

## North View Housing Association Equality Impact Assessment Tool



Name of the <b>policy / proposal</b> to be assessed	Access to Information Policy	Is this a <b>new policy / proposal</b> or a revision?	Revision
Person(s) responsible for the assessment	Alison Main		
1. Briefly describe the <b>aims, objectives and purpose</b> of the policy / proposal	The purpose of this Policy is set out the Association's commitment to the aims and principles underlying the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EISRs) and to the disclosure of information of interest to its service users and the wider public.		
2. <b>Who is intended to benefit</b> from the policy / proposal? ( <i>e.g. applicants, tenants, staff, contractors</i> )	The Policy applies to people who propose to make, or has made, a request for information to the Association. It also benefits staff in detailing with requests for information.		
3. What <b>outcomes</b> are <b>wanted</b> from this policy / proposal ? ( <i>e.g. the benefits to customers</i> )	The intended outcome is to ensure that requests for information are handled in accordance with legal requirements and best practice and to set out responsibilities.		
4. Which <b>protected characteristics</b> could be <b>affected</b> 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"/> Gender 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.

6. Describe the **likely positive or negative impact(s)** the policy / proposal could have on the groups identified in part 4

**Positive impact(s)**

**Negative impact(s)**

**Disability** – people seeking access to information with additional support needs may require further assistance.

**Race** – people seeking access to information and for whom English is not their first language may require additional support.

7. What **actions** are **required** to address the impacts arising from this assessment? *(This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).*

**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.

**Race** – the Association will ensure that people seeking access to information and for whom English is not their first language are given appropriate support, including use of interpreter services, arranging for documents to be translated into other languages.

Signed: Auson Main (Job title): Director

Date the Equality Impact Assessment was completed: 17<sup>th</sup> November 2022