

## EQUALITY IMPACT ASSESSMENT

<b>TITLE OF POLICY/PROCEDURE:</b>	Implementation of Freedom of Information Act
<b>NAME OF AUDITOR:</b>	Erika Faris
<b>FIN OF AUDITOR:</b>	11613
<b>DATE COMPLETED:</b>	18 February 2010

### SECTION ONE – INITIAL ASSESSMENT TO BE COMPLETED BY (OR ON BEHALF OF) POLICY / PROCEDURE OWNER

#### Identify the aims and projected outcomes of the policy / procedure.

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities, subject to certain exemptions. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

The Authority also has a duty to provide advice or assistance to anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

This policy aims to ensure that all requests for information and all disclosures of information are dealt with equally and fairly, without discrimination or prejudice.

#### Which individuals and organisations are likely to have an interest in or are likely to be affected by the policy / procedure?

The public are directly affected and interested in how the Authority carries out its procedures for responding to requests for information.

Officers and Members of the Authority who are privy to information held by the Authority on a regular basis will be affected and will have an interest in how the Authority is required to meet its obligations under the Act.

The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. This body has a regulatory role in ensuring public bodies adhere to the Act.

### SECTION 2 – IMPACT ON DIVERSITY

This policy / procedure must work towards eliminating discrimination, promoting equal opportunity and promoting good relations between the community and Surrey Police Authority.

Is there any reason why this policy / procedure would not achieve this? Please explain your justification below.

Please select: YES / NO

The intention of this policy is to reassure the public and regulatory bodies like the ICO that the Authority takes the processes governing the Act and the equal and fair treatment of all who request information from the Authority seriously.

All members of the public who contact the Authority should be treated with courtesy and the Authority aims to respond to all legitimate requests for information promptly and within the agreed timescales.

Is there any potential implication for differential / adverse impact on people based on the following. Please indicate no impact / low / medium / high

Gender	Low
Sexuality	Low
Disability	Low
Age	
• Young people (up to age 17)	Low
• Older people (aged 50 and over)	Low
Religion	Low
Race	Low

Is there any evidence that this policy / procedure will have an intentional impact, internally or externally, on people based on their:

Gender	No
Sexuality	No
Disability	No
Age	
• Young people (up to age 17)	No
• Older people (aged 50 and over)	No
Religion	No
Race	no

If you have answered 'YES' to any of the above questions, please explain the evidence / reasoning behind your answers below:

**SECTION THREE – CONSULTATION AND CONSIDERATION**

Is there any evidence or reason to believe that some minority groups could be differently affected, either personally or negatively? (e.g. lower participation or success rates)

Please select: NO / **YES**

Please specify the reasoning / evidence behind your decision, including evidence of any consultation that has taken place.

Requests are accepted on the basis that they are in writing and provide an address to which we can respond to. This could prove difficult for those who are registered as blind, disabled or do not speak English. We would assist them by translating any request made in another language. We would assist anyone who could not write by receiving the request by phone then reading it back for confirmation or would be happy to receive a request from them via a relative or person of trust.

Is there likely to be any public concern that functions / policies are being operated in a discriminatory manner (e.g. expressed in media / research papers etc)

Please select: **NO** / YES

Please specify the reasoning / evidence behind your decision, including evidence of any consultation that has taken place.

The Authority is committed to equality and diversity and trains its members and staff as well as expecting them to treat people with respect. Should any concerns be raised the Authority would take steps to address, and if appropriate, rectify those concerns.

Is there any opportunity to better promote equality of opportunity?

Please select: **NO** / YES

Please specify the reasoning / evidence behind your decision including evidence of any consultation that has taken place.

All legitimate and qualifying requests are accepted regardless of who a person or organisation is. The Authority will continue to meet its responsibilities to equality and diversity and abide by the Freedom of Information Act or any edicts issued by the ICO. This may be achieved through regular training, briefings and conferences.

What monitoring arrangements have been established for this policy or procedure?

This policy will be reviewed on an annual basis.

If the policy / procedure discriminates against certain groups, can it be justified because of the overall objectives?

Please select: **NO** / YES

If you have selected YES, please provide evidence of your reasoning below.

List those who were consulted in carrying out this assessment.

Acting Chief Executive Alison Bolton and Members of the Standards Committee who have responsibility to ensure that the Authority complies with the requirements of Freedom of Information and Data Protection.

List any changes that will be made as a result of this assessment / consultation

Regular training, briefings and conference opportunities to remain up to date with current legislation.

Select the method of publication for this assessment.

Surrey Police Authority website.