

Equality Impact Assessment Record
Annex A

Name of new / revised Policy:	Document Scanning Solution Software
Purpose of Policy:	To provide a solution to the current impractical, time consuming and laborious methods currently used whereby mail documents, documentary productions and CJSM emails are scanned, imported and filed in the Case Directories.
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Others involved:	
Date Assessment Completed:	27 November 2014
Assessment Record Authorised by:	

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

Summary of research and consultation carried out:

The Document Scanning Solution rollout was an adapted continuation from the National Mail Unit Project utilising the Ricoh Software that had been designed for the scanning of mail. This was adapted to include both scanning of documentary productions and dealing with CJSM email sent to offices.

**Key issues identified: -
(Note here if you conclude there are no equality issues relating to the new / revised policy)**

There are no equality issues identified as the Ricoh Scanning Software is added to desktop PCs' currently used by staff and also installed on MFDs' that are already situated within offices. Workplace assessments will already have been carried out on these appliances when they were initially installed in every PFO.

However, the following points were noted during the rollout of the Document Scanning Solution to offices:-

Ricoh Software added to the PC:-

Positive

- The font size can be increased to suit individual users.
- The zoom function of the Software allows users to magnify pinpointed parts of the scanned document for easier reading.
- VRS Licence that forms part of the Software improves and enhances the visual quality of the scanned document.

Negative

- Scanner and PC become a scanning workstation that users go to when scanning their documents. This workstation will not be adapted to individual user's requirements

Ricoh Software added to the MFD:-

Negative

- To comply with FER we are asking offices to scan in court minute sheets after every court appearance. Some offices could potentially have court bundles in the region of 100 cases. If scanning in an office where no desktop scanner has been provided and scanning using the Ricoh Software is carried out on the MFD, there could potentially be an issue in relation to the length of time required for a user to be standing at the MFD and the movement back and forth of 100 sets of case papers.
- Our smaller PF offices have MFDs' that are MP301's. These MFDs' are a small version and the display screen and buttons are considerably smaller than the MFDs' in our medium to larger offices. Using the Ricoh Software, there is more information required to be completed using the small display screen and buttons. Albeit the small display screen and buttons are currently used while scanning in documents without using the Ricoh Software. As a result of the new FER processes we are asking users to scan in a considerably increased amount of documents than before. We will be providing desktop scanners to those offices with MP301 MFDs to alleviate the issues of standing for long periods of time and smaller fonts on MFD displays.

Additional positive attributes of utilising the Ricoh Software:

- One-stop shop. Users scan in documents and complete the Ricoh Software screen at the MFD and PC/Scanner, and from there, the document is scanned into our Case Directories. If the case is in shelves in FOS, it is automatically released into Manshelves thereby eliminating a process that previously had to be carried out. If the document is a documentary production, VIA mail, court minute sheet, final court minute sheet or final production release note, it is automatically filed

- in the Case Directories.
- Also, in relation to Disclosure, users no longer have to re-scan documentary productions as using the Software, the documentary productions can simply be exported from SOSR, to desktop, then straight to Manual Client eliminating several administrative processes previously required.

Changes made to new / revised Policy

As a result of testing the Ricoh Software on the MP301 (MFD), desktop scanners are in the process of being provided to these offices. In addition, desktop scanners will also be provided to offices that have MFDs' only to assist with the scanning of court minute sheets.

Review Process for Policy

The process will be reviewed after being in operation for 6 months and thereafter every 12 months.

SEND THIS COMPLETED FORM TO DiversityTeam@copfs.gsi.gov.uk

For further information about this impact assessment, please contact: Equality Team, Policy Division, Crown Office, 25 Chambers Street, Edinburgh, EH1 1LA

Alternatively send an email to DiversityTeam@copfs.gsi.gov.uk.

Assessment records can be made available in alternative formats
or languages on request.