

North View Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Guide to Information Policy	Is this a new policy / proposal or a revision?	Revision
Person(s) responsible for the assessment	Alison Main		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	The purpose of this Policy is set out the Association's publication scheme in accordance with the Freedom of Information (Scotland) Act 2002.		
2. Who is intended to benefit from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	The Policy applies to people who wish to access information about the Association. It is also benefits staff as it sets out charges that may apply.		
3. What outcomes are wanted from this policy / proposal ? <i>(e.g. the benefits to customers)</i>	The intended outcome is to ensure that information about the Association can be easily accessed.		
4. Which protected characteristics could be affected by the proposal? <i>(tick all that apply)</i>			
<input type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Marriage & Civil Partnership <input type="checkbox"/> Pregnancy/Maternity <input checked="" type="checkbox"/> Race <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Gender <input type="checkbox"/> Reassignment <input type="checkbox"/> Sexual Orientation			

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

	Positive impact(s)	Negative impact(s)
<p>6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4</p>		<p>Disability – people with additional support needs seeking information may require further assistance.</p> <p>Race – people for whom English is not their first language may require additional support to access information.</p>
<p>7. What actions are required to address the impacts arising from this assessment? <i>(This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).</i></p>	<p>Disability – the Association will ensure that appropriate assistance is in place to help any person who has additional support needs. This support includes making documents available in large print and Braille.</p> <p>Race – the Association will ensure that people for whom English is not their first language are given appropriate support, including use of interpreter services and arranging for documents to be translated into other languages.</p> <p>The Policy also notes that we offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. We understand that not everyone will have online access and where this is the case people can contact us to view this in our Office for no charge.</p>	

Signed: Ayobn Main (Job title): Director

Date the Equality Impact Assessment was completed: 17th November 2022