



Freedom of Information Policy

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Produced by	Executive Director Information, Systems & Funding
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Approved by	Policies and Procedures Committee, Risk & Audit Committee, USP College Corporation
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Publication	MyUSP and USP College Website

1. Statement of Intent

- 1.1** The college is committed to increasing openness and availability of information and as such has adopted the Model Publication Scheme for Further Education colleges as published by the Data Commissioner.

2. Introduction and Purpose

- 2.1** Under the Freedom of Information Act 2000 any member of staff, student or member of the public can request information from the college which is not personal, commercially sensitive or comes within the exemptions to the Act.
- 2.2** Anyone can request information. A fee may be charged for the information provided. The amount will depend on the size and complexity of the request.
- 2.3** The college keeps a publication scheme which sets out what kinds of information the college will make available. This is detailed in Appendix 1.

3. Legal Background

- a. The Awareness Guide ("AG") produced by the Information Commissioner
- b. The Code of Practice issued by the Department of Constitutional Affairs
- c. Data Protection Act 2018

4. Linked Policies and Procedures

- a. Data Protection Policy
- b. Publication Scheme (Appendix 1)

5. Procedure for best practices

- 5.1** The college fully complies with the guidance issued to Colleges of further education in dealing with freedom of information requests - <https://ico.org.uk/media/for-organisations/documents/1131/definition-document-colleges-of-further-education.pdf>
- 5.2** Requests for information should:
- a. Be made in writing, by email, or by downloading and completing the information request form at the end of this document (Appendix 2)
 - b. State clearly what information is required
 - c. State your name and address for correspondence
 - d. Enclose the required fee.
- 5.3** The college will respond to the request for information within 20 working days of the receipt of the request (40 working days for personal information).
- 5.4** Publications Scheme (Appendix 1).
- 5.5** The college is committed to making information easily available and maintains a list of documents/information that is/are readily available.
- 5.6** Some documents are free but a fee will be charged for costs incurred in printing, copying, packaging and posting - and where the document has been subject to professional time and skill.

- 5.7 In order to comply with the college's Data Protection Policy and General Data Protection Regulations (GDPR) certain information may require names (or other personal details) to be removed.
- 5.8 Information will be withheld where it contains personal information, information that may damage the commercial interests of the college, information that may threaten the health or safety of specific individuals, or information that comes within the other exemptions to the Freedom of Information Act 2000. A list of the exemptions are detailed in Appendix 3.
- 5.9 A flow chart is shown in Appendix 5 showing the steps required when dealing with a request under the Freedom of Information Act 2000.

6. Roles and Responsibilities

- 6.1 The Executive Director Information Systems and Funding is responsible for the implementation and management of this policy.

7. Monitoring, Review and Evaluation

- 7.1 The college will review this policy on a biannual basis or sooner in order to take account of new statutory regulations and recommendations for improvement.

Appendix 1

College Publication Scheme

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Section 19 of the FOIA requires every public body to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

To reduce duplication and bureaucracy and to ensure consistency in the release of information, the Information Commissioner's Office (ICO) has developed a model publication for Further Education colleges. USP College has adopted the model publication scheme.

The information provided by USP College under the model publication scheme is provided on the college website and follows the guidance document provided by the ICO. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, then the college will provide the information by another means (i.e. by post). Information held by USP College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act.

Obtaining Further Information or Providing Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, or require further information please let us know via the contact details provided below. We also welcome suggestions as to how our scheme might be improved.

For a request to be treated as having been made under the Act, it must be:

- a. Made in writing
- b. State the name of the applicant and give an address for correspondence
- c. Describe the information which is requested.

Introduction

This guide has been produced to meet the requirements of the Information Commissioner's Office (ICO).

The Publication Scheme and definition documents provided by the Information Commissioner's Office (ICO) for Further Education Colleges has been adopted by USP College with effect from 1 January 2009.

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 Public authorities are defined in the Act and include universities, Further Education colleges and sixth form colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether charges will be made.
- 2.3 USP College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes. The purpose of the model is to prevent institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of the institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to the college have been included in our scheme.

3. Who we are and what we do

- 3.1 USP College is a further education college based in South Essex that has a long history of service to the local community and beyond. The college is clearly recognised by local stakeholders as a key partner in the social and economic regeneration of our community.
- 3.2 We provide a wide range of provision. As of October 2024;
 - a. Approximately 3925 full time 16-18-year-old
 - b. Approximately 170 HE Students
 - c. Approximately 140 Adult Students.

4. Accessing information covered by the publication scheme

- 4.1 The information colleges routinely publish falls into the following categories, and these have been determined by the ICO:
 - a. What we are and what we do: Organisational information – structures, locations, contacts
 - b. What we spend and how we spend it: - Published accounts
 - c. What our priorities are and how we are doing: Strategies and plans, performance indicators, inspections and reviews
 - d. How we make decisions: Decision making processes, records of decisions

- e. Our policies and procedures: Current written protocols, policies and procedures for delivery of college services and responsibilities
 - f. Lists and registers: Information legally required to be held in publicly available registers and logs
 - g. The services we offer: Prospectuses, leaflets, advice and guidance, newsletters.
- 4.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5. What about information not covered by the publication scheme?

- 5.1 Under the Freedom of Information Act 2000, you have the right to request any information held by a public authority which it has made available through its publication scheme.
- 5.2 Requests will have to be made in writing and, the college will have 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations. You should note we will not be required to release information to which an exemption in the Act legitimately applies (examples are identified below). However, where this is the case, we will explain to you why we are not releasing the information and we accept that we may also have to justify this to the Information Commissioner.
- 5.3 Exemptions include:
- a. Information already available elsewhere: If this is the case, we will, where we can, direct you to where you will find the information you are looking for
 - b. Information provided in confidence: You should note that certain information is supplied to use in confidence and the Act obliges us to hold these things confidentially and not to disclose them
 - c. Personal information: This is covered by the Data Protection Act and is only available to the individual concerned
 - d. Investigations and proceedings: If an investigation is ongoing, it is unlikely that we will be able to let you have information until all proceedings are finalised
 - e. Information intended for future publications: If we intend to publish the information you want you may have to wait until it is published before you can have access to it
 - f. Information that the College Principal decides is not in the public interest to disclose.

6. Our policy on charging for information

- 6.1 Much of our information is available to you free of charge. However, because of the costs involved in locating or copying what you need, USP College retains the right granted under the Freedom of Information Act 2000 to charge fees where necessary and these will be in accordance with the Act and any other relevant legislation. Where compilation of data is in our view particularly onerous it will be our intention to charge an additional sum of £25 per person hour to cover locating documents, copying and postage (up to a maximum of £450 as defined within the Act).

7. Further information

- 7.1 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act.

More information about the Freedom of Information Act is available on the Information Commissioner's website, see below:

Information Commissioner
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF
Tel: 01625 545700
E-mail: mail@ico.gsi.gov.uk
Website at: www.informationcommissioner.gov.uk

Model Publication Scheme for Further Education Colleges

1. Who we are and what we do			
Class	Description	Manner	Fee
1.1 Legal Framework	Instrument and Articles of Government for former Further Education College.	Website Email Paper	Free Free £5
1.2 Corporate Structure	Corporate Body Determination of Membership. <ul style="list-style-type: none"> Code of Conduct for members of the Governing Body The Terms of Reference for its Governing Board and its sub-committees Standing Orders Appointment of Board members, selection and eligibility 	Website Email Paper	Free Free £5
1.3 How the institution is organised	Organisational and management structure charts	Paper/e-mail	£10
1.4 Staffing Structure of Divisions	This class includes information about staff roles within divisions, together with organisation charts. <ul style="list-style-type: none"> Job titles of academic staff and support staff Contact details for each division/ department 	Paper/e-mail	£10
1.5 Information on the institutional context	<ul style="list-style-type: none"> USP College's Strategic Plan (website address www.uspcollege.ac.uk) 	Website	Free
		Paper/e-mail	£10
1.6 Marketing and Recruitment	This class should include publications relating to student recruitment (UK and international), including the college prospectus. <ul style="list-style-type: none"> Prospectus (which includes entry requirements for courses) Open days 	Website Paper	Free
1.7 Public Relations	This class contains information that is created to help publicise our facilities and activities. Press releases Prospectus Course brochures Newsletters and magazines	Website Website Paper Electronic	Free Free Free Free
1.8 Partnerships	The college delivers most of its HE provisions through franchise agreements with the University of Hertfordshire and Writtle University College. This is formalised through an annual development plan and memorandum of agreement.	Electronic/paper	£10
2 What we spend and how we spend it. Financial Resources This section covers information on the college's strategy and management of financial resources. The Finance Directorate provides accounting, procurement and contracting services, helping to make best use of resources			

and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

Class	Description	Manner	Fee
2.1 Funding/income	Information on the sources of funding and income, such as grants, tuition fees, endowment and investment income.	Electronic	£10
2.2 Budgetary and account information	Annual statement of accounts and other information to allow the public to see where money is being spent. <ul style="list-style-type: none"> Annual accounts 	Electronic/paper	£10
2.3 Audit	Audit opinion as contained within the annual report and financial statements. <ul style="list-style-type: none"> Financial Audit Opinion 	Electronic/paper	£10
2.4 Capital	Information on major plans for capital expenditure. Information related to capital expenditure upon completion of the project when accounts have been audited.	Paper	£10
2.5 Financial Regulations and Procedure	Statement of accounting policies.	Paper	£10 (per regulation)
2.6 Staff pay and grading structures	<ul style="list-style-type: none"> Remuneration of senior staff as published in annual accounts Information on the grading structures used within college and the associated salaries Pension scheme information as contained in the annual accounts 	Electronic	£10
2.7 Register of Suppliers	A list of suppliers used with college	Electronic	£10
2.8 Procurement and Tender Procedures	Details of procedures used for the acquisition of goods and services.	Electronic/paper	£10

3. What our priorities are and how we are doing			
Class	Description	Manner	Fee
3.1 Corporate and Business Plans	<ul style="list-style-type: none"> Strategic Plan Teaching & Learning Strategy 	Electronic/paper Electronic	Free £10
3.2 Academic Quality and Standards	Quality Strategy	Electronic	£10
3.3 Government and Regulatory Reports	<p>This class relates to the information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing.</p> <ul style="list-style-type: none"> a. OfSTED Inspection report – available on the OfSTED website. b. Government reports on FE such as: <ul style="list-style-type: none"> i. Qualification Success Rates ii. Young People's Funding Agency iii. Skills Funding Agency iv. National Top Ten point score per exam entry 	<p>Relevant websites</p> <p>Department of Education</p>	Free
3.4 Student Learning Support Services	<p>This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services.</p> <ul style="list-style-type: none"> a. Learning Support Guide b. Student Bursary Policy c. 19+ DSLP Policy 	Learner Handbook	£10 Free to Students
3.5 Mission Statements and related documents	<p>College Purpose</p> <p>College Charter</p>	<p>Paper/email/web - site</p> <p>Email/paper</p>	<p>Free</p> <p>£10</p>

3.6 Information on internal procedures for assuring academic quality and standards	This class includes information about the college's internal quality audit programme and annual review. This could include:	E-mail/paper	£10
	Internal validation procedure	E-mail/paper	£10
	Monitoring review and evaluation procedure	Paper	£10
	Quality and provision policy		
	Information on assessment procedures and outcomes:	E-mail/paper	£10
	Student Assessment Policy		
	Information on student satisfaction with their college experience, covering the views of students on:		
	Student Entitlement Policy and associated documents:		
	16-18 statement		
	Discipline procedures		
	Student representation		
	Parental involvement		
	Induction and tutorial		
	Complaints procedure		
	Visits and residential		
	Student Code of Conduct		
	Student Assessment Policy and associated documents		
	Quality of provision policy		
	Equality and Diversity (students) policy		
	Child Protection Policy		
	Induction and Tutorial procedure		
	Information relating to the college's performance and its standards:	E-mail/paper	£10
	The college Report which includes:		
	Achievement results		
	Retention results		
	Attendance Levels		
	Average point scores for A levels		

4. How we make decisions			
Class	Description	Manner	Fee
4.1 Minutes from the Governing Body and Steering Groups	<ul style="list-style-type: none"> Governing Board minutes Search & Governance Committee minutes Curriculum & Standards Committee minutes Finance Committee minutes Audit Committee minutes 	Website	Free
		Website	Free
		Electronic	£10
		Electronic	£10
4.2 Minutes from the Academic Board	Academic Board Minutes	Electronic	£10

5. Our Policies and Procedures

This section covers information on the college's strategy policies and procedures (including terms and conditions of service). Information relating to individual members of staff is exempt from disclosure as personal information.

Class	Description	Manner	Fee
5.1 Employment and Employee Relations	Appraisal scheme VDU Eye Test and Glasses Policy Grievance Policy and Procedures Health and Safety committee minutes Health & Safety Policy Capability and Disciplinary Policy Special Leave Policy Staff Absence Management Policy Maternity, Adoption and Paternity Policy Whistleblowing Policy Safer Recruitment and Selection Policy	Paper-Electronic	£10
5.2 Equal Opportunities/ Diversity Policy		Paper E-mail/website	£10 Free
5.3 Staff Development	Staff Development Policy & Procedures Staff Induction	Paper/e-mail	£10 per document
5.4 Estates	Tendering policies Recycling policies Map of main buildings. Address of main site and any other locations.	Paper/Electronic Paper/Electronic Paper Website	£10 £10 £10 Free
5.5 Policies with regard to data and information	Policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information.	Paper Website E-mail	£10 Free Free
5.6 Academic year dates	This class includes information on the dates for the current academic year as well as future academic years (as far as is known). College planner Prospectus Student induction pack	 Paper Website Electronic	£10 per document

5.7 Further course information	<p>This class includes information relating to programmes and qualifications.</p> <ul style="list-style-type: none"> a. Term dates b. Divisional course guides c. Structure of programmes d. Qualifications gained <ul style="list-style-type: none"> i. Work experience 	Paper/e-mail/ website	Free
5.8 Student assessment information	<p>This class includes information on the regulations and/or policy governing student assessment.</p> <ul style="list-style-type: none"> • Student Assessment Policy • Disciplinary Procedure • Appeals Policy 	College Intranet Paper/e-mail	Free £10

6. Lists and registers			
Class	Description	Manner	Fee
6.1 Information we are legally required to hold in registers.	• Register of Interests	Paper	£10
	• Asset register	Electronic	£10
	• Freedom of information/Data protection request logs	Electronic	£10

7. The Services we Offer			
<p>Student Administration and Support</p> <p>This section contains information on how the college manages the administration and progression of students from admission to course completion, including student support services. Information does not include specific student personal details, by virtue of being personal information.</p>			
Class	Description	Manner	Fee
7.1 Information on student admission, progression and completion	<ul style="list-style-type: none"> • Entry criteria • The range of student entrants classified by age, gender, disability as returned to SFA • Student progression, retention and completion data • Results analysis 	Prospectus Paper	Free £10
7.2 Student Accommodation	USP College has no student accommodation		
7.3 Student administration	<ul style="list-style-type: none"> • Course prospectus • Student records policies and procedures (included in the ILR data regulations) • Security and data protection – included in the Data Protection Policy 	Paper Gov website	Free Free
		E-mail	Free
7.4 Student enrolment and admission	<p>This class includes information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of students' records, the coordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/ school/faculty staff.</p> <ul style="list-style-type: none"> • Exams Policy • Admissions and Enrolment Policy 	Paper	£10
7.5 Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students:</p> <ul style="list-style-type: none"> • Student Positive Behaviour Policy • Complaints Procedure 	Paper/e-mail Website/paper	£10 Free/£10

7.6 Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</p> <ul style="list-style-type: none"> • Minutes of Student Council meetings 	Paper or e-mail	£10
7.7 Student policies and procedures	<p>This class includes a guide to all student policies issued by the college:</p> <ul style="list-style-type: none"> • Enrolment form • Child Protection Policy (refer to LCC for full document) • Induction and tutorial procedure • Visits and residential • Student Positive Behaviour Policy 	<p>Paper or e-mail where available</p> <p>Electronically Free to students</p>	£10
7.8 Student welfare	<ul style="list-style-type: none"> • Learning support guide • UCAS handbook 	Paper	£10 (free to students)
7.9 Student associations and activities	<p>This class contains information relating to the operation and activities of the Student Council which is organised for or by the students:</p> <ul style="list-style-type: none"> • Student representation procedure • Enrichment procedure • Student Council minutes 	<p>Notice boards Paper or e-mail where available</p>	Free £10
7.10 Availability and conditions of use of facilities	<p>Active Learning Zones opening hours.</p> <p>Student catalogues and guides are available in each active learning zone.</p> <ul style="list-style-type: none"> • Computing Code of Practice – internet/ e-mail acceptable use policy • Copyright agreements-Educational Recording Association (ERA) and Copyright Licensing Association (CLA) 	<p>On display on site.</p> <p>Available to view on site to students/ electronic. Electronic</p> <p>Paper copy</p>	<p>Free</p> <p>Free/£10</p> <p>£10</p> <p>£10</p>
7.11 Scope of collections held	<ul style="list-style-type: none"> • Active Learning Zone (ALZ) guides for subject areas • Computerised records of ALZ stock. 	<p>On display in ALZ</p> <p>Talis database with onsite access</p>	Free

7.12 Tuition Fees	<p>This class should include information relating to tuition fees for UK students, EU students and other international students, including information on when tuition fees will be payable and how to pay.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Information for home/EU students • Information on other charges • HE & Adult Loans Policy 	Paper/prospectus	Free
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**Information Request Form
Freedom of Information Act 2000**

Information Request Form: Please use this form to request access to commercial information about USP College.

Your Rights: Freedom of Information

Any person has the right to request information about the College and a right to be provided with a copy of that information within a period of 20 working days, subject to certain exemptions.

If you would like to request access to College information, please complete this form carefully. The Freedom of Information Act 2000 provides that in certain circumstances USP College may decide not to provide you with some information, for example if the information is commercially sensitive or where it is available elsewhere and is accessible to the public. If the information is already available, the College will endeavour to direct you to the appropriate source.

Fee

USP College may make a charge to cover the costs involved in the administration of your request. This may be up to a maximum of £10.00 per request, however upon receipt of your request you will be notified of and required to pay any applicable charge prior to the disclosure of any information. A schedule of charges for information that the College proactively makes available to the public can be obtained from the College's Publication Scheme, which is available on the College website. Where the charge is applied, payment should be by cheque and payable to 'USP College'. Postal orders will not be accepted.

When you have completed this form, please send it to:

FOIA Officer
USP College – Seevic Campus
Runnymede Chase
Benfleet
Essex
SS7 1TW
Email: foia@uspcollege.ac.uk

Section 1. About Yourself (Please use block capitals and black ink)

Data Protection Statement

The information that you provide on this form will be used for the purpose of processing information request. It will not be passed to any third party.

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc):

Surname/ Family Name:

First Name(s):

Maiden/Former Name(s):

Gender:

Date of Birth:

Home Address (Please include your postcode):

.....
(This is the address to which all replies will be sent)

Daytime Telephone Number:

Evening Telephone Number:

Email Address:

(These details will assist the College in processing your application in the event that we may need to contact you to discuss your application).

Previous Address (within the last two years):

.....

.....

Declaration (to be completed by the applicant):

The information which I have supplied in this application is correct.

Signature: Date:.....

Section 2. Confirmation of Fee Paid

Fee Paid: Yes/ No **Amount:** £ **Cheque / Cash (*Please delete)**

Signature of Applicant: Date:

Signature of Recipient: Date:

Section 3. Description of Information Requested

To assist the College in accurately identifying the information you require, please provide details of the information you are requesting and the format in which you require it. The College will endeavour to provide the information in the format requested, however where that is not possible the information will be provided in the format that most closely matches. **Please be specific regarding dates and types of information you wish to have access to.** You may be contacted for clarification of your request or for further information required to identify the material you have requested.

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Appendix 3

The Exemptions

Qualified

- Information intended for future publication (s.22)
- National security (s.24) (This exemption should be read in conjunction with s.23 – “information supplied by, or relating to, bodies dealing with security matters”)
- Defence (s.26)
- International relations (s.27)
- Relations within the UK (s.28)
- The economy (s.29)
- Investigations and proceedings (s.30)
- Law enforcement (s.31)
- Audit functions (s.33)
- Formulation of government policy (s.35)
- Prejudice to effective conduct of public affairs (s.36)
- Communications with her Majesty (s.37)
- Health and safety (s.38)
- Some personal information (s.40)
- Legal professional privilege (s.42)
- Commercial interests (s.43)

Absolute

- Information accessible by other means (s.21)
- Information supplied by or relating to, bodies dealing with security matters (s.23)
- Court records (s.32)
- Parliamentary privilege (s.34)
- Personal information (s.40)
- Information provided in confidence (s.41)
- Information whose disclosure is prohibited by law (s.44)

Equality and Diversity Statement & Impact Assessment

USP College is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, gender identity, transgender, sexual orientation, trade union activity or unrelated criminal convictions.

This form should be used by managers and policy owners within their area of responsibility to carry out Equality and Diversity Impact Assessments (EDIAs) in relation to protected characteristics including, but not limited to: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation. The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

1. Name of Policy

Freedom of Information Policy

2. Which of the following groups could be affected by this policy?

(Tick all that apply)

Students	√
Staff	√
Wider Community	√

3. Complaints

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes, then please give details.

N/A

4. The Impact

Four possible impacts should be considered as part of the assessment:

- a. **Positive Impact** - Where the policy might have a positive impact on a particular protected characteristic.
- b. **None or Little Impact** – Where you think a policy does not disadvantage any of the protected characteristics
- c. **Some Impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristic is likely to be greater than on another.
- d. **Substantial Impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Thought-provoking questions, which might help come to a decision about the impact of a policy on individuals with protected characteristics:

- e. Does policy outcomes and service take up differ between people with different protected characteristics?
- f. What key information do we have? Does data or engagement with people with protected characteristics give insights into areas of disadvantage, which relate to the policy area?
- g. If the policy is likely to have a negative impact on individuals, sharing particular characteristics what steps can be taken to mitigate these effects?
- h. Will the policy deliver practical benefits for certain groups?
- i. Does the policy miss opportunities to advance equality of opportunity and foster good understanding/ relationships between groups?
- j. Do other policies need to change to make this policy more effective?
- k. Is there any elements of the policy that could be unlawful under the Equality Act 2010?

Use the guidance provided above and complete the following table: **(Please Tick √)**

