

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

|                                       |  |
|---------------------------------------|--|
| <b>Directorate: PPI</b>               | <b>Service area: Business Transformation</b> |
| <b>Lead person: Ellie Fitzpatrick</b> | <b>Contact number: 07891 272564</b>          |

## 1. Title: Information and Data Quality Policy

Is this a:

- Strategy / Policy**
                 
  **Service / Function**
                 
  **Other**

## 2. Please provide a brief description of what you are screening

This policy sets out Leeds City Council's approach to information and data quality. The purpose of the policy is to support service delivery across the organisation by ensuring that colleagues have access to timely, accurate and relevant information. Information and data quality is often cited as the root cause of many organisational problems and yet it is often neglected when resources are allocated and priorities identified.

### The objectives of the policy are:

- To outline the standards to which the quality of the council's information and data should be assured to support service delivery, evidence based decision making and performance management.
- To make clear what is expected from colleagues and partners in terms of standards of information and data quality.
- To ensure all staff understand and undertake their specific responsibilities in relation to information and data quality.

- To ensure that there are arrangements at senior level to support information and data quality management and improvement.
- To ensure there are systems, policies and procedures in place to enable the highest possible information and data quality.

The policy is designed to ensure that information governance practices are fit for purpose and support the delivery of services. It has been developed to ensure that all users of the council's information comply with the legislation and understand the risks and their responsibilities relating to information and data quality which applies to everyone. The outcome will be that the council obtains, records and uses information and data which is fit for purpose and adequately supports all the requirements that rely on it.

### 3. Relevance to equality, diversity, cohesion and integration

**All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.**

**The following questions will help you to identify how relevant your proposals are.**

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

| Questions   | Yes | No |
|---|-----|----|
| Is there an existing or likely differential impact for the different equality characteristics?  |     | X  |
| Have there been or likely to be any public concerns about the policy or proposal?   |     | X  |
| Could the proposal affect how our <b>services</b> , commissioning or procurement activities are organised, provided, located and by whom?   | X   |    |
| Could the proposal affect our workforce or employment practices?  | X   |    |
| Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul> |     | X  |

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration? (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)**

Of key significance to the Information and Data Quality Policy are issues of confidentiality and security for personal and sensitive data. Data needs to be fit for purpose to ensure the Council can and will in the future deliver fair and equitable services both as an employer and as a provider. However the data which supports these activities must be managed and handled appropriately, securely and compliantly.

Given this in developing the Information and Data Quality Policy the following existing and proposed policies will have the greatest impact – the Information Security Policy and the Data Protection and Freedom Of Information Policy. Additionally the Data Protection Act is key legislation which impacts on the development of the policy.

- **Key findings (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)**

Staff and customers will benefit as ' There is a more formal framework for managing information in the Council which includes the necessity to improve the quality of information and data.

The provision of better quality data should have a positive impact on the ability of the council to ensure services for customers and employees are equitable and fair and meet the needs of our diverse workforce and communities. The use of better quality information and data will ensure the council is able to identify and set priorities for its services. Based on robust data these priorities should help benefit those communities most in need.

The nature of some data is particularly sensitive and/or confidential. For example, an individuals sexual orientation, impairment, gender recognition status, criminal convictions. As well as working towards the highest level of quality and integrity so that the data used to support the delivery of these services is meaningful and relevant, data which is sensitive and personal must be managed appropriately and securely.

• **Actions**  
**(think about how you will promote positive impact and remove/ reduce negative impact)**

Acknowledging the importance of data protection and data security in relation to personal and sensitive data, the Information and Data Quality Policy requires references and links to the Data Protection Act , the Information Security Policy and the Data Protection Policy.

The policy will be communicated in a variety of ways including the intranet, Information Management Bulletin and the Using Information Effectively Bulletin, relevant management team meetings, e-learning programmes and induction programmes.

**5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

|  |  |
|--|--|
| Date to scope and plan your impact assessment: |  |
|--|--|

|   |  |
|---|--|
| Date to complete your impact assessment |  |
|---|--|

|  |  |
|--|--|
| Lead person for your impact assessment<br>(Include name and job title) |  |
|--|--|

**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

| Name              | Job title                      | Date                       |
|-------------------|--------------------------------|----------------------------|
| Ellie Fitzpatrick | Senior Data Governance Officer | 24 <sup>th</sup> June 2011 |

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

|                                 |              |
|---------------------------------|--------------|
| <b>Date screening completed</b> | 24 June 2011 |
|---------------------------------|--------------|

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|-----------------------------------|-------------|
| <b>Date sent to Equality Team</b> | 1 July 2011 |
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|                       |                           |
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| <b>Date published</b> | 5 <sup>th</sup> July 2011 |
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