



Equality Impact Assessment form

1) Name the Strategy, Policy, and Procedure or Function being assessed.

Freedom of information Policy

2) What are the aims of the strategy, policy, procedure or function being assessed?

Whose need is it designed to meet?

Are there any measurable elements such as time limits or age limits?

The policy statement outlines our commitment and approach to Freedom of Information (FOI) and Environmental Information Regulations (EIR). The policy applies to all Board Members and employees, including temporary staff, who handle information on behalf of Derby Homes.

The purpose of the policy and procedure is to ensure the Trust complies fully with its legal duties and adheres to its stated commitment to being an open and transparent organisation.

The procedure aims to ensure that requests for information are well coordinated and minimise the risk of people being provided with conflicting or inaccurate information from different sources.

This affects any person/ party who wishes to make a freedom of Information enquiry. There are no restrictions on who can make a FOI request.

3) Who has been consulted?

Equalities Forum

The Policy is based on National Legislation and does not impact on service delivery. Rather than consultation, we need to advertise the policy on our website and other media.

4) Identify potential impact on each of the of the diversity 'groups' by considering the following questions. There may be other questions you need to think about which are specific to the strategy, policy, procedure or function you are assessing.

- Might some groups find it harder to access the service?
- Do some groups have particular needs that are not well met by the current service, policy, procedure or function?
- What evidence do you have for your judgement (e.g., monitoring data, information from consultation / research / feedback)?
- Have staff / residents raised concerns and or complaints?
- Is there any local or national research to suggest there could be a problem?

Please use the table below to record your findings / answers.

Strand	No Impact	Negative Impact	Positive Impact	Comments / Evidence
Age	x			
Disability		x		Alternative / accessible formats of documents may be required.
Gender	x			
Race		x		People from ethnic minority groups or those whose first language is not English may have different needs

				regarding access to recorded information held by Derby Homes. Alternative / accessible formats of documents may be required.
Religion & Belief	x			
Sexual Orientation	x			
Transgender	x			
Marital Status	x			

5) Does the strategy, policy, practice or function promote equality of opportunity?

- Does it link to Derby Homes Core objectives.
- Can any positive impacts be promoted as best practice?

Our local communities are diverse. We have a moral, ethical and legal duty to ensure that the services we deliver and the way in which we deliver these services now and, in the future, do not discriminate directly or indirectly. Furthermore, we need to actively and consciously ensure fair and equal access to services that are flexible and responsive to individual need.

We need to ensure our staff are offered equality of opportunity in employment and development.

6) If 'adverse Impacts' are identified, is it?

- Legal (i.e., not discriminatory)
- What is the level of impact?

7) Are there any changes you could introduce which make this strategy, policy, procedure or function, work better for this group of people? Detail the actions planned and any further research or consultation required and how the actions will be monitored.

Measures will need to be taken to ensure nobody is put at a disadvantage when requesting information.
Each request is individual, Derby Homes will be responsive to each request in taking into account the individual need.

8) If actions / suggestions for improvement have been identified, what should the positive outcome be for Derby Homes customers?

**Accessible options on internet (listen with reach dec toolbar)
Translation
Staff training – to identify FOIA/ EIR requests and assist those who may make a request to make one.**

9) Do you consider a full Equality Impact Assessment is required or do the actions identified and planned meet the adverse impacts identified?

No

Monitoring

Review / New EIA (date or Timeframe)	
Name of person/s completing this form	Taranjit S Lalria
Date assessment completed.	23/10/2023
Name (and signature) of manager approving EIA	Taranjit Lalria