

Tollcross Housing Association Equality Impact Assessment

Name of the policy to be assessed	Records Management Policy	Is this a new policy or a revision?	New
Person(s) responsible for the assessment	Anne Fitzsimons		
<p>1. Briefly describe the aims, objectives and purpose of the policy / proposal</p>	<p>This policy is an organisational commitment to effective records management at the Association. It will help staff to properly manage the Association's records with regard to how they create, store, remove, retain and destroy them and highlights the importance of effective records management to the Association's functions and operations.</p>		
<p>2. Who is intended to benefit from the policy / proposal? (e.g. applicants, tenants, staff, contractors)</p>	<p>Staff and Freedom of Information or Environmental Information applicants</p>		
<p>3. What outcomes are wanted from this policy / proposal? (e.g. the benefits to customers)</p>	<p>Clear guidance on how to store and maintain records to ensure a streamlined approach to FOI/EI requests.</p>		
<p>4. Which protected characteristics could be affected by the proposal? (tick all that apply)</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Marriage & Civil Partnership <input type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Pregnancy/Maternity</p> <p><input type="checkbox"/> Gender <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Sexual Orientation</p>			
<p>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.</p> <p>We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.</p>			
<p>6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4</p>			
<p>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).</p>			

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Signed: _____ (Job title): CORPORATE SERVICES DIRECTOR
(Responsible for Policy Review)

Signed: _____ (Job title): CHIEF EXEC
(Peer Review Confirmation)

Date the Equality Impact Assessment was completed: 14/08/19

Please attach the completed document as an appendix to your proposal report