

## 177. People and Improvement Directorate

<b>Name of policy, procedure or function:</b> Print Management and Graphics Design		
<b>Service Area:</b> People and Improvement Directorate	<b>Equality Impact Assessment completed by:</b> Head of ICT & BI	<b>Date:</b> March 2010
<b>Summary of Findings:</b>		
<p>The Print and Graphics function (now operationally separated) are responsible for the design and print of internal and external material in relation to Council business/services. The corporate Communications unit are responsible for leading on corporate standards for design and print, for example font styles and sizes. This responsibility also extends to communication channels other than printed material, for example website content.</p> <p>The production of printed material is an essential part of the Council's business. Ensuring information about the Council's aims, objectives and services is conveyed in ways which are accessible to all is clearly a major concern.</p> <p>Whilst there is no evidence that materials produced by the Council causes negative impact to any target group, there is clearly a need to monitor the needs of certain target groups, for example visually disabled or non-English speakers, to ensure the Council's published information encourages inclusion of these groups. As no negative impacts were identified during this assessment, it is recognised that there is a need to continually monitor the situation.</p>		