

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: MC

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: Visitor Policy and Procedure

Briefly describe the overall purpose of this work.

Answer: To inform staff of the processes that they need to complete if they are inviting visitors to our offices.

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?
Religion or belief	No – the policy and provisions apply equally for all staff and visitors regardless of religion or belief.	
Race, nationality or cultural background	No – the policy and provisions apply equally for all staff and visitors regardless of race, nationality or cultural background.	
Disabled people	There is no negative impact. The policy includes provisions to ensure that we are aware of any additional support which disabled visitors may need, and assigns responsibility for ensuring that they are enacted. The policy states that advice is available for meeting hosts if needed.	Further enhancements to the policy may be suggested following accessibility assessments to be conducted by an organisation which represents disabled people.
Sexual orientation	No – the provisions apply equally for all staff and visitors regardless of sexual orientation.	

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?
Sex (see note 1)	No – the policy and provisions apply equally for all staff and visitors regardless of their sex. The ICO will have first aiders of different sexes which may make some people feel more comfortable, though this may not be available at all times.	
Age	No – the policy and provisions apply equally for all staff and visitors regardless of age.	
Gender reassignment (see note 2)	No – the policy and provisions apply equally for all staff and visitors regardless of gender re-assignment. Gender neutral accessible toilets and/or standard toilets which are gender neutral are available at ICO sites.	
Marital status	No – the policy and provisions apply equally for all staff and visitors regardless of marital status.	
Pregnancy and maternity	No – the policy and provisions apply equally for all staff and visitors regardless of pregnancy. However, the policy does require hosts to find out if guests have the need for additional support. If any arise as a result of the visitor being pregnant, they can be supported.	
Political opinions	No – the policy and provisions apply equally for all staff and visitors regardless of political opinion.	

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 with dependants	No – the policy and provisions apply equally for all staff and visitors regardless of whether they have dependents or not.	
People without dependants	No – the policy and provisions apply equally for all staff and visitors regardless of whether they have dependents or not.	
Socio-economic groups or social classes (see note 3)	No – the policy and provisions apply equally for all staff and visitors regardless of socio-economic background.	
Multiple protected characteristics (see note 4)	The policy and provisions apply equally across all characteristics. The stipulations in the policy that hosts must enquire if visitors need any additional support, will help to deliver accessibility and greater inclusion for those who may have otherwise had difficulties accessing meetings at ICO offices.	

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: Not in respect of the policy of hosting visitors, but the policy does state that staff hosting people in our Cardiff office need to be aware of potential Welsh language obligations and should liaise with the Wales team to ensure that these obligations are met.

*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	N/A

Objective	Contribution to objective
<p>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>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>Yes – this policy and procedure will help to ensure that our visitors are able to access our buildings and have the support they need to participate in meetings.</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>Yes – by providing a good example of hosting inclusive meetings, and by supporting engagement with a diverse groups of people, we will be helping to encourage and influence improvements in the practice of others.</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>The policy helps to ensure that staff are aware of the importance of accessibility. This supports the ICO's objective to be an inclusive employer.</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: We will work with Facilities to understand if there are instances where arrangements have been made, or if there were occasions when this hasn't happened when it should have. This will help to improve our services and also demonstrate the effectiveness of the policy.

Q7. How long will these arrangements be in place?

Answer: They are a permanent feature of the Facilities team's work.

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: This will be reviewed on an on-going basis, with a formal review after a year of operation.

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 parts of the review need to be redacted.

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: MC

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.