

A:

Standard Impact Assessment Document (SIA)

Q1: Name of Document

Disclosure Policy

Q1 a; Function ☐ Guidance ☒ Policy ☐ Project ☐ Protocol ☐ Service ☐ Other, please detail ☐

Q2: What is the scope of this SIA

CSVJB ☒ Service Specific ☐ Discipline Specific ☐ Other (Please Detail) ☐
Wide

Q3: Is this a new development? (see Q1)

Yes ☐ No ☒

Q4: If no to Q3 what is it replacing?

Existing Disclosure Policy

Q5: Person responsible for carrying out the Standard Impact Assessment?

P Wildman

Q6: Main SIA person's contact details

Name: Peter Wildman

Telephone Number: 01786 892204

Department: Assessors

Email: Peter.wildman@centralscotl
and-vjb.gov.uk

Q7: Describe the main aims, objective and intended outcomes

Aim is to extend Disclosure checking to all staff, it currently only applies to certain staff

Q8:

(i) Who is intended to benefit from the function/service development/other(Q1) – is it staff, service users or both?

Staff ☐ Service Users ☐ Other ☒ Please identify - Cabinet Office

(ii) Have they been involved in the development of the function/service development/other?

Yes ☒

No ☐

(iii) If yes, who was involved and how were they involved? If no, is there a reason for this action?

Comments: Requirement to have staff involved with Electoral data is due to Government Digital Service requirements, the Board is legally obliged to meet those requirements

(iv) Please include any evidence or relevant information that has influenced the decisions contained in this SIA; (this could include demographic profiles; audits; research; published evidence; health needs assessment; work based on national guidance or legislative requirements etc)

Comments: N/A

Q9: When looking at the impact on the equality groups, you must consider the following points in accordance with General Duty of the Equality Act 2010 see below:

In summary, those subject to the Equality Duty must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Has your assessment been able to demonstrate the following: Positive Impact, Negative / Adverse Impact or Neutral Impact?

What impact has your review had on the following 'protected characteristics':	Positive	Adverse/ Negative	Neutral	Comments Provide any evidence that supports your answer for positive, negative or neutral incl what is currently in place or is required to ensure equality of access.
Age			X	The requirement is legal and applies irrespective of characteristic
Disability (incl. physical/sensory problems, learning difficulties, communication needs; cognitive impairment)			X	The requirement is legal and applies irrespective of characteristic
Gender Reassignment			X	The requirement is legal and applies irrespective of characteristic
Marriage and Civil partnership			X	The requirement is legal and applies irrespective of characteristic
Pregnancy and Maternity			X	The requirement is legal and applies irrespective of characteristic
Race/Ethnicity			X	The requirement is legal and applies irrespective of characteristic
Religion/Faith			X	The requirement is legal and applies irrespective of characteristic
Sex (male/female)			X	The requirement is legal and applies

				irrespective of characteristic
Sexual orientation			X	The requirement is legal and applies irrespective of characteristic
Staff (This could include details of staff training completed or required in relation to service delivery)			X	Staff have been briefed and unions consulted

Q10: If actions are required to address changes, please attach your action plan to this document.
Action plan attached?

Yes ☐

No ☒

Q11: Is a detailed EQIA required?

Yes ☐

No ☒

Please state your reason for choices made in Question 11. Policy applies equally to all staff members irrespective of their characteristics. It does not specifically impact in an adverse way on any characteristic

If the screening process has shown potential for a high negative impact you will be required to complete a detailed impact assessment.

Date EQIA Completed

31/10/2013

Date of next EQIA Review

31/10/2016

Signature

Print Name

P Wildman

Department or Service

Assessors

Please keep a completed copy of this template for your own records and attach to any appropriate tools as a record of SIA or EQIA completed.