Non-protected

Equality impact assessments

Template



# Name of policy: Records Management Plan

## Introduction

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| Lead officer | Alison Gardiner |
| Others involved in the assessment | Craig Worsley, Scott Baxter |
| Date(s) of assessment | 28th October 2014 |

## Description of policy

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| Background | **sport**scotland is statutorily obliged under the terms of the Public Records (Scotland) Act 2011 to publish a Records Management Plan, which sets out proper arrangements for the management of its public records. The finalised Plan will be submitted to the Keeper of the Records of Scotland for review on request (date of scheduling to be advised).  The Records Management Plan comprises 14 statutory elements and is expected to be published with a range of supporting policies, procedures and guidelines, as outlined below:   * Item RMP001 : Statement of Responsibility for Records Management * Item RMP002 : Information Assessment Manager Person Specification * Item RMP003 : Records Management Policy Statement * Item RMP004: CCTV Policy (Separate H&S Toolkit EQIA) * Item RMP005: ID & Access Policy (Separate H&S Toolkit EQIA) * Item RMP006: Counter Terrorist Protective Security Policy (Separate H&S Toolkit EQIA) * Item RMP007: Business Classification Scheme * Item RMP008: Retention and Destruction Schedule * Item RMP009: Records Disposal Policy * Item RMP010: Snapshot of Open Web Archive * Item RMP011: Information Security Guidelines * Item RMP012: ICT Self Help Portal Guide * Item RMP013: Mobile Phone Policy * Item RMP014: Interim BYOD Policy * Item RMP015: ICT New User Request Form * Item RMP016: ICT Strategy 2010-15 – Reviewed February 2014 * Item RMP017: Risk Management Policy and Procedures (Separate EQIA) * Item RMP018: Data Protection Policy and Procedures (Separate EQIA) * Item RMP019: Freedom of Information Policy and Procedures (Separate EQIA) * Item RMP020: Business Continuity Plan – refreshed February 2014 (Separate EQIA) * Item RMP021: Data Disaster Recovery Plan * Item RMP022: Records Management Development Plan   This EQIA is intended to assess the Plan as a whole and explicit reference has been made above to reflect where individual elements have been covered elsewhere within other EQIAs. |
| Purpose and outcomes | The purpose of the Records Management Plan is to to ensure that there is full awareness of the nature, scope and implications of the Public Records Act and to ensure that colleagues are aware of their roles and responsibilities around information governance and record keeping (including for records held within electronic systems). |
| How it links to sportscotland corporate and business plans | The Records Management Plan is part of 2013-15 Business Plan Action : G3 (Information Governamce) Continue to improve the processes, systems, facilities and services that are essential to an effective and efficient national agency that adds value to the sports sector. |
| How we intend to implement the policy | The Records Management Plan will be made available to all staff via the **sport**scotland SharePoint (or Covalent) Corporate Toolkit and communicated to staff electronically. The Records Management Plan will also be made available to the public through the sportscotland website when requested to do so by the Keeper of the Records of Scotland. |

## Who policy is likely to impact on and how

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| Who will the policy benefit (i.e. who is the customer?) | This policy will apply to all individuals working for and contracted to **sport**scotland which includes **sport**scotland Board members and all employees, contractors, consultants and/or related personnel of **sport**scotland acting in any capacity or activity sanctioned by **sport**scotland as determined by one of **sport**scotland’s Executive Directors in writing. |
| Which partners will be involved and how? | **sport**scotland has identified that there are no specific requirements for partner involvement in respect of the Records Management Plan as these are internal arrangements which have been subject to internal consultation with **sport**scotland staff. |
| Is it designed to impact on one/some/all people who share a protected characteristic? How? | The Records Management Plan has been developed to impact on all staff and does not focus on any specific protected characteristics/equality groups protected under the Equality Act 2010. |
| How will/are different customers involved in development and roll out of policy? If no involvement mechanism how will needs be identified and addressed? | The Records Management Plan was developed by the ICT Team and Information Asset Manager and communicated to the Heads of Service and SMT. The Plan was subject to internal audit review during 2014 and assessed as fit for purpose. |

## Think about the impact the policy/practice will have on eliminating discrimination, promoting equality of opportunity and fostering good relations between different groups. Also consider whether there is potential for discrimination.

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| Protected characteristic | What do we know about this group in the context of this policy?[[1]](#footnote-1)  What further evidence should we collect? | Potential impact (positive and negative) on people who share the characteristic? | What could we do to reduce any negative impacts, maximise positive impacts and ensure quality information? |
| Age | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | The comfort level of older people with new technologies has been explored within **sport**scotland and no adverse impact of the Records Management Plan has been identified in practice. **sport**scotland will continue to monitor and mitigate any potential negative impact of the policy on staff because of age. | N/A |
| Disability | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)).  The Equality Act 2010 requires employers to provide information in accessible formats and makes it clear that staff cannot be charged for any adjustments.  In addition, sportscotland is required to make reasonable adjustments to working environments to ensure equality of opportunity. | If the policy is not provided in accessible formats it will not be readable by staff with disabilities.  **sport**scotland will continue to consider research and evidence and to take account of the outcome of Display Screen Equipment assessments (as covered within the Health & Safety Toolkit) to establish and mitigate any potential negative impact of the policy on staff because of disability.  **sport**scotland provides a range of ICT equipment (including ergonomic options) to ensure equality of access to information/ applications, e.g. large monitors, ergonomic keyboards. | Staff should be advised that if they if they require the Plan in a different format they should contact the ICT Helpdesk or Information Asset Manager.  Staff awareness should continue to be raised around the availability of a range of ICT equipment to mitigate the impact of any disability (through the DSE assessment process and general workplace monitoring). |
| Gender reassignment | **sport**scotland has no information on gender reassignment. | **sport**scotland is not aware of any adverse impact of the Records Management Plan on gender reassignment. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of gender reassignment. | N/A |
| Race | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Records Management Plan on race. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of race. | N/A |
| Religion or belief | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Records Management Plan on religion or belief. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of religion or belief. | N/A |
| Sex | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Records Management Plan on sex. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of sex. | N/A |
| Sexual orientation | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Fraud Awareness Policy on sexual orientation. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the policy on staff because of sexual orientation. | N/A |
| Pregnancy and maternity | **sport**scotland has no information on pregnancy and maternity. | **sport**scotland is not aware of any adverse impact of the Records Management Plan on pregnancy and maternity. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the policy on staff because of pregnancy and maternity. | N/A |
| Marriage/civil partnerships | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Records Management Plan on marriage/civil partnerships. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the policy on staff because of marriage/civil partnerships. | N/A |

## Who will be consulted internally on this EQIA?

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| Consultation will take pace with the ICT team, Administration Manager, the Corporate Services Heads of Service and Legal Manager. |

## What recommended steps should we take to improve the policy/practice and monitor its equality impact?

In making recommendations, project leads should balance how to maximise the positive impact of the policy or practice on all people who share the protected characteristics, with the requirement to maximise the core outcomes of the policy/practice (i.e. recommendations should be proportional and relevant.) The assessment should take steps to embed ways of monitoring the ongoing impact of the policy and practice.

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| Whilst **sport**scotland recognises that there is limited evidence in relation to the protected characteristics, the equality impact assessment indicated that the Records Management Plan is expected to have a positive impact on most of the protected characteristics. **sport**scotland will continue to monitor new research findings in this area in order to ensure good practice across all equality strands.  The following actions have been identified at this stage:   |  |  |  | | --- | --- | --- | | Action | Responsibility | Timeline | | Include a section in the Records Management Plan advising Staff that if they if they require the policy in a different format to meet the requirements of their disability they should contact a member of the ICT Helpdesk. | Alison Gardiner | Complete - adjustments made immediately after the requirement for change was identified. | | Staff awareness should continue to be raised around the availability of a range of ICT equipment to mitigate the impact of any disability (through the DSE assessment process and general workplace monitoring). | Alison Gardiner  Health & Safety Officers | Ongoing, reported to the Health and Safety Committee. |   It is important to ensure that further assessment is undertaken by **sport**scotland in the event that the Records Management Plan is developed further.  Although no significant equality issues were identified during the development of the Records Management Plan, **sport**scotland’s understanding of the Equality Impact Assessment Process has developed which will allow us to develop better outcomes for staff in the future in relation to equality matters. |

## Sign off

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| Assessment signed off by: | Corporate Services Team Heads |
| Sign off date: | 23rd March 2015 |

1. Best practice would involve gathering evidence through internal and external consultation. [↑](#footnote-ref-1)