

Section 75 Policy Screening & Rural Needs Impact Assessment (RNIA) Template

Part 1: Policy Scoping

The template applies to statutory obligations attaching both to Section 75 of the Northern Ireland Act 1998 and the Rural Needs Act (NI) 2016. The first stage of the process is common to both statutes and involves scoping the policy or policy area. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy under consideration. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the process on a step by step basis.

You should remember that your statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

With regard to the Rural Needs Impact Assessment, DAERA recommend that the level of analysis undertaken in the impact assessment should be proportionate to both the scale of the potential impact and significance to rural areas.

Information about the policy

Name of the policy or policy area:

Corporate/ Financial Governance

Is this an existing, revised or a new policy/policy area?

Existing	Revised	New
x		

Brief Description

The screening extends to the group of policies that directs how the organisation manages the receipt and management of funds and assets. While these policies are owned by Northern Ireland Screen, many are derived from best practice principles as determined by NICS generally and including DFP

What is it trying to achieve? (intended aims and outcomes)

To safeguard the public resources that the organisation is responsible for and to ensure value for money and due propriety in all corporate affairs.

Are there any Section 75 categories which might be expected to benefit from the intended policy?

YES	NO	N/A
X		

If YES, explain how.

All S75 categories should benefit if Northern Ireland Screen follows best practice, thereby maximising the outcomes achievable from the resources available and avoiding complaints and potential litigation.

Who initiated or wrote the policy?

Northern Ireland Screen

Who owns and who implements each element of the policy?

Northern Ireland Screen

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

YES	NO	N/A
x		

If YES, are they

Financial: YES (If YES, please detail)

MSFM, CPD procurement policy, FReM, MPMNI

Legislative: Y / N (If YES, please detail)

No

Other, please specify:

Programme for Government, Industrial Strategy

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff: All

Service users: Suppliers and contractors

Other public sector organisations: DfE, DfC, BFI, ACNI, DCMS

Voluntary/community/trade unions: n/a

Other, please specify: n/a

Other policies with a bearing on this policy

What are they and who owns them?

MSFM, CPD procurement policy, FReM, MPMNI, Programme for Government, Industrial Strategy

Rural Needs Impact Assessment Step 1: Define the issue:

- *What impact do you intend it to have in rural areas?*
None, this concerns the internal machinations of Screen NI.
- *How is 'rural' defined for the purposes of this policy/strategy/service/plan?*
DAERA definition
- *What would constitute a fair rural outcome in this case?*
Neutral impact.

Section 75: Available evidence

Evidence to help inform the Section 75 screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

Section 75 Category	Details of Evidence/Information
Nil	Many policies and associated procedures have been adopted from best practice as adopted by other bodies (see above). It is assumed that these have been based on thorough S75 scrutiny at the time of adoption

Section 75: Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of Needs/Experiences/Priorities
Disability/ race	Those who may have problems accessing the policies and associated procedures in written English (and including those with literacy problems) may require that special measures are put in place to afford full accessibility.

Rural Needs Impact Assessment Step 2: Understand the situation

Key questions to consider:

- *What is the current situation in rural areas?*

N/A

- *What evidence (statistics, data, research, stakeholder advice) do you have about the position in rural areas?*

N/A

- *If the relevant evidence is not available, can this be sourced?*

N/A

- *Do you have access to the views of rural stakeholders about the likely impact of the policy?*

N/A

- *Are there existing design features or mitigations already in place to take account of rural needs?*

N/A

Part 2: Section 75 Screening Questions

Introduction

1. If the conclusion is **none** in respect of all of the Section 75 categories, then you may decide to screen the policy **out**. If a policy is 'screened out', you should give details of the reasons for the decision taken.
2. If the conclusion is **major** in respect of one or more of the Section 75 categories, then consideration should be given to subjecting the policy to an EQIA.
3. If the conclusion is **minor** in respect of one or more of the Section 75 categories, then consideration should still be given to proceeding with an EQIA, or to measures to mitigate the adverse impact; or an alternative policy.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and hence it would be appropriate to conduct an EQIA;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns among affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

In favour of 'minor' impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

In favour of none

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the earlier evidence, consider and comment on the likely impact on equality of opportunity / good relations for those affected by this policy, by applying the following screening questions and the impact on the group i.e. minor, major or none.

Section 75: Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 grounds? Minor/Major/None		
Section 75 Category	Details of Policy Impact	Level of Impact? Minor/Major/None
Religious belief	None	None
Political opinion	None	None
Racial / ethnic group	. Access to policies and procedures for those not fluent in written English	Minor
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	Access to policies and procedures for those with sensory impairment or learning difficulties.	Minor
Dependants	None	None

2 Are there opportunities to better promote equality of opportunity for people within any of the Section 75 categories?		
Section 75 Category	If Yes, provide details	If No, provide reasons
Race Disability	Ensure all policies and procedures can be made available on request for those who are not able to access in standard format	

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? Minor/Major/None		
Good Relations Category	Details of policy impact	Level of impact Minor/Major/None
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes, provide details	If No, provide reasons
None	None	The policies have no impact on relationships between groups

Rural Needs Impact Assessment Step 3: Develop and appraise options

Key questions to consider:

- *Are there barriers to delivery in rural areas?*
No
- *If so, how can these be overcome or mitigated?*
N/A
- *Will it cost more to deliver in rural areas?*
No
- *What steps can be taken to achieve fair rural outcomes?*
None

Rural Needs Impact Assessment Step 4: Prepare for Delivery

Key questions to consider:

- *Do the necessary delivery mechanisms exist in rural areas?*
N/A
- *Have you considered alternative delivery mechanisms?*
No
- *What action has been taken to ensure fair rural outcomes?*
N/A
- *Is there flexibility for local delivery bodies to find local solutions?*
No
- *Are different solutions required in different areas?*
No

Additional considerations

Multiple identity

Individuals are represented across more than one Section 75 category. Taking this into consideration, along with rural needs and social deprivation / isolation, are there any potential impacts of the policy/decision on people with multiple identities? (For example; socially deprived disabled minority ethnic people; disabled women in urban communities; young Protestant men in rural communities; young lesbians, gay and bisexual people in both urban and rural communities).

No

Provide details of data on the impact of the policy on people with multiple identities. Specify aspects of identity concerned.

n/a

Part 3: Section 75 Screening Decision

In light of your answers to the previous questions, with regard to Section 75 considerations, do you feel that the policy should: (please underline one):

1. Not be subject to an EQIA (with no mitigating measures required)
2. Not be subject to an EQIA (with mitigating measures /alternative policies)
3. Not be subject to an EQIA at this time
4. Be subject to an EQIA

If 1. or 2. (i.e. not be subject to an EQIA), please provide details of the reasons why:

If 2. (i.e. not be subject to an EQIA), in what ways can identified adverse impacts attaching to the policy be mitigated or an alternative policy be introduced?

Policies will be made accessible to those who are unable to access in standard format, on request only, and where the person cannot access in written English.

In light of these revisions, is there a need to re-screen the revised/alternative policy at a future date? YES / NO

No

If 3. or 4. (i.e. to conduct an EQIA), please provide details of the reasons:

n/a

Timetabling and Prioritising EQIA

If 3. or 4., is the policy affected by timetables established by other relevant public authorities? YES / NO

If YES, please provide details:

No

Please answer the following questions to determine priority for timetabling the EQIA. On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for EQIA.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for EQIA. This list of priorities will assist you in timetabling the EQIA. Details of your EQIA timetable should be included in the quarterly Section 75 report.

Proposed date for commencing EQIA: _____

Any further comments on the screening process and any subsequent actions?

No

Part 4: Monitoring

Effective monitoring will help identify any future adverse impacts arising from the policy which may lead you to conduct an EQIA, as well as help with future planning and policy development. You should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007). The Commission recommends that where the policy has been amended or an alternative policy introduced, then you should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Please detail proposed monitoring arrangements below:

In light of the screening process above we will monitor complaints and feedback

Rural Needs Impact Assessment Step 5: Implementation & Monitoring

Key questions to consider:

- *Have you set any rural specific indicators or targets to monitor?*
No
- *How will the outcomes be measured in rural areas?*
N/A
- *Are there any statistics or data that you will collect to monitor rural needs and impacts?*
N/A

Rural Needs Impact Assessment Step 6: Evaluation & Review

Key questions to consider:

- *What processes are in place to evaluate and review the implementation of the policy, strategy, plan or service?*
Standard review procedures.
- *Have rural needs been factored into the evaluation process?*
Not directly
- *How will lessons learned in relation to rural outcomes be used to inform future policy making and delivery?*
Through standard review procedures.

Part 5: Approval and Authorisation

Screened by:	Position/Job Title	Date
Linda Martin	Director of Finance and Corporate Services	24.11.17
Approved by:		
Richard Williams	CEO	19.12.17
John Kremer	S75 Specialist	18.12.17

Note: A copy of the Screening Template, for each policy screened, should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on your website as soon as possible following completion and made available on request.