



# EQUALITY IMPACT ASSESSMENT

## Partial Assessment Form

<b>Policy, practice, function or project assessed</b>	<b>Information Sharing Policy &amp; Procedure</b>
<b>Lead Officer</b>	<b>Stephen Horner</b>
<b>Team</b>	
<b>Start date of assessment</b>	<b>28/04/11</b>
<b>Completion of assessment</b>	<b>03/05/11</b>

**Please use this form to record your findings in relation to the assessment of an existing policy, function, service or practice.**

## **A. POLICY, PRACTICE, FUNCTION OR PROJECT TO BE ASSESSED**

### **A1. Please describe what are the main aims, objectives, purpose and intended outcomes of the policy or function?**

An Information Sharing Protocol ("ISP") is a formal agreement between organisations or internal services that are sharing personal data. It explains why data is being shared and sets out the principles and commitments the Council and Partners will adopt when collecting, storing and disclosing personal information. ISP's also explain why information can be shared. Without these formal agreements, there may be confusion over information sharing and handling responsibilities.

The Information Sharing Protocol Policy and Procedure provides a framework for the legal, secure and confidential sharing of personal information. It has been developed to help ensure that the Council complies with its statutory obligations and meet public expectations for protecting information. The Policy sets out the general principles and core requirements, for preparing Information Sharing Protocol's (ISP's) with internal Services and external partners.

### **A2. Is this policy or function associated with any other Council policy or priority?**

Yes –

- Information Government Strategy Project
- ICT Corporate Services Plan
- ICT & Security Policy and Usage Guidelines
- Protective Marking Policy
- Records Management and Policy Manual
- Data Protection Policy and Procedures
- Freedom of Information Act Policy and Procedures
- Council aim to be a listening Council and provide first class services that are accessible to all. By ensuring our standards are equivalent to, or exceed best practice, the residents of South Cambridgeshire will be reassured that all reasonable steps are being taken to preserve and protect their information.

**A3. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?**

All existing and future residents of South Cambridgeshire, and all staff, agency staff, contractors and Members of the Council.

**A4. Is the policy/function corporate and far-reaching?**

Yes; it is a high impact policy. There could be significant financial and reputational repercussions for the Council if the policy is not adhered to.

**A5. Are you expecting to make any significant change to the policy or service in the near future? If so, please give details.**

No significant changes are anticipated in the near future.

The policy will be reviewed every 2 years, unless there are changes to legislation before this time.

**A6. Is this a new or existing policy or function?**

This is a new policy (first draft developed in February 2010), which is part of the Council's Information Governance Strategy.

**B. EVIDENCE/ DATA and CONSULTATION**

It is important to consider all information that is available in determining whether the policy or function could have a differential impact. Please attach examples of monitoring information, research or consultation reports.

**B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the policy or function?**

A comprehensive records and information survey was undertaken in 2008/2009 to inventory and understand the types of information/records held by the authority. This has provided the platform for understanding, which Services within the Council will be affected by the policy.

Risk assessments will be carried out and monitored over the next 3 years, which is part of the Information Governance Project strategy.

**B2. Have you compared the data you have with the equality profile of the local population? What does it show?**

N/A

**B3. Have you identified any improvements or other changes that could be made from monitoring the data?**

The Council's Information Governance Strategy and the Information Sharing Protocol Policy & Procedure was created as a result of analysis of the records and information survey, which was carried out by Stephen Horner and Matt Hudson.

**B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?**

No external stakeholders have been consulted, as this is an internal policy. However, Part D of the Policy (ISP Template for External Sharing of information) is a generic document, which will be agreed with external stakeholders on a case-by-case basis. It has been developed to facilitate best practice.

**B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?**

The Information Government Working Group has reviewed and approved this Policy. IGWG members have also consulted with their own teams. The policy has also been reviewed and approved by the ICT & Information Governance Steering Group (ICT&IGSG).

**B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.**

A thorough review of business, legal, and organisational requirements was carried out. This also included, best practice and government requirements.

**C1. IMPACT OF THE POLICY OR FUNCTION**

Assess the potential impact on each of the following protected characteristics. The impact could be negative, positive or neutral. If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high. Refer to the evidence you use.

DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
<b>AGE:</b> Identify the potential impact of the policy or function on different age groups.		
The Data Handling Policy will benefit those of any age, but is not specific to age.	<b>Neutral</b>	
<b>DISABILITY:</b> Identify the potential impact of the policy or function on disabled people.		
The Data Handling Policy will benefit those with a disability, but is not specific to disability.	<b>Neutral</b>	
<b>GENDER REASSIGNMENT:</b> Identify the potential impact of the policy or function on people that have changed gender identity.		
The Data Handling Policy will benefit those who have changed the gender identity, but is not specific to gender identity.	<b>Neutral</b>	

<b>MARRIAGE AND CIVIL PARTNERSHIPS:</b> Identify the potential impact of the policy or function on people who are married or in a civil partnership.		
The Data Handling Policy will benefit those who are married or in a civil partnership, but is not specific to these.	<b>Neutral</b>	
<b>PREGNANCY AND MATERNITY:</b> Identify the potential impact of the policy or function on pregnant or maternal mothers and those women who wish to breastfeed.		
The Data Handling Policy will benefit pregnant or maternal mothers but is not specific to these.	<b>Neutral</b>	
<b>RACE:</b> Identify the potential impact of the policy or function on different ethnic groups, including national origins, colour and nationality.		
The Data Handling Policy will benefit those of any race, but is not specific to race.	<b>Neutral</b>	
<b>RELIGION/BELIEF:</b> Identify the potential impact the policy or function on different religious/faith groups.		
The Data Handling Policy will benefit those of any religion or belief, but is not specific to religion or belief.	<b>Neutral</b>	
<b>SEX:</b> Identify the potential impact of the policy or function on men and women.		
The Data Handling Policy will benefit those of either sex, but is not specific to sex.	<b>Neutral</b>	
<b>SEXUAL ORIENTATION:</b> Identify the potential impact of the policy or function on lesbian, gay men, bisexual or heterosexual people.		
The Data Handling Policy will benefit those of any sexual orientation, but is not specific to sexual orientation.	<b>Neutral</b>	
<b>OTHER CHARACTERISTIC SPECIFIC TO SOUTH CAMBRIDGESHIRE – RURALITY:</b> Identify the potential impact of the policy or function on people who are rurally isolated.		
The Data Handling Policy will benefit those who are rurally isolated but is not specific to rural isolation.	<b>Neutral</b>	

**PLEASE NOTE:** Following completion of the section above, if the nature of any impact is adverse then you need to proceed to a full equality impact assessment.

**C2. Could you minimise or remove any adverse or potential impact that is high, medium or low significance, in advance of a full impact assessment? Explain how.**

N/A

**C3. Does the policy or function actively promote equal opportunities and good community relations? Or could changes be made so that it does so?**

Yes. All sections of the community will be treated fairly and equally through this policy, and all will benefit in equal measure. The policy promotes good community relations as it shows the Council is taking all reasonable steps to preserve and protect residents' information.

**C4. Please provide any further information, qualitative or quantitative that does not fit into the questions but you feel has a likely impact on this assessment.**

N/A



<b>D. CONCLUSIONS</b>			
<b>D1. Was there sufficient data to complete the partial assessment?</b>	Yes?	✓	<b>If “NO”, what arrangements are in place for evidence gathering and continuing with the assessment?</b>
	No?		
<b>D2. Is the outcome of the partial assessment that the policy or function would have an adverse impact (medium or high impact) on one or more target group?</b>	Yes?		<b>If “YES”, will you proceed to a full assessment? If so, what arrangements are in place to carry out the full assessment?</b>
	No?	✓	
<b>D3. Is the outcome of the partial assessment that the policy or function would have a neutral or positive impact on equalities?</b>	Yes?	✓	<b>If “YES”, have you included proposals in the Action Plan to further improve the impact of the policy or function on equalities?</b>  <b>Do you plan to review the service or policy again in future to assess</b>

	No?	<p><b>whether there has been any change? If so, when?</b></p> <p>The policy will be reviewed every 2 years, unless legislation dictates it is reviewed before this time</p> <p><b>Has the Equalities Steering Group and the Consultative Forum reviewed the assessment? If so what were their comments?</b></p> <p>Not yet.</p>
<p><b>D4. Do you have any other conclusions/outcomes from the partial assessment?</b></p>		

**ACTION PLAN for enhancing existing practice**

<b>Recommendation/ issue to be addressed</b>	<b>Planned Milestone</b>	<b>Planned completion of milestone (date)</b>	<b>Officer Responsible</b>	<b>Progress</b>

## RESOURCES

Does the above action plan require any additional resources?

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## ARRANGEMENTS FOR MONITORING

Please give your plans for monitoring the achievement of the above actions.

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**SIGN OFF: The officers below confirm that this partial assessment has been completed in accordance with the Council's guidance**

Signature of Lead Officer

Date:

Signature of Corporate Manager or Chief Officer:

Date:

Please retain the original form on your service area and return a copy of the completed form to the Equality & Diversity Officer.