

## Equality Impact Assessment Report

<b>Name of policy, procedure or function: Freedom of Information and Data Protection Policies</b>				
<b>Service Area: Risk Management</b>	<b>Team Members: Michael Hopkins, Louise Hall</b>			<b>Date: Aug 2006</b>
<b>Findings</b>				
<p><b>General</b> The aim of the service is to:</p> <ul style="list-style-type: none"> <li>• Ensure provision of openness within Council Services</li> <li>• Provide information for the public where required</li> </ul> <p><b>Specific Equality Areas</b> Issues specific to equality include:</p> <ul style="list-style-type: none"> <li>• Creating an easy to understand system of requesting information that is accessible to all</li> </ul>				
<b>Further Actions</b>				
<b>Problem / barrier identified</b>	<b>Actions to overcome problem / barrier</b>	<b>Resources required</b>	<b>Responsibility</b>	<b>Target Date</b>
Language	<ul style="list-style-type: none"> <li>• Ensure that the equalities box is on all information documents.</li> </ul>	Staff time	Michael Hopkins	June 2007
	<ul style="list-style-type: none"> <li>• Internet wording to be simplified</li> </ul>	Staff time	Michael Hopkins	June 2007
People with Mental illness or a learning disability might not understand the process	<ul style="list-style-type: none"> <li>• Information disseminated regarding the council's obligation to assist a person in making a request</li> </ul>	Staff time	Michael Hopkins	September 2007
	<ul style="list-style-type: none"> <li>• Internet wording to be simplified</li> </ul>	Staff time	Michael Hopkins	June 2007

<p>Homeless people might feel excluded as people must give an address when requesting info</p>	<ul style="list-style-type: none"> <li>• Information on the internet will explain that an e-mail address is sufficient to make a request or that letters can be sent care of the Council</li> <li>• Staff will also be made aware that the above is the case</li> </ul>	<p>Staff time</p>	<p>Michael Hopkins</p>	<p>June 2007</p>
		<p>Staff time</p>	<p>Michael Hopkins</p>	<p>September 2007</p>
<p>Lack of awareness amongst staff</p>	<ul style="list-style-type: none"> <li>• Staff guidance to cover 'duty to assist' issues</li> </ul>	<p>Staff time</p>	<p>Michael Hopkins</p>	<p>September 2007</p>