

Policy/Procedure/Strategy: Model Publication Scheme
 Review Due: 01/09/2020
 Date of Assessment: 30/03/2017

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 Department/Section: Executive Management Team

Signature: John McLuckie
 Date: 30/03/2017

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

The Freedom of Information (Scotland) Act (2002) (FOISA) provides individuals with a right of access to all recorded information held by Argyll College UHI. Anyone can use this right, and information can only be withheld where FOISA expressly permit it. FOISA requires Argyll College UHI to adopt and maintain a publication scheme, and to publish information in accordance with that scheme. A publication scheme is a document which describes the information the college publishes, tells the public where to find it, and whether there is a charge for it.

- New
 Revised
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff, students, partners and contractors	Executive Management Team	Qualitative – Argyll College UHI Model Publication Scheme, Freedom of Information (Scotland) Act (2002), Environmental Information (Scotland) Regulations (2004), Scottish Information Commissioner Model Publication Scheme (2013), Data Protection Act (1998).

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N/I	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N	P	N	N	N	N	N	N	N
Promoting Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

Step 3

Action to be taken

- Review of equality impact assessment whenever this policy or associated FOI/EOR legislation is updated or revised.
- Policy review should include mention of all protected characteristics in the information published under the MPS Diversity class.
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with FOI/ EIR requests
- Monitoring of refusals, reviews, and/or complaints for equalities/ protected characteristic-related issues.

Summary of EIA Outcome – please tick

- No further action to be carried out
 Amendments or changes to be made
 Proceed with awareness of adverse impact
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee