Equality Impact Assessment
Validation Decision Notice

<table>
<thead>
<tr>
<th>EIA Reference Number</th>
<th>14/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service, policy, or strategy</td>
<td>Information Retention and Disposal Policy</td>
</tr>
<tr>
<td>Element(s) assessed</td>
<td>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</td>
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<tr>
<td>Names of Assessors</td>
<td>Paul Gundry, Carol Blackwell, Jackie Tatam</td>
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</tbody>
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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 ____________________________
Name ____________________________
Designation Corporate Director
Date 9/12/11
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