



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

| 1. Identification of Function, Policy or Plan | |
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| Name of function / policy / plan to be assessed. | Designation of a Data Protection Officer by the Orkney Islands Area Licensing Board. |
| Service / service area responsible. | Corporate Services |
| Name of person carrying Out the assessment and contact details. | Gillian Morrison, Executive Director of Corporate Services |
| Date of assessment. | 24 April 2018 |
| Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly). | New. Data Protection Officer is a new statutory appointment. |

| 2. Initial Screening | |
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| What are the intended outcomes of the function / policy / plan? | That a Data Protection Officer is appointed by the Orkney Islands Area Licensing Board further to the Board's obligations in terms of the General Data Protection Regulation. |
| State who is, or may be affected by this function / policy / plan, and how. | All Members of the Licensing Board will be able to consult the Data Protection Officer for advice. The Data Protection Officer will be the Board's point of contact with the Information Commissioner. |
| How have stakeholders been involved in the development of this function / policy / plan? | The proposed designation has been discussed and agreed with officers within the Licensing Service. |

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| <p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p> | <p>No. The designation is necessary to comply with legal requirements.</p> |
| <p>Could the function / policy have a differential impact on any of the following equality strands?</p> | <p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p> <p>No</p> |
| <p>1. Race: this includes ethnic or national groups, colour and nationality.</p> | <p>None identified.</p> |
| <p>2. Sex: a man or a woman.</p> | <p>None identified.</p> |
| <p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p> | <p>None identified.</p> |
| <p>4. Gender Reassignment: the process of transitioning from one gender to another.</p> | <p>None identified.</p> |
| <p>5. Pregnancy and maternity.</p> | <p>None identified.</p> |
| <p>6. Age: people of different ages.</p> | <p>None identified.</p> |
| <p>7. Religion or beliefs or none (atheists).</p> | <p>None identified.</p> |
| <p>8. Caring responsibilities.</p> | <p>None identified.</p> |
| <p>9. Marriage and Civil Partnerships.</p> | <p>None identified.</p> |
| <p>10. Disability: people with disabilities (whether registered or not).</p> | <p>None identified.</p> |

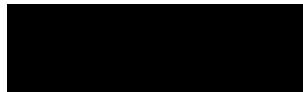
3. Impact Assessment

| | |
|---|-----|
| Does the analysis above identify any differential impacts which need to be addressed? | No |
| How could you minimise or remove any potential negative impacts? | N/A |
| Do you have enough information to make a judgement? If no, what information do you require? | Yes |

4. Conclusions and Planned Action

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| Is further work required? | No. |
| What action is to be taken? | N/A |
| Who will undertake it? | N/A |
| When will it be done? | N/A |
| How will it be monitored? (e.g. through service plans). | N/A |

Signature:



Date: 24 April 2018

Name: GILLIAN MORRISON

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk