

# Equality Impact Assessment Form

## Part 1 – Initial Screening

### 1. Person(s) & project team/directorate /Unit responsible for completing the assessment:

Darren Green, Senior Specialist - Knowledge and Information  
(Information Access and Security)

### 2. Name of the policy, strategy or project:

Re-approval of Publication Scheme.

### 3. What is the main purpose or aims of the policy, strategy or project?

To gain approval of the new Publication Scheme, based on the Information Commissioner's model scheme. Our existing scheme which need the re-approval is published here <http://www.naturalengland.org.uk/foi/publication-scheme.htm>

The Freedom of Information Act 2000 requires public bodies to be proactive in the release of official information. An additional statutory requirement is to have a **Publication Scheme**, giving details of what information it already makes available or intends to publish as a matter of course.

The publication scheme is a guide to key information routinely published by or made available from Natural England and acts as a 'route map' to assist people to find key information. It focuses on information relating to our key executive, advisory and promotional duties and also standards and guidance by which we make our decisions. It also details the formats in which publications are available and whether any charges apply.

### 4. Who will be the beneficiaries of the policy/strategy/project?

Natural England – we will be legally compliant.  
Natural England staff – they will be able to guide more applicants to the publication scheme to satisfy their requests.  
Citizens – they will have access to a comprehensive Publication Scheme.

### 5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?

The current publication scheme was published in September 2007 and was advertised in 'Two Weeks in Natural England'.

Those that were consulted in this updating exercise, were given background on why the task is necessary.

We did not externally consult as we were following a model scheme, which had been built by the Information Commissioner's Office from extensive external consultations.

## 6. Have you consulted on this policy/strategy/project?

We have conducted formal and informal internal consultation to discover what information is missing and whether the existing information is up to date.

Informally – business areas with existing information we asked to check the entry.

Formally – we have asked all ELG/Heads of... to check the information presented and to report anything missing.

## 7. Please complete the following table and give reasons/comments for where:

(a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.

(b) The policy/strategy/project could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EqIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men					
Women					
Asian or Asian British people				✓	Document currently published in English. Ethnic or other racial groups may not have English as their first language. Consider the impact is low but if requested may need to commission language translations.
Black or Black British people				✓	Document currently published in English. Ethnic or other racial groups may not have English as their first language. Consider the impact is low but if requested may need to commission language translations.
White people (including Irish people)				✓	Document currently published in English. Ethnic or other racial groups may not have English as their first language. Consider the impact is low but if requested may need to commission language translations.
Chinese people				✓	Document currently published in English. Ethnic or other racial groups may not have English as their first language. Consider the impact is low but if requested may need to commission language translations.
Mixed Race people				✓	Document currently published in English. Ethnic or other racial groups may not have English as their first language. Consider the impact is low but if requested may need to commission language translations.
Other				✓	Document currently published in English.

racial/ethnic group (please specify)					Ethnic or other racial groups may not have English as their first language. Consider the impact is low but if requested may need to commission language translations.
Disabled and Deaf people				✓	Document available from the website. The visually impaired may have difficulties in reading it. We may, may require a large print version or consider commissioning a Braille version.
Gay, Lesbian and Bisexual people					
Transgender people					
Older people (50+)				✓	Document available from the website. This group may have less access to technology ie internet. We can provide a hard copy on request via the Enquiry Service.
Younger people (17-25) and children					
Working Patterns (P/T or part year)					
Faith groups (please specify)					

**8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?**

Links to other areas which does promote equality eg access to NNRs and recruitment policies.

**9. If there is a negative impact on any equality target group, is the impact intended or legal?**

No intended negative impact and adjustments have been considered and will be made if necessary.

No intended legal impacts

***If the negative impact is not intended, and/or discriminatory and/or high in impact, and/or will impact a significant number of people complete part 1 and move on to the full assessment. If the impact is low, continue with Q.10***

**10. What actions could be taken to amend the policy/strategy/project to minimise the low negative impact?**

None to amend, because the publication scheme is a link to other Natural England documents, but have declared in 7 above the mitigating actions.

**11. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?**

n/a, see 8 above.

**12. How will the policy, strategy or project be implemented including any necessary training?**

No training necessary – will staff be made aware that the publication has been updated through ‘Two week in Natural England’.  
Exiting file on website will be replaced by updated version.

Full Assessment necessary: **No**

Is this Policy / Strategy / Project:

A new policy/strategy/project **No**

A change to an **existing** policy/strategy/project **Yes**

An existing policy /strategy/project **No**

Is this EqIA:

Predictive **Yes**

Retrospective **No**

**Completed in Consultation with:**

John Hocking, OD Business Partner (KMIS)  
Nikki Clarke, OD Business Partner

**Date completed: 02 July 2008**

**Signed by Line/Project Manager:** Darren Green

**Approved by Senior Management /Project Management Team:** Barney Smith

(It is recommended that you seek input from a representative panel of people to complete this EqIA. A list of colleagues who have been trained in EqIA's is available from the Diversity page of the Natural England intranet.)

**Signed by Diversity lead within OD:** Jo Collinge