

HARLOW DISTRICT COUNCIL

EQUALITY IMPACT ASSESSMENT FORM TEMPLATE

NB: This EIA template form should be completed as part of an assessment or screening process involving a minimum of the Project Lead plus at least one other officer. It is strongly recommended that it not be completed by one person working on their own.

Name of service, function or policy being assessed	Access to Information Fees and Charges Policy (covering Freedom of Information Act 2000 (FOIA), Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004(EIR))
Service/Department	Governance
Names and roles of officers completing the assessment (indicate Lead officer)	Marie Bentley – Corporate Information Manager
Contact telephone number of Lead officer	01279 446736
Date assessment completed	

1. Aims of the policy/service/function and how implemented

	Key Questions	Notes
1.1	Is this a new policy/service/function or a review of an existing one?	Review of policy.
1.2	Briefly state the main purpose of the policy/service/function?	The policy aims to ensure that Harlow Council operates a consistent and fair regime for charging for access to information.
1.3	Briefly state the main activities of the policy/service/function?	The policy sets out the fees to be levied by Harlow Council for requests for information and it explains the circumstances when Harlow Council will charge fees, how fees will be calculated and the procedures that will be followed.
1.4	Who are the main beneficiaries? Whose needs is it designed to meet?	The general public whose personal information Harlow Council holds and applicants world wide such as commercial organisations, journalists, politicians and individuals.
1.5	Which staff carry out the policy/service/function?	All Officers of Harlow Council Corporate Information Manager FOI Link Officers

2. Information Gathering and Data Collection

	Key Questions	Notes	If further data collection is needed – state by whom, when and how is it going to be done?
2.1	<p>What quantitative (numerical) data do you already have (e.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p> <p>NB. Attach copies of the relevant data that you are using for this assessment</p>	<p>Information is held on the Request Database of the type of applicant (e.g. commercial organisations, politicians, individuals, public authorities and media. The database also contains details of the nature of their request, the Council's response and compliance within timescales. The HCRM system contains details of charges applied against each request.</p>	
2.2	<p>What qualitative data do you already have (e.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or service?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	<p>Information is held on internal reviews requested by applicants (complaints) in relation to their request for information.</p>	

3. Consultation

Please state below what formal or informal consultation has taken place or that you are planning to hold with appropriate stakeholders in relation to this policy/function			
	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.1	What consultations have been held and with whom did you consult? What were the main issues raised?	Not applicable. Any consultation would take place on a national basis, and is the responsibility of the Ministry of Justice or the information Commissioner.	
3.2	What consultations were held specifically with the equality target groups? What were the main issues raised?	Not applicable.	

	Key Questions	Notes	If further consultations are needed/ planned – state with whom, by whom, when and how is this going to be done?
3.3	<p>Is the Council working in Partnership with other organisations to implement this policy/function?</p> <p>Should this be taken into consideration? (E.g. Agreeing the equalities monitoring categories)</p> <p>Should the partnership arrangements have an EIA?</p>	No.	

Note

- It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process.
- You must ensure that you record all the main areas of concern raised by equality and customer groups during consultations and how you aim to address these concerns.

4. Assessment of Impact

Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list below how the policy or function will or does work for each of the following equalities groups.

Identify any differential impact and consider whether the policy/function meets any particular needs identified for each of the six equalities groups.

NB:If you do identify any adverse impact you must:

- a) **Seek appropriate advice as to whether it is highlighting unlawful discrimination or is potentially discriminatory, and**
- b) **Identify steps to mitigate any adverse impact**

Include any examples of how the policy or function helps to promote race, disability and/or gender equality.

		State evidence of impact or potential impact/How helps to promote equality
4.1	<p>Gender – identify the impact/potential impact of the policy/function on women, men and transgender people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	No concerns identified.

		State evidence of impact or potential impact/How helps to promote equality
4.2	<p>Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	Charges, where applicable, apply equally to all groups. No concerns identified.
4.3	<p>Age – identify the impact/potential impact of the policy/function on different age groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	Charges, where applicable, apply equally to all groups. No concerns identified.
4.4	<p>Race – identify the impact/potential impact of the policy/function on different black and minority ethnic groups</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	Charges, where applicable, apply equally to all groups. No concerns identified.

		State evidence of impact or potential impact/How helps to promote equality
4.5	<p>Sexual orientation – identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	Charges, where applicable, apply equally to all groups. No concerns identified.
4.6	<p>Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no faith</p> <p style="text-align: center;">And/or</p> <p>Proposed measures to mitigate any adverse impacts</p>	Charges, where applicable, apply equally to all groups. No concerns identified.
4.7	<p>Any other groups, if appropriate e.g. children leaving care, carers etc</p>	Charges, where applicable, apply equally to all groups. No concerns identified.

		Notes
4.8	Are there any additional measures that could be adopted to further equality of opportunity in the context of this policy/service/function and to meet the particular needs of equalities groups that you have identified?	No concerns identified.

NB

Please provide a summary overview by completing the Section overleaf, ticking the relevant boxes to confirm the outcome and findings of this assessment process

It is also essential that you complete an action plan based on your assessment (see form EIA.2) and attach this to your Equality Impact Assessment form (EIA.1) form. This is a vital component of the equalities impact assessment process.

Include all of the measures that you will take to improve the policy/function for the different equalities communities, e.g. staff training, positive action, revisions to policy, monitoring of your action plan, etc.

Once you have completed the forms EIA.1 and EIA.2 please sign and date and:

- a) Send a copy to your Head of Service for endorsement
- b) Keep a copy as a record of the processes you have been through in carrying out the EIA
- c) Send a copy of the signed and endorsed EIA form plus enclosed action plans to the Corporate Equalities Team via the HDC Equalities and Diversity Officer.

5. Summary Overview of EIA

As a summary overview of information and findings provided in the earlier sections of this Equality Impact Assessment, please tick the relevant boxes as appropriate to denote the OUTCOME of this process for each of the Equality Groups.


Equalities category	No adverse impact AND promotes equality and diversity <i>Please tick ✓ if appropriate</i>	No adverse impact BUT equality and diversity NOT promoted <i>Please tick ✓ if appropriate</i>	Evidence of adverse impact <i>Please tick ✓ if appropriate</i>
Gender	✓		
Race	✓		
Disability	✓		
Age	✓		
Sexual orientation	✓		
Religion and belief	✓		

NB: Tick relevant box as appropriate and based on information provided in section

Note

- If you are unsure of any aspect of this Equality Impact Assessment process you can seek guidance from a departmental adviser to the Corporate Equalities Group or from the HDC Equality and Diversity Officer.
- Once the EIA form has been completed please ensure all enclosures are attached then sign and date the form, ensure it is countersigned by your Head of Service, keep a copy for your records and send to the HDC Equality and Diversity Officer.

Signed
Project Manager


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Countersigned
Head of Service


.....

Print Name

MARIE BENTLEY
.....

Print Name

M. J. WHITE
.....

Date

24/5/10
.....

Date

24-5-10
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Under the Freedom of Information Act, this completed EIA form will be placed on the Harloweb and be available on request to the general public.