

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E134
2.	Policy Name	Information Access Policy
3.	Existing / Revised / New Policy	New Policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	The Information Access Policy (IAP) determines the practices, principles and processes by which the Council will fulfil its responsibilities to make information publicly available and promote best practice information governance procedures throughout the organisation.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> <li>a) Promote greater openness and increased transparency of Council processes and decision-making;</li> <li>b) Build the trust and confidence of the public and stakeholders;</li> <li>c) Provide clarity on how the Council will meet its duties under the information access regimes and follow applicable regulatory guidance; and</li> <li>d) Promote best practice information governance procedures throughout the organisation.</li> </ul>
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories are expected to benefit from the clarification of Council processes, targets and objectives.
7.	Factors which could detract from the intended aims / outcomes of the Policy when being implemented	<ul style="list-style-type: none"> <li>- Lack of staff training</li> <li>- Failure to consistently implement and follow the targets, standards and processes detailed in the policy</li> </ul>
8.	The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and Community Groups	<p>The practices, principles and processes contained in this Policy apply equally to:</p> <ul style="list-style-type: none"> <li>- All Council employees,</li> <li>- Elected members, whilst working on Council business;</li> <li>- Partners and other third parties, including</li> </ul>

Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate	<ul style="list-style-type: none"> <li>○ Contractors;</li> <li>○ volunteers;</li> <li>○ agency or temporary staff; and</li> <li>○ any other organisations operating on behalf of the Council.</li> </ul>
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9. Please provide details of other policies which have a bearing on this one.	Policies: E 92 Data Protection Policy - Digital by Default Policy E 65 Information, Communication and Technology Policy	Owned by : Ards and North Down Borough Council
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10. Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	The Council does not hold information on the impact of any information requests or those making the requests in relation to Section 75 categories.	
Religious Belief		
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual orientation		
Men & Women generally		
Disability		
Dependents		

11. Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?	All Section 75 dimensions are treated equitably in relation to the introduction and implementation of this policy. Copies of the policy, and requested information, will be made available without charge in alternative formats where the requestor has identified a specific need.	
Religious Belief		
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual orientation		
Men & Women generally		
Disability		
Dependents		

**Does this Policy require an Equality Impact Assessment?**

1. What is the likely impact on equality of opportunity for each of the Section 75 categories?	Detail of Impact		Level of Impact Minor/Major/None
Religious Belief	N/A		None
Political Opinion			
Racial Group			

	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability	Charging to make information available in other required formats will not apply in circumstances where those formats are required to meet an individuals identified format needs	None
	Dependents	N/A	None

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	No - as the policy will be introduced and implemented equitably across the council.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
Dependents			

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	N/A - the policy will have no impact on Good Relations between people of different religious belief, political opinion or racial group	
	Political Opinion		
Racial Group			

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
		If "Yes" provide details	If "No" provide details
	Religious Belief	No as the policy provides opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group by ensuring everyone is treated equitably within the policy.	
	Political Opinion		
Racial Group			

Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
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<p>Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons) Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.</p>	<p>This policy will be implemented equitably across the council irrespective of an individual's multiple identity.</p>
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**Disability Discrimination Order (NI) 2006**

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
<ul style="list-style-type: none"> <li>- <u>better promote positive attitudes</u> towards disabled people</li> <li>- <u>increase participation</u> by disabled people in public life</li> </ul>	<p>Yes</p>	<p>This policy treats all service users equitably and the existence of the policy will be made widely available. It will also be made available in a range of formats for clarity where any need is identified. Further, it confirms that the Council will make information available in alternative formats where a need is identified.</p>

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

<p>Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u></p>	<p>It is not intended to collect any Section 75 monitoring data in relation to individuals requesting information. However, requests for alternative formats and translation into languages will be recorded.</p>
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I can confirm that the proposed policy / decision have been screened for:-

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	Disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

<input checked="" type="checkbox"/>	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)

<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Aaron Jamison  
 Title: Compliance Officer (Information)  
 Date: 06/11/2017  
 Signature:

Director/Head of Service decision approved by:

Name: Amanda Martin  
 Title: Head of Administration  
 Date: 06/11/2017  
 Signature:

If an Equality Impact Assessment is required

	Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
		Effect on equality of opportunity and good relations	
		Social need	
		Effect on people's daily lives	
		Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation			
Screened by :	Position/Job Title:	Date:	
	Compliance Officer (Information)	06/11/2017	
Approved by:	Head of Administration	06/11/2017	