



**Basingstoke
and Deane**

**Equality Impact Assessment
Validation Decision Notice**

EIA Reference Number	14/2010
Service, policy, or strategy	Information Retention and Disposal Policy
Element(s) assessed	To provide corporate framework by means of procedures and guidelines to govern decisions on whether, in any given case, particular information or set of information should be retained and if so, in what format and for what period
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 
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Designation Corporate Director
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Name U. Branson

Date 9/12/11

Briefing Note

Name of service, policy, or strategy being considered	Information Retention and Disposal Policy
Element(s) being considered	The purpose of the policy is to provide a corporate framework by means of procedures and guidelines, to govern decisions on whether, in any given case, particular information or set of information should be retained and if so in what format and for what period.
Date of meeting	15 December 2010
Name of assessors	Paul Gundry, Carol Blackwell, Jackie Tatam

The Assessment

Information Retention and Disposal Policy

Assessment Findings

As the policy is in place to govern the retention and disposal of information there are no equality implications.

Justification

No equality impacts on any specific group