

GSA SUMMARY REPORT OF EQUALITY CONSIDERATION AND ASSESSMENT OF EQUALITY IMPACT

Date of Assessment:	23 rd September 2016	
School or Executive Group Area:	Deputy Director (Academic)	
Department:	Research and Doctoral Studies	
Lead member of staff: e-mail:	Nicola Siminson, Institutional Repository and Records Manager (IRRM) n.siminson@gsa.ac.uk	
Area of decision making/title of policy, procedure, programme or relevant practice:	GSA Records Management Policy	
Please indicate if this is:	New:	<input checked="" type="checkbox"/>
	Existing/Reviewed:	<input type="checkbox"/>
<p>1. Summary of how equality, diversity and participation have been considered and due regard given to the Public Sector Equality Duty (PSED):</p> <p>The purpose of the GSA Records Management Policy is to explain the principles and benefits of records management (including efficient access to records, and better protection of information), and sets out the roles and responsibilities of GSA staff, as well as the IRRM.</p> <p>The IRRM has reviewed the policy in detail, giving due regard to the three needs of the PSED and considering equality in relation to all protected characteristic groups.</p>		
<p>2. Evidence used to make your assessment:</p> <p>This policy is an overarching statement of the GSA's approach to records management, and of its compliance with the relevant legislation and statutory requirements. The impact of this policy is anticipated to be positive, regardless of protected characteristic. Any potential for negative impact would be identified during the implementation of the policy.</p>		
<p>3. Outline any positive or negative impacts you have identified:</p> <p>There is potential for positive equality impact:</p> <ul style="list-style-type: none"> • where records reflect the interests, participation or perspectives of protected characteristic groups, prompting discussion and contributing to an evidence base which could advance equality and foster good relations; • where records are managed well and include the appropriate collection and use of relevant equality data, therefore contributing to GSA's capacity to respond to the requirements of the PSED; • where this policy supports compliance with internal and external statutory and regulatory requirements and good practice, including the GSA's Data Protection Policy, the Data Protection Act 1998, and the Freedom of Information [Scotland] Act 2002; • in the implementation of this policy as a consequence of the provision of support, guidance and dissemination of best practice around records management. 		
<p>4. Actions you have taken or planned as a result of your findings: (Please complete the action plan in this section)</p>		

Action	Equality Impact	Person responsible	Time frame
Amend policy document to ensure that: <ul style="list-style-type: none"> references are comprehensive (e.g. to GSA Records Management web pages); availability of guidance and support is more clearly signposted. 	By adding further detail and strengthening the guidance available, the potential for positive equality impact will be enhanced.	Nicola Siminson	October 2016 – completed
Collect evidence of impact by monitoring complaints, or issues raised, in relation to data protection breaches, and report the outcome to RKEC on an annual basis.	By collecting evidence of the policy's impact, any potential for negative impact can be addressed and positive impact identified and articulated.	Nicola Siminson	October 2017
Provide training on records management, raising awareness of its benefits and of GSA staff responsibilities; and as part of this: <ul style="list-style-type: none"> collect evidence on how best to implement records management; monitor issues arising in the implementation of this policy. 	By providing training on records management, any potential negative impact can be identified and subsequently addressed, and positive impact identified and articulated.	Nicola Siminson	October 2017

5. Where/when will progress and the outcomes of your actions be reported and reviewed:

Progress and the outcomes of the above actions will be reported to and reviewed by the GSA Research and Knowledge Exchange Committee (RKEC), which meets on a termly basis.

6. How will your actions and intended outcomes contribute to the delivery of GSA's equality outcomes:

The implementation of this policy has the potential to contribute to the delivery of Equality Outcomes by supporting the development of a more comprehensive evidence base.

Provision of guidance and support will enable staff to utilise and benefit from good records management practice, and has the potential to support evidence based consideration of the needs and perspectives of protected characteristic groups.

The outcome of your assessment:

No action (no potential for negative or positive impact)

Action to remove barriers/mitigate negative impact

Action to promote positive impact



Sign-off, authorisation and publishing

Review Lead

Name	Nicola Siminson
Position	Institutional Repository and Records Manager (IRRM)
Signature	Nicola Siminson
Date	22/11/2016

Executive Lead

Name	Ken Neil
Position	Deputy Director (Academic)
Signature	Ken Neil
Date	02.12.16

Equality Lead (Head of Student Support and Development)

Signature	Jill Hammond
Date	22/11/2016