

# 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: Procurement Policy**

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

Existing	Revised	New
x		

### **Brief Description**

A briefing document to assist all those involved in the procurement of goods, services and works for Northern Ireland Screen.

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

The policy aims to follow best practice processes for any procurement exercise, further to Central Procurement Directives (CPD) and the Northern Ireland Public Procurement Policy (PPP), and thereby acting in a fair, reasonable and proportionate manner while delivering procurement for the organisation in line with best value principles of economy, efficiency and effectiveness.

**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.**

The policy identifies the particular issues relevant to Northern Ireland Screen for procurement of goods/services/construction and related expenditure controls. The Company is committed to the highest standards and emphasises that staff and management should act with integrity at all times.

The policy has been updated in line with Procurement Guidance Note 04/12 issued by Central Procurement Directorate on 21<sup>st</sup> May 2012.

One of the objectives of the policy is to embed sound ethical, social and environmental standards within the procurement function and to comply with all Government and European policy.

Northern Ireland Screen is committed to the fulfillment of its obligation to have due regard to the need to promote equality of opportunity, as required under Section 75 and Schedule 9 of the Northern Ireland Act 1998. Therefore, it will require its suppliers, where appropriate, to be aligned with Northern Ireland Screen's objectives for equality and inclusion as outlined in its Equality Scheme (available from our website).

Procurement activity over £30,000 is carried out by means of a documented Service Level Agreement with the Central Procurement Directorate (DFP).

Procurement by Northern Ireland Screen of works, supplies and services is based on best value for money i.e. the optimum combination of whole life cost and quality (or fitness for purpose) to meet Northern Ireland Screen's requirements.

**Who initiated or wrote the policy?**

Northern Ireland Screen

**Who owns and who implements each element of the policy?**

CEO

Director of Finance and Corporate services.

Financial Controller

### **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)

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

Other, please specify:

**Main stakeholders affected**

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

**Staff:** Any staff who engage in the procurement of goods, services or works.

**Service users:** n/a

**Other public sector organisations:**

n/a

**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?**

This is linked to the business requirements of the organisation

**Rural Needs Impact Assessment Step 1: Define the issue:**

- *What impact do you intend it to have in rural areas?*

*None*

- *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?*

No rural/urban differentiation

**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.

<b>Section 75 Category</b>	<b>Details of Evidence/Information</b>
All	<p>Evidence outlined by the screening of the Northern Ireland Public Procurement Policy by the Department of Finance and Personnel, along with earlier EQIAs carried out by DFP.</p> <p>In line with the Northern Ireland Public Procurement Policy the contract process is dictated by the potential value of the contract.</p> <p>The thresholds are standard across public bodies and designed to maintain a fair and open procurement process, while encouraging fair competition.</p>

**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

<b>Section 75 Category</b>	<b>Details of Needs/Experiences/Priorities</b>
All	<p>To operate a procurement process that does not disadvantage any potential supplier by virtue of his/her identity but operates broadly according to the principle of merit.</p>

## Rural Needs Impact Assessment Step 2: Understand the situation

Key questions to consider:

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

Not known

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

Postcode of applicants

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

Yes, by postcode analysis

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

No

- *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? <b>Minor/Major/None</b>		
<b>Section 75 Category</b>	<b>Details of Policy Impact</b>	<b>Level of Impact? Minor/Major/None</b>
<b>Religious belief</b>		None
<b>Political opinion</b>		None
<b>Racial / ethnic group</b>	Currently Northern Ireland Screen make all contracts available by their website or issued via e-mail upon request. There remains the possibility that electronic tendering places a demand on the literacy /technology skills of the user / supplier and this could have a perceived impact on ethnic communities based on the view that elements and updates in technology may not have been part of their previous work experience.	Minor (-ve)
<b>Age</b>	Currently Northern Ireland Screen make all contracts available by their website or issued via e-mail upon request. There remains the possibility that electronic tendering places a demand on the technology skills of the user / supplier and this could have a perceived impact on older people based on the view that elements and updates in technology may not have been part of their previous work experience.	Minor (-ve)
<b>Marital status</b>		None
<b>Sexual orientation</b>		None
<b>Men and women generally</b>		None
<b>Disability</b>	Currently Northern Ireland Screen make all contracts available by their website or issued via e-mail upon request. There remains the possibility that electronic tendering places a demand on the	Minor (-ve)



	technology skills of the user / supplier and this could have a perceived impact those with a disability (including sensory impairment) based on the view that elements and updates in technology may not have been part of their previous work experience.	
<b>Dependants</b>		None

<b>2 Are there opportunities to better promote equality of opportunity for people within any of the Section 75 categories?</b>		
<b>Section 75 Category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
		Northern Ireland Screen is committed to the promotion of good relations. There are a number of policies and procedures in place to ensure the promotion of good relations between employees to ensure they are comfortable in all work areas

<b>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</b>		
<b>Good Relations Category</b>	<b>Details of policy impact</b>	<b>Level of impact Minor/Major/None</b>
<b>Religious belief</b>	n/a	None
<b>Political opinion</b>	n/a	None
<b>Racial group</b>	n/a	None

<b>4</b> Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
<b>Good relations category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
	n/a	

### Rural Needs Impact Assessment Step 3: Develop and appraise options

Key questions to consider:

- *Are there barriers to delivery in rural areas?*  
Limited internet access and speed.
- *If so, how can these be overcome or mitigated?*  
Alternative forms of application where internet access is problematic.
- *Will it cost more to deliver in rural areas?*  
Processing may take more time.
- *What steps can be taken to achieve fair rural outcomes?*  
See above.

### Rural Needs Impact Assessment Step 4: Prepare for Delivery

Key questions to consider:

- *Do the necessary delivery mechanisms exist in rural areas?*  
Yes, but internet access may be more limited on rural locations
- *Have you considered alternative delivery mechanisms?*  
These are being reviewed.
- *What action has been taken to ensure fair rural outcomes?*  
Alternative application process
- *Is there flexibility for local delivery bodies to find local solutions?*  
No, must operate within CPD guidelines
- *Are different solutions required in different areas?*  
Perhaps to accommodate exceptional circumstances (e.g. internet access)

## **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).

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

None identified

## **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?

This policy is reflective of best practice following Central Procurement Directives (CPD) and the Northern Ireland Public Procurement Policy (PPP); reasonable accommodations will be introduced for those who have special needs with regard to accessing electronic forms of application

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

If YES, when & why?

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

**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:

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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?**

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## **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:

The policy will be revised on a 2-yearly basis, and any relevant monitoring data will be reviewed at that time

### **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?*  
Monitoring of those with special requirements.
- *Are there any statistics or data that you will collect to monitor rural needs and impacts?*  
No

### **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?*  
Bi-annual review cycle.
- *Have rural needs been factored into the evaluation process?*  
Yes
- *How will lessons learned in relation to rural outcomes be used to inform future policy making and delivery?*  
Policy revised in light of feedback.

## Part 5: Approval and Authorisation

<b>Screened by:</b>	<b>Position/Job Title</b>	<b>Date</b>
Linda Martin	Director of Finance and Corporate Services	24.11.17
<b>Approved by:</b>		
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.