

# 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:* CB

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:* Convene in Teams trial

Briefly describe the overall purpose of this work.

*Answer:* We are trialling a new meetings software to increase functionality and user friendliness for our formal Corporate Governance meetings.

## 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

*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?
<b>Religion or belief</b>	Unlikely.	
<b>Race, nationality or cultural background</b>	Possibly, although very unlikely to have an impact. In theory, information may be presented in languages other than English, and we do not know whether there is any translation software within the software.	Unknown at this point – this will be addressed during the trial. However, it is unlikely that even if there is no translation software that it will have a fundamental impact on the work – any users will be able to communicate in English.
<b>Disabled people</b>	Yes. At this point, we do not know what accessibility provisions exist within the software, and testing this will be a fundamental part of the trial. The key disabilities impacted here are likely to be people with or auditory impairments, so we will ensure that the trial includes testing of provision for those people.	We are unlikely to have any ability to change what the software provides in this area. So the mitigation here will simply be that if the software does not meet our expectations and requirements for disabled people then we will not use the software beyond the trial period.

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?</b>
<b>Sexual orientation</b>	Unlikely.	
<b>Sex (see note 1)</b>	Unlikely	
<b>Age</b>	Difficult to say. Unlikely to be direct discrimination, but potentially an indirect impact if the software is difficult to use. This tends to favour younger people over older people (although that's by no means always the case).	Impossible to say. But the purpose of the software is making things more user-friendly. If it is not user-friendly, we will not use it beyond the trial.
<b>Gender reassignment (see note 2)</b>	Unlikely.	
<b>Marital status</b>	Unlikely.	
<b>Pregnancy and maternity</b>	Unlikely. It could infact have some minor benefits for people with these characteristics if it improves the meeting experience – it may facilitate even more effective home working, which may be beneficial for people who are pregnant. In theory, it could also be used for all meetings including keep-in-touch days, although that is unlikely at this stage.	
<b>Political opinions</b>	Unlikely.	
<b>People with dependants</b>	Unlikely. It could infact have some minor benefits for people with these characteristics	

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>Will the mitigation you have identified fully mitigate all of the negative impacts, such that there is a positive impact or no impact?</b>
	if it improves the meeting experience – it may facilitate even more effective home working, which tends to benefit people with dependents.	
<b>People without dependants</b>	Unlikely.	
<b>Socio-economic groups or social classes (see note 3)</b>	Potentially. One of the benefits is that the software allows use of apps on different mobile devices (e.g. iOS and Android). In theory this could create a situation where people who are able to afford more devices or more expensive devices get a better service. This feels unlikely to be the case for us, simply because the primary use will be through ICO-provided MMDs.	Hard to know whether there is any mitigation needed here.
<b>Multiple protected characteristics (see note 4)</b>	Unlikely.	

*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 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:* Don't know. The only issue here would be whether we need to facilitate attendance at our meetings (internal meetings only) for Welsh language speakers in Welsh. If so, there would need to be English-Welsh autotranslation software included within it. I am checking this with the Welsh Regional Office to find out whether this is a requirement.

*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
<p>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 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.</p>	<p>Unlikely to contribute materially to any of the objectives. This facilitates our work and is intended to make our meetings more efficient and effective. Things which are talked about in the meetings will contribute to the objectives, but the software won't really.</p>
<p>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.</p>	
<p>Objective 3: <u>Encouraging others</u>: 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.</p>	
<p>Objective 4: <u>Employer</u>: 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.</p>	<p>In theory it might contribute here if the accessibility features are significantly better than the current provision. Unknown at this point.</p>

## 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:* At the end of the trial we will evaluate whether we want to roll out the product. Part of that will include completing a full PEIA and evaluating the findings.

Q7. How long will these arrangements be in place?

*Answer:* One off at end of trial.

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:* N/A – this is a trial so it won't be ongoing.

## 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:* Fine for publication.



## 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:* NP

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](mailto:corporategovernance@ico.org.uk) for storage and publication.

Version number	1.0
Status	Draft
Relevant or related policies	<a href="#">People and Equality Impact Assessment Guidance</a>

Author/owner	Author: CB, Owner: LB
Approved by	Natalie Pilling

Version	Changes made	Date	Made by
1.0	Drafted	22/6/22	CB