

**PRO-FORMA FOR ASSESSING THE RELEVANCE OF
FUNCTIONS/POLICIES TO THE GENERAL DUTIES UNDER THE
EQUALITY ACT 2010**

This form is to be completed by all service to assess whether a function, policy and operation has the potential for a negative or positive impact in relation to the general duties as per the Equality Act 2010.

Function/Policy Name:	Records Management Policy
Brief Description/Aims:	Sets out Community Safety Glasgow's responsibilities in relation to records management and provides a framework for the creation, maintenance, storage and disposal of public records within the Company.
Date of Assessment:	31.01.15
Service:	Corporate Support
Assessment Officer:	Iain Paterson

SECTION (1) EQUALITY COMPLIANCE

1.1 Which of the parts of the general duty is relevant to the function or policy:
(delivering equality between people who share a protected characteristic and those that do not)

	Duty	Relevance (high, medium, low)	Details
1	Eliminate discrimination, harassment and victimisation	M	Will provide protection to our client records during the lifetime of their use including those of women affected by domestic abuse, women who are trafficked, women in prostitution and vulnerable young people receiving services.
2	Advance equality of opportunity	L	
3	Foster good relations	L	

1.2 Is there any evidence or reason to believe that individuals/groups with protected characteristics could be affected?
(e.g. higher or lower uptake of services, barriers to equality in access ?)

Protected Characteristic	Positive impact	Negative Impact
Age	X	
Religion & Belief	X	
Sexual Orientation	X	
Gender	X	
Disability	X	
Gender Reassignment	X	
Pregnancy & Maternity	X	

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Any other information or group that may be affected?		
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SECTION (2)

EVIDENCE OF IMPACT

2.1 In coming to the above decision, with whom have you consulted and/or what information was gathered? *(Sources include the Household Survey, consultation, research reports, equality monitoring, customer feedback forms, complaints)*

No.	Consulted with / Research	Details of when / how	Outcome from consultation/research

2.2 How much evidence have you collected?

None	A little	Some	(A lot)
	X		

2.3 Is there any public concern that functions/policies are being operated in a discriminatory manner? *(e.g. expressed in the media, research reports, the Household Survey, customer feedback forms or complaints)*

None	A little	Some	(A lot)
X			

Please specify:

SECTION (3)

ANY OTHER INFORMATION

SECTION (4)

ASSESSMENT

Given the information above is a full EIA required?	No
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SECTION (5)

AUTHORISATION OF EIA

EIA Screening are to be completed by the service and forwarded to the Equality Team in Policy for assessment.

Responsibility	Name	Signature	Date
Officer Carrying Out Assessment			
Equality Officer Assisting			
Head of Service			

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<i>(Approved for publication)</i>			
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