



**Basingstoke
and Deane**

Equality Impact Assessment Validation Decision Notice

EIA Reference Number	19/2010
Service, policy, or strategy	Freedom of Information Policy
Element(s) assessed	This policy outlines the responsibilities of the council under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
Names of Assessors	Paul Gundry, Carol Blackwell, Jackie Tatam

Consider:

Was discrimination or disadvantage identified?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Was the service promoting equality?

<input type="checkbox"/>	<input type="checkbox"/>
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Could the service be improved in promoting equality?

<input type="checkbox"/>	<input type="checkbox"/>
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Are the customers' needs understood and met?

<input type="checkbox"/>	<input type="checkbox"/>
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Is there good evidence and/or reasoning to support the decisions on whether groups are/aren't affected?

<input type="checkbox"/>	<input type="checkbox"/>
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Does the summary report properly reflect the key findings of the assessment?

<input type="checkbox"/>	<input type="checkbox"/>
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Is the summary report clear and easy to understand?

<input type="checkbox"/>	<input type="checkbox"/>
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If improvements have been identified, do they reflect and deal with the key findings?

<input type="checkbox"/>	<input type="checkbox"/>
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The decision is to:

Validate

Not validate

The reason/s for the decision are: *please give details below*

Validation given – information correct

Not validated – decision not to proceed as EIA incorrect

Not validated - screening error

Not validated – research/consultation error

Not validated – improvement error

Signed

K. Brumwell

Designation

Corporate Director

Name

K. Brumwell

Date

9/11

Briefing Note

Name of service, policy, or strategy being considered	Freedom of Information Policy
Element(s) being considered	This policy outlines the responsibilities of the council under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
Date of meeting	15 December 2010
Name of assessors	Paul Gundry, Carol Blackwell, Jackie Tatam

The Assessment

Freedom of Information Policy

Assessment Findings

As the policy is in place to ensure compliance with the legislation governing access to information there are no equality implications.

Justification

No equality implications. However it has been noted that:

- The FOI Act requires valid requests to be made in writing. Section 1.7 of the Policy states:
 - While requests for information should be in writing, officers should be considerate of any difficulties the applicant may have in committing their request to writing, taking into account any issues of equality as outlined in the Council's Equality Documents.
- Similarly, Section 7.2 of the policy states:
 - If a person is unable to articulate their request in writing the Council will provide advice to assist them in formulating their request.