# Equality Impact Assessment

**Validation Decision Notice**

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

Consider:

- Was discrimination or disadvantage identified?  
  - Yes  
  - No
- Was the service promoting equality?  
  - Yes  
  - No
- Could the service be improved in promoting equality?  
  - Yes  
  - No
- Are the customers' needs understood and met?  
  - Yes  
  - No
- Is there good evidence and/or reasoning to support the decisions on whether groups are/aren't affected?  
  - Yes  
  - No
- Does the summary report properly reflect the key findings of the assessment?  
  - Yes  
  - No
- Is the summary report clear and easy to understand?  
  - Yes  
  - No
- If improvements have been identified, do they reflect and deal with the key findings?  
  - Yes  
  - No

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**  
[Signature]

**Designation**  
[Designation]

**Date**  
[Date]
Briefing Note

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

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.