

# North Yorkshire Council

## Community Development

11 August 2025

### Procurement of Young People's Pathway, Pathway 2

#### Report of the Corporate Director, Community Development

This report contains two confidential Appendices A and B which contain information of the type defined in paragraph 3 of Part 1 of Schedule 12A Local Government Act 1972 (as amended) as it contains information relating to the financial and business affairs of the Council and it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information

#### **1.0 PURPOSE OF REPORT**

- 1.1 To gain approval for the recommissioning of Pathway 2 for 3+1+1 years.

#### **2.0 SUMMARY**

- 2.1 The Young People's Pathway is currently provided by one commissioned organisation as well as North Yorkshire Council (NYC). There are two distinct pathways for which NYC has responsibility. These are known as Pathway 1 and Pathway 2. Pathway 1 is the prevention arm of the service, and this was brought in-house in February 2025 into the Housing Needs service. A key decision was made on 2 July 2024 by the Corporate Director for Community Development and Children and Young People's Service (CYPS) for this to occur. Also, at the time an agreement was made to recommission Pathway 2 between Housing and CYPS for 2+1 years. Since this time the services to be commissioned have changed and following market engagement providers have indicated a reluctance to work on a service for less than 3 years.
- 2.2 Approval is now sought for the procurement of the Pathway 2 from 1<sup>st</sup> February 2026, this will be for young people with a support need who are at risk of homelessness or homeless and will also provide housing for care leavers and Asylum seeker children who have reached 18 years old with leave to remain in the country.

#### **3.0 BACKGROUND**

- 3.1 The Young People's Pathway (YPP) model, called 'Young People's Housing Solutions @ The Hub' was developed by the former North Yorkshire County Council (NYCC) in partnership with the other former seven District/Borough housing authorities in 2011. YPP provides a homelessness prevention service across the County to young people aged 16-25 years who may be homeless or at risk of homelessness. Pathway 1 is an in-house service consisting of a team of Homeless Prevention Workers. Pathway 2 is an accommodation pathway and is an operational and strategic partnership between Housing and CYPS with housing providers and voluntary agencies.

- 3.2 The YPP was originally developed in response to the requirements arising from the 2009 “Southwark Judgement” and the subsequent Department for Children, Schools and Families guidance to Children’s Services and Local Housing Authorities (April 2010) which sets out local authorities’ duties to secure accommodation and support for homeless 16- and 17-year-olds. In addition, it assists the Council in meeting their statutory obligations to young people who are in or leaving care and meets the statutory duty of housing authorities to prevent homelessness. This ensures they are protected and enabled to lead independent and fulfilling lives through the provision of quality accommodation and support services.
- 3.3 For additional background information see confidential Appendix A.
- 3.4 The partnership approach provides a clear and consistent pathway, regardless of where in the County the young person requests assistance, maximising the effective use of resources, staff skills and expertise to prevent homelessness, the associated negative consequences and provide accommodation options.
- 3.5 In addition to the proposed procured provision, Derwent Lodge in Norton also provides YPP 2 provision (up to 7 beds). Derwent Lodge was previously part of Ryedale District Council and part of the above sub-contract arrangements. Following LGR it became part of NYC and funding was separated from YPP 2 and moved directly to Derwent Lodge. Derwent Lodge continues to provide up to 7 beds for YPP 2 and sits within our Ofsted Registration for 16/17-year-old provision.
- 3.6 Over the past year there have been 8 Young people 16 – 25 YPP2 living there. The intention is that Derwent Lodge remains under our Ofsted Registration and could continue to provide accommodation for 16/17 year olds if required giving an option within YPP.

#### **4.0 PATHWAY 2**

- 4.1 The Young people’s pathway is a fundamental and crucial element of the council’s approach to meeting its wider statutory responsibilities under the homelessness legislation. Effectively the pathway alleviates the pressure on the homelessness service through the provision of bespoke and more cost-effective solution to meeting need than the statutory homeless process. Any reductions in capacity are likely to be costly and have negative outcomes for young people overall, adding pressure and cost on the Council’s homelessness service. As a result, more young people are likely to require assistance.

#### **4.2 Service Accessibility**

Young people eligible for the service will be able to access it through referrals made to the relevant Authority Housing Options locality team via Pathway 1, the Young Person’s Homeless Prevention team.

- 4.3 Pathway 2 services will be flexible and responsive to young people who may have multiple needs which may include: -

- Substance misuse issues
- Mental health problems
- Chaotic lifestyles, including those displaying anti-social behaviour
- Being at risk of offending and/or with a current offending history
- Young people deemed to be vulnerable and at risk
- 16/17-year-olds
- Young people who are or have been criminally or sexually exploited or abused
- Young people who engage in illegal activity
- Young People who engage in Self harm or suicide Ideation
- Young people with a learning disability

- Unaccompanied Asylum-Seeking Children 18 and over
- Young parents with support needs
- Young people with care experience
- Young people not currently in education/training/employment
- Young People aged 18+ who have physical or mental health needs that may require an element of care but where that care can be accessed on a visiting basis through adult social care and their partners to ensure there is a care plan and risk assessment that support the young person's access to supported accommodation.

4.4 The accommodation provision will be under a range of agreements: -

- Units are owned by providers who also provide the support element
- Units are leased from landlords (private sector and Registered Providers) by providers who also provide the support element

#### 4.5 Accommodation Provision

| Locality      | 24/7 staffed accommodation* | Supported accommodation** | Total      |
|---------------|-----------------------------|---------------------------|------------|
| Craven        | 6                           | 6                         | 12         |
| Hambleton     | 9                           | 6                         | 15         |
| Harrogate     | 12                          | 35                        | 47         |
| Richmondshire | 10                          | 4                         | 14         |
| Ryedale       | 7                           | 8                         | 15         |
| Scarborough   | 18                          | 36                        | 54         |
| Selby         | 8                           | 7                         | 15         |
| <b>Total</b>  | <b>70</b>                   | <b>102</b>                | <b>172</b> |

24/7 staffed accommodation - the level of support will vary in each accommodation unit from:

- Staff on site 24 hours – controlled entry
- Staff on site 24 hours
- Staff on site during the night and at specific times during the day and evening

Supported accommodation - the level of support will vary in each accommodation unit from:

- Accommodation based
- Floating Support

#### 4.6 Move On from Pathway 2 Accommodation

When young people have successfully completed a programme of resettlement within the pathway accommodation, they are placed within the Priority Band of the Council's Choice Based Lettings Scheme (CBL). A resettlement report is completed by the provider and signed off by Housing Options Service.

4.7 The Provider will need to consider the supply of accommodation in this service as well as the service delivery model. As such, resettlement services are required to be innovative and creative in supporting young people who have reached the end of their journey within the Pathway and are judged to be ready to access independent accommodation.

## **5.0 CONTRIBUTION TO COUNCIL PRIORITIES**

- To prevent and tackle homelessness
- To safeguard children
- North Yorkshire. Looked after children's strategy sets out how we will deliver our duties as corporate parents. Where it is unsafe for a child to remain at home, we will provide safe and stable and secure permanent arrangements and ensure that children are well supported to leave the care system.
- To deliver a successful transformation programme now and in years to come, maximising the benefits of a unitary authority
- To help maintain housing supply
- To help meet housing needs, including those of vulnerable households and those with specific need
- To help ensure that people have a decent home to live in that facilitates their health and wellbeing.

## **6.0 ALTERNATIVE OPTIONS CONSIDERED**

- 6.1 This contract will fall under the light touch regime; this allows for more flexibility in the procurement process. However, due to the value an open procurement is still required as there are no existing frameworks that we could utilise for this type of provision.
- 6.2 Following the market engagement, the market expressed that they would prefer the contract to be split out into lots as opposed to one contract for the whole provision as it is now. This feeling was also mirrored by the service area as it would mean splitting the risk across multiple providers and would also give them the scope to grow the contract which is the end goal.
- 6.3 We did consider a framework however this was discounted as this contract is for staffing not the bed/properties themselves and therefore if the work wasn't guaranteed they wouldn't be able to retain the staff.
- 6.4 We are currently unable to deliver the whole of Pathway 2 in house as the council doesn't have access to accommodation options and the provision at this time to meet this need. However, over the next few years this is the direction of travel for the council.

## **7.0 FINANCIAL IMPLICATIONS**

- 7.1 We have now completed 2 Requests for Information from the market for this procurement to try and ascertain the feeling with regards funding available for the project and any other concerns that providers wanted to share with us.
- 7.2 Further details are contained in the confidential Appendix B.

## **8.0 LEGAL IMPLICATIONS**

- 8.1 By agreeing the recommendations proposed, CYPS and the housing needs service will be able to more efficiently meet their statutory responsibilities.
- 8.2 Meeting the contractual legal expectations through a procurement exercise for Pathway 2, gateway 1 document has been completed and agreed.

## **9.0 EQUALITIES IMPLICATIONS**

- 9.1 An Equality Impact Assessment screening tool has been completed - see Appendix C.

## 10.0 CLIMATE CHANGE IMPLICATIONS

10.1 A Climate change Impact Assessment screening document has been completed and agreed that a full assessment is not required - see Appendix D.

## 11.0 POLICY IMPLICATIONS

11.1 A data Protection Impact assessment Screening document has been completed - see Appendix E.

## 12.0 RISK MANAGEMENT IMPLICATIONS

| <b>Risk or Issue</b> | <b>Description &amp; Consequence</b>  |
|----------------------|---|
| Risk                 | There is a risk that we will be out of tender and procurement of the new service will not be completed in time  |
| Risk                 | There is a risk of agreeing the split of the funding requirements within the time available to go out to tender |
| Risk                 | There is a risk that the changes to the contract will destabilise the service                                   |

## 13.0 HUMAN RESOURCES IMPLICATIONS

13.1 Unsure of any TUPE implications should the service move to a different provider.

## 14.0 ICT IMPLICATIONS

14.1 Both Children's services staff and housing staff have access to the system for Children's and families, at the moment only housing staff have access to the homelessness database, so the ability to access homelessness information for CYPS staff is limited. This will be explored going forward.

## 15.0 REASONS FOR RECOMMENDATIONS

15.1 Work is underway to support the development of a new vision and key priorities for future commissioning arrangements for supported housing. This contract and the young people's Pathway have been well in partnership for the past 14 years, changes to the pathway and bringing elements in house was the agreed way forward. At this time, we do not have the ability to meet these needs fully as a council and as such we need to retain the number of units across NY to ensure we continue to house some of the most vulnerable members of the community and give them a great start in adult life.

## 16.0 RECOMMENDATION

16.1 To agree the procurement of Pathway 2, at the same number of units as currently receiving and for the funding for the service to be shared between Housing and CYPS.

### APPENDICES:

Confidential Appendix A

Confidential Appendix B

Appendix C – Equalities Impact Assessment screening tool

Appendix D - Climate Change Impact Assessment Screening tool

Appendix E - Data Protection Impact Assessment Screening tool

**BACKGROUND DOCUMENTS:**

*Nic Harne*  
Corporate Director – Community Development  
County Hall  
Northallerton  
*11 August 2025*

Report Author – Kim Robertshaw  
Presenter of Report – Andrew Rowe, Assistant Director Housing

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

| <b>Initial equality impact assessment screening form</b>  |  |    |                              |
|---|--|----|------------------------------|
| <b>This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.</b>  |  |    |                              |
| <b>Directorate</b>  | Community Development and Children and Young People's Service  |    |                              |
| <b>Service area</b>   | Housing and Children and Families  |    |                              |
| <b>Proposal being screened</b>  | Young Peoples Pathway  |    |                              |
| <b>Officer(s) carrying out screening</b>  | Sarah Wintringham- Housing Needs Service Manager   |    |                              |
| <b>What are you proposing to do?</b>  | <p>This project is looking to review the supported accommodation element of the Young People's Accommodation Pathway (pathway 2).</p> <p>Following the pathway 1 prevention arm of the service moving into the Housing Needs team in February 25, this next stage will review the pathway 2 element which is accommodation with support.</p> |    |                              |
| <b>Why are you proposing this? What are the desired outcomes?</b>   | To reprocure from external providers 172 units of accommodation with support made up of 70 units of 24/7 staffed accommodation and 102 supported accommodation   |    |                              |
| <b>Does the proposal involve a significant commitment or removal of resources?</b><br>Please give details.  | Potentially if the recommendation is not accepted, 172 current residents will need rehousing and it will have impact for future provision.   |    |                              |
| <b>Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics</b>   |  |    |                              |
| As part of this assessment, please consider the following questions:  |  |    |                              |
| <ul style="list-style-type: none"> <li>To what extent is this service used by particular groups of people with protected characteristics?</li> <li>Does the proposal relate to functions that previous consultation has identified as important?</li> <li>Do different groups have different needs or experiences in the area the proposal relates to?</li> </ul> |  |    |                              |
| <b>If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.</b>  |  |    |                              |
| Protected characteristic  | Potential for adverse impact   |    | Don't know/No info available |
|   | Yes  | No |                              |
| Age   | x  |    |                              |
| Disability  |  | x  |                              |
| Sex   |  | X  |                              |
| Race  |  | X  |                              |
| Sexual orientation  |  | X  |                              |
| Gender reassignment   |  | X  |                              |
| Religion or belief  |  | X  |                              |
| Pregnancy or maternity  |  | X  |                              |
| Marriage or civil partnership   |  | X  |                              |
| People in rural areas   | x  |    |                              |
| People on a low income  | x  |    |                              |
| Carer (unpaid family or friend)   |  |    | x                            |
| Are from the Armed Forces Community   |  |    | x                            |

APPENDIX C

|  |   |  |                              |          |
|--|---|--|------------------------------|----------|
| <p><b>Does the proposal relate to an area where there are known inequalities/probable impacts</b> (for example, disabled people's access to public transport)? Please give details.</p>  | <p>The changes to the service are particularly impactful to younger people from 18-25 years of age and children aged 16/17. With most accommodation located in market towns currently, there is an impact on young people in rural communities.</p> |  |                              |          |
| <p><b>Will the proposal have a significant effect on how other organisations operate? (for example, partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics?</b> Please explain why you have reached this conclusion.</p> | <p>Yes, there will be a significant impact on the current lead provider of Pathway 2 Accommodation and those it subcontracts depending on who bids and is successful in the contract.</p>   |  |                              |          |
| <p><b>Decision (Please tick one option)</b></p>  | <p>EIA not relevant or proportionate:</p>   |  | <p>Continue to full EIA:</p> | <p>✓</p> |
| <p><b>Reason for decision</b></p>  | <p>The current contract is out of time and requires re-procurement</p>  |  |                              |          |
| <p><b>Signed (Assistant Director or equivalent)</b></p>  | <p>A Rowe</p>   |  |                              |          |
| <p><b>Date</b></p>   | <p>11/07/2025</p>   |  |                              |          |

### Initial Climate Change Impact Assessment

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email [climatechange@northyorks.gov.uk](mailto:climatechange@northyorks.gov.uk)

|   |   |
|---|---|
| <b>Title of proposal</b>  | <b>Young People's Pathway</b>   |
| <b>Brief description of proposal</b>  | To agree the procurement of Pathway 2, Young people's Accommodation pathway, at the same number of units as currently receiving (172) and for the funding for the service to be shared between the housing service and CYPS |
| <b>Directorate</b>  | <b>Community Development and Children and Young People's service</b>  |
| <b>Service area</b>   | <b>Children and Families and Housing</b>  |
| <b>Lead officer</b>   | <b>Andrew Rowe and Mel Hutchinson</b>   |
| <b>Names and roles of other people involved in carrying out the impact assessment</b> | <b>Kim Robertshaw- Head of Housing Needs<br/>Teri Owens- Group Manager</b>  |

APPENDIX D

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

| <b>Environmental factor to consider</b>                              | <b>For the council</b>              | <b>For the county</b>               | <b>Overall</b>                      |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| Greenhouse gas emissions   | No effect on emissions              | No Effect on emissions              | No effect on emissions              |
| Waste  | Decreases waste                     | Decreases waste                     | Decreases waste                     |
| Water use  | No effect on water usage            | No effect on water usage            | No effect on water usage            |
| Pollution (air, land, water, noise, light)                           | No effect on pollution              | No effect on pollution              | No effect on pollution              |
| Resilience to adverse weather/climate events (flooding, drought etc) | No effect on resilience             | No effect on resilience             | No effect on resilience             |
| Ecological effects (biodiversity, loss of habitat etc)               | No effect on ecology                | No effect on ecology                | No effect on ecology                |
| Heritage and landscape   | No effect on heritage and landscape | No effect on heritage and landscape | No effect on heritage and landscape |

APPENDIX D

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Decision (Please tick one option)</b>         | Full CCIA not relevant or proportionate:   | X | Continue to full CCIA: |  |
| <b>Reason for decision</b>                       | The plan to re procure the service will not have effect on the above. In the future the housing service will consider the Young People’s pathway within the wider Housing Strategy. At this point a full CCIA may be required. |   |                        |  |
| <b>Signed (Assistant Director or equivalent)</b> | A Rowe   |   |                        |  |
| <b>Date</b>                                      | 31 July 2025   |   |                        |  |



## Data Protection Impact Assessment (DPIA) – Screening Questions

### Overview

A Data Protection Impact Assessment (DPIA) is essential to ensure that new systems and processes are compliant with Data Protection Legislation (GDPR and the Data Protection Act 2018). A DPIA is mandatory when introducing new technology or where the processing operation is “likely to result in a high risk to the rights and freedoms of natural persons”. The risk is considered high when processing personal information about a living person. Failure to carry out a DPIA, or failure to carry one out correctly when the risk is high, may result in a large fine.

What is Personal Data?

*“personal data’ shall mean any information relating to an identified or identifiable natural person (‘data subject’); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.”*

It may be that a single piece of information can identify an individual, or it may be that it requires a combination of information to identify them. The following information would be considered personal data:

- Name
- Address
- Date of birth
- Email address (personal and work)
- NI number
- Bank details

Personal data also extends to items such as a photo, posts on social media or an IP address.

What is Special Category Data?

*“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and data concerning health or sex life.”*

The following information would be considered special category data:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data\*
- Data concerning health
- Data concerning a person’s sex life
- Data concerning a person’s sexual orientation

*\*Biometric Data: physical or physiological identification techniques – e.g. fingerprint verification, facial/voice recognition, keystroke/handwriting analysis, gait and gaze analysis.*

In order to determine whether a DPIA is necessary, insert the required information into the table below and complete the checklist.

If the answer is **YES** to any of the screening questions in the checklist then a DPIA must be carried out.

## Data Protection Impact Assessment (DPIA) – Screening Questions

|                                    |   |
|------------------------------------|---|
| <b>Project/Process Title</b>       | <b>Young Peoples Pathway</b>  |
| <b>Directorate / Service Area</b>  | <b>Community Development – Housing and CYPS</b>   |
| <b>Overview of Project/Process</b> | To review the current Young Persons Pathway and recommission Pathway 2 to retain the current unit accommodation but for the cost to be split between Housing and CYPS and for Housing to manage and own the contract with the provider. |

| <b>Screening Questions</b>  | <b>Yes</b>                          | <b>No</b>                           | <b>Justification for Answer</b>  |
|---|-------------------------------------|-------------------------------------|--|
| <p><b>Will your project/app/system involve processing of information about individuals which includes special category or criminal conviction data? Please note this does include ‘anonymous’ data within these categories if unique identifiers such as initials or reference numbers are also processed.</b></p> <p><i>If you are processing any of the below types of personal data your answer should be YES:</i></p> <ul style="list-style-type: none"> <li>• <i>Racial or ethnic origin</i></li> <li>• <i>Political opinions</i></li> <li>• <i>Religious or philosophical beliefs</i></li> <li>• <i>Trade union membership</i></li> <li>• <i>Genetic data</i></li> <li>• <i>Biometric data</i></li> <li>• <i>Data concerning health</i></li> <li>• <i>Data concerning a person’s sex life</i></li> <li>• <i>Data concerning a person’s sexual orientation</i></li> <li>• <i>Criminal conviction data</i></li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Young people’s data will be shared with providers when being referred for the supported accommodation placements |
| <p><b>Will you be collecting new personal information about individuals, or information which, if breached could have a significant impact on an individual?</b></p> <p><i>Examples where the answer would be YES:</i></p> <ul style="list-style-type: none"> <li>• <i>This a new system/process processing personal data that has not been previously collected</i></li> <li>• <i>This is an existing system/process processing personal data but additional data must be collected due to a change in scope of the system/process</i></li> <li>• <i>Data which has routinely been collected is being collected in a new way, this data is very</i></li> </ul>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Data is already collected in this way  |

|  |                                     |                                     |   |
|--|-------------------------------------|-------------------------------------|---|
| <i>sensitive and would cause distress to the data subject if it was breached</i>   |                                     |                                     |   |
| <p><b>Will information about individuals be disclosed or shared with organisations or people who have not previously had routine access to the information?</b></p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> <li><i>There is a requirement to share information with an external 3rd party who has not previously had access to the data. This would also result in the need for a Data Sharing Agreement (DSA).</i></li> </ul>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Dependent upon whom is successful in the procurement of a new accommodation service there is potential that there will be a change in provider and therefore information will need to be moved from external provider to external provider or from NYC to a new provider going forward. |
| <p><b>Are you going to use information you already hold about individuals for a purpose it is not currently used for?</b></p> <p><i>Example of where the answer would be YES:</i></p> <p><i>Matching information from different systems/data sources, where purpose/lawful basis of original data collection may differ</i></p> <p><i>Details of the Information Asset in question will be contained within NYC's Information Asset Register (IAR) and the purpose for processing, along with the legal basis for processing will be recorded. The way information will be used in this new system/process must match the existing purpose/legal basis, otherwise a DPIA is required</i></p> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | No, the information will continue to be used as it is currently.  |
| <p><b>Does the project involve using technology which might be perceived as privacy intrusive or monitoring any publicly accessible areas? For example, CCTV, facial recognition, use of biometrics* such as thumb prints, Vehicle number plate recognition or location tracking.</b></p>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | No, there is no expectation of the project using technology that could be classed as privacy intrusive. Providers may utilise CCTV within their provision to manage safety, but this will not be shared as part of this contract.   |
| <p><b>Does any phase of project/system/ app use automated decision making based on information provided by the individual or received from a 3<sup>rd</sup> party? Automated individual decision-making is a decision made by automated means without any human involvement (e.g. online credit checks).</b></p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> <li><i>A new piece of software is being implemented which checks an applicant's geographical location, age and household income and automatically offers a free service to eligible applicants when certain conditions are met</i></li> </ul>                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | There is potential that automated decision making could be used for data transfer following procurement exercise for a new Pathway 2 contract.  |
| <p><b>Will the project include marketing or contacting individuals which may be considered intrusive?</b></p> <p><i>By phone, by email or by post, where they have not be informed/are not expecting that this contact will take place.</i></p>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | No marketing or contacting of individuals will be required for this potential change.   |

Appendix E

|   |                                     |                                     |  |
|---|-------------------------------------|-------------------------------------|--|
| <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> <li><i>I have access to a list of email addresses which were collected for the purpose of setting people up as users of their local library. I'd like to send them a notice about a new transport services available that operate near the library.</i></li> </ul>   |                                     |                                     |  |
| <p><b>Will the project include data matching from different sources or profiling?</b> <i>Combining, comparing or matching personal data obtained from multiple sources.</i></p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> <li><i>Matching data from two/three different children's systems to understand which children may be eligible to join a new learning programme.</i></li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <p>Potential that data matching may be required for moves to a potential new provider of service and transfer of individuals data both customer and staff.</p> |
| <p><b>Will you be conducting large scale processing, this includes numbers, duration and geographical spread?</b></p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> <li><i>Processing data related to all/most children who reside in North Yorkshire</i></li> <li><i>Tracking all/most individuals using public transport systems in North Yorkshire</i></li> </ul>                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |

If you have answered **YES** to any of the questions above then a full DPIA must be carried out.

If you have answered **NO** to **ALL** of the above screening questions then a DPIA is not necessary. Please complete the declaration below and email a copy to the Data Governance Team, email: [datagovernance@northyorks.gov.uk](mailto:datagovernance@northyorks.gov.uk).

|                                  |                   |
|----------------------------------|-------------------|
| <b>Date of Assessment</b>        | <b>11/07/2025</b> |
| <b>Project Sponsor Name</b>      | <b>A Rowe</b>     |
| <b>Project Sponsor Signature</b> |                   |

**Note: If the scope of work changes in any way then the pre-assessment MUST be repeated.**