

<b>Step 1</b>	<b>Details of Assessment Team – refer to guidance notes</b>
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Please use this form to record the details of your team. Use the guidance notes to help you to pull a relevant team together.

**About the policy, practice, service or function you are assessing**

Name of policy, practice, service or function: Publication Scheme (Freedom of Information)

Name of Assessment Team Leader: Phil Wilson/Angela Killeavy/Jason Folkett

Department responsible: Human Resources (HR) & (Management Information Services) MIS

**Other members of assessment team:**

Name	Position	Area of Expertise	Comments
Angela Killeavy	Director of HR	HR	
Sara Townsend	Equality & Diversity Manager	E & D	
Phil Wilson	Head of Library Services	Curriculum Support Manager	

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**Step 2 – Collecting information and data on consulting on how the policy, procedure, service or function impacts on students, employees, communities and other stakeholders – refer to guidance notes**

Consider all six equality strands: <i>Racial Group, Disability, Gender, Age, Sexual Orientation, Religion or Belief</i>	<b>Date data was collected</b>
<b>Examples of evidence could be:</b>	
<b>Tick evidence gathered and state briefly what it tells you.</b>	
<input type="checkbox"/> data showing evidence of higher or lower participation of any particular groups (e.g. who uses the service and who doesn't)	No. Everyone is equally affected.
<input type="checkbox"/> student/ employee feedback from surveys or complaints	No. N/a
<input type="checkbox"/> any important demographic changes or trends	No. N/a
<input type="checkbox"/> comparative information or data where no local information is available	No. National document based on national demographics.
<input type="checkbox"/> census, national or regional statistics	N/a
<input type="checkbox"/> Access Audits, DDA assessments	This is available on request and would be made appropriately accessible tailored to individual's needs.
<input type="checkbox"/> workforce profile (ethnicity, disability, gender etc)	N/a
<input type="checkbox"/> outcomes of previous monitoring	No. N/a
<input type="checkbox"/> existing or previous inspections of the policy, procedure, practice, service or function	Internal audit completed in May 08. Named person added/allocated to the scheme as previous incumbent left the organisation.
<input type="checkbox"/> research/ knowledge of the effects of the policy, procedure, practice, service or function on any of the College's stakeholders (including external stakeholders)	No research carried out and none planned. Not

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	deemed necessary.
<input type="checkbox"/> how part-time or sessional staff may be affected	N/a.
<input type="checkbox"/> any consultation and community involvement	Scheme and any revisions/reviews has to be approved and adopted by Board of Governors.
<input type="checkbox"/> existing or previous impact assessment action points	No. N/a.

**Step 3 – Defining the policy, procedure, service or function and identifying inequalities by analysing the information you have and identifying actions – refer to guidance notes**

**Question 1**

What is the name of the policy, procedure, practice, service or function you are assessing, what are the main aims and objectives; what outcomes do we want; and who is responsible for implementing or delivering the policy, procedure, practice, service or function?

**Response/ Findings:**

Publication Scheme (F o I)

Scheme fulfils the legislative requirements as outlined by the Office of the Information Commissioner and the national model scheme. Scheme outlines our legislative requirements, responsibilities and processes re: publication of all College information (minus exemptions) to **any** member of the Public upon request.

The Scheme falls under the direction of Director of HR and the Director of MIS but is the responsibility of the Corporation and its' employees.

**Question 2**

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Who is affected by the policy, procedure, practice, service or function and is there any evidence that any groups within the following characteristics are adversely affected.

**Response/ Findings:**

Everyone is equally affected.

	YES – state briefly	NO
Age		
Disability		
Gender		
Racial Group		
Religious Belief		
Sexual orientation		

**Question 3**

Is there any evidence that different groups, organisations or individuals have different needs, experiences, issues and priorities in relation to this policy? *For instance higher or lower uptake or participation.* Consider student and staff surveys, research, community consultations, prior performance monitoring or inspection.

**Response/ Findings:**

No.

**Note: A broad interpretation should be taken of the word 'evidence.' It should include anecdotal evidence and evidence derived from qualitative and quantitative analysis where available.**

**Question 4**

Is the service that is underpinned by this policy, procedure or function having a positive or negative effect on particular students, employees, community groups or other stakeholders?

**Response/ Findings:**

No.

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**Question 5**

In relation to this policy, procedure, practice, service, or function does any equality or diversity actions already exist? If YES detail below.

**Response/ Findings:**

No.

**Question 6 – Look at Questions 2 & 3 Answers**

Is there an opportunity to promote equality of opportunity or good community relations by altering the policy, or by working with others?  
If YES, detail your action on FORM IMP.ACT. If NO state briefly how the team came to this conclusion.

**Response/ Findings:**

No.

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**Policy/ Service/ Procedure/ Function Title: Publication Scheme (F o I)**

Report of EIA Findings:

**1) Overview of policy/ service**  
 The scheme is mandatory under the 2000 Freedom of Information Act and conforms to the national model detailing the College’s responsibilities, requirements and processes. The purpose of the Scheme is to inform the Public of their rights of access to information held by the College (minus legislative exemptions) and the College community of their obligations under the Act.

**2) Findings**  
 Nothing outstanding. No actions deemed necessary.

3) Actions Taken	By When	By Whom	Progress
•			
•			
•			

**Data/ Information considered:**  
 The scheme is derived from the legislative requirements detailed under the Act.

**Consultation:**  
 Board of Governors

**Date of Publication of EIA:**

To be attached to each policy before obtaining Governor Approval.

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