



**Pre-Screening Equality Impact Assessment**

Name of policy/service/function	Data Protection / FOI				
Is this a new or existing policy/ service/function?	<del>New</del> / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	To ensure that the provisions of the Data Protection Act 1998, Freedom of Information Act 2000 and Environmental Information Regulations 2004 are being met. To deal with requests.				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age		✓		
	Disability		✓		
	Gender		✓		
	Gender Re-assignment		✓		
	Marriage/civil partnership		✓		
	Pregnancy & maternity		✓		
	Race		✓		
	Religion or belief		✓		
	Sexual orientation		✓		
	Other (eg low income)		✓		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No				
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No				
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No  n/a	<b>Actions:</b>  <b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by:</b> <b>Name Emma Duncan</b>					

**Job title**

**Legal Services Manager & Monitoring Officer**

**Date**

**26<sup>th</sup> September 2014**