

North View Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Records Management 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 commitment to effective records management at the Association. It also confirms that the Association will adopt a systematic approach to records management to protect and preserve records to support the Association's functions and operations and provide evidence of events, activities and transactions.		
2. Who is intended to benefit from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	The Policy applies to staff and Committee. Customers will also benefit as it aims to protect records.		
3. What outcomes are wanted from this policy / proposal ? <i>(e.g. the benefits to customers)</i>	The intended outcome is to ensure that the Association complies with the relevant legislation in managing information.		
4. Which protected characteristics could be affected by the proposal? <i>(tick all that apply)</i>			
<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Marriage & Civil Partnership <input type="checkbox"/> Pregnancy/Maternity <input 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.

We do not see this Policy as having any direct impact on any of the protected characteristics.

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

Signed: Auson Main (Job title): Director

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