



Equality Impact Assessment Initial Screening - Relevance to Equality Duties

Before you complete an Equality Impact Assessment you must read the guidance notes and unless you have a comprehensive knowledge of the equality legislation and duties, it is strongly recommended that you attend an EIA training course.

The EIA should be used to identify likely impacts on:

- disability
- race
- sex
- gender reassignment
- age
- religion or belief
- sexual orientation
- pregnancy and maternity
- caring responsibilities (usually only for HR polices and change management processes such as back offices)

1. Name of the proposed new or changed legislation, policy, strategy, project or service being assessed.

Public Bodies Bill in relation to the bodies which currently make up the administrative entity The National Archives, these are The Public Record Office, The Keeper of The Keeper of The Public Record, her Majesty's Stationery Office, the Advisory Council on National Records and Archives, The Advisory Council on Historical Manuscripts, The Advisory Council on Public Records and their constituent parts.

2. Individual Officer(s) & unit responsible for completing the Equality Impact Assessment.

Rachel Barrett, Knowledge and Information Management, Information Operations.

3. What is the main aim or purpose of the proposed new or changed legislation, policy, strategy, project or service and what are the intended outcomes?

Aims/objectives	Outcomes
<ul style="list-style-type: none"> - To rationalise the constituent parts of the body currently known as The National Archives. - To transfer certain functions currently exercised by various bodies, including Her Majesty's Stationery Office, that currently make up the administrative entity The National Archives. - To change the name of the Public Records Office to The National Archives. 	<ul style="list-style-type: none"> - The statutory position of the renamed National Archives will reflect current administrative practice. - The statutory position of the renamed Keeper will reflect current administrative practice - The statutory position of the renamed Advisory

<ul style="list-style-type: none"> - To transfer existing functions both statutory and administrative to the new Keeper of The National Archives Role. - To rename the Keeper of Public Records as the Keeper of The National Archives - To consolidate the Advisory Council on Public Records into a single body by ensuring that relevant statutory and administrative functions reside in one body. - To change the name of the Advisory Council on Public Records to The Advisory Council on National Records and Archives 	<p>Council on Public Records will reflect current practice</p>
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4. What existing sources of information will you use to help you identify the likely equality impacts on different groups of people?

(For example statistics, survey results, complaints analysis, consultation documents, customer feedback, existing briefings, submissions or business reports, comparative policies from external sources and other Government Departments).

As these proposed legislative changes involve consolidation of existing functions and renaming only, they will not affect the functions that are carried out, and there are no financial implications. The single rationale for these reforms is to place the existing arrangements underpinning The National Archives on a statutory footing, and to merge Advisory Councils on a statutory basis to reflect administrative practice. This involves transferring the statutory duties of some of The National Archives' component parts through the Public Bodies Bill, in order to reflect the existing administrative arrangements. As there are no substantive changes being made, there will be no impact on staff or customers, and so no sources of information have been identified.

5. Are there gaps in information that make it difficult or impossible to form an opinion on how your proposals might affect different groups of people? If so what are the gaps in the information and how and when do you plan to collect additional information?

Note this information will help you to identify potential equality stakeholders and specific issues that affect them - essential information if you are planning to consult as you can raise specific issues with particular groups as part of the consultation process. EIAs often pause at this stage while additional information is obtained.

As no changes are being made to functions carried out, the proposed legislation will have no impact on staff, customers or stakeholder groups. Therefore no gaps in information have been identified.

6. Having analysed the initial and additional sources of information including feedback from consultation, is there any evidence that the proposed changes will have a **positive impact** on any of these different groups of people and/or promote equality of opportunity?

Please provide details of which benefits from the positive impacts and the evidence and analysis used to identify them.

The proposed legislation will have no financial implications or any impact on The National Archives existing functions, its staff, customers or stakeholders. The consultation did not provide any evidence to suggest otherwise.

7. Is there any feedback or evidence that additional work could be done to promote equality of opportunity?

If the answer is yes, please provide details of whether or not you plan to undertake this work. If not, please say why.

No, due to the nature of the changes being proposed there was no evidence that additional work is required to promote equality of opportunity.

8. Is there any evidence that proposed changes will have **an adverse equality impact** on any of these different groups of people?

Please provide details of who the proposals affect, what the adverse impacts are and the evidence and analysis used to identify them.

As the proposed legislation will have no financial implications and will not impact on The National Archives services there will be no adverse equality impact on its staff, customers or stakeholder groups, the consultation responses did not provide any evidence to suggest otherwise.

9. Is there any evidence that the proposed changes have **no equality impacts**?

Please provide details of the evidence and analysis used to reach the conclusion that the proposed changes have no impact on any of these different groups of people.

No, as the proposed changes will have no direct impact on The National Archives or its users there are no equality impacts.

10. Is a full Equality Impact Assessment Required? Yes No

If you answered 'No', please explain below why not?

NOTE - You will need to complete a full EIA if:

- the proposals are likely to have equality impacts and you will need to provide details about how the impacts will be mitigated or justified
- there are likely to be equality impacts plus negative public opinion or media coverage about the proposed changes
- you have missed an opportunity to promote equality of opportunity and need to provide further details of action that can be taken to remedy this

If your proposed new or changed legislation, policy, strategy, project or service involves an Information and Communication Technology (ICT) system and you have identified equality impacts of that system, a focused full EIA for ICT specific impacts should be completed. The ICT Specific Impacts template is available from MoJ ICT or can be downloaded from the Intranet at: <http://intranet.justice.gsi.gov.uk/justice/equdiv/equal-impact.htm>, and should be referenced here.

As these proposed legislative changes involve consolidation and renaming only, they will not affect the functions that are carried out, and there are no financial implications. As there are no substantive changes being made, there will be no impact on staff or customers which will effect equality of opportunity.

11. Even if a full EIA is not required, you are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts. Please provide details of how you will monitor evaluate or review your proposals and when the review will take place.

As the changes being proposed at The National Archives do not have any financial implications and do not impact on its functions it will not be necessary to monitor the impact for equality purposes. Should the proposals change the MoJ will review the equality impact assessment and ensure that steps are taken to monitor and evaluate the impact.

12. Name of Senior Manager and date approved

Name (must be grade 5 or above): Pam Teare

The relevant senior analyst has advised that the analysis of equality impacts provided is fair and reasonable given the data available.

Department: Director, Communications and Information Directorate, Ministry of Justice

Date: 9 December 2011