

People and Equality Impact Assessment

This document fulfils the ICO's requirements to conduct Equality Impact Assessments, as a requirement to have due regard under the Equality Act. This document helps you to assess the equality relevance of a policy or procedure on one or more groups of people with protected characteristics. Guidance is also available for People and Equality Impact Assessments (PEIAs), which you can access [through this link](#), along with a glossary of issues to consider, which you can access [through this link](#). The purpose of PEIAs is to ensure that equality issues are identified and mitigated. The guidance and "issues to consider" documents are intended to assist with this, but they are not a substitute for consultation with people with lived experience of any of the protected characteristics. Therefore, you should, wherever appropriate, consult with the relevant EDI staff networks or other colleagues to discuss potential impacts.

You must read the guidance and glossary before completing the document.

Please tick here to confirm that you have read the [guidance](#).

Please tick here to confirm that you have read the [glossary of issues to consider](#).

Completed PEIAs will be published [on the ICO's website](#).

Summary

Please provide your name.

Answer: CM

What is the title of this piece of work? Please try to ensure that this is likely to be understandable to everyone in the ICO.

Answer: Equality, Diversity and Inclusion Audit 2022

Briefly describe the overall purpose of this work.

Answer: An external auditor, The Clear Company, are being contracted to carry out an audit of the ICO's equality, diversity and inclusion practices. This will be done through an Employee Lifecycle Audit to allow The Clear Company to gain insight into the ICO's culture and the lived experiences of our colleagues. The Clear Company will produce a report indicating how successful the ICO is in meeting our equality, diversity and inclusivity obligations and to create an action plan and strategy annex for future development in these areas.

Initial screening questions

Q1. Does this work relate to an ICO policy, procedure, working practice or anything broadly similar? This includes both current policies and new policies under development.

Please answer Yes or No

Answer: Yes – the audit will inform the future ED&I Strategy

*If you answer **No** to this question, you may not need to complete a PEIA. PEIAs are only required for policies, procedures and similar. However, with the ICO's commitment to equality, we would like PEIAs to be completed for as much of our work as possible. This should be beneficial in ensuring that you consider any potential equality issues while developing work.*

Q2. Is this work about the explanation of the laws which the ICO regulates, or about decisions to use or not use any of our regulatory powers (e.g. monetary penalties, enforcement notices, information notices etc)?

Please answer Yes or No

Answer: No

*If you answer **Yes** to this question, you may not need to complete a PEIA. You do not need to do a PEIA in coming to a decision regarding regulatory action, or explaining how the law operates, as equality considerations are assumed to be part of the laws. However, in areas such as guidance or anything similar, you should definitely complete a PEIA.*

If a PEIA is not required, the person with responsibility for this piece of work should decide whether a PEIA should be completed.

Impact on people with protected characteristics

The issues to consider annex, [available through this link](#), sets out some issues that you should consider for each protected characteristic.

Q3. For each of the protected characteristics, you should consider whether there are any **positive impacts** for people with each characteristic and set those out in the table below. If you think there are any **negative impacts**, set those out in the table below **and explain how you will fully mitigate those impacts**. If you think there is no impact, please explain why you think that is the case.

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
Religion or belief	Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about those with specific religions or beliefs. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.	In addition to specific focus groups for our Trade Unions and Networks, a wider focus group for employees (where they are not specifically representing views of a group) will be used. Employees will be selected at random, ensuring that employees at all Grades are represented and, so far as possible, a range of departments are included.
Race, nationality or cultural background	Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about race, nationality and cultural	As above. We have also ensured that there is representation from the regions within the focus groups as part of the randomised selection.

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
	<p>background. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>Representatives from the ICO's REACH network will be invited to attend a specific TU and Network focus group to ensure representation on behalf of this network's members.</p>	
Disabled people	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about those with disabilities. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>Representatives from the ICO's Network for Access and Inclusion will be invited to attend a specific TU and Network focus group to ensure representation on behalf of this network's members.</p>	<p>As above.</p> <p>Powerpoint slides which will be shown during the focus group sessions will be circulated to all participants prior to the session to allow those with screen readers to access the content in advance. The text/questions on the slides will also be read aloud during the sessions.</p> <p>When inviting participants to the focus group and 1:1 interview sessions, text will be included providing an email address for requesting any relevant reasonable adjustments for the sessions.</p>

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
Sexual orientation	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about sexual orientation. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>Representatives from the ICO’s Pride network will be invited to attend a specific TU and Network focus group to ensure representation on behalf of this network’s members.</p>	As above.
Sex (see note 1)	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about sex. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>Representatives from the ICO’s Women and Allies and Menopause networks will be invited to attend a specific TU and Network focus</p>	As above.

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
	group to ensure representation on behalf of this network's members.	
Age	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about age. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>Representatives from the ICO's Menopause network will be invited to attend a specific TU and Network focus group to ensure representation on behalf of this network's members.</p>	As above.
Gender reassignment (see note 2)	Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about gender reassignment. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.	As above.

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
	<p>Representatives from the ICO's Menopause network will be invited to attend a specific TU and Network focus group to ensure representation on behalf of this network's members.</p> <p>Representatives from the ICO's Pride network will be invited to attend a specific TU and Network focus group to ensure representation on behalf of this network's members.</p>	
Marital status	Neutral – marital status will not be specifically explored as part of the audit however there may be an incidental positive impact if focus groups/desk based audit exercises identify impact on this particular area.	As above.
Pregnancy and maternity	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about sex. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>Representatives from the ICO's Women and Allies and Menopause networks will be invited</p>	As above.

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
	<p>to attend a specific TU and Network focus group to ensure representation on behalf of this network's members.</p> <p>The audit will specifically explore 'family friendly' policies and practices including maternity/paternity/adoption and carers leave.</p>	
Political opinions	Neutral – political opinions will not be explored as part of the ED&I audit.	As above.
People with dependants	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about those with dependants. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>The audit will specifically explore 'family friendly' policies and practices including maternity/paternity/adoption and carers leave.</p>	As above.

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
People without dependants	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion. Whilst the audit will not specifically examine impact on people without dependants, there may be indirect conversations about experiences of colleagues who do not have dependants through the focus group sessions. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p>	As above.
Socio-economic groups or social classes (see note 3)	<p>Positive – the ED&I audit will explore a broad range of themes around equality, diversity and inclusion which will include considerations about socio-economic groups or social classes. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan.</p> <p>The desk based audit will consider diversity data and demographic data at all levels and consider recruitment and promotion within</p>	As above.

Protected characteristic	Is there likely to be a specific impact on people with this characteristic?	Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?
	the ICO. This may be directly linked to social-economic groups or social classes when exploring backgrounds such as education and links to career development.	
Multiple protected characteristics (see note 4)	Positive - the ED&I audit will explore a broad range of themes around equality, diversity and inclusion. If it is found that the ICO is not meeting its obligations or could improve the culture around these characteristics this will be drawn out through the audit and action plan. The ED&I audit is intentionally broad and will allow for a holistic approach where colleagues may have multiple protected characteristics, not giving specific weight to one characteristic over another.	As above.

Note 1: you may also wish to consider gender while considering sex, although gender is not a protected characteristic under the Equality Act.

Note 2: you may wish to consider the impact on transgender people while considering people undergoing gender reassignment, although gender is not a protected characteristic under the Equality Act

Note 3: Socio-economic group or social class is not a protected characteristic, but we would still like to ensure that we consider the impact of our work in this area.

Note 4: Multiple protected characteristics is an opportunity to consider whether there are issues which affect people with most or all of the protected characteristics, or where there may be different impacts of the same issue

on different characteristics (e.g. the same issue has a positive impact on people with one protected characteristic but a negative impact on people with another protected characteristic)

If you state that for any negative impact the mitigation you have identified will not be able to fully mitigate the negative impact, you will need to contact HR to discuss next steps. Details are provided at the end of this document.

Q4. The ICO's Welsh Regional Office has a statutory requirement to provide services through the medium of the Welsh language. Will there be a requirement for this work to include a Welsh-language element?

Please answer Yes, No or Don't Know

Answer: No

*If you answer **Yes or Don't Know** to this question, you will need to contact the Welsh Regional Office to discuss next steps.*

Contributing towards the ICO's equality objectives

Q5. How does this work contribute towards the ICO's equality objectives? For each of the objectives in the table below, please explain how the work you are doing will contribute to achieving this objective or state "no contribution". If there are ways that the contribution could be increased, please also mention them here.

Objective	Contribution to objective
Objective 1: <u>Spreading knowledge and taking action</u> : We will raise awareness of information rights across the community and take action to ensure that organisations fulfil their obligations. We will have	The audit will largely focus on our internal ED&I compliance however elements of this will include considerations of our recruitment processes. By employing a diverse workforce, we may develop as an

Objective	Contribution to objective
particular focus on groups and sectors where knowledge gaps may cause information rights inequalities or vulnerabilities. We will ensure that in our actions as a regulator we do not create inequalities or discriminate.	organisation and this can help us better understand our customers and the information rights inequalities or vulnerabilities for particular groups.
Objective 2: <u>Accessible services</u> : Our services and information will be accessible for users and potential users of our services, and we will provide our staff with the skills and knowledge they need to provide high quality services for all. We will try to anticipate customer needs and we will take action to remove barriers to our services when possible.	Again, the audit will largely focus on our internal practices however through being an inclusive employer, we can better understand the needs of our customers. We can also understand the needs of our staff in order to be able to provide high quality service and remove barriers for them in how they learn and develop.
Objective 3: Encouraging others: We will use our status as a regulator, advisory body and purchaser of services to influence improvements in equality by other organisations and across society.	We will share information about how we are developing our ED&I practices with other regulators through regulator networks and networking events.
Objective 4: Employer: Our workplaces and practices will be accessible, flexible, fair and inclusive. We will value the diversity, skills, backgrounds and experience of our people, enabling them to perform to their best in a welcoming and supportive environment.	The purpose of the ED&I audit is to understand how well we meet this objective currently and to create an action plan and, in the future a ED&I strategy, to improve our employment practices.

Monitoring and evaluation

Q6. What arrangements are in place, or will you put in place, to monitor and evaluate the impact of the work on equality?

Answer: Once the audit has been completed, a strategy plan will be developed which will include measurable objectives in order to monitor and evaluate the impact of the work.

Q7. How long will these arrangements be in place?

Answer: This is to be decided. The ED&I strategy will likely be in place for a number of years.

Q8. When do you intend to review this monitoring to assess the impact of this work on equality? This should usually be done no later than a year after implementation and may need to be ongoing as part of regular review of the work.

Answer: Ongoing reviews and reviews at milestones.

Publication

Q9. As stated above and in the guidance, we intend to publish all completed PEIAs on the ICO's website. Are there any parts of your answers to the questions above which need to be redacted prior to publication? Should publication be delayed until a certain date? If so, please provide details for each of these questions in the box below.

You should also review the wording to ensure that it is likely to be as understandable as possible to any member of the public.

Answer: No redaction is required.

Conclusion and sign-off

Thank you for completing this PEIA.

You should ensure that the person with overall responsibility for the piece of work the PEIA refers to is content that all potential equality issues have been identified and considered, that appropriate monitoring will be in place

and the publication issues have been considered. This might be you, your line manager or someone else in the ICO. Therefore, you may need to provide this PEIA form to that person for review prior to completing it.

Please tick here to confirm that you have consulted with the relevant EDI staff networks or other colleagues where appropriate.

Please state here who has signed off the PEIA.

Signed off by: CM

At each of their meetings, the EDI Board will receive a summary of the PEIAs which have been completed over the previous six weeks. However, the role of the EDI Board is **not** review and approval of PEIAs, rather overall assurance that the PEIA process is operating effectively.

For the actions which you have identified, you must complete a PEIA action plan, which you can access at [this link](#).

If you have identified that there are any negative impacts to any protected characteristics that you cannot fully mitigate (so that despite your best efforts, there will still be a negative impact to people with that protected characteristic), you must contact HR for advice.

Please send your completed form to corporategovernance@ico.org.uk for storage and publication.