

Equality Impact Assessment Summary

Policy/Service: Freedom of Information Procedure
Name Tracy Street

Background

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the Equality Impact Assessment

The Freedom of Information Act deals with access to official information. In addition there are also regulations which provide access to environmental information. These are known as the Environmental Information Regulations.

The Freedom of Information Act applies to public authorities.

The Act gives the public a general right of access to information held by public authorities. The Act also requires public authorities to have a [publication scheme](#), which is a means of providing access to information which an authority proactively publishes.

When responding to requests, there are procedural requirements set out in the Act which an authority must follow. There are also valid reasons for withholding information, which are known as exemptions from the right to know.

The guidance provided is to assist all staff members in ensuring that correct procedures are followed in relation to the receipt and response of requests under Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used
- The consultation that was carried out (who, why and how?)

Data sources come directly from the legislation and guidance offered by the Information Commissioner.

This was originally drafted in 2005 and has been updated to reflect latest guidance and was carried out by the IG manager together with the IG Steering Group.

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

No adverse or potentially adverse impacts have been assessed for any equalities groups. The policy equally effects all from any equalities group.

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<p>Conclusion</p> <ul style="list-style-type: none"> • Provide a summary of the overall conclusions
<p>The procedure details steps to be followed in relation to the receipt and response of FOI and EIR requests.</p>
<p>Recommendations</p> <ul style="list-style-type: none"> • State recommended changes to the proposed policy as a result of the impact assessment • Where it has not been possible to amend the policy, provide the detail of any actions that have been identified • Describe the plans for reviewing the assessment
<p>No changes recommended</p>

Guidance on Equalities Groups

<p>Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)</p>	<p>Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)</p>
<p>Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)</p>	<p>Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)</p>
<p>Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)</p>	<p>Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)</p>
<p>Culture (consider dietary requirements, family relationships and individual care needs)</p>	<p>Social class (consider ability to access services and information, for example, is information provided in plain English?)</p>