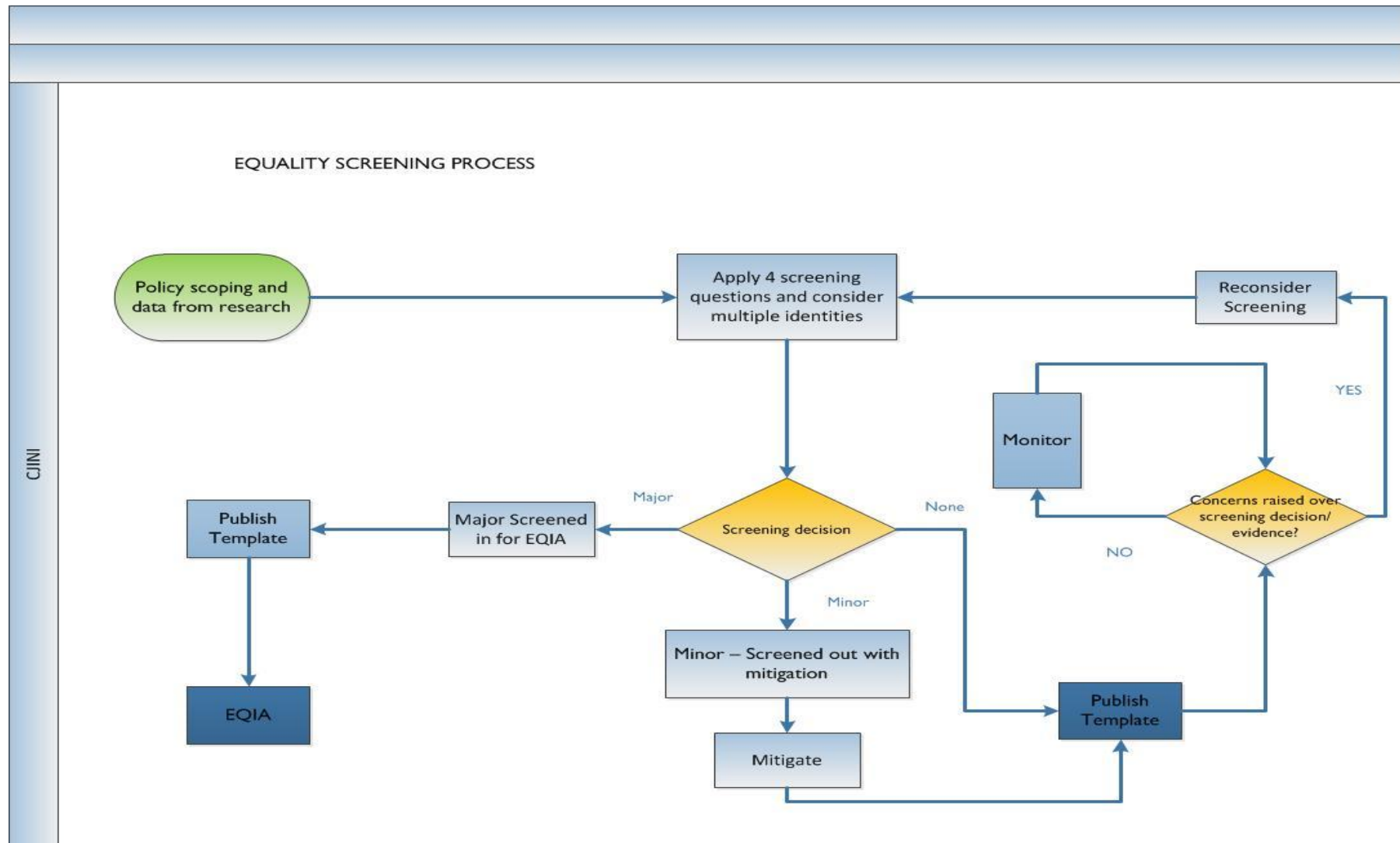




**CJI SECTION 75**

**EQUALITY SCREENING**

**SCREENING FORM**



**This form should be completed with reference to the CJI guidance on Equality Screening.**

## Section 1. Policy information

Name of the Policy: **Document and record management policy**

Is this an existing, revised or a new policy? **Revised**

What is it trying to achieve? (intended aims/outcomes)

**To define a framework for consistently managing CJI's documents and records including their retention and disposition**

Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.

**None**

Who initiated or wrote the policy?

**Bill Priestley**

Who owns and who implements the policy?

**Bill Priestley; Rachel Lindsay; Derek Williamson**

## Section 2. Contributory factors:

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

- ☐ financial
- ☐ legislative
- ☐ other, please specify \_\_\_\_\_ None \_\_\_\_\_

## Section 3. Stakeholders:

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

- ☒ staff
- ☒ service users
- ☒ other public sector organisations
- ☐ voluntary/community/trade unions
- ☐ other, please specify \_\_\_\_\_

#### Section 4. Other Policies:

What other policies have a bearing on this policy

Policy titles:	Policy owners
Freedom of Information	Bill Priestley
Data Protection	Derek Williamson

#### Section 5. Evidence:

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 Category	Details of evidence/information
Religious belief	Environmental Scanning
Political opinion	Environmental Scanning
Racial group	Environmental Scanning
Age	Environmental Scanning
Marital status	Environmental Scanning
Sexual orientation	Environmental Scanning
Men and Women generally	Environmental Scanning
Disability	Environmental Scanning
Dependants	Environmental Scanning

## Section 6. Priorities:

What are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details.

Section 75 Category	Details of evidence/information
Religious belief	None identified
Political opinion	None identified
Racial group	None identified
Age	None identified
Marital status	None identified
Sexual orientation	None identified
Men and Women generally	None identified
Disability	None identified
Dependants	None identified

## Section 7. Screening questions

<b>I.</b> What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? Minor/Major/None		
Category	Details of policy impact	Level of impact Minor/Major/None
Religious belief	None likely	None
Political opinion	None likely	None
Racial group	None likely	None
Age	None likely	None
Marital status	None likely	None
Sexual orientation	None likely	None
Men and Women generally	None likely	None
Disability	None likely	None
Dependants	None likely	None

**2.** Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Category	If Yes, provide details	If No, provide reasons
Religious belief		Policy acts across all areas
Political opinion		Policy acts across all areas
Racial group		Policy acts across all areas
Age		Policy acts across all areas
Marital status		Policy acts across all areas
Sexual orientation		Policy acts across all areas
Men and Women generally		Policy acts across all areas
Disability		Policy acts across all areas
Dependants		Policy acts across all areas

**3.** To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?  
Minor/Major/None

Good relations category	Details of policy impact	Level of impact Minor/Major/None
Religious belief	None likely	None
Political opinion	None likely	None
Racial group	None likely	None

**4.** Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief		Policy acts across all areas
Political opinion		Policy acts across all areas
Racial group		Policy acts across all areas

### Section 8. Multiple identity:

Are there any potential impacts of the policy/decision on people with multiple identities? (For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people). Provide details & specify relevant Section 75 categories concerned.

None

### Section 9. Screening decision

If the decision is **NOT** to conduct an equality impact assessment, please provide details of the reasons.

The policy is not regarded as having any impact on any S. 75 category, either positive or negative and is thus regarded as 'neutral'. The policy ensures compliance with statute in terms of the data Protection Act 1998.

If the decision is **NOT** to conduct an equality impact assessment, consider if the policy should be mitigated or an alternative policy be introduced.

Screened out – no requirement to mitigate

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

Screened out – no requirement for EQIA

Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

### **Section 10. Mitigation: Minor impact**

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations? If so, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.

Not applicable

### **Section 11. Timetabling and prioritising: Screened in policies:**

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

<b>Priority criterion</b>	<b>Rating (1-3)</b>
Effect on equality of opportunity and good relations	<b>N/A</b>
Social need	<b>N/A</b>
Effect on people's daily lives	<b>N/A</b>
Relevance to a public authority's functions	<b>N/A</b>

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details.

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## **Section 12. Approval and authorisation**

<b>Screened by:</b>	<b>Position/Job Title</b>	<b>Date</b>
<b>Bill Priestley</b>	<b>Inspector</b>	<b>12/1/2011</b>
<b>Approved by:</b>		
<b>Brendan McGuigan</b>	<b>CEO/Deputy Chief Inspector</b>	<b>12/01/2011</b>

**The Screening exercise is now complete.**

When you have completed the form please retain for your own records and forward a copy for information to the Equality Officer.