



<b>EQUALITY IMPACT ASSESSMENT PRELIMINARY SCREENING</b>
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School/ Department	Information Services
Date	April 2013
<b>Name of Policy<sup>1</sup></b>	
Freedom of Information Policy	

<b>What are the aims, objectives &amp; projected outcomes?</b>
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**Aims:**  
The purpose of this policy is to set out how the RCS will discharge its obligations and responsibilities under the Freedom of Information (Scotland) Act 2002

**Objective:**  
To ensure all staff are aware of their role & responsibilities regarding Conservatoire Data

**Outcomes:**  
An informed and confident staff who understand the law in the context of their job.

This is a <b>new</b> policy	<b>N</b>
This is a <b>change</b> to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	<b>N</b>
This is an <b>existing</b> policy	<b>Y</b>
Will the policy have an impact on students, staff or members of the public?	<b>Y</b>
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	<b>N</b>
Are there any aspects of the policy that could contribute to equality or inequality?	<b>N</b>

<b>Senior Manager sign-off</b>	N/A
<b>Date</b>	

<sup>1</sup> The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents & practices

## FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Information services
Date	April 2013

### Name of Policy

Freedom of Information Policy

### What are the aims, objectives & projected outcomes?

**Aims:**

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## 1 SCOPING THE EIA

### 1.1 Scope of the EIA work

The current Freedom of Information Policy was drawn up by the current Head of Information Services.

This is the first EIA to be carried out relating to this policy and associated practices.

Due consideration has been given to the policy document and related procedures/practices.

## 2 COLLECTING DATA

### 2.1 What relevant quantitative and qualitative data do you have?

<b>Race</b>	<i>None.</i>
<b>Religion or belief &amp; non-belief</b>	<i>None.</i>
<b>Disability</b>	Alternative Formats of the document may be required
<b>Gender</b>	<i>None.</i>
<b>Gender Identity</b>	<i>None</i>
<b>Sexual Orientation</b>	<i>None</i>
<b>Age</b>	<i>None.</i>

**2.2 What are the overall trends/patterns in this data?**

not applicable

**2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?**

The Freedom of Information policy is currently only available online in pdf format and in English, which may present a barrier to some user groups. Consideration should be given on an institution-wide basis regarding possible procedure for provision of alternative formats for all RCS documents.

**3 INVOLVING AND CONSULTING STAKEHOLDERS**

**3.1 Internal consultation and Involvement:**

With Freedom of Information being an area of practice defined and guided by legal factors, internal consultation on this issue is not appropriate.

### **3.2 External consultation and involvement:**

With Freedom of Information being an area of practice defined and guided by legal factors, external consultation on this issue is not appropriate.

## **4 ASSESSING IMPACT**

### **4.1 Assessment of the impact**

Some of the restrictions on access are of legal necessity and are not of themselves discriminatory in relation to E & D issues.

Based on this EIA, the following actions have been identified as positive ways to promote equality and diversity in connection with the RCS Freedom of Information Policy and thus mitigate potential negative impacts:

- Consideration should be given on an institution-wide basis regarding possible procedure for provision of alternative formats for all RCS documents.

## **5 ACTION PLANNING AND SIGN OFF**

<b>Date of completion of EIA</b>	2/4/2013
<b>Compiled by</b>	Caroline Cochrane, Head of Information Services
<b>Senior Manager sign-off</b>	Maggie Kinloch, Vice Principal
<b>Date to E + D Officer</b>	2/4/2013
<b>Date of publication of EIA Report</b>	April 2013
<b>Review date</b>	March 2014

**ANNEX B - Consolidation of RCS Equality Impact Assessment Report – April 2013**

<b>ACTION / ACTIVITY</b>	<b>OWNER AND INTERESTED STAKEHOLDERS</b>	<b>DEPENDENCIES / RISKS / CONSTRAINTS</b>	<b>COMPLETION DATE</b>	<b>PROGRESS UPDATE</b>
Establish procedure how to make policy document available in alternative formats on request	Institution-wide concern re general lack of procedure for provision of alternative formats for all RCS documents.	Staffing implications which may be met by a Conservatoire-wide approach to similar barriers		