



Llywodraeth Cymru  
Welsh Government

7 October 2019

Dear

**Complaint in respect of Request for Information – reference ATISN 13341:  
Documents relating to the Equality Impact Assessment for the Transgender  
Action Plan**

I refer to your email of 9 September in which you request an internal review of the Welsh Government's handling of your FOI request 'Documents relating to the Equality Impact Assessment for the Transgender Action Plan'.

I have conducted an internal review in accordance with the procedure outlined in the 'Welsh Government's Practical Guide for Making Requests for Information' which is available by post on request, or via the internet.

In conducting my review, I have taken into account the following documents, both of which are available on the Welsh Government website:

- Welsh Government Information Management and Governance Policy (August 2018)  
<https://gov.wales/sites/default/files/publications/2018-10/information-management-and-governance-policy.pdf>
- Welsh Government Retention and Disposal Schedule (April 2019)  
<https://gov.wales/sites/default/files/publications/2019-04/Retention%20%20Disposal%20Schedule.pdf>

In respect of emails, all mailbox items are automatically deleted according to a retention policy. This applies to an inbox, calendar items, sent items, sub folders and tasks:

- Individual mailboxes: e-mails and all mailbox items over 1 year old are automatically deleted every day
- Shared mailboxes: e-mails and all mailbox items over 180 days are automatically deleted from every day
- Deleted items can be recovered for up to 31 days from the time of deletion.

As you are requesting all communications and minutes of meetings from 19 November 2014 until 13 March 2016, I am satisfied that no emails which meet the requirements of your request will remain stored in the mailboxes of Welsh Government officials or in any shared mailboxes.

Extensive searches of our electronic document storage system were undertaken and the findings were provided to you as attachments in the original response to ATISN 13341 which was emailed to you on 4 September. These documents will be retained for the appropriate and recommended retention periods, as detailed in section 1.1 of the Welsh Government Retention and Disposal Schedule.

Formal minutes are not a requirement of all internal meetings within Welsh Government and none meeting your requirements could be located on our electronic document storage system.

I am therefore satisfied that all reasonable steps have been taken to search for the information requested and I uphold the original response.

I appreciate your frustration and, once again, reiterate my regret that the Equality Impact Assessment (EIA) relating to the 2016 Transgender Action Plan cannot be located, as detailed in my letter to you dated 6 June 2019 in respect of your FOI request ATISN 13028.

In your email, you highlight a number of steps included in the '8 Steps to EIA: A Guide to conducting a successful Equality Impact Assessment', found on the Equality Impact Assessment in Wales Practice Hub website, including the step regarding consultation.

I wish to offer my assurance that extensive consultation was undertaken during the development of the Transgender Action Plan in order for the public and stakeholders to give their views and these were reflected in the final published Plan. For a 12 week period between 22 June and 11 September 2015, Welsh Government consulted on the proposed action plan. The consultation document was available bilingually, online with an easy read and youth friendly versions available. Responses could be submitted online or in hard copy. A consultation response document was also published, outlining the feedback from those who responded to the consultation.



Summary Report -  
Consultation on Tra

If you remain dissatisfied with this response you also have the right to complain to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545 745  
Fax: 01625 524 510  
Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)

Also, if you think that there has been maladministration in dealing with your request, you have the option to make a complaint to the Public Services Ombudsman for Wales who can be contacted at:

Public Services Ombudsman for Wales  
1 Ffordd yr Hen Gae  
Pencoed  
Bridgend  
CF35 5LJ

Telephone: 0845 6010987 (local rate)  
Email: [ask@ombudsman-wales.org.uk](mailto:ask@ombudsman-wales.org.uk)

Yours sincerely

Jo-Anne Daniels  
Director, Communities and Tackling Poverty