

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function	Records Retention and Disposal Policy				
Is this a new or existing policy/service/function?	Existing				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>The purpose of this policy is to ensure that the Council manages a record through its life cycle from creation or receipt, through maintenance and use to final disposal (for destruction, transfer or permanent retention).</p> <p>The policy also aims to ensure that all BCKLWN staff, elected members and service delivery partners are aware of what they must do to manage records in an effective and efficient way.</p> <p>Record retention periods can be specified by statute or common practice across local government.</p> <p>The Policy supports compliance with the 2016 General Data Protection Regulation and guidance published by the Information Commissioners Office.</p>				
<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, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no</p>		Positive	Negative	Neutral	Unsure
	Age			✓	
	Disability			✓	
	Gender			✓	
	Gender Re-assignment			✓	
	Marriage/civil partnership			✓	
	Pregnancy & maternity			✓	

negative impact on any group.	Race			✓	
	Religion or belief			✓	
	Sexual orientation			✓	
	Other (eg low income)			✓	
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<b>2.</b> 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?	No				
<b>3.</b> Could this policy/service be perceived as impacting on communities differently?	No				
<b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<b>5.</b> 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	No	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by:</b> <b>Name</b>	Ged Greaves				
<b>Job title</b>	Senior Policy and Performance Officer				
<b>Date</b>	27 February 2018				

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**