

Department/Section: LIS  
 Author/Owner: Head of IT Services

Date of Assessment: 29/09/22  
 Signature: M MacDonald

Review Due: 01/08/2024  
 Date: 29/09/22

## Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

Online payments for printing by students. This is to supliment a cash option that many colleges also provide and will allow students to use online payment methods to top up print credit for use within the University partnership.

- New   
 Revised   
 Existing

Who will be affected?

All Students

Who will be consulted?

All acadmic partners

Evidence available:

A previous online solution was provided and this is the implementation onto the new print management model - papercut.

## Step 2

Potential Positive/Negative/Neutral Impact Identified. <b>P, N, N/I</b>	Age	Disability	Gender Reassignment	Marriage/Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	P	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity.	P	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations.	P	P	P	P	P	P	P	P	P

## Step 3

Action to be taken:

The implentation of this should have no impact on students as current methods will continue. This however will offer the convienience of topping up credit outside the Univesity partnership premises and can be done outside normal working hours and on holidays

### Summary of EIA Outcome – please tick

- No further action to be carried out   
 Amendments or changes to be made   
 Proceed with awareness of adverse impact   
 Abandon process – Stop and Rethink

Please forward completed EIA forms to Nicholas Oakley, Governance and Policy Officer.