

## Summary Fair Treatment Assessment (FTA)

<b>Area for Assessment:</b>		
<b>Name of service or function etc</b>	Development of Information Governance Policies	
<b>Which Service does this affect?</b>	Corporate Performance, Policy and Information	
<b>Is this a new, existing or revised function?</b>	Existing	
<b>Summary of findings:</b>		
<b>Main conclusions on the likely impact of the function on different equality groups (protected characteristics):</b>		
<p>This FTA examines our approach to developing Information Governance Policies. Those are policies that ensure information the Council holds about people is obtained lawfully, kept accurately, securely and for no longer than is necessary.</p> <p>The FTA identified that, when developing individual policies, we need to consider in each case whether a separate FTA is required. Two key questions emerged that will be asked in relation to each policy. Firstly, whether anything in the policy impacts on a person's ability to access services and secondly whether it possible that people could be disadvantaged by an employee not using a policy properly.</p> <p>These two questions will be asked of those key stakeholders involved in the development of the policy. If after consultation it is determined that a full FTA is necessary then these stakeholders will also be involved in the process with the Corporate Information Governance Manager taking the lead.</p> <p>As the policy is formally presented to Operational Leadership Team (OLT) for approval, any Equality and Diversity issues must be considered and reported on as part of the reporting process. The results of the above assessment will be included and formally reported to OLT.</p>		
<b>Actions:</b>		
<b>Actions identified to address negative impacts identified or to better promote equality, human rights, cohesive and sustainable communities and safeguarding issues</b>		
<b>Action</b>	<b>Outcome</b>	<b>Timescale</b>
Give the E&D Team advance notice of any pending FTAs	Increased likelihood of equalities issues being identified.	Ongoing
Review this FTA one year after its formal approval to ensure that the procedures are being adhered to	Adherence to the procedures	July 2012
<b>Date Assessment Signed Off</b>	1 August 2011	