

# Equality Impact Assessment (EqIA)

This document fulfils the ICO's requirements to conduct Equality Impact Assessments, as a requirement to have due regard under the Equality Act 2010, S75 of the Northern Ireland Act 1998 and the public sector equality duty. 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 Equality Impact Assessments (EqIAs), along with a glossary of issues to consider. The purpose of an EqIA 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 of issues to consider](#) before completing the document.

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

## Summary

**Prepared by:** MWS

**What is the title of this piece of work?** Update to the Declaration of interests, secondary employment and inside information policy

**Briefly describe the overall purpose of this work.** The current Declaration of interests policy has been updated as part of the People Policy Review Project. A new Inside Information policy has been drafted and incorporated into one overarching policy covering, declarations of interest, secondary employment and inside information. The policy aims to ensure that all staff are aware of their responsibilities to the ICO if they have

outside interests or secondary employment. It also aims to ensure staff are able to identify potential inside information and are aware of their responsibility when they are party to inside information.

## 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

*If you answer **No** to this question, you may not need to complete a EqIA.*

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 (eg monetary penalties, enforcement notices, information notices etc)?

Please answer No.

*If you answer **No** to this question, you may not need to complete a EqIA.*

If you answered no to both Q1 and Q2, it is best practice to rationalise why there are no negative impacts to each protected characteristic in the table below.

## Impact on people with protected characteristics

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. It is best practice to include three mitigations per negative impact. Sign off can only be done with a minimum of two mitigations. 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?	List the mitigations proposed for each impact, stating whether the impact will be reduced or removed. Please state proposed timescale for mitigations.
<b>Religion or belief</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	
<b>Race, nationality or cultural background</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	
<b>Disabled people</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	
<b>Sexual orientation</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>List the mitigations proposed for each impact, stating whether the impact will be reduced or removed. Please state proposed timescale for mitigations.</b>
<b>Sex (see note 1)</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	
<b>Age</b>	It is noted that younger (less experienced) employees may earn less at the start of their career and therefore may be more likely to have a secondary employment to supplement their income.	The policy does not prohibit employees from taking secondary employment. Any conflict of interest would need to be insurmountable to prohibit employees from engaging in the secondary employment. There is an appeals procedure should employees have concerns regarding the actions expected of them and want to appeal any decision to prohibit them from continuing with secondary employment.
<b>Gender reassignment (see note 2)</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	
<b>Marital status</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	
<b>Pregnancy and maternity</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>List the mitigations proposed for each impact, stating whether the impact will be reduced or removed. Please state proposed timescale for mitigations.</b>
<b>Political opinions</b>	Some colleagues may hold positions in political parties which they would need to disclose.	<p>When considering a conflict of interests, it would need to be insurmountable to prohibit the employee from continuing with the interest/activity. This would be in situations where if regardless of any mitigations that are put in place, there will always be a clear perception by a reasonable member of the public that the ICO will be biased in any dealings in the area relating to the outside interest or activity.</p> <p>There is an appeals procedure should employees have concerns regarding the actions expected of them and want to appeal any decision to prohibit them from continuing with their outside interest/activity.</p>
<b>People with dependants</b>	People with dependents may have a higher level of outgoings covering payments such as child care and therefore may be more likely to have a secondary employment to supplement their income.	<p>The policy does not prohibit employees from taking secondary employment. Any conflict of interest would need to be insurmountable to prohibit employees from engaging in the secondary employment.</p> <p>There is an appeals procedure should employees have concerns regarding the actions expected of them and want to appeal any decision to prohibit them from continuing with secondary employment.</p>

<b>Protected characteristic</b>	<b>Is there likely to be a specific impact on people with this characteristic?</b>	<b>List the mitigations proposed for each impact, stating whether the impact will be reduced or removed. Please state proposed timescale for mitigations.</b>
<b>People without dependants</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	
<b>Socio-economic groups or social classes (see note 3)</b>	Individuals from certain socio-economic groups or social class may be more likely to have secondary employment to supplement their income.	The policy does not prohibit employees from taking secondary employment. Any conflict of interest would need to be insurmountable to prohibit employees from engaging in the secondary employment. There is an appeals procedure should employees have concerns regarding the actions expected of them and want to appeal any decision to prohibit them from continuing with secondary employment.
<b>Multiple protected characteristics (see note 4)</b>	The policy does not have an adverse impact on colleagues with this protected characteristic.	

*Note 1: you may also wish to consider gender while considering sex, although gender is not a protected characteristic under the Equality Act or s75 of the Northern Ireland Act 1998.*

*Note 2: you may wish to consider the impact on transgender people while considering the protected characteristic of gender reassignment. This includes if the person is proposing to undergo, is undergoing or has undergone a process.*

*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 (eg the same issue has a positive impact on people with one protected characteristic but a negative impact on people with another protected characteristic).*

Q4. The ICO has a number of legal obligations in relation to the provision of Welsh language services. Is this work being delivered in Wales, or to the people of Wales, and if so will there be a need to consider the impact on the Welsh language?

Please answer No

*If you answer **Yes or Don't Know** to this question or would like further information, please contact the Welsh Regional office to discuss next steps via [wales@ico.org.uk](mailto:wales@ico.org.uk) .*

Q5. In interests of best practice, you should consider whether this work may have a negative impact on or contravene any Human Rights. Click this link to find an overview of each of the human rights and further details about each. The Human Rights Act itself is available at this link. Please confirm that you have considered this and set out any actions you will take to mitigate any impacts.

Answer: I have considered the impact on Human Rights.

## Contributing towards the ICO's equality objectives

Q6. How does this work contribute towards the ICO's equality objectives? Please explain contributions, state ways contribution could be increased, or state 'no contribution'.

Objective	Contribution to objective
<b>Objective 1: We will represent the communities and societies we serve</b> We believe that diverse teams make better decisions, boost creativity and innovation, enable greater professional growth and increase our understanding of the communities we regulate. As a workforce, we are	This policy does not contribute to this objective.



Objective	Contribution to objective
<p>the most effective and have the greatest impact when we are representative and consider different perspectives.</p>	
<p><b>Objective 2: Our culture will be inclusive</b>            We're at our best when we support and look out for one another, and when we trust and empower each other to be ourselves. That applies whether it's within the workplace or in the work that we do.</p> <p>We have measures in place to support our diverse workforce, such as reasonable adjustments. However, we will do more to remove the barriers that are preventing people from developing and progressing.</p>	<p>The policy ensures that individuals are aware that their employment with the ICO carries with it a requirement to:</p> <ul style="list-style-type: none"> <li>• conduct themselves with integrity, impartiality, objectivity, honesty and in accordance with the ICO values; and</li> <li>• not to misuse their official position to further their private interests or those of others.</li> </ul>
<p><b>Objective 3: We will better understand the needs of everyone to deliver services that are accessible to all</b>            We target our regulatory interventions on the areas of greatest harm and to make a real difference to people's lives. Technological innovation by businesses means the landscape we regulate is constantly transforming. We know we're at our best when we understand the needs of all our customers, including those who experience vulnerability and communities of unmet need.</p>	<p>This policy does not contribute to this objective.</p>

## Monitoring and evaluation

Q7. What arrangements are in place, or will be put in place, to monitor and evaluate the impact of the work on equality?

*Answer:* Declarations of interest are reviewed on an annual basis.

Q8. How long will these arrangements be in place?

*Answer:* Ongoing

Q9. When do you intend to review this EqIA? This should usually be done upon any change that is made to the original piece of work that this EqIA is for.

*Answer:* On review of the policy

## Publication

Q10. As stated above and in the guidance, we intend to publish all completed EqIAs on the ICO's website. Please provide detail of any necessary redactions and the intended publication date.

You should also review the wording to ensure that it is as clear as possible for any staff or public to read.

*Answer:* No redactions required

## Governance and sign-off

The person who completes this document must be 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.

Please tick here to confirm that you have consulted with other colleagues and those it would largely impact where appropriate.

Please state here who has completed the EqIA:

*Signed by: MWS*  
*Date: 20/10/2023*

Approved by line manager:

*Signed by: VW*  
*Date: 20/10/2023*

You **must** send your completed form to Corporate Governance for storage and publication.

The EDI Board provides overall assurance that the EqIA process is operating effectively, but it is not for them to review or approve EqIAs.

If you have identified any negative impacts to any protected characteristics that you cannot fully mitigate, please contact Inclusion and Wellbeing for advice.

## Section 75 The Northern Ireland Act

To meet the NI section 75 consultation requirement, we must incorporate the following into our EqIA process. Please read through the below and implement as appropriate whilst completing your EqIA

1. We will externally publish a list of all EqIA screenings we complete. We should publish these quarterly. The spreadsheet will be 'housed' on the ICO website [Equality and diversity | ICO](#) (these will include **all** EqIA screenings we complete)
2. Where an EqIA screen results in the need for a full EqIA on a policy, procedure or change that relates directly to the ICO carrying out its external statutory functions; we will consult with key stakeholders at the earliest opportunity for 12 weeks. By law we must consult with the Northern Ireland stakeholder list, but good practice would be to include other relevant stakeholders from across the UK. The author/approval manager will be best places to determine who these should be.
3. We have clarified that if we don't receive a response from these stakeholders to a consultation, that is fine. We record no response and move on with the policy, procedure or change.
4. We have clarified that we do not need to consult under s75 for policies that only impact our staff. Whilst its good practice to consult with staff, TU etc about changes that impact employees, ways of working etc, this type of internal change would not engage s75. We should of course complete an EqIA at the earliest opportunity, it's just that the s75 consultation requirement is unlikely to be engaged.
5. We have agreed that it would be for the manager who approves the EqIA to determine if a s75 consultation is needed. The Inclusion and Wellbeing team can provide support, but the author and manager will know their business area and will be best placed to assess if a new/change to a policy impacts external customer and stakeholders as part of our statutory function and should therefore be consulted on.
6. We have agreed that it should be for the author/approving manager to send the EqIA screening form or full EQIA form to corporate governance.