

WSHA			
Equality and Human Rights Impact Assessment Tool			
Policy/Strategy/ Decision to be assessed	Access to Information Policy	Is this a new or revision of existing policy/strategy/ decision?	Policy Review
Person(s) responsible for the assessment	Jennifer Cairns, Director of Corporate Services		
1. Briefly describe the aims, objectives and purpose of the policy/strategy/decision	The policy outlines our approach to meeting the requirements of the Freedom of Information Scotland Act and Environmental Information (Scotland) Regulations.		
2. Who is intended to benefit from the policy/strategy/decision or who does the policy apply to?	This policy is for staff to follow but also explains our approach to meeting the above legal requirements to members of the public.		
3. What outcomes are wanted from this policy/strategy/decision or what does the policy cover?	That we have a clear policy which details our approach to meeting the legal requirements detailed above and being open and transparent in respect of our activities and information about us.		
Equalities Impact			
In this section below you should consider which of the protected characteristics could be affected by the policy/strategy/decision. The best way of doing this is to consider each protected characteristic and assess impact considering the aims and objectives (Q1), who does it apply to (Q2) and what the outcomes are (Q3).			
4. Which protected characteristics as defined by the Equality Act 2010 could be affected by the policy/strategy? (indicate if applicable Y/N))			

Race	Sex	Sexual Orientation	Trans sexual	Disability	Religion and belief	Age	Pregnancy & Maternity	Marriage and Civil Partnership
x				x		x		
5. Does the policy/strategy/decision impact on people who experience socio-economic disadvantage?								
There may be occasions that we would issue a fee notice in respect of responding a more complex FOI or EIR request.								
6. If the policy/strategy/decision is not relevant to any of the protected characteristics or people who experience socio-economic disadvantaged listed in part 4 or if the impact of the initiative – whether positive or negative- is not significant, state why and end the process here.								
Not applicable								
7. Describe the likely positive or negative impact(s) that that the policy/strategy could have on the groups			Positive impact(s)			Negative impact(s)		
			<p>The policy outlines an open and transparent approach to enable access to our information.</p> <p>The policy includes a section on equalities and advises that we will provide information in different formats as required to ensure that they can be accessed by all.</p> <p>Staff will provide assistance for anyone who requires assistance with their request.</p>			<p>A fee notice may be issued for complex and time-consuming requests which may cause an issue if the person requesting the information would struggle to pay.</p>		
8. What evidence do you have for the impact?			Evidence for positive impact(s)			Evidence for negative impact(s)		
			<p>We have responded to all information requests in the format requested by the person making the request in the past.</p>			<p>We have not had to charge for an information request.</p>		

9. Has there been consultation/is consultation planned with those who will be affected?	We consulted with staff in the development of the policy	
10. Action taken to reduce or increase impact as appropriate following consultation	Reduce Impact	Increase Impact
	We would only issue a fee notice in extreme circumstances and would ensure that the fee is reasonable and affordable.	
11. What actions are required to address the impacts arising from this assessment	Record the format in which we have provided the information so that we have a record of providing information in the format requested.	
Human Rights Assessment		
1. Does the policy/strategy/decision engage a human right protected by the Human Rights Act?	No there are no human rights considerations.	
2. Please consider the questions at the link here to assess the impact of the policy/strategy/decision on human rights protected by the Human Rights Act.	Not applicable.	
3. Please detail any actions that are being taken following this assessment?	<i>In this section you should detail any actions that are being undertaken following this assessment to ensure that the policy/strategy/decision complies with HRA. This section should detail how these actions will be implemented.</i>	

Name:	Jennifer Cairns
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Job Title	Director of Corporate Services
Date Assessment was completed	26 th September 2023