## Equality Impact Assessment Form



Policy/Procedure/Strategy:	Model Publication Scheme	Author/Owner:	Elaine Munro	Signature:	John McLuckie	
Review Du	e: 01/09/2020	Department/Section:	Executive Management Team			
Date of Assessmer	t: 30/03/2017			Date:	30/03/2017	
Step 1						

Aim of proposed activity/decision/new or revised policy or procedure:	New
The Freedom of Information (Scotland) Act (2002) (FOISA) provides individuals with a right of access to all recorded information held by Argyll College UHI. Anyone can	
use this right, and information can only be withheld where FOISA expressly permit it.	Revised
FOISA requires ArgyII College UHI to adopt and maintain a publication scheme, and to publish information in accordance with that scheme. A publication scheme is a	Rovisou
document which describes the information the college publishes, tells the public where to find it, and whether there is a charge for it.	
	 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff, students, partners and contractors	Executive Management Team	Qualitative – Argyll College UHI Model Publication Scheme, Freedom of Information (Scotland) Act (2002), Environmental Information (Scotland) Regulations (2004), Scottish Information Commissioner Model Publication Scheme (2013), Data Protection Act (1998).

## Step 2

	ial e/Negative/Neutral Identified.	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
P, N, N/I										
Eliminati	ing Discrimination	N/I	Р	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancii Opportu	ing Equality of unity	Ν	Р	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Promotir	ng Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

## Step 3

Action to be taken

- Review of equality impact assessment whenever this policy or associated FOI/EOR legislation is updated or revised.
- Policy review should include mention of all protected characteristics in the information published under the MPS Diversity class.
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with FOI/EIR requests
- Monitoring of refusals, reviews, and/or complaints for equalities/ protected characteristic-related issues.

Summary of EIA Outcome – please tick

- $\sqrt{}$  No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- $\hfill\square$  Abandon process Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee