Equality Analysis

Birmingham City Council Analysis Report

<table>
<thead>
<tr>
<th>EA Name</th>
<th>Records Management Policy Framework</th>
</tr>
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<tbody>
<tr>
<td>Directorate</td>
<td>Economy</td>
</tr>
<tr>
<td>Service Area</td>
<td>Birmingham Audit</td>
</tr>
<tr>
<td>Type</td>
<td>Reviewed Policy</td>
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</tbody>
</table>

**EA Summary**
The aim of the Records Management Policy is to define a framework, for the management of records across the Council, which meets the requirements of relevant legislation, codes of practice and standards, and acts as a driver for business efficiency.

**Reference Number**
EA000473

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**Date Approved**
2015-01-13 00:00:00 +0000

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**Quality Control Officer**
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**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.
## Activity Type

The activity has been identified as a Reviewed Policy.

## Overall Purpose

### 2.1 What the Activity is for

<table>
<thead>
<tr>
<th>What is the purpose of this Policy and expected outcomes?</th>
<th>The aim of the Records Management Policy is to define a framework, for the management of records across the Council, which meets the requirements of relevant legislation, codes of practice and standards, and acts as a driver for business efficiency.</th>
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<tr>
<td>The full policy framework for Records Management within the Council is:</td>
<td></td>
</tr>
<tr>
<td>The Records Management Policy which sets out the Council's commitment to managing records and high level objectives and responsibilities within the Council for managing records</td>
<td></td>
</tr>
<tr>
<td>The Records Management Standard which sets out the minimum expectations for the management of records within the Council and against which compliance can be monitored.</td>
<td></td>
</tr>
<tr>
<td>Corporate Retention Schedule which outlines the minimum retention periods for all records within the Council.</td>
<td></td>
</tr>
<tr>
<td>Records Management Manual which provides more detailed guidance on how to implement best practice with regard to records management and meet the Records Management Standard.</td>
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The Records Management Standard which sets out the minimum expectations for the management of records within the Council and against which compliance can be monitored.
Corporate Retention Schedule which outlines the minimum retention periods for all records within the Council.
Records Management Manual which provides more detailed guidance on how to implement best practice with regard to records management and meet the Records Management Standard.

Objectives: The key objectives of the Records Management Policy Framework are:
Records necessary for business, regulatory, legal and accountability purposes should be identified and retained.
Records should be captured into systems, manual or electronic, which enable them to be stored, retrieved and destroyed as necessary.
Access to records should be controlled and monitored in accordance with the nature and sensitivity of the records with regard to relevant legislation.

Outcomes: 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 Records Management Policy are intended to be to the benefit of all citizens of Birmingham as the policy gives 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.

| Public Service Excellence | Yes |
| A Fair City               | Yes |
| A Prosperous City         | Yes |
| A Democratic City         | Yes |

2.2 Individuals affected by the policy

| Will the policy have an impact on service users/stakeholders? | Yes |
The Records Management Policy regulates the management of 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 Records Management Policy, Corporate Retentions Schedule, Procedures Manual and Standard sets out how the Council will manage, use and dispose of information that it holds. This will ensure the Council's compliance with legislative and regulatory standards.

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 archiving of relevant information with the Council's Archive and Heritage Service helps to preserve the corporate memory of the City and is available for use by the wider community as a whole.

The management of information is enshrined in the law and the Council is obliged to follow it. The Corporate Retention Schedule is based on legally mandated retention periods for particular types of data.

The Records Management Policy Framework 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 which is compliant with legal and regulatory standards and best practice.

<table>
<thead>
<tr>
<th>Will the policy have an impact on employees?</th>
<th>Yes</th>
</tr>
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<tbody>
<tr>
<td>Comment</td>
<td>See comment for Service Users/Stakeholders</td>
</tr>
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<th>Will the policy have an impact on wider community?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<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 Records Management Policy, 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 framework it will be considered.

Sign-off Date: 29th 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**

31/10/17

5 **Action Plan**

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