

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH THE COUNCIL

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Introduction

1.1 What is Records Management?

Records management is:

- the systematic and consistent control of all records, regardless of the media on which they are held, throughout their lifecycle. It includes setting up the infrastructure or system into which the records are created, received or added as well as the process of record creation itself.
- organising the records so that related records are grouped together, usually according to a file plan or classification scheme. (Managing groups of related records is more efficient than managing many individual records.)
- the retention and disposal actions such as destruction or transfer to PRONI at the appropriate time and procedures for documenting those actions.

Council must know what records they have in order to manage them. Control of the records depends on a range of carefully developed procedures applied to them before their creation through to their disposal.

There are five vital elements of records management:

- meeting business and client needs;
- public records legislation;
- managing records as a valuable and expensive asset;
- defensible disposition¹ accountability for practice and service provision; and
- accountability and quality of information and services.

1.2 Why is a Records Management Policy Necessary?

Council requires a corporate statement on records management because like all organisations it is dependent on its records for the effective and efficient discharge of its responsibilities. Failure to manage its records properly constitutes a significant risk to the Council.

1.3 A Records Management Policy is necessary for:

Risk Management: Proper records management mitigates risks associated with the loss, damage, or unauthorised access to records. Failure to manage records effectively poses significant risks to the council, including legal and regulatory compliance issues, loss of important information, and damage to reputation.

Corporate Memory: Records serve as the council's corporate memory, documenting decisions, actions, and historical information. They provide evidence of past activities and support accountability and transparency in governance.

Support for Operations: Records are essential for the daily functions and operations of the council. They support policy development, managerial decision-making, and the

¹ the process by which corporate content is systematically deleted with an audit trail that will be defensible in court

delivery of services to residents. Access to accurate and reliable records ensures that services are delivered in an accountable, consistent, and equitable manner.

Protection of Interests: Records protect the interests of the council, employees, service users, and residents. They document rights, obligations, agreements, and transactions, providing legal protection and ensuring fair treatment for all stakeholders.

Organisational Learning: Records enable the council to learn from past experiences and make informed decisions based on historical data. They help the council avoid repeating mistakes, capitalise on successes, and improve processes over time.

Efficiency and Productivity: A well-managed records system promotes efficiency and productivity in service delivery, management, and administration. Access to accurate and up-to-date information enables staff to perform their duties more effectively and make timely decisions.

Communication of Policy: A clear and well-articulated Records Management Policy communicates the council's commitment to effective records management. It provides guidance to staff on their responsibilities regarding records management practices and ensures consistency in implementation across the organisation.

Legal requirements

- 2.1 Council is required to ensure compliance with a range of legal obligations related to the management, disclosure, and accessibility of information.

The Public Records Act (NI) 1923 in Northern Ireland establishes regulations regarding the management and disposal of public records, including those held by district councils.

The Public Records Act (NI) 1923 declares records held by district councils, government departments, courts, and non-departmental public bodies in Northern Ireland to be public records. These records are under the charge and overall superintendence of a government department, currently the Department of Culture, Arts & Leisure.

The **Public Records Office of Northern Ireland (PRONI)** acts on behalf of the Department of Culture, Arts & Leisure in overseeing public records. Council records cannot be disposed of without reference to PRONI. Records selected for permanent preservation by PRONI contribute to the cultural and archival heritage of the Borough.

Councils are legally required to implement records management as set out in the Public Records Act (NI) 1923 and **The Disposal of Documents Order (No. 167) 1925**. This includes adhering to standards and guidance established by PRONI, as well as other archival institutions and British Standards (BSI) accepted in records management.

PRONI has established standards and guidance on records management, which councils are expected to follow. Additionally, councils may refer to standards and guidance issued by other archival institutions and British Standards accepted in records management to ensure compliance with legislative requirements and best practices.

The **Data Protection Act 2018 (DPA)** and the **UK General Data Protection Regulation (UK GDPR)** establish rules, principles, rights, and obligations regarding the processing of personal data, aimed at protecting individuals' privacy and ensuring responsible data handling by Council. The Council's Data Protection Policy outlines Council's commitment to meeting its obligations under the Act.

The **Freedom of Information Act 2000 (FOIA)** and the **Environment Information Regulations 2004 (EIR)** aim to increase public access to information held by public authorities. Council must respond to individual requests for information in accordance with the provisions of the FOIA/EIR, including certain conditions and exemptions/exceptions. Council must adopt and maintain a Publication Scheme, which lists information routinely available to the public without the need for a specific request, promoting transparency and accountability. The Lord Chancellor's Office has issued Codes of Practice regarding records management and responding to requests for information.

Council is committed to complying with the legal requirements set out in Section 46 of the FOIA Code of Practice on the management of records.

Council will take into account Section 75 of the Northern Ireland Act 1998 ensuring that equality is integrated into how records are managed, accessed and retained.

Scope of Policy

- 2.1 The policy applies to all Council staff who are responsible for maintaining records created or received by the council in the course of its business including consultants, agency, or casual staff and all contracted services.

Elected Members are also subject to the policy to the extent that they hold records relevant to council business. This recognises that elected officials may generate or receive records in the course of their duties that are pertinent to Council's operations.

The policy extends to third-party organisations that hold or process records on behalf of the council. This ensures that external entities engaged in activities related to council business adhere to the same records management standards and principles.

The ISO standard, ISO 15489-1:2016 Information and documentation - Records management defines the concepts and principles for the creation, capture and management of records.

2.2 What is a record?

A record is information that has been received, created or maintained by an individual or an organisation as evidence of a business activity and can be in any format – paper, electronic, digital and/or voice.

In the context of Council, a record is anything which contains information (in any media) which has been created or gathered as a result of any aspect of the work of employees or those providing a service – including Elected Members, consultants, agency, or casual staff and all contracted services.

2.3 Disposal Scheduling

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Information Asset owners (IAOs) are responsible for ensuring that disposal action specified in the Council's Retention and Disposal Schedule is undertaken. Under the direction of the IAOs each department are responsible for examining their records to determine the disposal action to be taken. Such action may be a destruction date or a review date. This should be done in accordance with the records' use and value to the Council's operations and/or legal obligations.

The Information Governance Team maintain a central record of departmental disposal registers. They also provide advice to Departments on the make-up and operation of the Retention and Disposal Schedule and for quality assuring and agreeing the schedule.

The preparation of Disposal Schedules is authorised by the Public Records Act (NI) 1923 and by the Disposal of Records Order (S.R. & O. 1925 No. 167). This Act and Order sets out the records management responsibilities of every Public Body in Northern Ireland.

Policy Statement

- 3.1 Council recognises that its records are part of the cultural and archival heritage of the Borough and its obligation to ensure that its records are managed effectively and efficiently and at least cost, commensurate with legal, operational and information management guidelines.

The council will follow operational guidelines and best practices in record management. This will ensure consistency and efficiency across all record-keeping activities.

Recognising the importance of records as a source of information, staff should ensure their record management practices align with the policy to ensure data quality, accessibility, and security of Council records.

3.2 Principles of good records management

The Council recognises the basic principles of good records management and that records should be:

Complete: Records must capture all relevant information pertaining to communications, decisions, and actions taken within Council.

Reliable: Records should be trustworthy and dependable. This means they should be free from errors, omissions, or bias.

Authentic: It's essential that records are genuine and can be verified as such. This includes proper authentication of the source and integrity of the content.

Available: Records need to be accessible when needed. Whether in digital or physical form, they should be retrievable in a timely manner.

Accessible: Records should be stored in a format that allows for easy access and retrieval. This might involve digital storage systems, physical filing systems, or a combination of both.

Organised: Departments should have clear procedures for managing records. This includes processes for creation, storage, retrieval, and disposal.

Accurate: Records should accurately reflect the Council's activities. Any discrepancies or inaccuracies should be corrected promptly.

Systematic: Implementing a well-organised record-keeping system is essential for efficient management. This system should facilitate quick and easy retrieval of information as needed.

By adhering to these principles, Council can ensure that their records serve their intended purpose effectively, whether it's for legal compliance, decision-making, or historical documentation.

Roles and Responsibilities

4.1	Roles and responsibilities related to records management within Council:
	Council: <ul style="list-style-type: none"> Adopts the policy on records management. Ensures accountability for the implementation of the policy.
	Elected Members: <ul style="list-style-type: none"> Support the concept of good records management. Adhere to legal obligations regarding the management, disclosure, and accessibility of information.
	Executive Management Team (EMT): <ul style="list-style-type: none"> Overall responsibility for implementing the Records Management Policy. Deputy Chief Executive Officer and each Strategic Director ensure compliance within their departments.
	Chief Executive: <ul style="list-style-type: none"> Holds ultimate responsibility for delivering the policy and subsequent procedures.
	Information Governance Manager: <ul style="list-style-type: none"> Provides advice to ensure compliance with legal obligations related to record management.
	Managers: <ul style="list-style-type: none"> Ensure the policy and its supporting standards and guidelines are integrated into local processes.
	All Staff Members: <ul style="list-style-type: none"> Permanent, temporary, or agency staff are responsible for awareness and compliance with the policy. Accountable to their line managers for compliance with the policy and related guidelines and procedures on a day-to-day basis.
	Others: <ul style="list-style-type: none"> The policy applies to any individual or organisation acting on behalf of Armagh City Banbridge & Craigavon Borough Council.

4.2	Additionally, there are defined information governance roles and responsibilities:
	Senior Risk Owner (SIRO)/Deputy Chief Executive: <ul style="list-style-type: none"> Manages information risk at the highest level. Sets the strategic direction for information risk management.

Information Asset Owners (IAOs)/Heads of Department (or equivalent):
<ul style="list-style-type: none">• Responsible for managing specific information assets within Council.• Ensuring access to information assets and data handling practices comply with data protection regulations.
Information Asset Assistants (IAA) / Tier 4 Manager (or appropriate nominated officer)
<ul style="list-style-type: none">• supports the IAO in managing information assets.• assists with maintaining information asset registers.• helps ensure that information assets are properly managed and protected throughout their lifecycle.

Please see **Appendix 1** for more details on responsibilities for these roles

4.3 NON-COMPLIANCE

A failure to adhere to the policy and its associated procedures/guidelines may result in disciplinary action and/or dismissal.

Related Policies

5.1 The key policies related to the Records Management Policy are:

- the Data Protection Policy which outlines responsibilities relating to the processing of personal data; and
- the Access to Information Policy which outlines responsibilities relating to access to information by the general public under the Freedom of Information Act 2000, the Data Protection Act 1998, and the Environmental Information Regulations 2004.

5.2 This policy will be reviewed every 3 years, and all employees advised of any amendments/updates.

The policy will also be reviewed in the event of:

- changes in legislative requirements.
- changes in Government directives or Codes of Practice.
- changes in Council policy.

Appendix 1: Information Governance Roles and Responsibilities

Senior Information Risk Owner (SIRO) / Deputy Chief Executive.

The SIRO acts as a champion for information security and ensures that information risks are understood and effectively managed across Council. The SIRO holds overall responsibility for managing information risk and responsibilities include:

- Setting the strategic direction for information risk management, ensuring that appropriate policies and procedures are in place, and overseeing the implementation of risk management measures.

Information Governance Manager (IGM) / Data Protection Officer (DPO).

The IGM/DPO leads on driving forward and coordinating the Council-wide Information Governance agenda.

The IGM is responsible for:

- providing advice and support to ensure compliance with legal obligations related to information management.

Information Asset owners (IAOs) / Head of Department (or equivalent).

The IAO is responsible for managing specific information assets within Council. They authorise access to information assets and ensure that data handling practices comply with data protection regulations.

The IAO is responsible for:

- ensuring there is clear procedures for managing records. This includes processes for creation, storage, retrieval, and disposal.
- ensuring that information assets are handled in accordance with relevant policies, standards, and regulatory requirements.
- ensuring that disposal action specified in the Council's Retention and Disposal Schedule is undertaken.
- directing their staff when examining records to determine the disposal action to be taken.

Information Asset Assistants (IAA) / Tier 4 Manager (or appropriate nominated officer)

An Information Asset Assistant typically supports the IAO in managing information assets.

The IAA is responsible for:

- maintaining asset registers, tracking changes to information assets, and assisting with the implementation of security controls.
- the IAA may also provide administrative support for activities such as risk assessments, compliance audits, and incident response.

Appendix 2: Equality Screening Form

Policy Scoping

Policy Title:  Records Management Policy 

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

Policy outlines Council's commitment to effective and efficient records management ensuring compliance with legislative requirements.

Intended aims/outcomes. What is the policy trying to achieve?

- Ensure a Council-wide framework for the management of records in all mediums.
- Promote and ensure compliance with legislative requirements and best practice standards.
- Ensure that all records can be used as an information resource which enhances their value as assets of the organisation; and
- Identify the roles and responsibilities for ensuring good records management.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to The Council to amend the policy?

Policy has been developed in accordance with the Lord Chancellor's Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act 2000) and is to ensure Council meets its responsibilities under the Public Records Act (NI) 1923, the Disposal of Documents Order (No. 167) 1925, the Data Protection Act 2018, UK GDPR, and the Freedom of Information Act 2000.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

None identified

Who initiated or wrote the policy (if The Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote the policy?	Joan Farley
Who is responsible for implementation?	All Staff with support from Information Governance Manager

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

None identified.

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

Management and Staff
Elected members
Individuals/organisations submitting information requests.
Everyone benefitting from more effective service provision generally as a result of improved record/information management.

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Access to Information Policy – Access to Information legislation imposes deadlines for meeting requests. Effective records management will ensure information is identified and located in a timely fashion.
Data Protection Policy – particular reference to the processing, retention and disposal of personal data.

Available Evidence

The Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories. For up to date [S75 Borough Statistics](#)

Section 75 category	Evidence
Religious belief	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Political opinion	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Racial group	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Age	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Marital status	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Sexual orientation	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Men and women generally	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Disability	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.
Dependants	Technical policy to meet legislative and operational requirements –evidence by category basis not relevant.

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Political opinion	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Racial group	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Age	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Marital status	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Sexual orientation	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Men and women generally	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Disability	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.
Dependants	Technical policy to meet legislative and operational requirements – no specific needs, experiences and priorities by Section 75 category.

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	Nil	None
Political opinion	Nil	None
Racial group	Nil	None
Age	Nil	None
Marital status	Nil	None
Sexual orientation	Nil	None
Men and women generally	Nil	None
Disability	Nil	None
Dependants	Nil	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		No – technical policy only
Political opinion		No – technical policy only
Racial group		No – technical policy only
Age		No – technical policy only
Marital status		No – technical policy only
Sexual orientation		No – technical policy only
Men and women generally		No – technical policy only
Disability		No – technical policy only
Dependants		No – technical policy only

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	Nil	None
Political opinion	Nil	None
Racial group	Nil	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief		No – technical policy only
Political opinion		No – technical policy only
Racial group		No – technical policy only

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

No impact – technical policy only

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

No impact on any Section 75 category – technical policy to meet legislative and operational requirements only.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated, or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

N/A

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

N/A

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Policy Criterion

Effect on equality of opportunity and good relations
Social need
Effect on people's daily lives

Rating (1-3)

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the Council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

No monitoring – technical policy to meet legislative and operational requirements only with no impact on any Section 75 category.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/The Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Joan Farley	Information Governance Manager	17/10/2024
Approved by	Position/Job Title	Date
Kate McCusker	Legal, Governance & Monitoring Officer	26/02/2025

Please forward a copy of the completed policy and form to:

Equality@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Appendix 3: Rural Needs Impact Assessment (RNIA)

SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge & Craigavon Borough The Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Policy outlines Council's commitment to effective and efficient records management ensuring compliance with legislative requirements.

1C Please indicate which category the activity specified in Section 1B above relates to:

Developing a

Adopting a

Implementing a

Revising a

Policy

Designing a Public Service

☐

Delivering a Public Service

☐

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Records Management Policy.

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

- Ensure a Council-wide framework for the management of records in all mediums.
- Promote and ensure compliance with legislative requirements and best practice standards.
- Ensure that all records can be used as an information resource which enhances their value as assets of the organisation; and
- Identify the roles and responsibilities for ensuring good records management.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition) ☐

Other Definition (Provide details and the rationale below) ☐

A definition of 'rural' is not applicable ☒

Details of alternative definition of 'rural' used

N/A

Rationale for using alternative definition of 'rural'.

N/A

Reasons why a definition of 'rural' is not applicable.

This is a technical policy to meet legislative and operational requirements.

SECTION 2

Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes

☐

No

☒

If response is No go to 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

- | | |
|---|--------------------------|
| Rural Businesses | <input type="checkbox"/> |
| Rural Tourism | <input type="checkbox"/> |
| Rural Housing | <input type="checkbox"/> |
| Jobs or Employment in Rural Areas | <input type="checkbox"/> |
| Education or Training in Rural Areas | <input type="checkbox"/> |
| Broadband or Mobile Communications in Rural Areas | <input type="checkbox"/> |
| Transport Services or Infrastructure in Rural Areas | <input type="checkbox"/> |
| Health or Social Care Services in Rural Areas | <input type="checkbox"/> |
| Poverty in Rural Areas | <input type="checkbox"/> |
| Deprivation in Rural Areas | <input type="checkbox"/> |
| Rural Crime or Community Safety | <input type="checkbox"/> |
| Rural Development | <input type="checkbox"/> |
| Agri-Environment | <input type="checkbox"/> |
| Other (Please state) | <input type="checkbox"/> |

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

This is a technical policy to meet legislative and operational requirements and will not impact on people in rural areas.

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes ☐ No ☒ If response is No go to 3E

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

- | | |
|--|--------------------------|
| Consultation with Rural Stakeholders | <input type="checkbox"/> |
| Consultation with Other organisations | <input type="checkbox"/> |
| Published Statistics | <input type="checkbox"/> |
| Research Papers | <input type="checkbox"/> |
| Surveys or Questionnaires | <input type="checkbox"/> |
| Other Publications | <input type="checkbox"/> |
| Other Methods or Information Sources
(include details in Question 3C below) | <input type="checkbox"/> |

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

This is a technical policy to meet legislative and operational requirements and will not impact on people in rural areas.

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

N/A

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes

☐

No

☒

If response is No go to 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES go to 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

This is a technical policy to meet legislative and operational requirements and will not

impact on people in rural areas.

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained, and relevant information compiled.



Rural Needs Impact Assessment undertaken by: (Joan Farley)

Position: (Information Governance Manager)

Department / Directorate: (Monitoring Office)

Signature: J Farley

Date: 26/02/2025

Rural Needs Impact Assessment approved by: (Kate McCusker)

Position: (Legal, Governance & Monitoring Officer)

Department / Directorate: (Monitoring Office)

Signature: K McCusker

Date: 26/02/2025