worcestershire
county council

Cabinet
Thursday, 22 September 2022, 10.00 am, County Hall

Membership
Councillors:
Cllr Simon Geraghty (Chairman), Cllr Marc Bayliss, Cllr Adrian Hardman, Cllr Marcus Hart (Vice Chairman), Cllr Adam Kent, Cllr Karen May, Cllr Richard Morris, Cllr Tracey Onslow, Cllr Andy Roberts and Cllr Mike Rouse

Appendices Supplement

All the above reports and supporting information can be accessed via the Council's website here

Date of Issue: Tuesday 13 September, 2022

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worcestershire
county council

Equality and Public Health Full Impact Assessment
Impact Assessment Id: #383

1.0   **Screening Information**

Project Name
Open for Business

Name of Project Sponsor
Sue Crow

Name of Project Manager
Stephen Butterworth

Name of Project Lead
Stephen Butterworth

Please give a brief description of the project
The Open for Business Board will provide leadership and direction, it will endorse individual Open for Business project business cases including investment decisions approved by the Cabinet Member with Responsibility for Economy, Skills and Infrastructure / and or Cabinet

Data Protection screening result
Will require a full impact assessment

Equality and Public Health screening result
Will require a full impact assessment

Environmental Sustainability screening result
Does not need a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
Open for Business is a funding programme that enables projects to be financially sourced.

The project put forward under the Equality Impact assessment is 'Workforce Resilience'. The project aims are to offer :

1. Embed a consistent and effective approach for Skills Diagnostic/ Training Needs Analysis in Employer Engagement staff within Training Providers, stakeholders and Growth Hub team across Worcestershire . The knock-on impact of centralised and improved diagnostics being improved intelligence within county on employer needs moving forward.
2. Alongside diagnostic tools, offer support for Employers to understand how to effectively workforce plan moving forward, recognising succession needs proactively and utilising reskilling opportunities within the county.
3. Develop Incentives to encourage and support young people to undertake and complete apprenticeships and contribute positively to our economy and key sectors. To include incentives and travel payments for specific industries, where costs can outweigh benefits that would support WCC's wider areas of workforce need such as Apprenticeship opportunities across all key sectors.
4. Curriculum development fund to reduce barriers for providers in developing and running economically vital curriculum for Worcestershire's workforce to include capital and revenue investment to develop and resource new employer driven curriculum, spaces for residents to explore careers development and flexible funds which ensure providers can run courses as needed by economy.
5. Pilot programme to target those young people most at risk i.e. Care leavers and increase participation in Apprenticeships and Employment.
6. Improve access and facilitate spaces for residents to advice and guidance and reskilling services building on current resources.
7. Permanent resources for length of project to drive forward promotion and marketing of Apprenticeships and Workforce planning in the County, continuing to raise profile and support agendas.

Upload Business Case or Support documents

☐ WLEP-A4-Landscape-Local-Skills-Report-update-2022-FINAL-Version.pdf

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.
500 Business supported / 500 residents supported into Apprenticeships

Project Outcomes

Briefly summarise what the project will achieve.
This project is designed to reduce the impact faced from a number of challenges, as follows:-
- Employer investment in training in Worcestershire has significantly declined year on year, with the pandemic highlighting low levels of engagement both in apprenticeships and adult education. Employers need help and support to effectively workforce plan.
- During the last twelve months Government intervention has been significant in skills, albeit this has created confusion and duplication, there is a need to support residents and employers to understand available support.
- Education Providers struggle to meet employer demands - Providers face ongoing funding challenges and therefore whilst intelligence is available on provision needs, developing and supporting new curriculum to meet skills needs of Worcestershire economy requires resourcing to affect change. The current funding does not allow these flexibilities as funding is both limited and outcome, results driven.
- During the pandemic young people and residents' access to external careers advice was limited, meaning that where advice was given it often lacked detail or experience, and did not champion all post 16 and 18 destinations. The knock-on impact being that Apprenticeships and reskilling interventions such as Adult Education saw significant declines across county-based providers.
- Marketing routes for local providers were more difficult with physical spaces such as schools/libraries/venues being closed to external organisations meaning providers could not access candidates in the usual way.
- Press and social media have compounded the view for young people and their key influencers that staying in education is better as a strategy than entering the workforce in the economic climate, further escalated the assumption that university is the only path to higher level technical roles and that working in certain industries such as care and customer service is challenging , many of which are key in our Worcestershire economy.
- Those most at risk in our communities have been moved further away from labour market as support needs of wider population become greater with limited changes to the resources available.
- Universities were able to offer significant numbers of unconditional offers and accepted students who may have been unsuccessful in previous years .

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

Yes

Keep it Green, Keep it on the Screen

1.2 Responsibility

Directorate/Organisation

People

Service Area

Communities

1.3 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

September 2024

1.4 Project Part of a Strategic Programme

Is this project part of a strategic programme?

Yes

An overarching screening has already been carried out for the following areas:

Not recorded

Upload previous impact assessment documents if available

No files uploaded

2 Organisations Involved

Please identify the organisation(s) involved:

Worcestershire County Council

Details of contributors to this assessment:

Name	Judy Gibbs
Job title	Skills and Investment Group Manager
Email address	JGibbs@worcestershire.gov.uk

Name	Stephen Butterworth
Job title	Project Manager
Email address	sbutterworth@worcestershire.gov,uk

3.0 Who will be affected by the development and implementation

Please identify group(s) involved:

Service User

Keep it Green, Keep it on the Screen

3.1   Information and evidence reviewed

What information and evidence have you reviewed to help inform this assessment? *

Working closely with Worcestershire LEP, recently publishing the Local Skills Report 2022 which helped influence the nature of the Workforce Resilience programme. It is a local intelligence lead piece highlighting that employers are struggling to recruit individuals with the right skills, additionally local Training providers also adding to this view.

3.2   Summary of engagement or consultation undertaken

Who and how have you engaged, or why do you believe engagement is not required? *

The Open for Business Programme is to propose two projects:

1. Visit Worcestershire
2. Workforce Resilience

Visit Worcestershire is a Tourism project; its aim is to promote Worcestershire as a Tourism destination.

Workforce Resilience seeks to step change the education curriculum in Worcestershire through local provision, meeting the needs of local employers around key recruitment needs and sectors. The project will focus on our prioritised growth sectors and those high value roles identified by the Worcestershire Local Enterprise Partnership.

3.3   Summary of relevant findings

Please summarise your relevant findings. *

Workforce Resilience
Since 2015, Worcestershire County Council and Worcestershire LEP have been championing workforce planning , reskilling and apprenticeships under its programmes and in particular the brand of Worcestershire Apprenticeships. Investment in the past has been through mixed sources of European funds, National bids and small amounts of WCC core budget annually (£15k annually outside of the Skills and Investment GM salary) and has focused on future skills and young people into the workforce.

The Skills and Investment team has championed under workforce planning both the apprenticeship brand and its work in careers planning alongside other programmes, running events such as the Apprenticeship Awards, employer and young person engagement events. The creation of the Worcestershire Careers support brand in 2020 for young people has seen positive growth in apprenticeships since the introduction of the Apprenticeship Levy, albeit with a significant decline in 2019/20 caused by the pandemic but there is more to be done given the current demand for labour in the local economy.

Worcestershire finds itself with a significant challenge in recruitment and appropriately skilled labour following the perfect storm of Brexit and Covid which has accelerated a number of employment and skills challenges, which now require further intervention to support recovery and increase resilience in the Worcestershire labour market.

The current claimant pool in April 2022 whilst higher than pre-2020, is still relatively low in numbers and the need to focus on both entry and reskilling of labour is prevalent. The current economic picture in the country of higher inflation rates and the current increasing picture of higher wages through skill demands and lower availability of workforce is adding pressure to the market. Alongside this an evolving picture of lower consumer spending and a potential recession moving forward makes the need to advise residents, support those in entry level apprenticeships and offer reskilling that leads to employment.

Visit Worcestershire
Visit Worcestershire (VW) is the County's Destination Marketing Organisation (DMO) and plays an important role supporting the county's £990m tourism economy. In addition to visitors, it also provides an information service for residents. Visitors are looking for a diverse comprehensive wide-reaching variety of activities and attractions that only the whole county can provide.

All promotional activity will comply with relevant accessibility requirements.

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4   Protected characteristics - Equality

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please select one or more impact box(es) below for each equality group and explain your rationale**. Please note it is possible for the potential impact to be both positive and negative for the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. who are part of these equality groups.

Age

Potential positive impact selected.

Explanation of your reasoning:

The Workforce Resilience Project looks to engage with Worcestershire based employers and young people aged 16 - 24. The impact is positive for those aged between 16-24 as this scheme targets this age group and will have a potential positive impact because of the aims:
1. Embed a consistent and effective approach for Skills Diagnostic/ Training Needs Analysis in Employer Engagement staff within Training Providers, stakeholders and Growth Hub team across Worcestershire . The knock-on impact of centralised and improved diagnostics being improved intelligence within county on employer needs moving forward.
2. Alongside diagnostic tools, offer support for Employers to understand how to effectively workforce plan moving forward, recognising succession needs proactively and utilising reskilling opportunities within the county.
3. Develop Incentives to encourage and support young people to undertake and complete apprenticeships and contribute positively to our economy and key sectors. To include incentives and travel payments for specific industries, where costs can outweigh benefits that would support WCC's wider areas of workforce need such as Apprenticeship opportunities across all key sectors.
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6. Improve access and facilitate spaces for residents to advice and guidance and reskilling services building on current resources.
7. Permanent resources for length of project to drive forward promotion and marketing of Apprenticeships and Workforce planning in the County, continuing to raise profile and support agendas.

Disability

Potential neutral impact selected.

Explanation of your reasoning:

Given the nature of the Workforce Resilience project, it has not identified any direct impacts on individuals with a disability however, project content will be available in appropriate formats including but not exclusive Braille / BSL etc.

Gender reassignment

Potential neutral impact selected

Explanation of your reasoning:

Given the nature of the Workforce Resilience project, it has not identified any direct impacts on individuals having taken or undertaking a gender reassignment.

Marriage and civil partnerships

Potential neutral impact selected.

Explanation of your reasoning:

Given the nature of the Workforce Resilience project, it has not identified any direct impacts on individuals having taken or undertaking Marriage and civil partnerships

Pregnancy and maternity

Potential positive impact selected.

Explanation of your reasoning:

Through existing channels such as Inspiring Worcestershire and their partners, individuals within the age bracket of 16-24 will have the opportunity to undertake apprenticeships and this could include supporting or empowering a return to work following a pregnancy on maternity leave.

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Race including travelling communities

Potential neutral impact selected.

Explanation of your reasoning:

> **Given the nature of the Workforce Resilience project, it has not identified any direct impacts on individuals based on race including travelling community.**

Religion and belief

Potential neutral impact selected.

Explanation of your reasoning:

> Given the nature of the Workforce Resilience project, it has not identified any direct impacts on individuals based on Religion and belief

Sex

Potential neutral impact selected.

Explanation of your reasoning:

> Given the nature of the Workforce Resilience project, it has not identified any direct impacts on individuals based on their sex

Sexual orientation

Potential neutral impact selected.

Explanation of your reasoning:

> Given the nature of the Workforce Resilience project, it has not identified any direct impacts on individuals based on their sexual orientation

5   Characteristics - Public health

Other vulnerable and disadvantaged groups

Potential positive impact selected.

Explanation of your reasoning:

> Given the nature of Visit Worcestershire it has the potential to positively impact vulnerable and disadvantaged groups
>
> Fostering the benefits of tourism for the vulnerable and disadvantaged groups can have "wide-ranging and policy-relevant" benefits and can help create much needed connectedness between social and mental health policy (McCabe 2009, p. 683).

Health inequalities

Potential neutral impact selected.

Explanation of your reasoning:

Given the nature of Visit Worcestershire as a promotional tourism tool, it has not identified any direct impact on Health inequalities

Social and economic

Potential positive impact selected.

Explanation of your reasoning:

> Visit Worcestershire has the potential to positively impact on a number of benefits for the host community as a result of tourism. This includes economic benefits such as opportunities for local businesses which allows for increased trade among the increased number of visitors and then develops a variety of local businesses. In addition, tourism also brings employment opportunities, enhances the economy of the region, and creates revenue for the local government. Tourists also use public services, creating funding for public services, such as health, the police and the fire department, as well as increasing the demand for public transport. Other public facilities, such as parks and benches are also well kept by the community for the tourists, improving the overall aesthetics of the host community. On a more social level, tourism leads to intercultural interaction. Tourists often engage and learn from the locals. Tourism can also increase pride in locals. They want to show off their community that tourists have chosen to visit. The increase in people also leads to creating more social venues and experiences where locals and tourists can interact in. Entertainment and recreational facilities will allow for more opportunity to socialize and engage with each other.

Physical health

Potential positive impact selected.

Explanation of your reasoning:

Butler and Wall (1985) identified health (both physical and mental) as being an important theme for tourism research. Tourism experiences including holidays, short breaks, traveling, and certain leisure activities are suggested to improve health indicators. For instance, there is a general acceptance that tourism can benefit well-being (Gilbert and Abdullah 2004; Chen and Petrick 2016; Uysal et al. 2016a) and most studies reveal a positive relationship between the tourism experience and overall quality of life (QoL). In fact, Uysal et al. (2016a, p. 256) propose that the literature to date indicates . .tourist trips do contribute to the quality of life of tourists."

Mental health and wellbeing

Potential positive impact selected.

Explanation of your reasoning:

Tourism experiences including holidays, short breaks, traveling, and certain leisure activities are suggested to improve certain health indicators for those with the resources to benefit from them. For instance, there is a general acceptance that tourism can benefit well-being (Gilbert and Abdullah 2004; Chen and Petrick 2016; Uysal et al. 2016a) and most studies reveal a positive relationship between the tourism experience and overall quality of life (QoL). In fact, Uysal et al. (2016a, p. 256) propose that the literature to date indicates . .tourist trips do contribute to the quality of life of tourists."

The positive long-term health outcomes of tourism arrivals can be explained by the influence of positive experiences and social interactions with visitors on physical health and longevity. Literature suggests that diverse social relationships lead to lower risks for morbidity and premature mortality. Since diverse interactions of local people with tourists provide positive experiences that could affect physical health, tourism development might positively influence the health of the local people in the long run through positive emotions and social interactions

Access to services

Potential neutral impact selected.

Explanation of your reasoning:

Given the nature of Visit Worcestershire as a promotional tourism tool, it has not identified any direct impact on access to services

6   Actions to mitigate potential negative impacts

You have confirmed that there are no negative impacts for equality protected characteristics and public health characteristics.

7   When will you review this equality and public health estimate(EPHIA)?

Visit Worcestershire and Workforce Resilience is a three year programme and as part of its annual reviews, the EPHIA will also be included within it.

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8   Declaration

The following statement has been read and agreed:

- **All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation**

- **Our Organisation will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others**

- **All staff are expected to deliver and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics**

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate

I confirm that I will make sure that Equality and Public Health have been and continue to be considered throughout the project life cycle and that, if circumstances change in the project, a further Equality and Public Health Impact Assessment Screening will be carried out.

8   Application Details

Last Updated Date Time

16/08/2022 10:28:51

Screening Submitted Date Time

08/08/2022 16:00:58

Last Reopened Date Time

16/08/2022 09:48:39

Full Impact Submitted Date Time

16/08/2022 10:28:51

Approved/Rejected Date Time

No Date Recorded

Current User Dashboard Request Status

Submitted

9.0   People with access to the original screening

Stephen Butterworth   (sbutterworth@worcestershire.gov.uk)

9.1   People with access to this equality and public health assessment

Judith Gibbs   (JGibbs@worcestershire.gov.uk)
Stephen Butterworth   (sbutterworth@worcestershire.gov.uk)

10   Direct Questions

Question:

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Hello,
- Could you help me understand the link between tourism initiatives and upskilling young people in apprenticeships? Is it that the apprenticeships will be working within the tourism sector/industry?
- 3.2 Consultation section: this does not explain who was consulted and how. Also what equality monitoring form or demographic information was collected (as standard and in line with our DPA/GDPR policies) and analysed from these engagements, that supports the findings and rationale of protected characteristic outcomes?
- Protected characteristics: with regards to the age category, we have stated outcomes/aims that are not linked to the characteristic of age specifically, although the benefit and positive impact remains; I'd suggest we say something like 'the impact is positive for those aged between 16-24 as this scheme targets this age group and will have a pos affect, because XYZ. It will have a neutral impact on other age groups'. With the disability category; are we able to provide adjustments and alternative formats eg. Content in Braille or BSL? With pregnancy/maternity; how will individuals be supported, or empowered to return following a pregnancy on maternity leave from an apprenticeship? If support is available, this would be a great positive impact.
<<copied as a direct email to S Butterworth>>

Asked by Maddy Cameron (MCameron@worcestershire.gov.uk) at 15/08/2022 13:30:46

Judith Gibbs (JGibbs@worcestershire.gov.uk), and Stephen Butterworth (sbutterworth@worcestershire.gov.uk) have been asked this question.

Response:

Visit Worcestershire is a standalone, individual project put forward to the OfB Board which received a recommendation to approve. However, given the value of the budget requested it requires Cabinet sign-off.
Workforce Resilience is again a standalone project that has gained a recommendation to approve from the OfB Board and has no direct links to Visit Worcestershire; but once again due to the value of the budget request within the OfB Application, needs cabinet sign-off / JIA etc etc.

Q:3.2
Visit Worcestershire is not providing a service, it is a promotional tool. Offering to help promote Worcestershire and the many Tourism businesses as a destination. Therefore, we feel that as business details are within the public domain this is not of a particular concern / consideration.

Workforce Resilience – Judy Gibbs team works heavily with the Worcestershire LEP and they recently printed the Local Skills Report 2022 which helped influence the nature of the suggested programme. It a local intelligence lead piece highlighting that employers are struggling to recruit individuals with the right skills and training providers also adding through various channels via forums and networking to back up this view. Given the nature of the above, it seems to me of no notable concern.

Q: Protected characteristics
The impact is positive for those aged between 16-24 as this scheme targets this age group and will have a positive affect by having a consistent and effective approach for Skills Diagnostic/ Training Needs / Incentives to encourage and support young people to undertake and complete apprenticeships.

Disability category - Content will be available in Braille or BSL as required.

pregnancy/maternity Through existing channels such as Inspiring Worcestershire and their partners, individuals within the age bracket of 16-24 including pregnancy/maternity
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Stephen Butterworth (sbutterworth@worcestershire.gov.uk) at 15/08/2022 16:21:08

Add Response

Question:

This appears to be two separate projects. There isnt any reference to the skills programme in the public health assessment. It just focusses on Visit Worcestershire. Could you assess the skills programme against the PH criteria please.

Asked by Deborah Tillsley (DTillsley@worcestershire.gov.uk) at 18/08/2022 12:55:16

Judith Gibbs (JGibbs@worcestershire.gov.uk), and Stephen Butterworth (sbutterworth@worcestershire.gov.uk) have been asked this question.

Response:

Other vulnerable and disadvantaged groups
The Workforce Resilience Project looks to engage with Worcestershire based employers and young people aged 16 - 24. The availability of the service will cover all Worcestershire based 16 - 24 year olds

Health inequalities
Given the nature of Workforce Resilience , it has not identified any direct impact on Health inequalities

Social and economic

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The Workforce Resilience Project has the potential to positively impact on employment opportunities with 16-24 year olds

Physical health

Given the nature of Workforce Resilience , it has not identified any direct impact on Physical health

Mental health and wellbeing

Given the nature of Workforce Resilience , it has not identified any direct impact on Mental health and wellbeing

Access to services

Given the nature of Workforce Resilience , it has not identified any direct impact on Access to services

Stephen Butterworth (sbutterworth@worcestershire.gov.uk) at 18/08/2022 13:14:08

Add Response

Keep it Green, Keep it on the Screen

Data Protection Full Assessment
Impact Assessment Id: #383

1.0   **Screening Information**

Project Name
Open for Business

Name of Project Sponsor
Sue Crow

Name of Project Manager
Stephen Butterworth

Name of Project Lead
Stephen Butterworth

Please give a brief description of the project
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Data Protection screening result
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Environmental Sustainability screening result
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Upload Business Case or Support documents

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Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.
500 Business supported / 500 residents supported into Apprenticeships

Project Outcomes

Briefly summarise what the project will achieve.
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- Employer investment in training in Worcestershire has significantly declined year on year, with the pandemic highlighting low levels of engagement both in apprenticeships and adult education. Employers need help and support to effectively workforce plan.
- During the last twelve months Government intervention has been significant in skills, albeit this has created confusion and duplication, there is a need to support residents and employers to understand available support.
- Education Providers struggle to meet employer demands - Providers face ongoing funding challenges and therefore whilst intelligence is available on provision needs, developing and supporting new curriculum to meet skills needs of Worcestershire economy requires resourcing to affect change. The current funding does not allow these flexibilities as funding is both limited and outcome, results driven.
- During the pandemic young people and residents' access to external careers advice was limited, meaning that where advice was given it often lacked detail or experience, and did not champion all post 16 and 18 destinations. The knock-on impact being that Apprenticeships and reskilling interventions such as Adult Education saw significant declines across county-based providers.
- Marketing routes for local providers were more difficult with physical spaces such as schools/libraries/venues being closed to external organisations meaning providers could not access candidates in the usual way.
- Press and social media have compounded the view for young people and their key influencers that staying in education is better as a strategy than entering the workforce in the economic climate, further escalated the assumption that university is the only path to higher level technical roles and that working in certain industries such as care and customer service is challenging , many of which are key in our Worcestershire economy.
- Those most at risk in our communities have been moved further away from labour market as support needs of wider population become greater with limited changes to the resources available.
- Universities were able to offer significant numbers of unconditional offers and accepted students who may have been unsuccessful in previous years .

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

Yes

Keep it Green, Keep it on the Screen

1.2 Responsibility

Directorate/Organisation

People

Service Area

Communities

1.4 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

September 2024

1.5 Project Part of a Strategic Programme

Is this project part of a strategic programme?

Yes

An overarching screening has already been carried out for the following areas:

Not recorded

Upload previous impact assessment documents if available

No files uploaded

2.0 Personal Data

Who are you processing data about?

Customers, clients or service users

What personal data will be collected? *

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise.
Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

Basic Identifiers:

Name

Yes

Date of Birth

Yes

Age

Yes

Gender

No

Sex

No

Contact Details:

Address

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Address

Yes

Email Address

Yes

Home Phone Number

Yes

Mobile Phone Number

Yes

Postcode

Yes

ID Number:

National Insurance Number

No

Driving Licence/Number

No

NHS Number

No

Other General Identifier

No

Employment:

Work Related Training/Awards

Yes

Financial:

Income/Financial/Tax Situation

No

Appearance:

Photograph

No

Physical Description

No

Lifestyle:

Living Habits

No

Marital Status

No

Technology:

Login/Username

No

Device MAC Address (Wireless Network Interface)

No

Device Mobile Phone/Device IMEI No

No

Location Data (Travel/GDPS/GSM Data)

No

Online Identifier e.g. IP Address

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No

Website Cookies

No

Other Data Types Collected

Not Recorded

| 2.1 | **Legal basis for Personal Data** |

What is your lawful basis for processing the personal data? *

Please choose one of the following

Data Subject's consent for the purpose
No

Necessary for a contract with the Data Subject
Yes

Necessary to comply with a legal obligation
No

Necessary to protect the vital interests of an individual(s)
No

Necessary for a task in the public interest or exercise of official authority of Controller
No

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)
No

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2.2   Special Data

What special category personal data (if any) will be collected? *

This section will not apply to all projects and should only be completed if it applies to you.
It is important that you read this section carefully, as these data types require additional care and protection.
If you do pick anything from this list, you will be required to give more details in Section 4 of this form.
You can read more about Special Category Data through this link;
https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/

Race

No

Ethnic origin

No

Political opinions

No

Religion

No

Philosophical beliefs

No

Trade union membership

No

Genetic Data

No

Biometric Data

No

Sex life

No

Health or social care

No

2.3   Legal basis for Special Data

What is the relevant condition for processing the special category personal data? *

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
Not Recorded

Employment and Social Security

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
Not Recorded

Vital Interests

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
Not Recorded

Legitimate Interests of:

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"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Note – this is not often applicable to local authorities.

Not Recorded

Publicly Available Data

Processing relates to personal data which are manifestly made public by the data subject;

Not Recorded

Legal or Court Proceedings

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

Not Recorded

Public Interest - Statutory Necessity

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Not Recorded

Medical, Health and Social Care Provision

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

Not Recorded

Public Health

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

Not Recorded

Archiving or Scientific, Historical or Statistical Research Purposes

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Not Recorded

2.4 **Information Involved**

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

How will the data be collected? *

This section should be filled in for every project, not just those collecting Special Category data.

Data will be collected as part of an application process to ensure that monies are being allocated to Worcestershire residents and businesses.

Privacy notice will be put in place.

What will the data be used for? *

This section should be filled in for every project, not just those collecting Special Category data.

Ensure that grants are given on an appropriate basis to individuals to support them to access Apprenticeships

Data Processing Agreements will be put in place.

Has data already been collected?

No

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Are the purposes for which you are collecting the data different? *

If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will include data that you have collected from other teams within WCC.
Not Recorded

Explain why existing and/or less intrusive processes or measures would be inadequate *

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.

In order to ensure Council monies are spent effectively we need to be able to assure the legitimacy of the applicant and that they are a resident in county , other data is collected only to support their application and assist them to access the appropriate course

3.0 Other organisations

Are other organisations involved in processing the data?

Yes

Please provide details of each organisation that is involved in the processing of Data. Do this by adding to the below list. *

Organisation Name	Heart of Worcestershire College
Data Controller or Data Processor	Data Processor
Organisation's Role	Processing young persons application for an apprenticeship
Data Sharing Agreement or Contract	No
Contract Reference Number/DSA Name	Unknown
Organisation involved reason	Supports applicants application to an apprenticeship
Disclosure and Security	Applicant will sign a waiver to allow us to process and share data with organisations that they select.

Organisation Name	Kidderminster College
Data Controller or Data Processor	Data Processor
Organisation's Role	Supports Applicants to access apprenticeship opportunities and secure employment
Data Sharing Agreement or Contract	No
Contract Reference Number/DSA Name	Unknown
Organisation involved reason	Supports applicant to undertake an apprenticeship
Disclosure and Security	Applicant agrees to disclose details to providers to allow contact to happen

Organisation Name	WCG Ltd
Data Controller or Data Processor	Data Processor
Organisation's Role	Supports Applicants to apply for Apprenticeships
Data Sharing Agreement or Contract	No
Contract Reference Number/DSA Name	Unknown
Organisation involved reason	Needs the applicant details to discuss apprenticeship opportunities with them directly.
Disclosure and Security	Applicant agrees to share data as part of the process

Organisation Name	TDM Ltd
Data Controller or Data Processor	Data Processor
Organisation's Role	Supports Applicants to apply for Apprenticeships
Data Sharing Agreement or Contract	No

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Contract Reference Number/DSA Name	Unknown
Organisation involved reason	Supports applicant to find apprenticeship opportunities
Disclosure and Security	Signs to agree to share details with provider

Organisation Name	HWGTA
Data Controller or Data Processor	Data Processor
Organisation's Role	Supports Applicant to access apprenticeships
Data Sharing Agreement or Contract	No
Contract Reference Number/DSA Name	Unknown
Organisation involved reason	Supports applicants to apply for apprenticeships , needs details to contact
Disclosure and Security	Applicant agrees to disclose their information for sharing with providers to support applications

5 records

3.1 Storage detail

How will the information be stored? *

Please include details of whether data will be stored outside of the European Economic Area (EEA).
Please remember that cloud storage and back up servers maybe outside the EEA.
Stored in locked cabinets and processed into a secure online system designed to report to the Councils internal boards on progress.
Data will not be retained for longer than necessary . Advice will be sought from internal teams on how long we are able to keep data.

For how long will the data be retained? *

To be defined by the CIMU team

What is the deletion process? *

Systems will be wiped as per the CIMU processes

4 Consultation details

Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.
For further assitance and information please visit the consultation toolkit section on Ourspace.

Explain what practical steps you are going to take to ensure that you identify and address privacy risks *

Working with both the internal Data controller Becki State and the CIMU department to understand and limit risks, data will only be collected if essential to application to allow communication and support.

Privacy Notice will also be put in place together with a Data Processing Agreement.

Who should be consulted, internally and externally? Do you need to seek the views of members of the public? *

Internally - WCC teams only

How will you carry out the consultation? *

(You should link this to the relevant stages of your project management process)
MEetings will be held with CIMU as part of programme set up to understand the limits of authority and ensure safe collation and limited collation of data

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5   Risk register

At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.
Add any risk to the relevant sections below.

Fair and Lawful Processing

Data must be processed lawfully, fairly and in a transparent manner.
Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?

- Does at least one Controller involved have a lawful power to act?

- Do you need to create or amend a privacy notice?

- How is your processing going to be transparent?

Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed

Unmitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Mitigation/Solution
Individuals will consent to share data as part of profile and application process. Data sharing agreements will be in place with providers
Mitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Result
Accepted

Risk that information is being processed unlawfully

No Risk

Specific, explicit and legitimate purposes

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.
Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.

- Are all elements of the processing compatible with the original reason and justification for the processing?

- What are these specific, explicit and legitimate purposes?

Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected

No Risk

Adequate, relevant and not excessive

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.
Please also consider

- Is the quality of the information adequate for the purposes it is used?

- If not, how is this to be addressed?

- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?

- Which personal data elements do not need to be included without compromising the needs of the project?

Risk of loss of control over the use of personal data

Unmitigated Risk

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Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

Providers will be signed up to a data sharing agreement, individuals will understand what purposes their data is being shared for .

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Accepted

Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making

No Risk

Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy

No Risk

Accurate and timely

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.

Please also consider

- If you are procuring new software does it allow you to amend data when necessary?

- How are you ensuring that personal data obtained from individuals or other organisations is accurate?

- Do you have processes in place to keep data up to date?

- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

Any data matching or linking, including whole data sets may link wrong records together

No Risk

Storage limitation

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?

- Has a review, retention and disposal (RRD) policy been established?

- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

Risk information is retained for the wrong length of time (both too long and too short)

Unmitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

CIMU will be consulted as part of project set up to define length of time for data record keeping and data will be deleted beyond this

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Accepted

Risk information is not securely destroyed when its retention period has been reached

Unmitigated Risk

Likelihood - Unlikely

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Severity - Minimal Impact

Score - Low

Mitigation/Solution

As part of the project mgmt , staff will note the collation dates and retention dates of records. They will be destroyed and removed from the system as per CIMU processes

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Accepted

Security

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, "appropriate security" includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?

- What training on data protection and/or information sharing has been undertaken by relevant staff?

- What access controls are in place to enforce the 'need to know' principle?

- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus; PSN Certification?

Risk of loss of confidentiality

Unmitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

Staff in organisations processing data are trained in DPA and understand the rules around record keeping and data sharing

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Accepted

Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access

No Risk

Risk that workers processing the data are not aware of their data responsibilities

Unmitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Mitigation/Solution

Staff are trained in WCC and in provider partners

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Accepted

Risk that information is distributed using inappropriate methods

No Risk

Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)

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No Risk

Risk that information is transferred to a 'third country' without adequate safeguards

No Risk

Financial and reputational

Risk of identity theft or fraud

Unmitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low

Mitigation/Solution
Data access will be limited to named contacts and those contacts will be trained in data collation protocols.

Mitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Result
Accepted

Risk of financial loss for individuals or other third parties

No Risk

Risk of financial loss for the Council (including ICO fines)

No Risk

Risk of reputational damage to the Council, partners, and processors

No Risk

Health, safety and wellbeing

Risk of physical harm to individuals

No Risk

Risk of physical harm to staff and workers

No Risk

Risk of discrimination

No Risk

Risk of other significant economic or social disadvantage

No Risk

Individuals Rights

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

Inability to meet individuals' right to be informed

Unmitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

Mitigation/Solution
Should Data not be used appropriately , individuals will be informed. However there is no reason to assume this would happen as data access will be limited to users within providers who have signed data agreements.

Mitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low

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Result
Accepted

Inability to meet individuals' right of access

No Risk

Inability to meet individuals' right to rectify inaccurate data

No Risk

Inability to meet individuals' right to erase data

No Risk

Inability to meet individuals' right to restrict processing

No Risk

Inability to meet individuals' right to data portability

No Risk

Inability to meet individuals' rights relating to automated decision making and profiling

No Risk

Additional project specific risks

No additional risks recorded

6　Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate *
Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out *
Selected

7　Application Details

Last Updated Date Time

25/08/2022 09:37:37

Screening Submitted Date Time

08/08/2022 16:00:58

Last Reopened Date Time

No Date Recorded

Full Impact Submitted Date Time

25/08/2022 08:37:37

Approved/Rejected Date Time

25/08/2022 09:41:19

Current User Dashboard Request Status

Complete

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8.0 People with access to the original screening

Stephen Butterworth   (sbutterworth@worcestershire.gov.uk)

8.1 People with access to this data protection assessment

Judith Gibbs   (JGibbs@worcestershire.gov.uk)
Stephen Butterworth   (sbutterworth@worcestershire.gov.uk)

9 Direct Questions

Question:

HI,

I would suggest under section 2.1 you would only process under contract and not consent as there may be reason you would need to keep the data if consent was withdrawn.

Have you got a privacy notice in place?

Are you putting data processing agreements in place?

Thanks,

Charlotte

Asked by Charlotte Shepard (CShepard@worcestershire.gov.uk) at 10/08/2022 16:51:24

Judith Gibbs (JGibbs@worcestershire.gov.uk), and Stephen Butterworth (sbutterworth@worcestershire.gov.uk) have been asked this question.

Response:

Apologies yes it should be under contract , if the project is approved by Cabinet then yes we will put a privacy notice in place and data processing agreement will form part of the contracting agreements with the third parties.

Judith Gibbs (JGibbs@worcestershire.gov.uk) at 11/08/2022 16:00:30

Add Response

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Multiply

Investment plan template (England)

May 2022

For Mayoral Combined Authorities, the Greater London Authority, and upper tier/unitary local authorities outside of these areas in England

Contents

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Multiply

About this document

In conjunction with this template, please refer to the Multiply investment prospectus and technical guidance for England available here https://www.gov.uk/government/publications/multiply-funding-available-to-improve-numeracy-skills

Investment plans are invited from the Greater London Authority, all Mayoral Combined Authorities, and upper tier/unitary authorities outside of these areas in England. Scotland, Wales and Northern Ireland should refer to the wider UKSPF investment framework

Please ensure you complete this template in full and submit by 30th June 2022 by emailing Multiply.investmentplans@education.gov.uk

Once investment plans are approved, provisional allocations will be signed off, grant agreements will be put in place incorporating information included in this investment plan and first payments made in autumn 2022.

At the end of the 2022-23 and 2023-24 financial years, areas will submit an annual progress report, and a revised investment plan for subsequent years of Multiply provision. This should take on board learning achieved through local delivery, peer to peer support networks and engagement events. It should align with the updated menu of interventions and any new guidance issued each year by the Department for Education.

For further information or to discuss a proposal ahead of submission please contact DfE at Multiply.investmentplans@education.gov.uk

Please note that information provided on this form, including personal information, may be subject to publication or disclosure in accordance with the access to information regimes, primarily the Freedom of Information Act 2000 and the Data Protection Act 1998.

We have suggested word counts for questions as an approximation but will allow some flexibility and will not apply the word count rigidly. We don't anticipate investment plans to be longer than 25 pages. We won't accept additional attachments beyond the return of this document and the accompanying Excel spreadsheet.

1. Who are the local authority representatives for Multiply (name, email, telephone)?

   Multiply lead: Judy Gibbs

   jgibbs@worcestershire.gov.uk

   01905 843492

Financial / Accounting Officer: Caroline Fenwick

   cfenwick@worcestershire.gov.uk

   01905 843064

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Multiply

Section A: Multiply intervention summary

2. **In the accompanying spreadsheet**, please provide a high-level summary of the interventions to deliver Multiply in your local area, along with related output indicators and required budget?

   Please see attached spreadsheet

3. If you have described any Multiply provision in Section A that does not fit the menu of interventions, what is your rationale for proposing this additional intervention? We will consider this proposal against the aims of the Multiply programme. You can answer "None" for this question. (Approx. 250 words)

None

4. Please confirm and explain how your Multiply provision is in addition to and does not duplicate or offset fully funded maths courses delivered through the Adult Education Budget statutory entitlement, or other government funded maths provision. (Approx. 250 words)

In completing the Investment Plan, Worcestershire County Council initially mapped the existing provision available within the county. The majority of activity targeted in this space through local providers is focused on qualifications funded through the Adult Education Budget from the Education Skills Funding Agency. Provision predominately is targeted around gaining formal qualifications and is solely focused on achievement of an award either a Functional Skills or a GCSE qualification.

As part of this process the Council consulted a number of local providers through the Training Providers Association, Further Education Colleges and through the collaborative group of Employment Support providers formed by the County Council and Worcestershire Local Enterprise Partnership. In these meetings, providers were consulted over their audiences and emerging needs in numeracy. The outcomes of these conversations suggested that Multiply would provide an important bridge to develop skills in individuals before they are likely or ready to take qualifications. Delivery would be in a contextualised manner either to their personal, work or employability journeys and that this focus on numeracy is not available as part of the current offer around the Worcestershire geography.

Worcestershire's Multiply provision will be designed to offer developed bespoke courses for the project, this approach avoids duplication and creates either standalone or integrated offers to meet needs of the cohort. The providers will focus primarily on aiding numeracy development and contain no registration or qualification with awarding bodies and therefore ensure uniqueness of provision.

4

Multiply

5. Please briefly set out how you have considered the FE workforce needs (e.g., classroom, tutoring) for Multiply. How will you ensure Multiply workforce needs will not be at the detriment of other programmes you are delivering (e.g. under the AEB statutory entitlements)? Please note, FE workforce investment should support delivery of Multiply provision and should not be a standalone intervention. (Approx. 250 words)

All provision has been fully costed using teaching time and resourced appropriately. In building the Investment Plan, partners have both been asked to consider their current workforce development to focus on non maths teaching staff as well as considering their recruitment needs to meet the volume of the Multiply programme. Worcestershire does not see this as a singular "Maths teacher" development but that its success will be in first steps approaches that require upskilling of other subject and vocational teams to provide approaches to those hardest to engage within community, job centre and other settings.

To assure that Multiply does not detract and be to the detriment of other provision, providers have been asked to ensure that current provision levels in accredited provision remain and that success will be measured in growth in enrolments and achievements in future years in the Adult Education Budget and its formal qualifications.

Providers will be asked to declare staffing on current programmes and on Multiply to explore capacity within their existing numeracy teams for the benefit of the wider programme including potential resource sharing. Should recruitment be challenged, solutions to bring staffing into Multiply will be explored across the county by the Council, for instance using Teaching Apprenticeships and coaching programmes to pass on best practice.

Providers will also be asked to identify individuals within their own workforces with development needs as part of the programme.

Section B: Strategic fit

6. How does the proposed Multiply provision strategically fit with your local priorities, coordinating where possible with wider skills and employment interventions in local areas (for example through Local Skills Improvement Plans), and interventions funded through the broader UKSPF (e.g. in district council investment plans) or other programmes? (Approx. 500 words)

Worcestershire County Council's Corporate plan for 2022-2027 identifies the Council's Strategic Goals; the Council is passionate about enabling people to achieve their full potential, from having a great start in life, to living prosperous, independent lives in thriving communities. The Council aims to provide the conditions for businesses to grow and thrive to raise the County's Gross Value-added levels and skills base to enable future economic growth.

The Council measures its impact through a number of strategic performance indicators which focus around improving the levels of skills within the county and narrowing the gap between the UK and Worcestershire average salary levels.

Multiply provides links to the Council's goals addressing one of the fundamental barriers of upskilling and wider skills development though growth in individuals' numeracy ability. The programme is designed to support individuals to develop in their lives and to improve their ability to understand and use maths, which in turn leads to better employment prospects, higher wages, and improved wellbeing.

Worcestershire County Council working with Worcestershire LEP identify through their Local Skills report the need to grow skills to improve the productivity of employers. Low numeracy levels inhibit that growth as well as limiting individuals' opportunity. The partnership through its action plan focuses the need to work in areas of low social mobility where qualification and employment levels are low to improve the prospects of residents. Furthermore Worcestershire's action plan recognises the need to upskill its older workforce to retain skills in the county. The aims of Multiply contribute to the success of this plan, supporting residents and employers to unlock barriers to growth through the upskilling in numeracy, one of the pillars of education in our lives.

The plan also recognises post Covid the need to develop the digital literacy in Worcestershire's communities. The link between low levels of numeracy and digital ability is proven making the need to address numeracy greatly important and this project will be designed to affect change and impact communities for the better.

Worcestershire County Council embraces the Multiply programme and believes it can contribute effectively to our strategy for growth and ensuring residents reach their full potential.

Worcestershire County Council is in full dialogue with the six districts in Worcestershire around the UKSPF priority of People and Skills, conversations have occurred to discuss Multiply and the Skills and Investment Manager of WCC will work with the districts to ensure there is no duplication.

Section C: High level delivery timeline

7. Please provide an outline of your high-level delivery timeline including major milestones and planned partnerships with local education providers, employers, and other local touchpoints

	Multiply provision	Delivery partners	Major Milestones	Date	Comments
1	Courses designed to increase confidence with numbers for those needing the first steps towards formal numeracy qualifications.	*Delivered by Worcestershire County Council, in association with Heart of Worcestershire College , Warwickshire College , Kidderminster College part of NCG College Group, Herefordshire and Worcestershire Group Training Association, Seetec Ltd , Workpays Ltd and The Community Housing Group . Working with employers such as Worcestershire NHS Trusts, Worcestershire Hospitals , Worcestershire County and District Councils and many more. Identifying employers using the Worcestershire Growth Hub , Herefordshire and Worcestershire Chambers of Commerce , DWP and others.*	*Grant signing with the DfE*	*September-22*	Timeline covers all activities
2	Innovative numeracy programmes delivered together with employers – including courses designed to cover specific numeracy skills required in the workplace		*Procurement Timeline*	*August - October 2022*	
3	Courses aimed at people who can't apply for certain jobs because of lack of numeracy skills and/or to encourage people to upskill in numeracy order to access a certain job/career		*Recruit Staff to posts*	*July 2022 - September 2022*	
4	New intensive and flexible numeracy courses targeted at people without Level 2 maths, leading to a Functional Skills Qualification		*Supply Chain mobilisation*	*October - December 2022*	
5	Courses for parents wanting to increase their numeracy skills in order to help their children, and help with their own progression		*Project Management set up*	*September-22*	
6	Courses designed to help people use numeracy to manage their money.		*Marketing and Comms Planning Starts*	*September-22*	
7	Numeracy activities, courses or provision developed in partnership with community organisations and other partners aimed at engaging the hardest to reach learners		*Learner/Employer Recruitment and identification through partners and IAG*	*September 22 onwards*	
8	Additional relevant maths modules embedded into other vocational courses		*Start online builds*	*October - December 2022*	
9	Numeracy courses aimed at those 19 or over that are leaving, or have just left, the care system		*Cohorts commence*	*October 2022*	
			Review Point 1	*January 2023*	

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Multiply

Section D: Evidence of need and demand

8. Please describe why improving adult functional numeracy (aiming to teach the numeracy skills that are needed in daily life and the workplace) matters to your local area. You should refer to specific characteristics of your local area in your answer and include supporting evidence - especially quantitative forms of evidence where available. (Approx. 250 words)

    Worcestershire has a good overall level of skills and qualifications with high levels of residents with Level 4 qualifications, Malvern boasts the highest density in the UK, but Worcestershire also has significant levels of residents with no or low levels of qualifications. Census levels in 2011 identified around 26000 residents with no recorded qualifications around 14.7% and although recent Annual Population Surveys suggest a greatly improved picture of 4.7% there is still more to do.

    Numeracy skills map to employment and moreover it is the case that employment entry in Worcestershire predominately requires a level 2 qualification, Furthermore, to grow skills in careers, most Level 2 vocational skills entry requirements require a Level 2 in Maths. Therefore not having a level 2 qualification acts as a barrier to personal growth and higher wages, which then correlate to better wellbeing.

    Worcestershire has low levels of benefit claimants, compared to national average, although this has increased since the pandemic to around 3.2% of the population. Typically where there is high density of claimants in wards, where there is a correlation to low skills levels and low levels of proficiency in numeracy often reflected in their financial circumstances. Worcestershire is committed to enabling residents back into work and to reach their potential, therefore encouraging better personal financial management and higher levels of skills are crucial to the success of our county and our businesses.

    Multiply and the pursuit of numeracy empowerment will be used in the county as an enabler to progress individuals from this programme into higher levels and ultimately to secure qualifications that allow them to improve their personal and employment circumstances.

9. Please describe any qualitative or quantitative data you have on local adult numeracy levels (e.g., historic, and current participation and achievement, etc) to evidence need and demand. (Approx. 250 words)

    Worcestershire County Council reports on the attainment levels of young people at age 16 post education. In terms of Maths attainment at Level 2, Worcestershire is similar to National levels with around 70% of the cohort attaining their level 2 for the last five years. At 19 years old a further 20% of all young people over the last five years has gone on to attain their level 2 in Maths, totalling an overall level of around 76% of all under 19s over the last five years gaining qualifications in Maths. Whilst this is not dissimilar to national levels, this does effectively mean that around 1200-1300 young people do not achieve a level 2 in Maths by age 19 and the statistics show that the likelihood of them achieving rapidly declines from this point.

    Worcestershire's current cohort of DWP Restart participants and initial assessment conducted by the local employment support provider shows around 25-30% of those presenting have underlying needs in numeracy acting as a barrier to progression.

8

Multiply

This data informs the strategy to implement Multiply and to consider alternative methods of teaching to the traditional formal education methods to achieve improved results for this cohort.

10. How does the Multiply provision outlined in section A meet this demand, on top of how existing entitlement is already meeting it, and what does success look like for your local area? (Approx. 250 words)

Existing entitlement is meeting demand for those that are ready to undertake formal qualifications in numeracy, it is driven by the qualification and not the learning, taken by individuals who are looking to progress in their careers. Maths and numeracy can be a real barrier to individuals and fear of Maths and ability to conquer is often presented in individuals who have no Level 2 qualification. Past education experiences and not being able to apply maths learning assists individuals to form a perception of the training around formal qualifications and individuals will often avoid, believing that having failed to pass previously the results would be similar. They then find short term solutions to underlying challenges as opposed to addressing the root cause of the issues in their numeracy skills.

Worcestershire's Multiply provision will be tailored to engage learners in innovative ways from the contextualisation of numeracy to both everyday life and tasks, to vocations in employers. Learning will be driven through cohorts to match their needs from benefit calculation support for claimants, supporting your child in their maths homework for parents, estimation skills for contract managers etc. providing the opportunity to view numeracy and maths differently and to intensively address, leading to an increase in learners.

Success in the county will be seen through improved numbers of residents and employers accessing provision, presenting improved confidence in numeracy, leading to future success through improved qualification levels in future AEB cohorts, improved GVA in employers and lower levels of claimants across the county.

11. Please describe what you have done to ensure good value for money (e.g., has your plan been reviewed by an economist, have you reviewed local data?). Please also describe what controls you will put in place to ensure that good value for money continues to be achieved throughout the lifetime of the Multiply provision. (Approx. 250 words)

As part of the investment plan process, local data around current provision and funding levels using the ESFA data cube and funding rules has been reviewed, looking at current levels of engagement through existing interventions and price per unit of formal qualifications.

Alongside this funding calculations have been completed across all current European programmes to look at both cost per intervention and funding levels by qualification and reviewing current and past value for money levels in our adult offer.

The Multiply provision needs to offer flexibility to provide learning as needed by the cohort but must also recognise value for money. For this reason, minimum standards will be applied, and the expectation will be to reach at least 6 learning hours before counting an intervention and rates will be variable dependent on group size and hours.

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Multiply

Based on the current workforce in Worcestershire County Council's Learning Services and its operations and data management resources, the Council has decided to agree a funding model with its providers that offers continuity in year 2 of the contract and will utilise year 1 to explore the levels of intervention, tailoring and complexity of models, before applying controls that whilst in theory represent value for money will not deliver the necessary outputs and therefore not achieve the aims of Multiply.

Worcestershire County Council to further the aim of achieving high levels of value for money - is working with Gloucestershire County Council on best practice in delivery but also with the aim of developing a payment model for Multiply.

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Multiply

Section E: Engaging learners

12. Which cohorts of learners will be hardest to reach? How do you intend to maximise the reach of the programme and make sure Multiply provision engages those learners that are hardest to reach (e.g., communications; reaching out to people via employers, 'touch points' such as housing and other community groups)? (Approx. 300 words)

Hardest to reach learners will include those who are poorly engaged with statutory services such as those with low literacy levels, those with mental health barriers and those from the most deprived communities.

Worcestershire County Council working with Worcestershire LEP and its Growth hub team employs a partnership strategy in its Skills provision, the team employs a partnerships manager who is tasked with identifying and joining up the total skills offer for Worcestershire, of which Multiply would form part.

Worcestershire County Council will therefore commence a strategy to market and inform its various partners from community organisations, employment support providers, the Youth Hub offer from DWP and JCP teams, training provider partners and service teams in District and County Councils such as education, housing, health and schools of the offer. Multiply Worcestershire will run both generic Multiply and embedded Multiply (contextualised courses such as Cooking on a budget) marketing campaigns.

Worcestershire also anticipates some of the hardest to engage to be employers; Worcestershire will therefore utilise its employer representative bodies from the Growth Hub, Worcestershire Chamber of Commerce, Economic Development team and others to sell the benefits of improving numeracy levels again using contextualised offers and case studies where business can see demonstrable benefits such as lower improved material estimations leading to lower levels of waste as well as general better financial management in employer settings.

13. How will you ensure Multiply provision will be available and accessible to a diverse cohort as per Public Sector Equalities Duty (PSED) including those with dyscalculia or other protected characteristics? (Approx. 100 words).

WCC are committed to providing an environment free from discrimination, bullying, harassment or victimisation, where each individual involved in the project is treated with respect and dignity. WCC aim to create a culture of diversity and inclusivity within the project, where we treat all partners, employees, participants, and employers as individuals, fairly and in a consistent way.

Through our policies and practices, Worcestershire County Council will work to ensure that all partners review policies and practice and ensure that the provision is available to a diverse cohort.

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Multiply

Section F: Measuring success

14. We expect Multiply learner data to be inputted into the Individualised Learner Record (ILR). Describe your approach to data collection, management, and reporting to meet these requirements (Approx. 250 words)

Initially WCC will consider its learner data processes in accordance with the technical guidance for Multiply to ensure compliance and will work with its partners to assure provision and accompanying data. Learner data will be gathered by the individual partners using existing GDPR compliant enrolment processes with which they currently directly submit ILR data to the funding bodies.

WCC will request that shortly after ILR submission, partners submit an extract to WCC from their ILR which reflects Multiply activity (identified by the non-regulated learning aim codes and potential use of an LDM code) and that alongside the extract, contract managers confirm the correct learning aims and GLH have been used, and further confirm that the learners are on programme etc.

Data extracts will either be anonymised and/or submitted via secure WCC portals.

All delivery partners will be assigned guidance on ILR completion to meet the needs of the programme. WCC will set monthly deadlines for receipt of the ILR extract submission by partners.

Following submissions, the ILR extracts will be reviewed, and should further analysis be needed, further data will be requested by the council. Any concerns will be fully investigated by the MIS team within WCC and exception reports completed and distributed for response. The Multiply Programme managers will then complete the DfE reporting processes in line with the contract.

Contract management will include initial monthly meetings and performance discussions - all with minutes - with timescales changing as the programme progresses. All meetings will be noted and actions taken to feed into the wider DfE reporting.

15. What additional data (in addition to the Individualised Learner Record), if any, will you use to measure learner progress and achievement? If you do not have any additional data, you can answer "none". (Approx. 100 words)

Worcestershire will monitor progression into education and employment, claimant levels and future years AEB enrolments in wards where targeted interventions for Multiply have occurred to assess lasting impact. Whilst this may not be in the timescale of Multiply project, it will provide useful insights to the council around targeted approaches and addressing the basic numeracy needs of the residents in Worcestershire.

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16. Are there any other local measures of success against your plan that you intend to monitor? You can answer "not applicable" for this question. (Approx. 100 words)

Not applicable

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Multiply

Section G: Stakeholder management

17. Which organisations have you engaged with to develop your investment plan, including public sector, private sector, and civil society organisations? How have you engaged these organisations? (Approx. 100 words)

Worcestershire County Council has engaged with multiply stakeholder groups to assess both their ability to deliver and their views on embedding Multiply successful into the fabric of Skills within Worcestershire. The team has engaged and presented to the Training Providers Association membership, the three local Further Education colleges, network of Employment Support providers, the Employment and Skills Board for Worcestershire, Senior Council members in both County and District Council, Worcestershire Childrens First (care leavers function), the Worcestershire Chamber of Commerce and Growth Hub management teams, the Neighbouring County Council in Gloucestershire and both local Jobcentre Plus engagement managers and regional leads.

18. Detail how have you engaged lower tier local authorities, if any, within your local area in the development of your investment plan? You can answer "not applicable" to this question. (Approx. 100 words)

As part of the investment plan process, Worcestershire County Council has engaged at both a senior level in all six of its district councils and with those teams responsible for the UK Shared Prosperity Fund Investment process. All districts have been made aware of Multiply and discussion has occurred over potential duplication within UKSPF planning.

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Multiply

Section H: Risks

19. Please set out any key risks including financial and fraud that could affect Multiply delivery. Describe these risks or issues, including the contingency measures you have put in place to mitigate them.

	Description of risk	Actions you will take to mitigate	After mitigation what is the likelihood of the risk occurring (High >70%, Possible 70-30%, Unlikely <30%)	After mitigation what would be the impact of the risk materialising? (High: significant impact of unable to deliver, Medium: delivery compromised, Low: Minor / no impact)
1	Recruitment of Learners	Improve working relationships with providers, employers, DWP and local provision to ensure learner numbers can be achieved. Meet regularly with providers. Map out point of access in county of potential learners and ensure new and fresh marketing is completed. Ensure course delivery is targeted to meet needs.	Possible	Medium
2	Recruitment of Staff – Project and delivery teams	Identify needed posts and ensure maximum exposure through recruitment methods using social media and local jobs site to publicise vacancies. Use the summer period to recruit hoping to start ahead of timescales	Possible Possible	Medium Medium
3	Procurement delays	Work on procurement via digital portals over the summer months to be ready to start programmes following plan sign off	Possible	Medium

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Multiply

4	Delays to contracting	Working with delivery partners to ensure any delays to national contracting have limited impact and able to assure delivery day one	Unlikely	Minor
5	Delayed national marketing	Working with partners to create local level materials that do not duplicate but compliment national messaging to ensure impact of national messaging is not felt in early stages delivery	Unlikely	Minor
6	Risk with subcontractors – Quality Assurance Performance	Technical Guidance will be utilised over Summer as part of holistic assurance framework for providers and internal delivery Provider board will be established, on-going monthly meetings including performance reviews, identifying challenges and providing guidance and support.	**Unlikely**	**Minor**

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Multiply

Section I: Capacity and Capability

20. Do you have dedicated capacity and capability to deliver adult skills interventions and adult education? How many FTE will be working on delivery of Multiply and what functions are being undertaken by those FTE including who will be responsible for data collection, contract management and how you will coordinate delivery? (Approx. 250 words)

Worcestershire County Council has an experienced Learning Services and Skills team that has delivered a range of programmes from Adult Education, 16-19, DWP provision such as Kickstart, ESFA European Social Fund and most recently DfE Bootcamps. The team uses a mix of contracted sub-contractor and employed staff to deliver programmes.

Alongside this WCC has a standard project management, grant recipient & contract management process which has been in place since 2013 which meets our corporate and grant funding roles/responsibilities for DfE and DWP provision. The Council applies the sub-contracting regulations and has processes in place to manage its provision which will be strengthened and applied to this contract.

The day-to-day management of the project will be managed by a Project Manager, a Project Support Officer, and a Business Administration Apprentice. The Project Manager and Project Support Officer will have the responsibilities of managing/running the project. The project will be supported further by an internal WCC Finance Officer to assure the claims processes, our Operations Manager who will advise on the MIS requirements of the project and the Curriculum and Quality Manager to assure Quality.

Delivery will be coordinated on a day-to-day basis by the Multiply Project Manager who will work with our trusted partners to ensure delivery is effective and that contractual requirements are met.

Delivery and Teaching Staff will be employed to meet the needs of the contract by partners and as part of the project initiation this will be discussed to meet the needs of their individual contracts.

21. If you have capacity, would you be prepared to take a leading role in a regional peer-to-peer network to share learnings with other local authorities (e.g. host quarterly Multiply sessions, share best practice, etc)? This does not commit you at this stage and we will use this information to develop our learning plans across the Multiply programme. (Approx. 100 words)

At this point, WCC do not feel that we would be able to take a leading role, however would be willing to engage in regional peer to peer networks and are keen to share best practice and approaches with other authorities, with this in mind Worcestershire County Council has already met with and is working with Gloucestershire County Council discussing our

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Multiply

approaches and our understanding of the Multiply contract and how to move forward in our geographies.

22. Please describe the key capacity and capability challenges (if you have any) for delivering skills interventions. This could include challenges within your local authority (e.g., gaps in areas such as procurement, contract management, communications) and/or in your local delivery system? This information will be used to inform what support could be made available nationally. (Approx. 100 words)

Currently in Worcestershire, there are significant challenges in recruiting staff to the local authority, which is adding to delays in contracts commencing, wage rates in the private sector are affecting public sector recruitment and therefore existing resources are stretched to meet a number of competing priorities. Having said this Worcestershire has commenced the process to recruit its Multiply project team and hopes to be ready to commence following the DfE's investment plan process. This impact is also then being felt not just within the direct project management but in communications, finance, and procurement.

23. Please describe what further support would help address these challenges? We will use this information to inform what central government support is made available nationally but cannot commit to fund every individual request. (Approx.100 words)

Support would be welcomed on procurement guidance and expectations of DfE around Multiply to both ensure compliance and support the process to be delivered in a timely fashion to meet the contract needs and ensure a lengthy procurement process doesn't delay delivery.

24. Are there interventions or capability areas where you can partner with other local authorities, providers, or employers in your region? (Approx.100 words)

WCC are committed to working with Gloucestershire County Council to consider financial models that will work for Multiply provision in Years 2 and 3, this modelling will help to consider sustainability and ensure both equality and value for money across the regions.

Multiply

Section J: Declaration of the Chief Executive of the lead local authority

As the lead local authority (Greater London Authority, Mayoral Combined Authorities, Upper Tier/Unitary Local Authorities) you will act as the accountable body and submit this application on behalf of your local area. By submitting this investment plan, you confirm:

- All the information included is true and accurate to the best of your knowledge.

- You have read, and confirm this plan is in accordance with, the expectations set out in the Multiply investment prospectus and technical guidance.

- Lower tier local authorities within your local area support this application and are committed to work with you.

- You will comply with the Assurance and Grant management process as outlined in the technical guidance and submit a statement of expenditure at mid-point and end of financial year.

- You understand that the grant will become repayable and further payments put on hold or reduced, if Multiply outputs are not on track for delivery and/or grant funding is not spent on eligible activities by the mid-point and end of each financial year.

- You understand that you will be responsible for ensuring data on Multiply learners is submitted through the Individualised Learner Record (ILR) and will submit regular monitoring reports as set out in the technical guidance.

- You will submit an annual progress report including an assurance statement to confirm spend was used wholly for the purposes for which it was given, and a revised investment plan for subsequent years of Multiply provision as set out in the technical guidance.

- You will support the sharing of learning as requested by the Department for Education – this may involve providing case studies, contributing to webinars and other activity as identified.

- You will comply with the Public Sector Equalities Duty and put in place equality policies and implementation plans as well as processes for learners to raise complaints about unfair practices or treatment.

- You will ensure value for money, seeking competitive costs for all activities and complying with the procurement governance as set out by your governing body.

Chief Executive name	Paul Robinson
Signature	
Date (DD/MM/YYYY)	30.06.2022

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Multiply

Multiply

Multiply investment plan template
Accompanying summary of Multiply interventions, estimated output and budget (Section A Question 2)

This spreadsheet accompanies the Multiply investment plan template and corresponds to question 2 in Section A allowing you to provide a breakdown of budget and estimated outputs for your Multiply provision

Please complete the "Multiply interventions" tab. Please add additional rows as needed to summarize your planned Multiply provision. Cells shaded in blue indicate a formula.

Please refer to the Multiply investment prospectus and technical guidance for England available here
https://www.gov.uk/government/publications/multiply-funding-available-to-improve-numeracy-skills

Number	Multiply intervention (please see page 7 of the investment prospectus)	Short description of Multiply provision (there could be multiple types of provision for each intervention)	Related fund output indicators (please see page 8 of the technical guidance)	Estimated output 22-23	Estimated output 23-24	Estimated output 24-25	Budget			
							22-23	23-24	24-25	Total
Example	*What Multiply intervention are you delivering?* *e.g. Courses designed to increase confidence with numbers for those needing the first steps towards formal qualifications*	*What is the provision you intend to deliver?* *Who is the target audience for this provision?* *Are there any comms activities to increase reach required to deliver this provision?* *Approximately, how many guided learning hours will the provision include?* *e.g., a cross-agency / partnership approach, working with local employers (for example, to deliver in-work confidence building courses)*	*Referring to the six fund output indicators on page 8 of the technical guidance, what outputs will this provision deliver. If you want to select more than one please add an additional row* *e.g. Number of adult numeracy courses run in a local area through Multiply*	*e.g. 5 new courses or reach 100 learners*	*e.g. 5 new courses or reach 100 learners*	*e.g. 5 new courses or reach 100 learners*	**£1,000**	**£2,000**	**£2,000**	**£5,000**
1	Courses designed to increase confidence with numbers for those needing the first steps towards formal numeracy qualifications.	These programmes will be designed to engage individuals in functional numeracy for the first time. The purpose of this programme is to deliver non-accredited entry level equivalent programmes, which focus on activities and exercises, to those who have had negative schooling experiences, fear of maths and/or have specific challenges such as dyscalculia. This approach will develop an interest in numeracy and encourage progression to formal learning. This course will target both employed and unemployed learners, who have no formal functional skills qualifications. This programme will be promoted via social media channels, via employers and key stakeholders including Jobcentre Plus and their Restart providers, Worcestershire Children's First, Youth Justice, National Careers Service and local employment support entry points. Interventions will be dependent on need and range from individual support to small groups and from 6 hours of learning up to 60 dependent on learners starting points.	Number of people participating in Multiply funded courses	450	800	800	£220,000	£354,000	£383,000	**£957,000**
2	Innovative numeracy programmes delivered together with employers – including courses designed to cover specific numeracy skills required in the workplace	Programmes will be tailored with individual employers including understanding how this intervention would prepare their employees to be considered for promotion and career progression in their own roles. Delivery will be both face to face and online, with the intent to develop specific Worcestershire modules to support key sectors and careers using online modules and a 'pick and mix' approach to syllabus leading towards FSQ or GCSE Maths but enabling the employer to direct specific input depending upon their requirements covering a range of numeracy areas including numerical structures, calculations, fractions, decimals, percentages, measurement, geometry, checking accuracy, creating graphs, solving equations, probability, ratio, data analysis, data presentation and statistics. This approach would also support the challenges of engaging employed learners around their day jobs by offering bite size chunks alongside structured learning dependant on needs. Modules will also be created for sole traders and self employed around tax returns, financial management etc to support business growth and build good numeracy foundations in company start-ups. Worcestershire's Multiply partners will also be asked to consider their own workforces and ensure that where eligible employees exist they are encouraged to improve their own numeracy. Partners of Worcestershire County Council who have employability programmes will be encouraged to offer Multiply as part of their in work support offers to new employees and their employers. Worcestershire County Council working with Worcestershire LEP will use marketing channels through the growth hub to engage employers and work with the local ERBs, alongside reaching out to other public sector organisations . Discussions have started with the NHS and DWP offices about workforce needs. Delivery will be tailored and minimum requirement will be 6 hours to extensive programmes of 48 dependant on needs.	Number of people participating in Multiply funded courses	260	400	400	£188,000	£171,000	£174,000	**£533,000**
3	Courses aimed at people who can't apply for certain jobs because of lack of numeracy skills and/or to encourage people to upskill in numeracy order to access a certain job/career	Programmes will be designed to meet both individual's employment numeracy skills needs and those required by employers. Courses will be designed to either act as a tool to support enhancing an individual's employability such as embedding numeracy into ICT courses which embed improved digital skills for participants and as add on to employability pathways such as Bootcamps and Sector Work Based Programmes for instance supporting individuals on a care pathway to understand drug dosages and associated calculations needed . This course will target unemployed learners, with a particular focus on those who are interested in the sectors in which employers are recruiting e.g. health and social care, digital, construction and logistics and warehousing. This add on activity will promote the employment specific elements of numeracy, and will be promoted via social media channels, via employers and key stakeholders including Jobcentre Plus, National Careers Service and local provision aimed at those entering work. Interventions will be dependent on need and range from individual support to small groups and from 6 hours of learning up to 40 dependent on learners starting points.	Number of people participating in Multiply funded courses	45	120	120	£22,000	£58,000	£61,000	**£141,000**
4	New intensive and flexible numeracy courses targeted at people without Level 2 maths, leading to a Functional Skills Qualification	Responding to employer and individual needs, courses provide flexible and intensive sessions running courses in full-day , evening and weekend sessions to prepare learners to undertake a Functional Skills Qualification. These programmes would be agile to allow individuals to learn at their own speed and complete the course when ready for considering their FSQ. Alongside teaching in numeracy, sessions would be run to help overcome any anxiety or fear for those that have not had to sit an exam for many years. This programme will target both adults requiring fast access to accredited skills, those over 19 who require re-sit opportunities to adult apprentices who have achieved L1, completed but who wish to progress further and gain first L2 qualification. These courses will be promoted via social media channels, via employers and key stakeholders including National Careers Service, partner organisations , The Growth Hub , Chamber of Commerce and other employer liaison relationships. These interventions will generally be more weighty in length and typically 25 to 50 hours.	Number of people participating in Multiply funded courses	65	75	75	£56,000	£65,000	£65,000	**£186,000**
5	Courses for parents wanting to increase their numeracy skills in order to help their children, and help with their own progression	These programmes are designed to engage and upskill parents and carers to be able to support their child's mathematical learning. The purpose of these programmes are to deliver non-accredited entry level equivalent programmes, which will essentially mirror the curriculum taught in education environments. This approach will develop an understanding in mathematics curriculum to support their children and potentially encourage progression to formal learning for themselves. These courses will target both employed and unemployed learners, who have no formal functional skills qualifications. These programmes will be promoted via social media channels, via employers and key stakeholders including Jobcentre Plus and their Restart providers, Worcestershire Children's First, National Careers Service, Primary, Middle and Secondary Schools, Community providers and Youth providers. This intervention will be based on need and typically designed to support between 6 and 35 hours of numeracy engagement activity.	Number of people participating in Multiply funded courses	100	150	150	£53,000	£78,000	£88,000	**£219,000**
6	Courses designed to help people use numeracy to manage their money.	These programmes are designed to support those who are likely to be in serious debt and /or struggling to manage their finances. Learning will be provided to enable participants to develop specific functional numeracy skills, for example budgeting, costing shopping (both for consumables and non-consumables) and travelling as part of daily activity as well as strategies to manage their current debt levels and how to resolve the current challenges they face. These courses will target both employed and unemployed learners, with a particular focus on those who are in debt. This activity will promote the practical side of numeracy, and will be promoted through Citizens Advice, DWP , District Council Benefit teams and via social media channels, via employers and key stakeholders. Support will include personal debt management plans and be between 6 – 24 hours in both one to one and group environments to support needs.	Number of people participating in Multiply funded courses	120	150	175	£35,000	£58,000	£63,000	**£156,000**

#	Intervention	Description	Metric	Y1	Y2	Y3	£ Y1	£ Y2	£ Y3	Total
7	Numeracy activities, courses or provision developed in partnership with community organisations and other partners aimed at engaging the hardest to reach learners	Working with existing community partners and council teams , programmes will target those who are furthest away from undertaking formal qualification routes and those whose prior educational attainment has been low, typically those individuals who are inactive in the benefits system. Provision will be embedded in supporting residents to understand their current financial future and the impact of employment on that future building them towards moving into qualifications through gained confidence in numeracy. Working alongside agencies such as Libraries, Food Banks, Health and Social housing providers, programmes will both build upon existing arrangements to strengthen provision before progression to formal qualifications is possible. Programme will be targeted at 19-24s NEETs, Inactive Adults and consider use of touch points to target potential learners.	Number of people participating in Multiply funded courses	50	75	75	£28,000	£56,000	£56,000	£140,000
8	Additional relevant maths modules embedded into other vocational courses	These programmes will map across existing provision to identify optional additional tuition opportunities for adult students where current considerations to a formal maths qualification is not within the scope of their existing time availability nor aspirational as a chosen outcome - but which might become the outcome with incremental additional maths tuition and progress for example, statistics within CIPD courses, data analysis within IT courses, basic accounting/budget management within leadership and management courses or trades (electrical, hairdressing) etc. Programmes will target all adults on current vocational courses. Courses will be to suit individual needs on either one to one basis or in small groups and provision will be a minimum of 6 hours and a maximum of 45	Number of people participating in Multiply funded courses	50	75	75	£21,000	£26,000	£26,000	£73,000
9	Numeracy courses aimed at those 19 or over that are leaving, or have just left, th	Worcestershire working in partnership with the Care leavers function in Worcestershire County Council and Worcestershire Childrens First will pilot an online virtual platform for Care leavers to consider their financial futures and improve their numeracy skills alongside. This online platform will form part of a care leavers journey alongside careers support to support them to better budget their daily lives and to understand how they can improve their financial picture through work and better off calculations. Provision will be developed to provide bite size modules with minimum requirements considered during development.	Number of people referred from partners onto upskill course	5	25	50	£11,500	£0	£0	£11,500
10										£0
Any off-menu provision	Off-menu intervention	Is there any provision that does not fit the menu of interventions? Please provide a description. You will be asked to provide a rationale in question 3.								
Un-allocated	Programme has allowed for slight overspend in years 2 and 3 that will claw back underspend in year one.						£98,100	-£27,200	-£70,900	£0
Admin	Administration Expenses include Project Manager at £46500k with oncosts , Project Support Officer £34000 with oncosts, Business Administration Apprentice £11500 with oncosts (Year one only to assist set up) and contributions towards Senior Management , Financial Support and Quality Assurance plus capital costs of new staff (i.e. laptops) at £25k in year one and then remaining funds of £8400 in year three towards costs of redundancy for staff where needed. NB All costs are based on salaries in financial year 22/23 and therefore have allowed 3% for following years and potential increases to NI, Wages etc. Year one allocation is based on six months only						£81,400	£93,200	£93,900	£268,500
	Total						£814,000	£932,000	£939,000	£2,685,000

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worcestershire
county council

Data Protection Full Assessment - Draft
Impact Assessment Id: #376

1.0 **Screening Information**

Project Name
DfE Multiply

Name of Project Sponsor
Hannah Perrott

Name of Project Manager
Judy Gibbs

Name of Project Lead
Judy Gibbs

Please give a brief description of the project
Multiply , a strand of the UK Shared Prosperity Fund is designed as a core part of the Governments Levelling Up mission and investment in adult skills , designed to improve the levels of numeracy across Worcestershire. The scheme will support residents over 19 years old who have not previously attained a GCSE Grade 4/C or higher maths qualification to either work towards a GCSE or equivalent, develop specific numeracy skills for their work or progression or simply brush up on their skills to help them get on in life or work.

Data Protection screening result
Will require a full impact assessment

Equality and Public Health screening result
Will require a full impact assessment

Environmental Sustainability screening result
Does not need a full impact assessment

Keep it Green, Keep it on the Screen

1.1   Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
Multiply , a strand of the UK Shared Prosperity Fund is designed as a core part of the Governments Levelling Up mission and investment in adult skills , designed to improve the levels of numeracy across Worcestershire. The scheme will support residents over 19 years old who have not previously attained a GCSE Grade 4/C or higher maths qualification to either work towards a GCSE or equivalent, develop specific numeracy skills for their work or progression or simply brush up on their skills to help them get on in life or work.

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.
4935

Project Outcomes

Briefly summarise what the project will achieve.
1. More adults achieving maths qualifications courses (up to, and including, Level 2 – with GCSEs and FSQs as the qualifications of choice in England – or equivalent) and an increase in participation in numeracy courses.
2. Improved labour market outcomes e.g. fewer numeracy skills gaps reported by employers, and an increase in the proportion of adults that progress into sustained employment and / or education.
3. Increased adult numeracy across the population – this overall impact, which goes beyond achieving certificates or qualifications, will track both the perceived and actual difference taking part in the programme makes in supporting learners to improve their understanding and use of maths in their daily lives, at home and at work - and to feel more confident when doing so

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

No

1.2   Responsibility

Directorate/Organisation

People

Service Area

Communities

1.4   Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

March 2025

1.5   Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

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2.0 Personal Data

Who are you processing data about?

Customers, clients or service users

What personal data will be collected? *

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise.
Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

Basic Identifiers:

Name

Yes

Date of Birth

Yes

Age

No

Gender

Yes

Sex

Yes

Contact Details:

Address

Yes

Email Address

Yes

Home Phone Number

No

Mobile Phone Number

Yes

Postcode

Yes

ID Number:

National Insurance Number

Yes

Driving Licence/Number

No

NHS Number

No

Other General Identifier

No

Employment:

Work Related Training/Awards

Yes

Financial:

Income/Financial/Tax Situation

DRAFT

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No

Appearance:

Photograph

No

Physical Description

No

Lifestyle:

Living Habits

No

Marital Status

No

Technology:

Login/Username

No

Device MAC Address (Wireless Network Interface)

No

Device Mobile Phone/Device IMEI No

No

Location Data (Travel/GDPS/GSM Data)

No

Online Identifier e.g. IP Address

No

Website Cookies

No

Other Data Types Collected

Not Recorded

2.1 Legal basis for Personal Data

What is your lawful basis for processing the personal data? *

Please choose one of the following

Data Subject's consent for the purpose
Yes

Necessary for a contract with the Data Subject
Yes

Necessary to comply with a legal obligation
No

Necessary to protect the vital interests of an individual(s)
No

Necessary for a task in the public interest or exercise of official authority of Controller
Yes

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)
No

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2.2 Special Data

What special category personal data (if any) will be collected? *

This section will not apply to all projects and should only be completed if it applies to you.

It is important that you read this section carefully, as these data types require additional care and protection.

If you do pick anything from this list, you will be required to give more details in Section 4 of this form.

You can read more about Special Category Data through this link;

https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/

Race

Yes

Ethnic origin

Yes

Political opinions

No

Religion

No

Philosophical beliefs

No

Trade union membership

No

Genetic Data

No

Biometric Data

No

Sex life

No

Health or social care

No

2.3 Legal basis for Special Data

What is the relevant condition for processing the special category personal data? *

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Yes

Employment and Social Security

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

No

Vital Interests

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

No

Legitimate Interests of:

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"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Note – this is not often applicable to local authorities.

No

Publicly Available Data

Processing relates to personal data which are manifestly made public by the data subject;

No

Legal or Court Proceedings

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

No

Public Interest - Statutory Necessity

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

No

Medical, Health and Social Care Provision

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

No

Public Health

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

No

Archiving or Scientific, Historical or Statistical Research Purposes

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

No

2.4	**Information Involved**

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

How will the data be collected? *

This section should be filled in for every project, not just those collecting Special Category data.

Data will be collected by interview and Individual registering consent to enter programme

What will the data be used for? *

This section should be filled in for every project, not just those collecting Special Category data.

Submission to funding body to provide diversity data and ensure those accessing service are both unique indivuduals and meet the entry requirements.

Has data already been collected?

No

Are the purposes for which you are collecting the data different? *

If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will

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include data that you have collected from other teams within WCC.
Not Recorded

Explain why existing and/or less intrusive processes or measures would be inadequate *

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.

This is the requirements of the DfE not WCC to collate this data as part of a national contract

3.0　Other organisations

Are other organisations involved in processing the data?

Yes

Please provide details of each organisation that is involved in the processing of Data. Do this by adding to the below list. *

Organisation Name	Department for Education
Data Controller or Data Processor	Data Controller
Organisation's Role	Funds and Manages Education Provision as part of HM Government
Data Sharing Agreement or Contract	No
Contract Reference Number/DSA Name	Multiply
Organisation involved reason	Contract owner on behalf of HM Government
Disclosure and Security	Privacy Clause in place and data sharing agreement with DfE

1 record

3.1　Storage detail

How will the information be stored? *

Please include details of whether data will be stored outside of the European Economic Area (EEA).
Please remember that cloud storage and back up servers maybe outside the EEA.
Stored in locked cabinets and processed into a secure online system designed to report to the DfE data on the programme participants

For how long will the data be retained? *

To be defined by the DfE but normally 7 years

What is the deletion process? *

Destroyed securely paperwork document as per CIMU processes

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4   Consultation details

Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.
For further assitance and information please visit the consultation toolkit section on Ourspace.

Explain what practical steps you are going to take to ensure that you identify and address privacy risks *

Consultation with the DfE and working with both the internal Data controller Becki State and the CIMU department to understand and limit risks

Who should be consulted, internally and externally? Do you need to seek the views of members of the public? *

Internally - WCC teams, Externally DfE regulates data

How will you carry out the consultation? *

(You should link this to the relevant stages of your project management process)
As part of QA processes and early stage set up

5   Risk register

At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.
Add any risk to the relevant sections below.

Fair and Lawful Processing

Data must be processed lawfully, fairly and in a transparent manner.
Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?

- Does at least one Controller involved have a lawful power to act?

- Do you need to create or amend a privacy notice?

- How is your processing going to be transparent?

Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed

Unmitigated Risk
Likelihood - Reasonably Unlikely
Severity - Some Impact
Score - Medium
Mitigation/Solution
Individuals will sign consent to share Data and to process data , privacy notice will be in place with individuals . Data Sharing agreeemnet in place with DfE
Mitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Result
Accepted

Risk that information is being processed unlawfully

No Risk

Specific, explicit and legitimate purposes

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.
Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.

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- Are all elements of the processing compatible with the original reason and justification for the processing?

- What are these specific, explicit and legitimate purposes?

Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected

Unmitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Mitigation/Solution
Data processed can not be accessed by individuals within wider teams, only by those direcltly working on programme and not for purposes other than those known to particiaptns
Mitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Result
Reduced

Adequate, relevant and not excessive

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.
Please also consider

- Is the quality of the information adequate for the purposes it is used?

- If not, how is this to be addressed?

- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?

- Which personal data elements do not need to be included without compromising the needs of the project?

Risk of loss of control over the use of personal data

Unmitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Mitigation/Solution
Systems are secure and colllated data is kept in locked and secure cupboards, Data is not kept physically where possible and mitigated through online processing.
Mitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Result
Accepted

Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making

No Risk

Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy

No Risk

Accurate and timely

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.
Please also consider

- If you are procuring new software does it allow you to amend data when necessary?

- How are you ensuring that personal data obtained from individuals or other organisations is accurate?

- Do you have processes in place to keep data up to date?

- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

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Any data matching or linking, including whole data sets may link wrong records together

No Risk

Storage limitation

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?

- Has a review, retention and disposal (RRD) policy been established?

- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

Risk information is retained for the wrong length of time (both too long and too short)

Unmitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Mitigation/Solution
Contracts will be considered to assess records keeping timescales
Mitigated Risk
No Risk
Result
Eliminated

Risk information is not securely destroyed when its retention period has been reached

No Risk

Security

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, "appropriate security" includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?

- What training on data protection and/or information sharing has been undertaken by relevant staff?

- What access controls are in place to enforce the 'need to know' principle?

- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus; PSN Certification?

Risk of loss of confidentiality

Unmitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Mitigation/Solution
Staff are trained in DPA as part of mandatory training
Mitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Result
Reduced

Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access

Unmitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low

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Mitigation/Solution

Minimal Data will be handled in paper based copies , therefore data will be secure

Mitigated Risk

Likelihood - Unlikely

Severity - Some Impact

Score - Low

Result

Reduced

Risk that workers processing the data are not aware of their data responsibilities

Unmitigated Risk

Likelihood - Unlikely

Severity - Some Impact

Score - Low

Mitigation/Solution

Staff are trained

Mitigated Risk

Likelihood - Unlikely

Severity - Some Impact

Score - Low

Result

Reduced

Risk that information is distributed using inappropriate methods

No Risk

Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)

No Risk

Risk that information is transferred to a 'third country' without adequate safeguards

No Risk

Financial and reputational

Risk of identity theft or fraud

No Risk

Risk of financial loss for individuals or other third parties

No Risk

Risk of financial loss for the Council (including ICO fines)

No Risk

Risk of reputational damage to the Council, partners, and processors

No Risk

Health, safety and wellbeing

Risk of physical harm to individuals

No Risk

Risk of physical harm to staff and workers

No Risk

Risk of discrimination

No Risk

Risk of other significant economic or social disadvantage

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No Risk

Individuals Rights

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

Inability to meet individuals' right to be informed

No Risk

Inability to meet individuals' right of access

No Risk

Inability to meet individuals' right to rectify inaccurate data

No Risk

Inability to meet individuals' right to erase data

No Risk

Inability to meet individuals' right to restrict processing

No Risk

Inability to meet individuals' right to data portability

No Risk

Inability to meet individuals' right to object

No Risk

Inability to meet individuals' rights relating to automated decision making and profiling

No Risk

Additional project specific risks

No additional risks recorded

6 Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate *
Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out *
Selected

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7   Application Details

Last Updated Date Time

01/08/2022 14:37:50

Screening Submitted Date Time

19/07/2022 17:36:56

Last Reopened Date Time

No Date Recorded

Full Impact Submitted Date Time

28/07/2022 20:20:36

Approved/Rejected Date Time

No Date Recorded

Current User Dashboard Request Status

In progress

8.0   People with access to the original screening

Judith Gibbs   (JGibbs@worcestershire.gov.uk)

8.1   People with access to this data protection assessment

Judith Gibbs   (JGibbs@worcestershire.gov.uk)

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9   Direct Questions

Question:

Hi,

I have a few questions;

2.1, I would suggest you should only use the legal basis of public task. consent has a lot of limitations and is not advisable for a public authority. Legitimate interests isnt really relevant.

2.3 Why have you selected 'employment'? I think for this type of information consent is your only real option. You need to consider what happens if consent is not given or is withdrawn at any time. Would it be possible to collect this data and not associate it with an individual?

3.0 Are you sharing the personal data with the DfE? If so you would need to include them here and have a sharing agreement in place.

5 You state you are asking people to sign consent form which may not be appropriate if you go with a public task legal basis. You would need a privacy notice in place.

Thanks,

Charlotte

Asked by Charlotte Shepard (CShepard@worcestershire.gov.uk) at 29/07/2022 10:25:55

Judith Gibbs (JGibbs@worcestershire.gov.uk) has been asked this question.

Response:

2.1 I will change to as per your request

2.3 The individuals within the programme are potentially employed but I will change as I didnt get the context of the ask

3.0 I will amend

5 There will be a privacy notice in place

Judith Gibbs (JGibbs@worcestershire.gov.uk) at 01/08/2022 14:27:08

Add Response

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![Worcestershire county council logo]

Equality and Public Health Full Impact Assessment
Impact Assessment Id: #376

1.0	Screening Information

Project Name
DfE Multiply

Name of Project Sponsor
Hannah Perrott

Name of Project Manager
Judy Gibbs

Name of Project Lead
Judy Gibbs

Please give a brief description of the project
Multiply , a strand of the UK Shared Prosperity Fund is designed as a core part of the Governments Levelling Up mission and investment in adult skills , designed to improve the levels of numeracy across Worcestershire. The scheme will support residents over 19 years old who have not previously attained a GCSE Grade 4/C or higher maths qualification to either work towards a GCSE or equivalent, develop specific numeracy skills for their work or progression or simply brush up on their skills to help them get on in life or work.

Data Protection screening result
Will require a full impact assessment

Equality and Public Health screening result
Will require a full impact assessment

Environmental Sustainability screening result
Does not need a full impact assessment

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1.1   Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
Multiply , a strand of the UK Shared Prosperity Fund is designed as a core part of the Governments Levelling Up mission and investment in adult skills , designed to improve the levels of numeracy across Worcestershire. The scheme will support residents over 19 years old who have not previously attained a GCSE Grade 4/C or higher maths qualification to either work towards a GCSE or equivalent, develop specific numeracy skills for their work or progression or simply brush up on their skills to help them get on in life or work.

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.
4935

Project Outcomes

Briefly summarise what the project will achieve.
1. More adults achieving maths qualifications courses (up to, and including, Level 2 – with GCSEs and FSQs as the qualifications of choice in England – or equivalent) and an increase in participation in numeracy courses.
2. Improved labour market outcomes e.g. fewer numeracy skills gaps reported by employers, and an increase in the proportion of adults that progress into sustained employment and / or education.
3. Increased adult numeracy across the population – this overall impact, which goes beyond achieving certificates or qualifications, will track both the perceived and actual difference taking part in the programme makes in supporting learners to improve their understanding and use of maths in their daily lives, at home and at work - and to feel more confident when doing so

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

No

1.2   Responsibility

Directorate/Organisation

People

Service Area

Communities

1.3   Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

March 2025

1.4   Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

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2 Organisations Involved

Please identify the organisation(s) involved:

Worcestershire County Council

Details of contributors to this assessment:

Name	Judy Gibbs
Job title	Skills and Investment Group Manager
Email address	jgibbs@worcestershire.gov.uk

3.0 Who will be affected by the development and implementation

Please identify group(s) involved:

Service User

3.1 Information and evidence reviewed

What information and evidence have you reviewed to help inform this assessment? *

None

3.2 Summary of engagement or consultation undertaken

Who and how have you engaged, or why do you believe engagement is not required? *

None - at source of contract completed by DfE

3.3 Summary of relevant findings

Please summarise your relevant findings. *

None

4 Protected characteristics - Equality

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please select one or more impact box(es) below for each equality group and explain your rationale**. Please note it is possible for the potential impact to be both positive and negative for the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. who are part of these equality groups.

Age

Potential positive impact selected.

Explanation of your reasoning:

Programme is defined by DFE as for 19+ residents , this is a positive targetting of Adults where these services and support would not be available.

Disability

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Potential positive impact selected. Potential neutral impact selected.

Explanation of your reasoning:

If participant identifies as disabled , additional support can be offered at source this is a positive action helping people with disabilities to access services. However programme does not target people with disabilities specifically

Gender reassignment

Potential neutral impact selected

Explanation of your reasoning:

Does not target or note those with gender reassignment

Marriage and civil partnerships

Potential neutral impact selected.

Explanation of your reasoning:

Does not target or note those marital statuses

Pregnancy and maternity

Potential neutral impact selected.

Explanation of your reasoning:

Does not target or note those with pregnancy

Race including travelling communities

Potential neutral impact selected.

Explanation of your reasoning:

Does not target people by race

Religion and belief

Potential neutral impact selected.

Explanation of your reasoning:

Does not note religon or target people by religion

Sex

Potential neutral impact selected.

Explanation of your reasoning:

REcorded but does not target based on sex

Sexual orientation

Potential neutral impact selected.

Explanation of your reasoning:

Does not record data

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5   Characteristics - Public health

Other vulnerable and disadvantaged groups

Potential neutral impact selected.

Explanation of your reasoning:

Unknown unless participants verbalise to teams and not recorded

Health inequalities

Potential neutral impact selected.

Explanation of your reasoning:

Not known

Social and economic

Potential positive impact selected.

Explanation of your reasoning:

Programme supports upskilling in Numeracy which can lead to improved employment outcomes

Physical health

Potential neutral impact selected.

Explanation of your reasoning:

Not appropriate

Mental health and wellbeing

Potential neutral impact selected.

Explanation of your reasoning:

Not appropraite

Access to services

Potential positive impact selected.

Explanation of your reasoning:

AS part of individual advice and guidance , other referrals to public services will be made to support changing in circumstances

6   Actions to mitigate potential negative impacts

You have confirmed that there are no negative impacts for equality protected characteristics and public health characteristics.

7   When will you review this equality and public health estimate(EPHIA)?

Annually

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8   Declaration

The following statement has been read and agreed:

- All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation
- Our Organisation will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others
- All staff are expected to deliver and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate

I confirm that I will make sure that Equality and Public Health have been and continue to be considered throughout the project life cycle and that, if circumstances change in the project, a further Equality and Public Health Impact Assessment Screening will be carried out.

8   Application Details

Last Updated Date Time

28/07/2022 21:37:10

Screening Submitted Date Time

19/07/2022 17:36:56

Last Reopened Date Time

No Date Recorded

Full Impact Submitted Date Time

28/07/2022 21:37:10

Approved/Rejected Date Time

No Date Recorded

Current User Dashboard Request Status

Submitted

9.0   People with access to the original screening

Judith Gibbs   (JGibbs@worcestershire.gov.uk)

9.1   People with access to this equality and public health assessment

Judith Gibbs   (JGibbs@worcestershire.gov.uk)

10   Direct Questions

No Questions Asked

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worcestershire
county council

Data Protection Full Assessment
Impact Assessment Id: #163

1.0 Screening Information

Project Name
Kepax Bridge, Worcester

Name of Project Sponsor
Lynsey Keir

Name of Project Manager
Mark Broomby

Name of Project Lead
Mark Broomby

Please give a brief description of the project
Delivery of walking and cycling bridge over the Severn to the north of Worcester City which will increase in local walking and cycling journeys. It will provide opportunities for leisure and utility journeys (particularly to the University) to the north of the city and to potentially provide wider links to Sabrina Bridge to link directly into the City Centre as well as link to NCN45 in the local area providing additional connections to the local cycling network.

Data Protection screening result
Will require a full impact assessment

Equality and Public Health screening result
Will require a full impact assessment

Environmental Sustainability screening result
Will require a full impact assessment

1.1	Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
see attachment

Upload Business Case or Support documents

 Annex_A__to_Appendix_B____WLTB__Business_Case_Proforma_KEPAX BRIDGE.docx

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.
The scheme includes construction of a new bridge, an access path across Kepax Country Park, tie in with existing paths in Gheluvelt Park and improvements to a number of wider links.

Project Outcomes

Briefly summarise what the project will achieve.
The new pedestrian and cycle bridge will deliver an additional link across the River Severn in Worcester from Gheluvelt Park to the Kepax site in St Johns. It will provide a vital link between two parts of Worcester, reduce severance caused by the River Severn and encourage the use of active modes for journeys around the city. The scheme proposal builds upon the huge success experienced at Diglis Bridge (which has seen far more use than was originally forecast) and would provide a welcome addition to the family of bridges already in place in the City.

Is the project a new function/service or does it relate to an existing Council function/service?
New

Was consultation carried out on this project?
Yes

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1.2   Responsibility

Directorate/Organisation

Economy & Infrastructure

Service Area

Highways Operations & Public Rights of Way

1.4   Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

March 2022

1.5   Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2.0   Personal Data

Who are you processing data about?

Customers, clients or service users
Staff, persons contracted to provide a service

What personal data will be collected? *

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise.
Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

Basic Identifiers:

Name

Yes

Date of Birth

No

Age

No

Gender

No

Sex

No

Contact Details:

Address

Yes

Email Address

Yes

Home Phone Number

Yes

Mobile Phone Number

Yes

Postcode

Yes

ID Number:

National Insurance Number

No

Driving Licence/Number

No

NHS Number

No

Other General Identifier

No

Employment:

Work Related Training/Awards

No

Financial:

Income/Financial/Tax Situation

No

Appearance:

Photograph

No

Physical Description

No

Lifestyle:

Living Habits

No

Marital Status

No

Technology:

Login/Username

No

Device MAC Address (Wireless Network Interface)

No

Device Mobile Phone/Device IMEI No

No

Location Data (Travel/GDPS/GSM Data)

No

Online Identifier e.g. IP Address

No

Website Cookies

No

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Other Data Types Collected

Not Recorded

2.1   Legal basis for Personal Data

What is your lawful basis for processing the personal data? *

Please choose one of the following

Data Subject's consent for the purpose
Yes

Necessary for a contract with the Data Subject
No

Necessary to comply with a legal obligation
No

Necessary to protect the vital interests of an individual(s)
No

Necessary for a task in the public interest or exercise of official authority of Controller
No

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)
No

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2.2   Special Data

What special category personal data (if any) will be collected? *

This section will not apply to all projects and should only be completed if it applies to you.

It is important that you read this section carefully, as these data types require additional care and protection.

If you do pick anything from this list, you will be required to give more details in Section 4 of this form.

You can read more about Special Category Data through this link;

https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/

Race

No

Ethnic origin

No

Political opinions

No

Religion

No

Philosophical beliefs

No

Trade union membership

No

Genetic Data

No

Biometric Data

No

Sex life

No

Health or social care

No

2.3   Legal basis for Special Data

What is the relevant condition for processing the special category personal data? *

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
Not Recorded

Employment and Social Security

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
Not Recorded

Vital Interests

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
Not Recorded

Legitimate Interests of:

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"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Note – this is not often applicable to local authorities.

Not Recorded

Publicly Available Data

Processing relates to personal data which are manifestly made public by the data subject;

Not Recorded

Legal or Court Proceedings

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

Not Recorded

Public Interest - Statutory Necessity

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Not Recorded

Medical, Health and Social Care Provision

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

Not Recorded

Public Health

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

Not Recorded

Archiving or Scientific, Historical or Statistical Research Purposes

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Not Recorded

2.4   Information Involved

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

How will the data be collected? *

This section should be filled in for every project, not just those collecting Special Category data.

Virtual consulation and engagement has occured

Physical consultation with key stakeholders and the local members

data collected through meetings

What will the data be used for? *

This section should be filled in for every project, not just those collecting Special Category data.

data will be used to form a response to critical points of engagement and show benefits of the scheme

Has data already been collected?

Yes

Are the purposes for which you are collecting the data different? *

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If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will include data that you have collected from other teams within WCC.

no

Explain why existing and/or less intrusive processes or measures would be inadequate *

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.

data collection is necessary on such a large scheme to assuage the fears of the public and appropriately advertise the benefits of the scheme.

3.0 Other organisations

Are other organisations involved in processing the data?

No

3.1 Storage detail

How will the information be stored? *

Please include details of whether data will be stored outside of the European Economic Area (EEA).
Please remember that cloud storage and back up servers maybe outside the EEA.
both internal Jacobs servers and the WCC servers

For how long will the data be retained? *

Data will be retained for duration of the project and archived as part of standard procedure

What is the deletion process? *

Data is stored on WCC

4 Consultation details

Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.
For further assitance and information please visit the consultation toolkit section on Ourspace.

Explain what practical steps you are going to take to ensure that you identify and address privacy risks *

Due diligence will be undertaken throughout the project life cycle. Any new risks that arise will be reviewed and mitigated as required.

Who should be consulted, internally and externally? Do you need to seek the views of members of the public? *

internally - monthly project delivery boards are held where the project director, project commissioner, PM and WCC officers are present. Project communications and consultation are discussed and agreed. Residents and businesses directly affected by the scheme will be informed of the upcoming works. TRO process will be implemented.

How will you carry out the consultation? *

(You should link this to the relevant stages of your project management process)
Residents and businesses directly affected by the scheme will be contacted via letter. information on the scheme will be available online via the WCC website. Persons with queries can contact major projects for the PM to review.

5 Risk register

At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.
Add any risk to the relevant sections below.

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Fair and Lawful Processing

Data must be processed lawfully, fairly and in a transparent manner.
Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?

- Does at least one Controller involved have a lawful power to act?

- Do you need to create or amend a privacy notice?

- How is your processing going to be transparent?

Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed

Unmitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Mitigation/Solution
Utilise the PEM system
Mitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Result
Accepted

Risk that information is being processed unlawfully

No Risk

Specific, explicit and legitimate purposes

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.
Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.

- Are all elements of the processing compatible with the original reason and justification for the processing?

- What are these specific, explicit and legitimate purposes?

Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected

No Risk

Adequate, relevant and not excessive

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.
Please also consider

- Is the quality of the information adequate for the purposes it is used?

- If not, how is this to be addressed?

- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?

- Which personal data elements do not need to be included without compromising the needs of the project?

Risk of loss of control over the use of personal data

No Risk

Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making

No Risk

Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy

No Risk

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Accurate and timely

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.

Please also consider

- If you are procuring new software does it allow you to amend data when necessary?

- How are you ensuring that personal data obtained from individuals or other organisations is accurate?

- Do you have processes in place to keep data up to date?

- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

Any data matching or linking, including whole data sets may link wrong records together

> No Risk

Storage limitation

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?

- Has a review, retention and disposal (RRD) policy been established?

- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

Risk information is retained for the wrong length of time (both too long and too short)

> **Unmitigated Risk**
> Likelihood - Unlikely
> Severity - Minimal Impact
> Score - Low
>
> **Mitigation/Solution**
> review and archive when the project is closed
>
> **Mitigated Risk**
> Likelihood - Unlikely
> Severity - Minimal Impact
> Score - Low
>
> **Result**
> Accepted

Risk information is not securely destroyed when its retention period has been reached

> **Unmitigated Risk**
> Likelihood - Unlikely
> Severity - Minimal Impact
> Score - Low
>
> **Mitigation/Solution**
> ensure the project close out processes are carried out
>
> **Mitigated Risk**
> Likelihood - Unlikely
> Severity - Minimal Impact
> Score - Low
>
> **Result**
> Accepted

Security

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, "appropriate security" includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?

- What training on data protection and/or information sharing has been undertaken by relevant staff?

- What access controls are in place to enforce the 'need to know' principle?

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- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus; PSN Certification?

Risk of loss of confidentiality

Unmitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Mitigation/Solution
ensure communications are addressed via PEM system and major projects. Delete emails as per WCC policy.
Mitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Result
Reduced

Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access

Unmitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Mitigation/Solution
Ensure WCC staff follow WCC security procedures. Inform IT of any potential security issues immediately
Mitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Result
Reduced

Risk that workers processing the data are not aware of their data responsibilities

No Risk

Risk that information is distributed using inappropriate methods

Unmitigated Risk
Likelihood - Unlikely
Severity - Some Impact
Score - Low
Mitigation/Solution
Use PEM system
Mitigated Risk
No Risk
Result
Eliminated

Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)

No Risk

Risk that information is transferred to a 'third country' without adequate safeguards

No Risk

Financial and reputational

Risk of identity theft or fraud

No Risk

Risk of financial loss for individuals or other third parties

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No Risk

Risk of financial loss for the Council (including ICO fines)

No Risk

Risk of reputational damage to the Council, partners, and processors

Unmitigated Risk
Likelihood - Reasonably Unlikely
Severity - Minimal Impact
Score - Low
Mitigation/Solution
Ensure the PEM system is used
Mitigated Risk
Likelihood - Unlikely
Severity - Minimal Impact
Score - Low
Result
Reduced

Health, safety and wellbeing

Risk of physical harm to individuals

No Risk

Risk of physical harm to staff and workers

No Risk

Risk of discrimination

No Risk

Risk of other significant economic or social disadvantage

No Risk

Individuals Rights

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

Inability to meet individuals' right to be informed

No Risk

Inability to meet individuals' right of access

No Risk

Inability to meet individuals' right to rectify inaccurate data

No Risk

Inability to meet individuals' right to erase data

No Risk

Inability to meet individuals' right to restrict processing

No Risk

Inability to meet individuals' right to data portability

No Risk

Inability to meet individuals' rights relating to automated decision making and profiling

No Risk

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Additional project specific risks

No additional risks recorded

<table>
<tr><td>**6**</td><td></td></tr>
</table>

6   Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate *
Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out *
Selected

worcestershire
county council

Environmental Sustainability Full Impact Assessment
Impact Assessment Id: #163

1.0   Screening Information

Project Name
Kepax Bridge, Worcester

Name of Project Sponsor
Lynsey Keir

Name of Project Manager
Mark Broomby

Name of Project Lead
Mark Broomby

Please give a brief description of the project
Delivery of walking and cycling bridge over the Severn to the north of Worcester City which will increase in local walking and cycling journeys. It will provide opportunities for leisure and utility journeys (particularly to the University) to the north of the city and to potentially provide wider links to Sabrina Bridge to link directly into the City Centre as well as link to NCN45 in the local area providing additional connections to the local cycling network.

Data Protection screening result
Will require a full impact assessment

Equality and Public Health screening result
Will require a full impact assessment

Environmental Sustainability screening result
Will require a full impact assessment

1.1   Background and Purpose

Background and Purpose of Project?
To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
see attachment

Upload Business Case or Support documents
☐ Annex_A__to_Appendix_B____WLTB__Business_Case_Proforma_KEPAX BRIDGE.docx

Project Outputs
Briefly summarise the activities needed to achieve the project outcomes.
The scheme includes construction of a new bridge, an access path across Kepax Country Park, tie in with existing paths in Gheluvelt Park and improvements to a number of wider links.

Project Outcomes
Briefly summarise what the project will achieve.
The new pedestrian and cycle bridge will deliver an additional link across the River Severn in Worcester from Gheluvelt Park to the Kepax site in St Johns. It will provide a vital link between two parts of Worcester, reduce severance caused by the River Severn and encourage the use of active modes for journeys around the city. The scheme proposal builds upon the huge success experienced at Diglis Bridge (which has seen far more use than was originally forecast) and would provide a welcome addition to the family of bridges already in place in the City.

Is the project a new function/service or does it relate to an existing Council function/service?
New

Was consultation carried out on this project?
Yes

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1.2   Responsibility

Directorate/Organisation

Economy & Infrastructure

Service Area

Highways Operations & Public Rights of Way

1.3   Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

March 2022

1.4   Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2   Greenhouse Gas Emissions

Could the project result in an increase in GHG emissions (including CO2)?   No

Please be mindful that the Council has committed to reduce its GHG emissions to 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 the assessment.

Please explain your answer below:

Not recorded

Have you undertaken an assessment of the project to know if there will likely be an increase in GHG emissions?   No

Please explain your answer below:

Not recorded

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3   Resources

Will the project result in increased consumption of electricity, gas or other heating fuels?   No

e.g. project may require use of additional buildings, lighting and heating in buildings, additional ICT equipment, etc.

Will the project reduce energy needs and result in reduced consumption?   Yes

e.g. disposal of WCC property assets

Will the project require additional water resources leading to an increase in water consumption?   No

e.g. increased use of water through construction processes

Might there be a decrease in water consumption?   No

e.g. will the project involve water saving measures or initiatives

Will the project result in the use of other resources, materials or minerals? Yes

e.g. use of natural resources such as wood; or use of aggregate minerals?

Please explain your answer below:

Materials from the bridge could come from unsustainable sources unless identified in the procurement documentation. Conversations with AGC Ltd under ECI have expressed a need for using sustainable materials where possible. AGC have a sustainable policy.

4   Transport

Will the project result in more people needing to travel?   No

e.g. will there be additional cars on the road

Have alternative transport modes been considered?   Yes

e.g. could use be made of public transport/walking/cycling etc.

Please explain your answer below:

Walking and cycling will increase as a result of the project as demonstrated at Diglis.

5   Waste

Is there likely to be an increase in waste as a result of the project?   Yes

e.g. construction waste, packaging waste etc.

Please explain your answer below:

Some excavated material may require tipping and may include contaminants.

Have opportunities to prevent, minimise, reuse or recycle waste been identified and considered?   Yes

e.g. will recycling facilities be available as part of the project

Please explain your answer below:

This will be written into the contract.

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6 Wildlife and Biodiversity

Will there be any negative impacts on the natural environment?   Yes

e.g. will the project involve removal of green space/trees; have wildlife surveys been considered; result in enhancements to green infrastructure; increased biodiversity opportunities etc.?

Please explain your answer below:

The scheme has the potential to significantly impact important ecological receptors, particularly the River
Severn LWS and the use of the area by a range of bat species. Following the incorporation of mitigatory
measures within the design process, such as the bridge footprint and not using operational lighting of the bridge, and subsequent
inclusion of mitigation as detailed in this assessment, it is concluded that there would be no
significant residual impacts to ecological receptors. However, the CEMP must consider all the mitigation
measures outlined and should any operational lighting be determined as essential then a lighting plan should be developed in
association with a suitably experienced ecologist to ensure that any impacts are minimised.
A commitment to the implementation of all agreed mitigation measures for the scheme should be secured through planning conditions.

Has a preliminary ecological appraisal been undertaken?   Yes

Please explain your answer below:

Yes by the WCC Ecology team

Has there been consideration of statutory assessments?   Yes

e.g. Sustainability Appraisals, Strategic Environmental Assessments and Habitat Regulations Assessment Screening?
N.B. This is a matter of legal compliance - All plans and projects (including planning applications) which are not directly connected with, or necessary for, the conservation management of a habitat site, require consideration of whether the plan or project is likely to have significant effects on that site. This consideration – typically referred to as the 'Habitats Regulations Assessment screening' – should take into account the potential effects both of the plan/project itself and in combination with other plans or projects.

Please explain your answer below:

All statuary appraisals and assessments will be carried out and logged in the Mandate.

7 Pollution to land/air/water

Is there a risk of pollution to the local environment?   Yes

e.g.

- will there be surface water run-off or discharge into local water source?

- will there be any impact on local water quality?

- will any waste water require treatment?

- is there the potential for spillage of chemicals?

- is there the potential for emissions to air from combustion processes resulting in poor air quality?

Please explain your answer below and include any actions that have been identified to mitigate these risks:

The works are immediately adjacent to a river, works close by could contaminate the river course.This risk has been identified and the contractor will be required to provide method statement mitigating this risk.

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8   Resilience to climate risks

Could climate risks affect your project?   Yes

N.B. some projects may be more sensitive to future changes in the climate e.g. hotter and drier summers; milder and wetter winters; increased likelihood of extreme weather events. These climate risks may affect project delivery and should be considered at the early stages of project development.

Please explain your answer below:

The Project is located in a flood zone and there is contaminated land in the area that may affect construction

Has the impact of extreme weather events on the project been considered?   Yes

e.g. heat waves and flooding.

Please explain your answer below:

This has been identified as a risk to programme

Is there a business/project continuity plan in place to ensure climate risks are minimised?   No

e.g. can you ensure that the project is resilient to climate risks and can continue to deliver on outcomes.

Could the project exacerbate climate risks?   No

e.g. increase flood risk or worsen temperature extremes in the locality.

Will the project result in the use of other resources, materials or minerals?   Yes

e.g. use of natural resources such as wood; or use of aggregate minerals?

Please explain your answer below:

Materials from the bridge could come from unsustainable sources unless identified in the procurement documentation. Conversations with AGC Ltd under ECI have expressed a need for using sustainable materials where possible. AGC have a sustainable policy.

9   Historic Environment

Have you checked with the WCC Historic Environment team as to whether there are any impacts on the Historic Environment (negative or positive)?

   Yes

Check every development with the Historic Environment Team at the planning stage of each project. Further assessment may be required depending on the nature and scale of development. There may also be design options that would negate any need for further assessment (and lessen costs), or even opportunities to enhance heritage assets or their setting through the development.

Please explain your answer below:

Listed buildings have been identified.

Does the development have the potential to result in any impacts to the historic environment or opportunities for enhancement?

   Yes

If yes, then further assessment will be required. This could take the form of a watching brief during groundworks if the potential is clearly understood and relatively low, or a more comprehensive desk-based and/or field investigation prior to development.

Please explain your answer below:

The likely residual impacts are listed below. Note that temporary construction impacts are not regarded as residual. A Moderate or Major Significance is regarded as 'Significant' for the purposes of this assessment.

Character Area 1: Hallow Tip/Kepax Landfill – Moderate Beneficial Significance

Character Area 2: The River Severn – Moderate Beneficial Significance

Character Area 3: Park Avenue and Park View Terrace – Minor Beneficial Significance

Character Area 4: Gheluvelt Park – Minor Beneficial Significance

Character Area 5: Site of the former waterworks (Gheluvelt Park West) – Moderate Beneficial Significance Character Area 6: Barbourne – Minor Beneficial Significance

Character Area 7: The Pitchcroft (Worcester Racecourse) – Minor Beneficial Significance

View 01: Visitors to the Pumphouse Environmental Centre Café – Moderate Beneficial Significance

View 02: Residents of Tower Road and Park View Terrace – Minor Beneficial Significance

View 03: Visitors to the former waterworks site – Major Beneficial Significance

View 04: Visitors to the River Severn – Major Beneficial Significance

View 05: Residents on Waterworks Road – Minor Beneficial Significance

View 06: Residents on Waterworks Road and Visitors to The Pitchcroft – Moderate Beneficial Significance View 07: Visitors to Kepax Landfill and Residents on Riverview Close – Moderate Beneficial Significance

View 08: Visitors to the Severn Way – Moderate Beneficial Significance

View 09: Visitors to the River Severn at Northwick – Minor Beneficial Significance

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10   Procurement

Could any procurement associated with the project have a detrimental environmental impact?   Yes

e.g. procurement of goods from overseas that have to be shipped; use of unsustainable materials or materials that cannot be recycled at the end of their use?

Please explain your answer below:

Yes some materials unless specified could require significant travel and sourced from unsustainable sources.

Is there likely to be increased Greenhouse Gas emissions from products purchased for the project?   No

e.g. carbon emissions from transport and manufacturing

Will you be able to make use of sustainable products? Yes

e.g. recycled, local, ethical etc.

Please explain your answer below:

The material for the bridge and surfacing materials for the links could come from recycled sources. the contractor have a sustainable policy and it will be written into their project scope.

Have you considered the Public Services (Social Value) Act 2012?   No

All major contracts let by the Council (those of more than £100,000 in total value) will be expected to deliver a meaningful contribution to our vision of Social Value in the county. The Act requires us to consider how the services we commission and procure might improve the economic, social and environmental well-being of the local area.

 – please see: Social Value

11   Declaration

I have confirmed that to the best of my knowledge that the information I have provided is true, complete and accurate

I have confirmed that I will make sure that Environmental Sustainability has been and continues to be considered throughout the project life cycle and should circumstances change in the project a further Environmental Sustainability Assessment Screening will be carried out.

Keep it Green, Keep it on the Screen

worcestershire
county council

Equality and Public Health Full Impact Assessment
Impact Assessment Id: #163

1.0   **Screening Information**

Project Name
Kepax Bridge, Worcester

Name of Project Sponsor
Lynsey Keir

Name of Project Manager
Mark Broomby

Name of Project Lead
Mark Broomby

Please give a brief description of the project
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Data Protection screening result
Will require a full impact assessment

Equality and Public Health screening result
Will require a full impact assessment

Environmental Sustainability screening result
Will require a full impact assessment

1.1   **Background and Purpose**

Background and Purpose of Project?
To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
see attachment

Upload Business Case or Support documents
  Annex_A__to_Appendix_B____WLTB__Business_Case_Proforma_KEPAX BRIDGE.docx

Project Outputs
Briefly summarise the activities needed to achieve the project outcomes.
The scheme includes construction of a new bridge, an access path across Kepax Country Park, tie in with existing paths in Gheluvelt Park and improvements to a number of wider links.

Project Outcomes
Briefly summarise what the project will achieve.
The new pedestrian and cycle bridge will deliver an additional link across the River Severn in Worcester from Gheluvelt Park to the Kepax site in St Johns. It will provide a vital link between two parts of Worcester, reduce severance caused by the River Severn and encourage the use of active modes for journeys around the city. The scheme proposal builds upon the huge success experienced at Diglis Bridge (which has seen far more use than was originally forecast) and would provide a welcome addition to the family of bridges already in place in the City.

Is the project a new function/service or does it relate to an existing Council function/service?
New

Was consultation carried out on this project?
Yes

Keep it Green, Keep it on the Screen

1.2 Responsibility

Directorate/Organisation

Economy & Infrastructure

Service Area

Highways Operations & Public Rights of Way

1.3 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

March 2022

1.4 Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2 Organisations Involved

Please identify the organisation(s) involved:

Worcestershire County Council

Details of contributors to this assessment:

Name	Lynsey Kier
Job title	Project Office Manager
Email address	E&IProjectOffice@worcestershire.gov.uk

3.0 Who will be affected by the development and implementation

Please identify group(s) involved:

Service User
Visitors
Communities

3.1 Information and evidence reviewed

What information and evidence have you reviewed to help inform this assessment? *

research based around attendees to meetings

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3.2 Summary of engagement or consultation undertaken

Who and how have you engaged, or why do you believe engagement is not required? *

local members, key stakeholders, interested parties
engaged with physical and virtual meetings

3.3 Summary of relevant findings

Please summarise your relevant findings. *

findings from interested parties include how best to advertise the scheme to the local public and promote it's benefits

4 Protected characteristics - Equality

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please select one or more impact box(es) below for each equality group and explain your rationale**. Please note it is possible for the potential impact to be both positive and negative for the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. who are part of these equality groups.

Age

Potential positive impact selected.

Explanation of your reasoning:

The bridge will benefit walkers and cyclists of all ages. The route into the town centre will be shorter, healthier and safer.

Disability

Potential neutral impact selected.

Explanation of your reasoning:

The route could benefit some disabilities however will require ramps and steps

Gender reassignment

Potential neutral impact selected

Explanation of your reasoning:

no impact

Marriage and civil partnerships

Potential neutral impact selected.

Explanation of your reasoning:

no impact

Pregnancy and maternity

Potential neutral impact selected.

Explanation of your reasoning:

no impact

Race including travelling communities

Potential neutral impact selected.

Explanation of your reasoning:

no impact

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Religion and belief

Potential neutral impact selected.

Explanation of your reasoning:

no impact

Sex

Potential neutral impact selected.

Explanation of your reasoning:

no impact

Sexual orientation

Potential neutral impact selected.

Explanation of your reasoning:

no impact

5   Characteristics - Public health

Other vulnerable and disadvantaged groups

Potential neutral impact selected.

Explanation of your reasoning:

no impact

Health inequalities

Potential positive impact selected.

Explanation of your reasoning:

it will encourage healthier modes of travel

Social and economic

Potential neutral impact selected.

Explanation of your reasoning:

no impact

Physical health

Potential positive impact selected.

Explanation of your reasoning:

walking and cycling will be safer, pleasant and more direct

Mental health and wellbeing

Potential positive impact selected.

Explanation of your reasoning:

the route enables circular riverside walks and cycle routes through an attractive area that may have a positive impact on mental health

Access to services

Potential positive impact selected.

Explanation of your reasoning:

access to services will be improved due to a new crossing point of the river

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6 Actions to mitigate potential negative impacts

You have confirmed that there are no negative impacts for equality protected characteristics and public health characteristics.

7 When will you review this equality and public health estimate(EPHIA)?

This will be reviewed as part of Project Operating Model at key stages of design and at the request of the Project Board

8 Declaration

The following statement has been read and agreed:

- All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation

- Our Organisation will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others

- All staff are expected to deliver and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate

I confirm that I will make sure that Equality and Public Health have been and continue to be considered throughout the project life cycle and that, if circumstances change in the project, a further Equality and Public Health Impact Assessment Screening will be carried out.

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Appendix A

North West Worcestershire Corridor Major Road Network Corridor Study Area
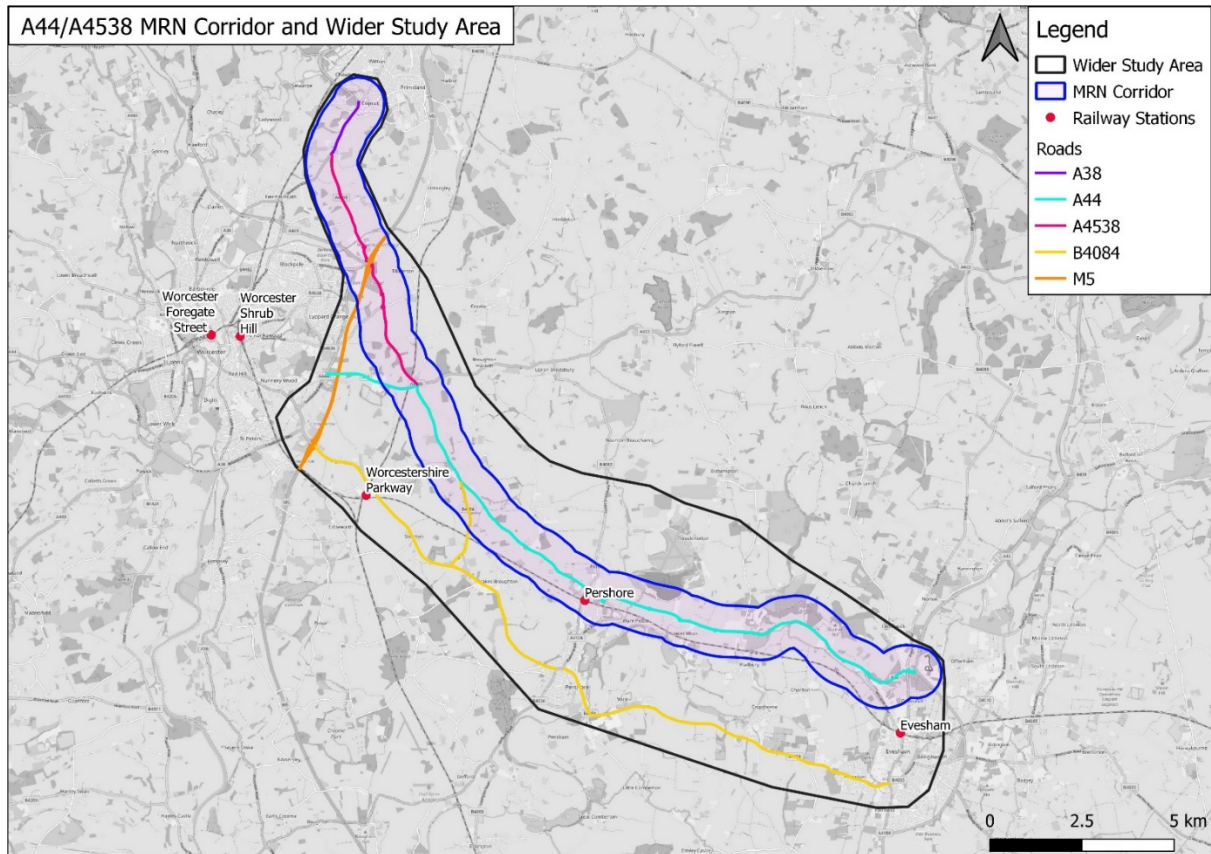
Appendix B

NWWC Locations for Consideration

Highway Intervention Schemes
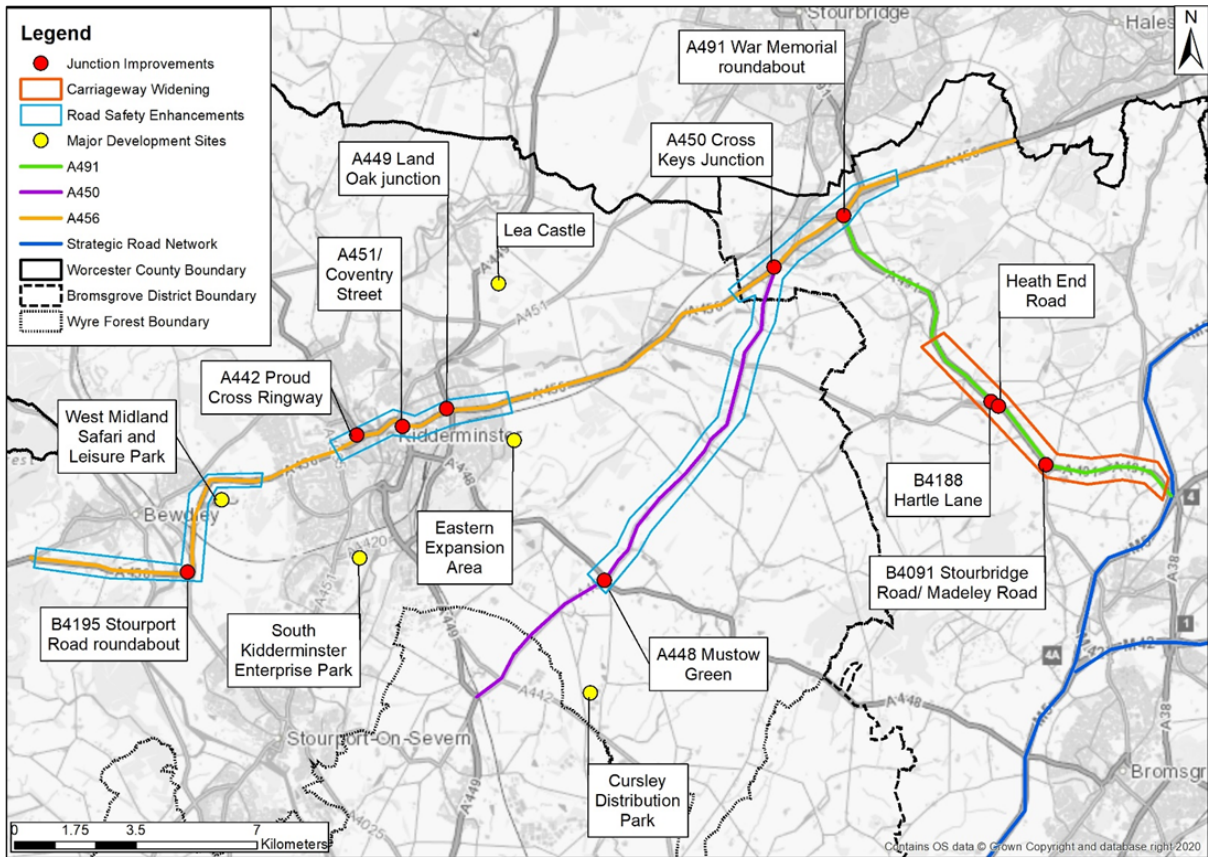
Appendix C
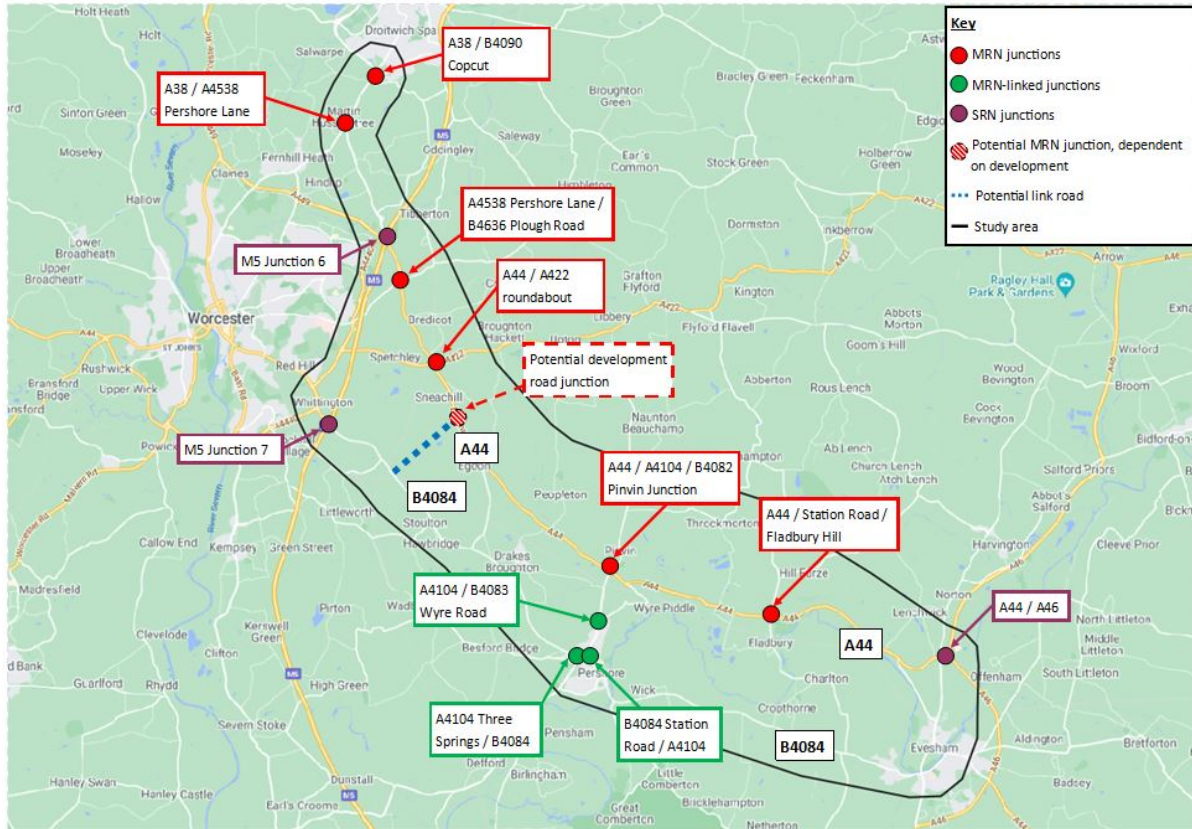
A44 / A4538 Major Road Network Corridor Study Area

Appendix D

A44/A4538 Locations for Consideration

Highway Intervention Schemes

![Worcestershire County Council logo](worcestershire county council)

Data Protection Full Assessment - Draft
Impact Assessment Id: #318

1.0   Screening Information

Project Name
North West Worcestershire Corridor

Name of Project Sponsor
Emily Baker

Name of Project Manager
Abhi Bhasin

Name of Project Lead
Karen Hanchett

Please give a brief description of the project
There are congestion, safety and journey time reliability issues along the three MRN Corridors, which are the A456 (starts at B4190 Cleobury Road roundabout on Bewdley bypass, passing through Kidderminster, Blakedown, ending in Hagley village), the A491 (intersects the A456 corridor in Hagley village at War Memorial roundabout, linking to M5 J4 to the south) and the A450 (runs to the south-east of Kidderminster, connecting with the A456 on the western outskirts of Hagley village, heading south west, to the A450/A422 junction). These issues are recognised as a threat to not only the realisation of planned growth but also the continued performance of the MRN routes. Collectively, the A456, A491 and A450 provide important links between the Wyre Forest, Bromsgrove district, the West Midlands conurbation and Strategic Road Network (SRN) at M5 J4 and J3.

Data Protection screening result
Will require a full impact assessment

Equality and Public Health screening result
Will require a full impact assessment

Environmental Sustainability screening result
Will require a full impact assessment

1.1   Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
Not Recorded

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.
Not Recorded

Project Outcomes

Briefly summarise what the project will achieve.
Not Recorded

Is the project a new function/service or does it relate to an existing Council function/service?

Not answered

Was consultation carried out on this project?

Not Recorded

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1.2 Responsibility

Directorate/Organisation

Not Recorded

Service Area

Not Recorded

1.4 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

Not Recorded

1.5 Project Part of a Strategic Programme

Is this project part of a strategic programme?

Not recorded

2.0 Personal Data

Who are you processing data about?

Not recorded

What personal data will be collected? *

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise.
Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

Basic Identifiers:

Name

Not Recorded

Date of Birth

Not Recorded

Age

Not Recorded

Gender

Not Recorded

Sex

Not Recorded

Contact Details:

Address

Not Recorded

Email Address

Not Recorded

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Home Phone Number

Not Recorded

Mobile Phone Number

Not Recorded

Postcode

Not Recorded

ID Number:

National Insurance Number

Not Recorded

Driving Licence/Number

Not Recorded

NHS Number

Not Recorded

Other General Identifier

Not Recorded

Employment:

Work Related Training/Awards

Not Recorded

Financial:

Income/Financial/Tax Situation

Not Recorded

Appearance:

Photograph

Not Recorded

Physical Description

Not Recorded

Lifestyle:

Living Habits

Not Recorded

Marital Status

Not Recorded

Technology:

Login/Username

Not Recorded

Device MAC Address (Wireless Network Interface)

Not Recorded

Device Mobile Phone/Device IMEI No

Not Recorded

Location Data (Travel/GDPS/GSM Data)

Not Recorded

Online Identifier e.g. IP Address

Not Recorded

Website Cookies

Not Recorded

Other Data Types Collected

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Other Data Types Collected

Not Recorded

2.1	Legal basis for Personal Data

What is your lawful basis for processing the personal data? *

Please choose one of the following

Data Subject's consent for the purpose
Not Recorded

Necessary for a contract with the Data Subject
Not Recorded

Necessary to comply with a legal obligation
Not Recorded

Necessary to protect the vital interests of an individual(s)
Not Recorded

Necessary for a task in the public interest or exercise of official authority of Controller
Not Recorded

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)
Not Recorded

DRAFT

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2.2   Special Data

What special category personal data (if any) will be collected? *

This section will not apply to all projects and should only be completed if it applies to you.

It is important that you read this section carefully, as these data types require additional care and protection.

If you do pick anything from this list, you will be required to give more details in Section 4 of this form.

You can read more about Special Category Data through this link;

https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/

Race

Not Recorded

Ethnic origin

Not Recorded

Political opinions

Not Recorded

Religion

Not Recorded

Philosophical beliefs

Not Recorded

Trade union membership

Not Recorded

Genetic Data

Not Recorded

Biometric Data

Not Recorded

Sex life

Not Recorded

Health or social care

Not Recorded

2.3   Legal basis for Special Data

What is the relevant condition for processing the special category personal data? *

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Not Recorded

Employment and Social Security

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Not Recorded

Vital Interests

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

Not Recorded

Legitimate Interests of:

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"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Note – this is not often applicable to local authorities.

Not Recorded

Publicly Available Data

Processing relates to personal data which are manifestly made public by the data subject;

Not Recorded

Legal or Court Proceedings

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

Not Recorded

Public Interest - Statutory Necessity

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Not Recorded

Medical, Health and Social Care Provision

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

Not Recorded

Public Health

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

Not Recorded

Archiving or Scientific, Historical or Statistical Research Purposes

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Not Recorded

2.4	Information Involved

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

How will the data be collected? *

This section should be filled in for every project, not just those collecting Special Category data.

Not Recorded

What will the data be used for? *

This section should be filled in for every project, not just those collecting Special Category data.

Not Recorded

Has data already been collected?

Not Recorded

Are the purposes for which you are collecting the data different? *

If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will include data that you have collected from other teams within WCC.

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Not Recorded

Explain why existing and/or less intrusive processes or measures would be inadequate *

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.
Not Recorded

3.0 Other organisations

Are other organisations involved in processing the data?

Not Recorded

3.1 Storage detail

How will the information be stored? *

Please include details of whether data will be stored outside of the European Economic Area (EEA).
Please remember that cloud storage and back up servers maybe outside the EEA.
Not Recorded

For how long will the data be retained? *

Not Recorded

What is the deletion process? *

Not Recorded

4 Consultation details

> Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.
> For further assitance and information please visit the consultation toolkit section on Ourspace.

Explain what practical steps you are going to take to ensure that you identify and address privacy risks *

Not Recorded

Who should be consulted, internally and externally? Do you need to seek the views of members of the public? *

Not Recorded

How will you carry out the consultation? *

(You should link this to the relevant stages of your project management process)
Not Recorded

5 Risk register

> At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.
> Add any risk to the relevant sections below.

Fair and Lawful Processing

Data must be processed lawfully, fairly and in a transparent manner.
Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?

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- Does at least one Controller involved have a lawful power to act?

- Do you need to create or amend a privacy notice?

- How is your processing going to be transparent?

Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed

> Not assessed

Risk that information is being processed unlawfully

> Not assessed

Specific, explicit and legitimate purposes

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.
Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.

- Are all elements of the processing compatible with the original reason and justification for the processing?

- What are these specific, explicit and legitimate purposes?

Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected

> Not assessed

Adequate, relevant and not excessive

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.
Please also consider

- Is the quality of the information adequate for the purposes it is used?

- If not, how is this to be addressed?

- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?

- Which personal data elements do not need to be included without compromising the needs of the project?

Risk of loss of control over the use of personal data

> Not assessed

Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making

> Not assessed

Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy

> Not assessed

Accurate and timely

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.
Please also consider

- If you are procuring new software does it allow you to amend data when necessary?

- How are you ensuring that personal data obtained from individuals or other organisations is accurate?

- Do you have processes in place to keep data up to date?

- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

Any data matching or linking, including whole data sets may link wrong records together

> Not assessed

Storage limitation

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be

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established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?

- Has a review, retention and disposal (RRD) policy been established?

- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

Risk information is retained for the wrong length of time (both too long and too short)

Not assessed

Risk information is not securely destroyed when its retention period has been reached

Not assessed

Security

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, "appropriate security" includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?

- What training on data protection and/or information sharing has been undertaken by relevant staff?

- What access controls are in place to enforce the 'need to know' principle?

- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus; PSN Certification?

Risk of loss of confidentiality

Not assessed

Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access

Not assessed

Risk that workers processing the data are not aware of their data responsibilities

Not assessed

Risk that information is distributed using inappropriate methods

Not assessed

Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)

Not assessed

Risk that information is transferred to a 'third country' without adequate safeguards

Not assessed

Financial and reputational

Risk of identity theft or fraud

Not assessed

Risk of financial loss for individuals or other third parties

Not assessed

Risk of financial loss for the Council (including ICO fines)

Not assessed

Risk of reputational damage to the Council, partners, and processors

Not assessed

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Health, safety and wellbeing

Risk of physical harm to individuals

Not assessed

Risk of physical harm to staff and workers

Not assessed

Risk of discrimination

Not assessed

Risk of other significant economic or social disadvantage

Not assessed

Individuals Rights

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

Inability to meet individuals' right to be informed

Not assessed

Inability to meet individuals' right of access

Not assessed

Inability to meet individuals' right to rectify inaccurate data

Not assessed

Inability to meet individuals' right to restrict processing

Not assessed

Inability to meet individuals' rights relating to automated decision making and profiling

Not assessed

Additional project specific risks

No additional risks recorded

6   Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate *
Not Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out *
Not Selected

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7 Application Details

Last Updated Date Time

No Date Recorded

Screening Submitted Date Time

15/01/2022 10:16:50

Last Reopened Date Time

No Date Recorded

Full Impact Submitted Date Time

No Date Recorded

Approved/Rejected Date Time

No Date Recorded

Current User Dashboard Request Status

In progress

8.0 People with access to the original screening

Abhi Bhasin   (ABhasin@worcestershire.gov.uk)
Emily Barker   (EBarker@worcestershire.gov.uk)
Karen Hanchett   (KHanchett@worcestershire.gov.uk)

8.1 People with access to this data protection assessment

Abhi Bhasin   (ABhasin@worcestershire.gov.uk)
Emily Barker   (EBarker@worcestershire.gov.uk)
Karen Hanchett   (KHanchett@worcestershire.gov.uk)

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9   Direct Questions

No Questions Asked

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worcestershire
county council

Project Screening
Impact Assessment Id: #369

1. Your Details

Name of person completing screening assessment
Abhi Bhasin

Job Title
Senior Transport Planner

Directorate
Economy & Infrastructure

Service Area
Planning and Transport Planning

Email Address
ABhasin@worcestershire.gov.uk

Connection to project (e.g. project manager)
Project Manager

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
The A44/A4538 Evesham to Worcester Major Road Network (MRN) Corridor

Name of Project Sponsor
Emily Baker

Name of Project Manager
Abhi Bhasin

Name of Project Lead
Karen Hanchett

Project Reference (if known)

Please give a brief description of the project
The corridor in south Worcestershire is a 24 km route from the A38/A4538 Martin Hussingtree junction, continuing along the A4538 Pershore Lane (north) through M5 junction 6 to the A4538 Pershore Lane (south) and the A44/A4538/A422 junction. The MRN route continues along the A44, through Pershore, connecting to the A46(T) in Evesham. There are congestion, safety and journey time reliability issues along this corridor. These issues are recoganised as a threat to not only the realisation of planned growth but also the continued performance of the MRN routes. The proposals to enhance the route are required to mitigate the development emerging as part of the South Worcestershire Development Plan review to support the new housing growth within the corridor.

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   **Rachel Hill**
Senior officer responsible for the project's information assets

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')? No
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? No
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?   No
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

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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 are three stages of a Transport Business Case preparation. The initial/first stage, Strategic Outline Business Case (SOC) is followed by submission of an Outline Business Case (OBC), which is followed by submission of Full Business Case (FBC).

The project, which is currently at an initial stage of business case preparation, includes a series of highway, safety, public transport and active
travel improvements. The project team is assumed to reassess above indicators at the completion of Outline Business Case (OBC) submission stage and then finalise them after submission of Full Business Case (FBC).

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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   Yes

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

Physical Health   Yes

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   Yes

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.

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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)   Yes

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   Yes

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

Transport   Yes

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   Yes

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   Yes

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

Pollution to Air   Yes

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

Resilience to climate change   Yes

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

Historic Environment   Yes

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

Procurement   Yes

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.

7. Results of Screening

Data Protection	Does not need a full impact assessment
Equality and Public Health	Will require a full impact assessment
Environmental Sustainability	Will require a full impact assessment

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