Introduction

The report records the information that has been submitted for this equality analysis in the following format.

Overall Purpose

This section identifies the purpose of the Policy and which types of individual it affects. It also identifies which equality strands are affected by either a positive or negative differential impact.

Relevant Protected Characteristics

For each of the identified relevant protected characteristics there are three sections which will have been completed.

- Impact
- Consultation
- Additional Work

If the assessment has raised any issues to be addressed there will also be an action planning section.

The following pages record the answers to the assessment questions with optional comments included by the assessor to clarify or explain any of the answers given or relevant issues.
1 Activity Type

The activity has been identified as a Reviewed Policy.

2 Overall Purpose

2.1 What the Activity is for

| What is the purpose of this Policy and expected outcomes? | The aim of the Scanning Guideline is to provide comprehensive advice and guidance that will enable service areas to develop their own local scanning procedures with the necessary understanding of the procedural, technical, legal and regulatory considerations. |

Comment

Aims: The aim of the Scanning Guideline is to provide comprehensive advice and guidance that will enable service areas to develop their own local scanning procedures with the necessary understanding of the procedural, technical, legal and regulatory considerations.

Objectives: The objectives of the Scanning Guideline are to:
- outline the costs and benefits associated with scanning
- highlight the importance of establishing the reasons for scanning
- provide guidance on the scanning options available along with the practicalities and technical issues associated with carrying out scanning
- provide guidance on the legal admissibility of scanned records and complying with industry best practice.

Outcomes: Scanned records are created, managed and destroyed in accordance with legal and statutory guidance. Accurate and relevant information enables the Council to effectively make decisions and provide a quality customer service.

Benefits: The results of implementing the Scanning Guidelines are intended to be to the benefit of all citizens of Birmingham as they give confidence to citizens that information is handled in a compliant manner.

For each strategy, please decide whether it is going to be significantly aided by the Function.

<table>
<thead>
<tr>
<th>Public Service Excellence</th>
<th>Yes</th>
</tr>
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<tbody>
<tr>
<td>A Fair City</td>
<td>Yes</td>
</tr>
<tr>
<td>A Prosperous City</td>
<td>No</td>
</tr>
<tr>
<td>A Democratic City</td>
<td>Yes</td>
</tr>
</tbody>
</table>

2.2 Individuals affected by the policy

| Will the policy have an impact on service users/stakeholders? | Yes |
This guideline regulates the management of scanned information in accordance with legislation and recognised industry best practice. Good information management allows the Council to meet its statutory obligations and enables people to know what the Council does and why the Council does it.

The Scanning Guideline set out comprehensive advice and guidance that will enable service areas to develop local scanning procedures with the necessary understanding of the procedural, technical, legal and regulatory considerations. This will ensure the Council's compliance with the relevant legislation, standards and industry best practice.

Records are an important public asset and should be effectively managed. Council employees have a responsibility to document actions and decisions by creating and filing appropriate records and subsequently to maintain and dispose of those records in accordance with records management procedures.

The Records Management Scanning Guideline aims to deal with all types of information and data, regardless of how it has been obtained or who it relates to, in a consistent and fair manner that is compliant with legal and regulatory standards and best practice.

The management of information is enshrined in the law and the Council is obliged to follow it. The Scanning Guidelines outline the necessary requirements to create, maintain and dispose of scanned images and comply with legally admissible standards.

<table>
<thead>
<tr>
<th>Will the policy have an impact on employees?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment</td>
<td>See Comment for Service Users/ Stakeholders</td>
</tr>
<tr>
<td>Will the policy have an impact on wider community?</td>
<td>Yes</td>
</tr>
<tr>
<td>Comment</td>
<td>See comment for Service Users/ Stakeholders</td>
</tr>
</tbody>
</table>

2.3 Analysis on Initial Assessment

Chairperson:

Summary statement:

Having undertaken an initial impact assessment of the Scanning Guidelines, we have concluded that as there is no potential adverse impact associated with any aspects of the policy, we should not proceed to a full impact assessment.

Should any equality issue arise during implementation of the guidelines it will be considered.

Sign-off Date: 30th October 2014
3 Concluding Statement on Full Assessment

Suresh Sharma from the Equalities, Community Safety and Cohesion Team, confirmed on 18th November 2014, that he agreed that this EA did not need to go to a full assessment.

4 Review Date

22/10/17

5 Action Plan

There are no relevant issues, so no action plans are currently required.