Equality Impact Assessment Form

(Equality target groups are those which cover the 6 equality strands: race, disability, gender, age, sexual orientation and religious belief)

Part 1   Aims & implementation of the service, policy, procedure, practice or project
This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(please refer to the guidance for additional information)*

1.1   What is being assessed

The creation of a new Corporate Retention Policy which will impact on the Isle of Wight Council as a whole and the way in which it handles records and documents.

1.2   Officer(s) and section or service responsible for completing the assessment

John Henderson – ECM Project Manager, Software Development
Steve Wherry – Project Officer, Software Development

1.3   What is the main purpose or aims of the service, policy, procedure, practice or project
The Isle of Wight Council's Corporate Retention Policy will provide a consistent approach to the way the Council handles its documents and records, and provide a clear set of guidelines to all staff for the management and retention of information.

1.4   Who is affected by the service, policy, procedure, practice or project? Who is it intended to benefit and how?

All areas of the Council that handle documents or records will be affected by the policy. It will enable all stakeholders to apply the correct retention action to information that is held or maintained regardless of the media type in which it is stored.

1.5   Has the service, policy, procedure, practice or project been promoted or explained to those it might affect directly or indirectly?

Yes, all major stakeholders have been consulted and involved in the creation of the new policy to ensure they are fully aware of its implications and to ensure that any specific service area requirements have been taken into consideration.

1.6   How does the service, policy, procedure, practice or project contribute to better community cohesion?
Retention of information is an important corporate function, and is necessary for a variety of reasons;

- To deliver operational services.
- To allow the Isle of Wight Council to fulfill its statutory and regulatory requirements.
- To ensure the preservation of information and documents of historic, or other, value.
- To provide evidence of events or actions in the case of legal disputes.

1.7   How does the service, policy, procedure, practice or project fit in with the council's wider aims?

The policy is a key enabler to support the information management workstream of the

Transformation Programme. This workstream is about giving people the information they need, when they need it, to do their job properly and is part of the Transformation theme 'The Way We Work'. The Transformation Programme is the Council's route to modernisation and supports the wider 'Delivering Better Services' corporate theme.

1.8 **What is the relevance of the aims of the service, policy, procedure, practice or project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?**

Information held by the Council will be consistently managed across all areas. Documents and records will only be kept for the periods defined within the policy in adherence to appropriate legislation where applicable. In turn this will ensure all information that is retained by the Council does not infringe the Data Protection Act.

1.9 **How is, or how will the service, policy, procedure, practice or project be put into practice and who is responsible for it?**

The Directors Team will be asked to approve a new Corporate Retention Policy and agree the long term ownership of the policy. Though the policy will be centrally owned and managed, the implementation of the policy will be the responsibility of individual service areas as part of managing the information that they hold.

Part 2   Consideration of data and research
To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(please refer to the guidance for additional information)*

2.1   List all examples of quantitative and quantitative data or any consultation information available that will enable the impact assessment to be undertaken

Initial meetings conducted with stakeholders prior to drafting of the policy in order to allow opportunity to express concerns and gather requirements and expectations of policy. As major changes were implemented within draft policy all stakeholders were given the opportunity to give feedback and comments.

2.2   Equalities profile of users and beneficiaries

By way of improving the efficiency of the way the Council manages its information the policy ultimately benefits both staff and members of the public that the Council holds information on. As the beneficiaries profile does reflect the local population there is therefore no over or under representation of any groups.

2.3   Evidence of complaints against the service, policy, procedure, practice or project on the grounds of discrimination

None.

2.4   What does the consultation, research and/or data indicate about the negative impact on the service, policy, procedure, practice or project

There may be a limited negative impact during initial adoption of the new policy as business processes may need to be re-engineered in order to adhere to the new retention guidelines. Individual service areas will be able to manage this impact sufficiently in order to minimise its effect.

2.5   What does the consultation, research and/or data indicate about the positive impact on the service, policy, procedure, practice or project

The policy will allow staff to work more efficiently and enable them to manage the information the Council holds in the correct manner. This will in turn improve access to data and information which will increase productivity and the quality of the service provided by making the process of information management easier for staff.

Part 3   Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the 6 strands of diversity covered in the Authority's single equality scheme.

3.1   Complete this section with the following information – relating to all of the identified groups: *(please refer to the guidance for additional information)*

	Reason, evidence, comment					
	Race	Disability	Gender	Sexual Orientation	Age	Religious Belief
Barriers, negative impact						
Neutral impact	X	X	X	X	X	X
Positive impact						

The policy does not have an impact on any of the groups identified.

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: *(please refer to the guidance for additional information)*

4.1   **If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?**

Not applicable.

4.2   **Specify measures that can be taken to remove or minimise the disproportionate or adverse effect identified in part 3. if none were identified, identify how disproportionate or adverse effect could be avoided in the future**

Not applicable.

4.3   **If there is no evidence that the service, policy, procedure, practice or project promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?**

Not applicable.

4.4   **If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?**

Not applicable.

4.5   **How will any service, policy, procedure, practice or project be implemented?**

Once approval and ownership have been agreed the policy will be adopted as a corporate document and implemented by individual service areas.

4.6   **As 4.5 above please identify training requirements**

Included within the document is a short guide on its use which will be sufficient to enable staff to utilise the policy effectively.

Part 5   Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(please refer to guidance for additional information)*

5.1   Does the service, policy, procedure, practice or project comply with equalities legislation?

Yes.

5.2   What are the main areas requiring further attention?

None.

5.3   Summary of recommendations for improvement

As above.

5.4   What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

Once designated. the owner of the policy will be responsible for the monitoring

5.5   When will the amended service, policy, procedure, practice or project be reviewed?

The policy will be reviewed by the owner in consultation with stakeholders when amendments to its content are necessary.

Part 6   Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Race	The group is neither positively affected nor negatively affected by the policy				
Disability	The group is neither positively affected nor negatively affected by the policy				
Age	The group is neither positively affected nor negatively affected by the policy				
Religious and Philosophical belief	The group is neither positively affected nor negatively affected by the policy				
Gender	The group is neither positively affected nor negatively affected by the policy				
Sexual orientation	The group is neither positively affected nor negatively affected by the policy				
Geographical location	The group is neither positively affected nor negatively affected by the policy				
All of the above	The group is neither positively affected nor negatively affected by the policy				

The results of equality impact assessments must be published. Please complete this summary and then publish your report using the Equality and Diversity pages of the Intranet. Your summary information and a copy of your completed report will then be made available to the public on the Council's website.

Date of assessment	07 March 2011

Officer's name	Steve Wherry	**Role**	Project Officer, Software Development

Service, policy, procedure, practice or project that was impact assessed	Isle of Wight Council Corporate Retention Policy

Summary of findings	The policy will promote effective information management across the authority with no discernible impact on any target groups

Summary of recommendations and key points of action plan	None

Groups that this policy will impact upon

Race		**Gender**	
Sexual Orientation		**Age**	
Disability		**Religion or belief**	
Other		**All**	X