

# Project Screening

## Impact Assessment Id: #763

### 1. Your Details

**Name of person completing screening assessment**

Yusuf Hussain

**Job Title**

Prosecutions Officer

**Directorate**

Worcestershire Children First

**Service Area**

Education and Early Years

**Email Address**

YHussain@worcschildrenfirst.org.uk

**Connection to project (e.g. project manager)**

Project Advisor/ Lead

### 2. Project Summary

For the purposes of the impact assessment screening, we will refer to the activity or area being assessed as a project.

**Project Name**

Worcestershire Local Authority Code of Conduct for Issuing Penalty Notices

**Name of Project Sponsor**

Wcc

**Name of Project Manager**

Sarah Wilkins

**Name of Project Lead**

Yusuf Hussain

**Project Reference (if known)****Please give a brief description of the project**

Review and Amendment of Local Authority Code of Conduct in line with Government / DFE Working together to Improve School Attendance guidance published 29th February 2024 and applicable from 29th August 2024.

The DFE has introduced some changes to the charges applicable for Penalty Notices for leave in term time & unauthorised absences from school and recommendations on frequency of use, duration and likely legal action for repeated offences.

### 3. Data Protection

We need to establish if the proposal involves processing personal data. Personal data is information that relates to an identified or identifiable individual.

**Name of Information Asset Owner**

Senior officer responsible for the project's information assets

Sarah Wilkins

Does the project, any project work stream or project outcome involve any personal data? Some examples of personal data are given below. **Yes**

**Appearance:**

photograph, physical description

**Basic Identifiers:**

name, date of birth, age, biometric data, ethnic origin, gender, genetic data, race, sex

**Contact Details:**

address, email address, home phone number, mobile phone number, postcode

**ID Number:**

National Insurance Number, driving licence number, NHS number, online identifier, other general identifier

**Employment:**

work related training/awards

**Financial:**

income/financial/tax situation

**Lifestyle:**

health or social care, living habits, marital status, philosophical beliefs, political opinions, religion, sex life, trade union membership

**Technology:**

login/username, device MAC address (wireless network interface), device IMEI number, IP Address, location data (travel/GDPS/GSM data), website cookies

**Does the project, any project work stream or project outcome involve:****Evaluating or scoring individuals (including profiling and predicting)? No**

e.g. building behavioural or marketing profiles of individuals based on their web activity

**Profiling, automated decision-making or special category data to help make decisions on access to a service, opportunity or benefit, or otherwise have a significant effect on an individual? No**

e.g. asking an individual to submit personal data that is then analysed by a computer system, with the result that the individual's request to use a service is either accepted or refused.

**Systematic monitoring? No**

e.g. installing a CCTV or ANPR system on council premises, or any covert surveillance including anything under RIPA.

**Processing of 'special category' personal data (or 'sensitive personal data')? Yes**

e.g. processing health or social care data.

**Processing personal data on a large scale? No**

e.g. implementing a new social care record system.

**Datasets that involve combining, comparing, or matching data from multiple sources? Yes**

e.g. matching or merging service users' personal data against or with personal data held by a third party (e.g. the NHS).

**The personal data of vulnerable people? Yes**

e.g. processing children's personal data or social service client's data.

**The use or application of innovative technological or organisational solutions? No**

e.g. using fingerprint recognition technology to control access to a building.

**The transfer of personal data outside of the European Union? No**

e.g. storing personal data in a cloud service hosted in the US or using a third party that uses technology hosted in the US.

**Preventing individuals from exercising a right or using a service or contract? No**

e.g. screening applicants before allowing them to use a web service.

**Processing personal data that could result in a risk of physical harm in the event of a security breach? No****The use of third parties? No**

e.g. as a service provider or hosted service

**Processing children's data for profiling, automated decision-making, any marketing purposes, or to offer any online services directly to them? No**

e.g. apps designed for use by children

## 4. Equality

**We need to determine whether the project could affect residents and/or Council staff because they share any of the Protected Characteristics defined in the Equality Act 2010 namely Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy, Race, Religion/Belief, Sex and Sexual Orientation.**

**Does the project relate to an area where data/research indicates that inequalities are already known to exist? No**

**Could this project have any effect on, service delivery or usage, other aspects of daily life or community participation levels for people because they belong to any of the groups below?**

**Age No**

e.g. a person belonging to a particular age group (for example 18 – 30-year olds).

**Disability No**

e.g. A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Gender Re-Assignment No**

e.g. The process of transitioning from one gender to another.

**Marriage/Civil Partnership Status No**

e.g. Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

**Pregnancy/Maternity No**

e.g. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Race No**

e.g. Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

**Religion or Belief No**

e.g. Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex No**

**Sexual Orientation No**

e.g. Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

**Health Inequalities No**

e.g. Any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies.

**As you answered 'No' to all the questions, please explain your reasoning below:**

There is no specific bias or equality characteristic as Penalty notices can be issued to any parent or carer responsible for ensuring their child attends school regularly.

## 5. Public Health

We also want to understand if the project will have any impacts on public health.

The social, economic, cultural and physical environment in which people live their lives has a significant effect on their health and wellbeing. Although genetics and personal behaviour play a strong part in determining an individual's health, good health starts where we live, where we work and learn, and where we play.

Improving public health requires taking a broader view of the conditions that create health and wellbeing, from how we plan and develop our urban spaces and places, to the opportunities for employment, recreation, and social connection available to all who live in them.

Health inequalities are the preventable, unfair and unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental and economic conditions within societies, which determine the risk of people getting ill, their ability to prevent sickness, or opportunities to take action and access treatment when ill health occurs.

### Could the project have an impact on any of the following factors?

#### **Social and Economic No**

e.g. culture, social support (neighbourliness, social networks/isolation), spiritual participation, employment opportunities.

#### **Physical Health No**

e.g. physical activity is expected to increase, influenza vaccination uptake increase

#### **Mental Health & Wellbeing No**

e.g. benefits to children's mental health, benefits to adult carer wellbeing.

#### **Access to Services No**

e.g. access to (location/disabled access/costs) and quality of primary/community/secondary health care, child care, social services, housing/leisure/social security services; public transport, policing, other health relevant public services, non-statutory agencies and services.

#### **As you answered 'No' to all the questions, please explain your reasoning below:**

There are no specific biases or public health issues likely to impact on parents/ carers receiving a Penalty notice. Background checks regarding social care involvement and any mitigating circumstances are considered in all cases before a Penalty notice issued to a parent or carer. Penalty Notices can be withdrawn or rescinded should any issues emerge during the process. Due consideration is given in all cases to ensure the PUBLIC INTEREST test has been met before issuing a Penalty notice.

## 5. Environmental Sustainability

We want to understand if the project activity and project outcomes will have an impact on environmental sustainability. Please be mindful that the Council has committed to reduce its emissions to net-zero by 2050 and most projects are likely to have an impact on this target. This should be a key consideration in your project delivery and should be reviewed when completing these screening documents.

### Could this project have an impact on the categories listed below?

**Greenhouse Gas (GHG) Emissions (including CO2) No**

e.g. increased GHG emissions as a result of project implementation, which may also be linked with efficient use of resources in WCC buildings; transport; emissions from waste; and procurement.

**Efficient Use of Resources No**

e.g. consumption of energy resources, water, electricity, gas and heating fuels.

**Transport No**

e.g. number of people travelling, alternative transport modes.

**Waste No**

e.g. increase in waste generated or an increase in waste recycling.

**Wildlife and Biodiversity No**

e.g. impacts on the natural environment or enhancements to the natural environment.

N.B. This refers to any direct or indirect modifications to landholdings, including but not limited to removal of vegetation, alteration or demolition of buildings or modification of watercourses or lighting (not limited to just green space/trees).

**Pollution to Land or Water No**

e.g. risk of pollution to the local environment.

**Pollution to Air No**

e.g. risk of pollution to air, activity which may adversely affect air quality or increase emissions to air

**Resilience to climate change No**

e.g. risks of extreme weather and climate impacts on the project.

**Historic Environment No**

e.g. impacts on Historic Environment or enhancements of the Historic Environment.

**Procurement No**

e.g. could procurement associated with the project result in an increase of natural resources (such as long-distance shipping of goods); could use be made of local resources or work forces to support delivery of the project.

**As you answered 'No' to all the questions, please explain your reasoning below:**

There are no new or additional building or service delivery issues to be considered likely to impact the environment, energy consumption etc . There are no issues to be considered on how the service is currently delivered or applications processed. This is predominantly an administration process.

## 7. Results of Screening

|                                     |  |
|-------------------------------------|--|
| <b>Data Protection</b>              | Will require a full impact assessment  |
| <b>Equality and Public Health</b>   | Does not need a full impact assessment |
| <b>Environmental Sustainability</b> | Does not need a full impact assessment |