

## Equality Impact Assessment (EQIA) Rapid Impact Checklist

Completing this form will help decide whether the policy will further require a Full EQIA and/or integrated Impact Assessment. \*Policy refers to service, function, policy, framework, strategy, new service, service redesign, and programmes.

<b>Title</b>	<b>Records Management Policy V.3.0</b>
Directorate, service or department	Medical Directorate

### Main contact of the policy\*

Name	Jamie McNaughton	Tel No	01224 5(58047)
Job Title	Corporate Records Manager	Email	James.McNaughton@nhs.scot
Department	Information Governance		

### Staff who contributed/completed the EQIA

<b>Jamie McNaughton</b> <b>Roohi Bains</b>
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### Policy

Aim	The aim of the policy is to act as a guideline in relation to management of records whether internally or externally generated, and in any format or media type, through the records management cycle.
Purpose	The purpose of the policy is to show the scope, responsibilities along with the legal and professional obligations to ensure good records management practice.
Intended/desired outcomes	The intended outcome is to provide information to ensure good record management practices.

### Part 1. Which groups of the population do you think will be affected by the proposal?

<b>People and Groups:</b> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Patient</li> <li>• Minority ethnic people (incl. Gypsy/travellers, refugees &amp; asylum seekers)</li> <li>• Women and men</li> <li>• People of low income</li> <li>• Homeless people</li> <li>• People involved in criminal justice system</li> <li>• People with mental health problems</li> <li>• Carers (paid or unpaid, family member)</li> </ul>	
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<ul style="list-style-type: none"> <li>• People in religious/faith groups</li> <li>• Disabled people</li> <li>• Older people, children and young people</li> <li>• Lesbian, gay, bisexual and transgender</li> </ul>	<ul style="list-style-type: none"> <li>• People affected by substance misuse or addictions</li> <li>• Low literacy/health literacy</li> <li>• Living in deprived area, remote or rural area</li> <li>• Unemployed</li> <li>• Any other groups</li> </ul>
<b>The proposal/policy will affect</b>  <b>Staff and Patients</b>	

**Part 2. Identifying the impacts (in brief) on groups with protected characteristics, including economic impact and human rights.**

<b>Protected Characteristic</b>	<b>Positive or Negative Impact</b> <b>Social and Economic, Human Rights</b> <b>Additional Information</b> [Positive impact/Negative Impact/No adverse impact has been identified. Briefly explain the impact, including any social, economic or human rights]
<b>Age</b> (early years, children, young people, middle years, older people)	No disproportionate or adverse impact has been identified
<b>Disability</b> (physical disability, learning disability, neurological, sensory loss, mental health, long term conditions)	No disproportionate or adverse impact has been identified
<b>Gender Reassignment</b> (people who have proposed, started, in the process or completed a process to change their sex)	No disproportionate or adverse impact has been identified
<b>Marriage or Civil Partnership</b> (people who are married, unmarried or in civil partnership)	No disproportionate or adverse impact has been identified
<b>Pregnancy or Maternity</b> (pregnant and/or on maternity leave, including breastfeeding)	No disproportionate or adverse impact has been identified
<b>Race</b>	No disproportionate or adverse impact has been identified

(minority ethnic people, racial groups, national origins, gypsies/travellers, refugees, asylum seekers, migrant workers)	
<b>Religion or Belief</b> (different religions or beliefs, including non-belief)	No disproportionate or adverse impact has been identified
<b>Sex</b> (male, female)	No disproportionate or adverse impact has been identified
<b>Sexual Orientation</b> (e.g. lesbian, gay, bisexual, heterosexual)	No disproportionate or adverse impact has been identified

**Part 3. Any adverse or potential adverse impact identified?** ☐ Yes ☒ No

Briefly describe the adverse or potential impact and how it will be addressed or mitigated

**Part 4. Health Determinants/Health in All. Identify the positive and negative impacts and which groups will be affected?**

What impact will the proposal have on lifestyles?	
• Diet and nutrition	N/A
• Exercise and physical activity	N/A
• Substance use: tobacco, alcohol and drugs	N/A
• Risk taking behaviour	N/A
• Education and learning or skills	N/A
Will the proposal have any impact on the social environment?	
• Social status	N/A
• Employment (paid or unpaid)	N/A
• Social/family support	N/A
• Stress	N/A
• Income	N/A
Will the proposal have an impact on the physical environment?	
• Living conditions	N/A
• Working conditions	N/A
• Pollution or climate change	N/A
• Accidental injuries or public safety	N/A

• Transmission of infectious disease	N/A
<b>Will the proposal affect access to experience of services?</b>	
• Health care	Positive. Good records management practices will support the maintenance of the professional medico-legal record, the proper management of personal data and the maintenance of records of processing activity and information asset registers per the terms of data protection legislation and other areas of statutory compliance.
• Transport	N/A
• Social services	N/A
• Housing services	N/A
• Education	N/A

**Part 5. Will it have any impact on the following?**

		Describe or summarise how this policy will contribute to or achieve
<b>Eliminate discrimination?</b> If you answer YES, explain if it is a positive or negative effect. It can be YES because (a) it eliminates or reduce discrimination or (b) enhance/promote discriminatory practice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
<b>Equality of opportunity?</b> Does the policy offer equality to all without discrimination on the protected characteristics or other groups How does it remove or minimise disadvantages? What steps were taken to meet the needs of people who share protected characteristics? How does it encourage persons who share protected characteristics participate in the activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
<b>Foster good relations between groups?</b> Does it foster good relations between groups e.g. promote positive attitudes, having due regards to tackle prejudice, promote understanding, interactions, personal security or participation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

**Part 6. Is this policy\* a strategic decision?** ☐ Yes ☒ No

If **No**, go to **Part 8**.

If **Yes**, go to **Part 7**. A policy\* that has a potential to impact on health and widen health inequalities must have “due regard” for the Fairer Scotland Duty. A policy that is a “strategic decision” must take into account how they can **reduce inequalities of outcome caused by socio-economic disadvantage**. See page 15 of the FSD Guidance for the definition of ‘strategic decision.’

The Fairer Scotland Duty places a legal responsibility on public bodies to actively consider how they can reduce inequalities of outcome caused by socioeconomic disadvantage. The Duty applies at strategic level, which normally include decisions around setting priorities and targets, allocating resources and commissioning services. To assess if your policy is a strategic decision, please refer to: [Fairer Scotland Duty: guidance for public bodies - gov.scot \(www.gov.scot\)](http://www.gov.scot/publications/fairer-scotland-duty/guidance-for-public-bodies/pages/11.aspx)

**Part 7. Fairer Scotland Duty. What likely will this policy have on people experiencing different kinds of social disadvantage?**

<b>Socio-Economic Disadvantage</b>	<b>Positive impact/Negative Impact/No adverse impact has been identified</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parent’s education, employment and income	

**Part 8. Does the policy need to consider the impact on other areas?**

Human Rights (Human Rights Assessment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Children’s rights and welfare (Children’s Rights Impact Assessment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environment	<input type="checkbox"/> Yes <input type="checkbox"/> No

Financial	<input type="checkbox"/> Yes <input type="checkbox"/> No
Island or Rural Communities	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Part 9. Children and Young People (Scotland) Act (2014)

The Child Rights and Wellbeing Impact Assessment (CRWIA) is a process which you can identify, research, research and record the anticipated impact of any proposed policy on children's human rights and wellbeing.

Check the CRWIA Screening Sheet – this asks you to consider:

- What aspects will affect children and young people up to 18 year
- What likely impact will be
- Which groups of children and young people will be ore affected

[Children's Rights & Wellbeing Impact Assessment \(CRWIA\) - Children's Rights and Wellbeing Impact Assessment guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot/Topics/childrenandyoungpeople/childrensrights/CRWIAguidance)

## Part 10. Has your assessment been able to demonstrate the following and why?

☒ **Option 1. No major change** (where no impact or potential for improvement is found, no action is required)

☐ **Option 2. Adjust** (where a potential or actual negative impact or potential for a more positive impact is found, make changes to mitigate risks or make improvements)

☐ **Option 3. Continue** (where a potential or actual negative impact or potential for a more positive impact is found but a decision not to make a change can be objectively justified, continue without making changes.)

☐ **Option 4. Stop and remove** (where a serious risk of negative impact is found, the plans, policies etc being assessed should be halted until these issue can be addressed)

<b>Explain decision</b>

## Part 11. The EQIA was carried out by:

Jamie McNaughton Roda Bird
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## Part 12. Has the policy document been checked by a Level 1 EQIA assessor?

☒ Yes ☐ No

<b>If yes, please fill in details</b>	
Name	Roda Bird
Job Title	Interim Equality and Diversity Manager
Email	<a href="mailto:Roda.bird@nhs.scot">Roda.bird@nhs.scot</a>
Date	7.8.2025

Return to Equality and Diversity at [roda.bird@nhs.scot](mailto:roda.bird@nhs.scot)

- Completed form
- Copy of final draft/version of any documentation

**To be completed by Equality and Diversity** – for quality control purposes and recording

<b>Recommendations</b> <input checked="" type="checkbox"/> Rapid EQIA <input type="checkbox"/> Full EQIA <input type="checkbox"/> Fairer Scotland Duty	
Name	Roda Bird
Job Title	Interim Equality and Diversity Manager
Email	<a href="mailto:Roda.bird@nhs.scot">Roda.bird@nhs.scot</a>
Date	7.8.2025