

## **Information management strategy**

### **Evidence based equality analysis**

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The aim of the strategy is to embed an understanding of information management into organisational culture where electronic and paper records are stored, managed and accessed in an effective and secure manner.

The strategy is concerned with the provision of systems, procedures and policies to enable people to manage information required to carry out job roles effectively.

Ownership and access of data will be driven through data sharing agreements and a corporate classification scheme (the LGCRS – Local Government Classification Retention Scheme). The scheme will be embedded into an EDRMS-Electronic Document Record Management System; namely SharePoint 2010. The system will drive effective records management, reducing duplication of stored information resulting in reduced storage costs, reduced staff effort searching for information and ensure statutory compliance e.g. Data Protection Act, through automated retention period enforcement.

Staff will have the opportunity to be briefed in the system and the concepts behind information management (both paper and electronic management), through access to road shows, lunch time drop in sessions, published one minute guides and targeted presentations. Full system training will be given as the EDRMS is rolled out across the authority. Feedback channels are being developed to enable timely response to staff comments.

WorkSmart communication, team by team roll out of EDRMS and continued marketing will instil an information management savvy organisation, with staff enabled through training and awareness to manage, share and protect information adequately. This will ensure confidence to withstand any audit processes.

Lead officer: Liz Diack

Stakeholders: Dermot Lacey, Colin Rowland, directorate and senior management teams, employees, site owners

Equality analysis is a valuable tool to help embed equality into everything we do

While process is important, equality analysis is essentially about outcomes

Lack of evidence of discrimination is not evidence of a lack of discrimination

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas below, an assessment needs to be made on whether the policy has a **positive, negative or neutral impact** and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a **high, medium or low assessment**. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

**High impact** – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

**Medium impact** –some potential impact exists, some mitigating measures are in place, poor evidence

**Low impact** – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

	Neutral	Positive	Negative
Target group / area			
<b>Race and ethnicity</b> (Including Gypsies and Travellers; migrant workers, asylum seekers etc.)		One minute guides are published and written in easy to follow visuals and written in plain English, other versions are available on request.  Feedback channels are currently being developed to enable opportunity to clarify/ask questions and to receive timely responses.	
<b>Disability</b> (as defined by the Equality Act - a person has a disability if they		Increasing use of electronic records helps make them more accessible to people with certain disabilities, and moves to other formats such as video and webcasting may also help	

have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)		with accessibility although may create storage concerns.	
<b>Gender</b>			
<b>Gender reassignment</b>			
<b>Religion and belief</b>			
<b>Sexual orientation</b> (including heterosexual, lesbian, gay, bisexual)			
<b>Age</b> (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older people 81+. The age categories are for illustration only as overriding consideration should be given to needs)		All information management publications, guidance and communications will meet the requirements of all staff age spectrums. Some of the information management concepts are complex e.g. Local Government Classification Scheme and every attempt is made to keep these as simple and clear as possible. Access to support and guidance is/will be clearly communicated. One minute guides have been produced and published to illustrate concepts, using simple language and pictures.	
<b>Rural communities</b>		Developments within Click into Cheshire and the Personal Workset Project have made it easier and quicker for staff and partners to access most systems remotely (services will be aware of those not currently remotely accessible).	
<b>Areas of deprivation</b>		For people who do not have a personal computer or laptop, easy access to information is available from a range of	

		<p>Council offices, public buildings and libraries using Click into Cheshire.</p> <p>We hold management information that allows external members of the public to access council services on-line e.g. unemployment benefits.</p>	
<b>Human rights</b>		<p>Confidence of external customers and partners that we are in control of information management and comply with information related legislation e.g. Data Protection</p> <p>Development of a dedicated third website to publish information/council statistics making it easier and more efficient for people to find information and reduce Freedom of Information requests and responses</p>	
<p><b>Health and wellbeing</b>          (consider both the wider determinants of health such as education, housing, employment, environment, crime and transport, as well as the possible impacts on lifestyles and the effect there may be on health and care services)</p>		<p>In the longer term savings will be achieved from reduced effort in searching for information and automated retention/destruction (paper based and electronic information) processes</p> <p>Early notice has been given to managers regarding resource implications for change activities required by all staff, to enable longer term information management change planning/implementation activities.</p> <p>Increased use of electronic records reduces manual handling and can result in a better working environment.</p>	<p>In the short term implementation of information management strategies will impact on workloads of all staff (electronic and paper); preparation and moving of legacy filing systems to more effective storage and retention systems to meet corporate standard, training on new approaches, changing of file names to new organisation classifications, weeding of old documents etc. <b>Low Impact</b></p>
<p><b>Procurement/ partnership</b> (if project due to be carried out by contractors/partners etc., identify steps taken to</p>			

ensure equality compliance)			
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**Evidence:**

Information management pages on the intranet containing policies, guides, strategy etc.  
 One minute guides on the intranet  
 Click into Cheshire information  
 Retention policy and information

**Action plan:**

<b>Actions required</b>	<b>Key activity</b>	<b>Priority</b>	<b>Outcomes required</b>	<b>Officer responsible</b>	<b>Review date</b>
Improvements to paper records management retention processes and storage capabilities	New databases to be developed New work processes to be designed and implemented Key user training, user guides and demonstrations to be actioned to communicate changes and new ways of working	Medium	Effective use of scanning and a corporate approach to storage of information by all	Liz Diack	Ongoing
Development of third web site	All information regarding council statistics and data will be published on a dedicated website and accessible to everyone	High	Substantial reduction in number of Freedom of Information enquiries	Michelle Edwards/Phil Orchard	February 2014

<b>Sign off</b>	
Lead officer:	Colin Rowland
Approved by Head of Service:	Dermot Lacey
<b>Moderation and/or Scrutiny</b>	
Date:	Moderated at directorate equality group 10 December 2013
<b>Date analysis to be reviewed based on rating</b> (high impact – review in one year, medium impact - review in two years, low impact in three years)	

**Please forward the completed Equality Analysis to the Equality and Diversity Managers for publishing on the Council's website**