelligence has informed the activity?
MFD specifications have used to determine the appropriate print volume to be processed by the device. The organisation's print software, PCounter, has been used to collect actual print volume for each MFD. These two elements have been matched to identify where buildings have a print capacity that is significantly over-specified to requirements. During implementation phase, local service areas are consulted to ensure business knowledge is included in the overall implementation.
2.2 Summary of data / intelligence / consultation outcomes to inform understanding of differences in:
<ul style="list-style-type: none"> the way people use, access or experience your activity; how the activity may impact; and/or outcomes for different groups?
The data analysis identified that the current MFDs are significantly under utilise and less machines are needed. There will be a reduction in the number of MFDs within the organisation, but these devices will be located in the areas most suitable to the local environment's characteristics and in consultation with local service managers.

3 Equality and Human Rights

[Guidance for this section](#)

3.1 Eliminate discrimination, harassment and victimisation
What impact will the activity have?
Not Applicable
Explain how/why:
3.2 Advance equality of opportunity between people who share a protected characteristic and those who do not
What impact will the activity have?
Not Applicable
Explain how/why:
3.3 Foster good relations between people who share a protected characteristic and those who do not
What impact will the activity have?
Not Applicable
Explain how/why:
3.4 Age (older ages, children and young people, middle ages, an age range or a specific age)
What impact will the activity have?
Not Applicable
Explain how/why:

3.5 Disability (mobility, long-term health conditions, sensory, learning disability, neurological diversity or mental health)
What impact will the activity have?
Uncertain
Explain how/why:
While determining the final location of the MFDs, any local considerations such as disabilities, will be included to ensure devices are in appropriate locations.

3.6 Gender reassignment (the process of transitioning from one sex to another)
What impact will the activity have?
Not Applicable
Explain how/why:

3.7 Marriage and Civil Partnership
What impact will the activity have?
Not Applicable
Explain how/why:

3.8 Pregnancy and maternity (including breastfeeding)
What impact will the activity have?
Not Applicable
Explain how/why:

3.9 Race (colour, ethnicity, country of origin, culture, etc.)
What impact will the activity have?
Not Applicable
Explain how/why:

3.10 Religion / Belief (including no belief)
What impact will the activity have?
Not Applicable
Explain how/why:

3.11 Sex (male or female)
What impact will the activity have?
Not Applicable
Explain how/why:

3.12 Sexual orientation
What impact will the activity have?
Not Applicable
Explain how/why:

3.13 Will the activity impact on an individual’s Human Rights as enshrined in UK law?
What impact will the activity have?
Not Applicable
Explain how/why:

3.14 Other vulnerable groups and people with complex needs (e.g. veterans, children and young people cared for and care experienced, carers, domestic abuse victims and survivors, ex-offenders, homeless or multiple complexities/characteristics)
What impact will the activity have?
Not Applicable
Explain how/why:

4 Reducing socio-economic and digital inequalities

[Guidance for this section](#)

Will the activity:

4.1 Impact on residents’ financial circumstances	Not Applicable
4.2 Impact on housing, including type, range, affordability, quality and/or condition	Not Applicable
4.3 Impact on digital inclusion or access	Not Applicable
4.4 Impact on education, skills and lifelong learning	Not Applicable
4.5 Impact on employment, including quality and access	Not Applicable

4.6 Outline the impact your activity will have, including how you propose to mitigate any negative impacts and maximise positive outcomes
4.7 Outline how you will measure the anticipated impact(s)

5 Improving population health and reducing health inequalities

[Guidance for this section](#)

Will the activity:

5.1 Help promote healthy living	Not Applicable
5.2 Help promote safe and inclusive environments	Not Applicable
5.3 Impact on children, young people and families	Not Applicable
5.4 Impact on natural and built surroundings	Not Applicable
5.5 Impact on accessibility and active travel encouraging active behaviours	Not Applicable
5.6 Impact on living independently	Not Applicable

5.7 Outline the impact your activity will have, including how you propose to mitigate any negative impacts and maximise positive outcomes
5.8 Outline how you will measure the anticipated impact(s)

6 Carbon reduction and sustainability

[Guidance for this section](#)

Will the activity:

6.1 Adapting our behaviour (environmentally significant)	Not Applicable
6.2 Impact on biodiversity and natural environment	Not Applicable
6.3 Impact on energy efficient built environment	Not Applicable
6.4 Impact on renewable energy generation and storage	Not Applicable
6.5 Impact on travel and active transport	Not Applicable
6.6 Impact on the green economy	Positive
6.7 Impact on waste, recycling and consumption	Not Applicable

6.8 Outline the impact your activity will have, including how you propose to mitigate any negative impacts and maximise positive outcomes
The authority will use less electricity by reducing the number of MFDs used, thereby reducing the number of devices actively using electricity. Some devices will also be re-located so that reduced capacity devices will replace higher capacity devices, where appropriate.
6.9 Outline how you will measure the anticipated impact(s)
The number of devices within the authority upon completion of the project will be significantly reduced from the current volumes.

7 Community wealth building

[Guidance for this section](#)

Will the activity:

7.1 Impact on community wealth and social value	Not Applicable
7.2 Impact on social inclusion, integration, and fostering good relations	Not Applicable
7.3 Impact on crime reduction, anti-social behaviour and community safety	Not Applicable
7.4 Impact on access to services	Not Applicable

7.5 Outline the impact your activity will have, including how you propose to mitigate any negative impacts and maximise positive outcomes
7.6 Outline how you will measure the anticipated impact(s)

8 Key Actions

Any key actions identified throughout the IIA should be recorded here. This will be the action plan linked to your activity and should be implemented to ensure all inequalities or negative impacts are mitigated.

Key Actions	Timescale	Responsible Officer	Review Date
Report MFD reductions	March 2023	Steven Piercy	31/03/2023

Please complete the Responsible Officer information below

Responsible officer sign off:	
Name	Steven Piercy
Job Title	Technical Team Manager – Customer Support
Responsible officer for reviewing actions:	
Name	Steven Piercy
Job Title	Technical Team Manager – Customer Support

To support the council's reporting processes in relation to IIA, please use the following naming convention: IIA_(Name_of_activity).

Once you have completed the IIA and it is signed off, please send the final document as an **attachment** to: IIA@sunderland.gov.uk

IIAs will be stored in this central database for corporate analysis. **No feedback will be returned on an individual basis as IIAs are received.**