

# Section 75 Policy Screening Form

## Part 1: Policy Scoping

The first stage of the screening process 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 being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

You should remember that the Section 75 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).

### Information about the policy

**Name of the policy or policy area:**

Staff Engagement

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

Existing	Revised	New
	√	

**Brief Description**

Northern Ireland Screen operates a suite of policies to assist and guide staff on matters which may arise during their employment. This includes policies on maternity, paternity, adoption, raising concerns, harassment in the workplace, stress at work, equal opportunities, sickness, training, flexible working, and code of conduct.

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

The aim of the policy is to provide guidance to employees so they know what is expected of them should certain matters arise during their employment and to ensure employees are treated fairly and consistently.

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.

Who initiated or wrote the policy?

Operating in accordance with guidance provided by the Labour Relations Agency, the Equality Commission for Northern Ireland, NICS, and legislation pertaining to maternity / paternity / adoption and flexible working.

Who owns and who implements each element of the policy?

Corporate Services – implemented by all employees

**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)**

Changes in legislation or guidance from Advisory bodies such as the Equality Commission for Northern Ireland, the Labour Relations Agency or NICS may necessitate a review of the policies to ensure they meet best practice and legislative requirements.

**Other, please specify:**

There may be issues in terms of staff being familiar with the policy, or line managers adhering to the policy. However, the process will be co-ordinated and monitored by Corporate Services to ensure adherence. All staff will be briefed on the policy areas as part of their induction period.

**Main stakeholders affected**

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

**Staff:**

The policy applies to employees and potentially their dependants.

**Service users:**

Not applicable

**Other public sector organisations:**

Not applicable

**Voluntary/community/trade unions:**

Not applicable

**Other, please specify:**

Not applicable

**Other policies with a bearing on this policy**

**What are they and who owns them?**

Northern Ireland Screen policies on maternity, paternity, adoption, raising concerns, harassment in the workplace, stress at work, equal opportunities, sickness, training, flexible working, and code of conduct.

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

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

Northern Ireland Screen operates staffing policies, irrespective of location, therefore neutral impact.

- *How is 'rural' defined for the purposes of this policy/strategy/service/plan?*

The standard DAERA definition will be used.

- *What would constitute a fair rural outcome in this case?*

Even representation across the workforce, irrespective of home location.

**Available evidence**

Evidence to help inform the 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
All	Annual Fair Employment Return to the Equality Commission for Northern Ireland and Article 55 Reviews. Flexible working requests register Register of uptake of work life balance options Investigation reports arising from grievances and disciplinary matters along with outcomes. Training records Absence records

**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
Gender Marital Status Dependency Age Disability Race	Those with dependants or special needs relating to disability may have a greater need to access atypical working arrangements.  Those whose first language is not English may have greater need for translations of relevant policies and procedures

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

Key questions to consider:

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

Employment opportunities are open to all applicants across NI and irrespective of location.

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

Monitoring information of all employees is currently available by postcode

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

Yes, further analysis can be undertaken should the need arise

- *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?*

Allowances are made for extra travel time in adverse weather conditions .

## **Part 2: 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.

**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>		
Section 75 Category	Details of Policy Impact	Level of Impact? Minor/Major/None
Religious belief		None
Political opinion		None
Racial / ethnic group		None
Age		None
Marital status		None
Sexual orientation		None
Men and women generally		None
Disability		None
Dependants		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
		The policies and procedures follow best practice and aspire to help promote equality of opportunity for those with particular needs, including those with dependants and those with a disability. Policy information will be provided in alternative formats on request where the person cannot access I the standard format of written English.

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? <b>Minor/Major/None</b>		
Good Relations Category	Details of policy impact	Level of impact Minor/Major/None
Religious belief		None
Political opinion		None
Racial group		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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
		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.

**Additional considerations**

**Multiple identity**

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

No

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

N/A

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

Key questions to consider:

- *Are there barriers to delivery in rural areas?*  
Travel to work may be disrupted during adverse weather conditions.
- *If so, how can these be overcome or mitigated?*  
Reasonable accommodations will be made.
- *Will it cost more to deliver in rural areas?*  
No
- *What steps can be taken to achieve fair rural outcomes?*  
Monitoring of staff to ensure no adverse impact.

### 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?*  
Reasonable adjustments.
- *Is there flexibility for local delivery bodies to find local solutions?*  
No
- *Are different solutions required in different areas?*
- No

### **Part 3: Screening Decision**

In light of your answers to the previous questions, 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:

The policy is aimed at ensuring all employees receive guidance and advice during their employment and that they are treated in a consistent and fair manner. The policies follow best practice and legislative guidance, and are reviewed every 2 years to ensure this is the case.

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?

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

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:

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?**

## **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 reviewed on a 2-yearly basis unless any complaints arise within that period to warrant earlier review.

### **Rural Needs Impact Assessment Step 5: Implementation & Monitoring**

Key questions to consider:

- *Have you set any rural specific indicators or targets to monitor?*  
No but routine monitoring of staff will extend to postcode.
- *How will the outcomes be measured in rural areas?*  
In the same manner as all other areas, by policy review.
- *Are there any statistics or data that you will collect to monitor rural needs and impacts?*

Postcode.

### **Rural Needs Impact Assessment Step 5: Implementation & Monitoring**

Key questions to consider:

- *Have you set any rural specific indicators or targets to monitor?*  
No but routine monitoring of staff will extend to postcode.
- *How will the outcomes be measured in rural areas?*  
In the same manner as all other areas, by policy review.
- *Are there any statistics or data that you will collect to monitor rural needs and impacts?*

Postcode.

## 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>		
John Kremer	S75 Specialist	18.12.17
Richard Williams	CEO	19.12.17

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.