Northern Ireland Assembly

Appendix 2

Part 1   Policy scoping

The first stage of the screening process involves scoping the policy under consideration. 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.

Public authorities 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).

1. Policy Details

Name of the policy
Redeployment Protocol

_____

Is this an existing, revised or a new policy?
Revised procedures – the Redeployment Protocol has been revised to include provision for AG5 staff to make application to move to another post within the Secretariat for development purposes.

_____

What is it trying to achieve? (intended aims/outcomes)
 The aim of the Redeployment Protocol is to outline the processes which exist to redeploy

staff to other posts within the Assembly Secretariat. It demonstrates the transparent and

open approach in which the Assembly Commission will manage redeployment in order to

support its commitment of no compulsory severance programmes in achieving future

staff complement targets during the period of the Spending Review.

Application to move to another post may be made under any of four categories: Medical, Surplus, Work/Life Balance and Career Development. Under the initial Protocol, application to transfer for career development reasons was restricted to staff at AG8, AG7 and AG6 levels. This option has now also been opened to staff at AG5 level.

_____

Are there any Section 75 categories which might be expected to benefit from the intended policy?
Yes ☐   No ☒

If so, explain how.
Click here to enter text.
_____

Who initiated or wrote the policy?
The HR Office developed the original Protocol and has led this recent review.
_____

Who owns and who implements the policy?
HR Office owns the Protocol. Implementation is the responsibility of the HR Office and line management.

2. Implementation factors

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

Yes ☒   No ☐

If yes, are they

☐   Financial

☐   Legislative

☒   Other, please specify: The Assembly Secretariat staff complement has reduced. This, together with the need to maintain standards of service provided, may limit opportunities for transfer for career development reasons, particularly at higher grades.

3. Main stakeholders affected

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

☒   Staff

☐   Service users

☐   other public sector organisations

☒   voluntary/community/trade unions

☐   Other, please specify : Click here to enter text.

4. Other policies with a bearing on this policy

What are these policies? Please list:
Managing Attendance Policy – job transfers for reasons of ill health and/or

disability are initiated through the Managing Attendance Policy and will be given priority under the Redeployment Protocol.

Flexible Working and Partial Retirement Procedures: Where a flexible working pattern or partial retirement request cannot be facilitated in the officer's own area of work, transfer to another part of the business in order to secure same will be managed through the Redeployment Protocol under the "Work/life Balance" category.

5. 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 each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious belief	The Redeployment Protocol applies to staff of the Assembly Commission. The breakdown of permanent staff by community background is as follows: Roman Catholic: 151 Protestant: 217 Non determined: 20
Political opinion	n/a
Racial group	n/a
Age	Age Profile of staff of the Assembly Commission as of 1 Jan 13

Appendix 2

	Age Actual % of staff < 20 0 0 20 – 24 3 0.77 25 – 29 30 7.73 30 – 34 73 18.82 35 – 39 69 17.79 40 – 44 68 17.53 45 – 49 50 12.89 50 – 54 45 11.59 55 – 59 31 7.99 60 - 64 16 4.12 65+ 3 0.77 Total 388 100
Marital status	n/a
Sexual orientation	n/a
Men and women generally	The Redeployment Protocol applies to staff of the Assembly Commission. The breakdown of permanent staff by gender is as follows: Male 222 Female 166
Disability	25 staff have advised that they have a disability.
Dependants	Information on dependents is not currently held.

6. 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
Religious belief	None
Political opinion	None
Racial group	None
Age	None
Marital status	None
Sexual orientation	None
Men and women generally	None
Disability	The Assembly Commission is mindful of all legislation, including the Disability Discrimination Act and the requirement to consider and put in place reasonable adjustments in relation to duties/postings. Such adjustments are initiated through the Managing Attendance Policy.

Dependants	None

Part 2

Screening Questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, you should consider your answers to the questions above.

In addition, the five screening questions below further assist you in assessing your policy and must be completed. Two of these questions require you to assess the level of impact of the proposed policy on "equality of opportunity" and "good relations". The scale used when assessing this impact is either "None", "Minor" or "Major". The following paragraphs set out what each of these terms mean.

If your conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then you may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, you should give details of the reasons for the decision taken.

If your conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If your conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or

- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

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 it would be appropriate to conduct an equality impact assessment in order to better assess them;

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 amongst 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 evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

Appendix 2

Screening questions

1	What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none

Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	The Protocol is procedural in nature and will be applied to all staff irrespective of Section 75 category	None
Political opinion	As above	None
Racial group	As above	None
Age	As above	None
Marital status	As above Details of impact.	None
Sexual orientation	As above	None
Men and women generally	As above	None
Disability	As above	None
Dependants	As above	None

Appendix 2

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If **Yes**, provide details	If **No**, provide reasons
Religious belief	enter details	No, the Protocol sets out a procedure which applies to all staff.
Political opinion	enter details	As above
Racial group	enter details	As above
Age	enter details	As above
Marital status	enter details	As Above
Sexual orientation	enter details	As above
Men and women generally	enter details	As above
Disability	enter details	As above
Dependants	enter details	As above

Appendix 2

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	The Protocol has no specific impact on good relations between people of different religious belief.	None
Political opinion	The Protocol has no specific impact on good relations between people of different political opinion.	None
Racial group	The Protocol has no specific impact on good relations between people of different racial groups.	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
Religious belief	enter details	The Protocol applies to all staff irrespective of religious belief.
Political opinion	enter details	The Protocol applies to all staff irrespective of political opinion.
Racial group	enter details	The Protocol applies to all staff irrespective of racial group.

5 Disability Duties?
Consider whether the policy: a) Discourages disabled people from participating in public life and fails to promote positive attitudes towards disabled people. No   b) Provides an opportunity to better positive attitudes towards disabled people or encourages their participation in public life. No

Appendix 2

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).*

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

None

Part 3 Screening decision

1. If the decision is not to conduct an equality impact assessment (*none*), please provide details of the reasons.

> No level of impact on any specific/multiple Section 75 categories has been identified during screening.

2. If the decision is not to conduct an equality impact assessment, but the policy has minor equality impacts which can be mitigated/provided by an alternative policy, and therefore does not require and EQIA (*minor*), provide details of the reason for the decision with proposed changes/amendments for an alternative policy to be introduced.

> Click here to enter text.

3. If the decision is to subject the policy to an equality impact assessment (*major*), please provide details of the reasons.

> Click here to enter text.

4. Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been **'screened in'** for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

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 equality impact assessment.

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

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the CCSU in timetabling. Details of the Equality Impact Assessment Timetable will be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?
Yes ☐   No ☒
If yes, please provide details
Click here to enter text.

Part 4 Monitoring

Effective monitoring will help identify any future adverse impact arising from the policy which may lead the Commission to conduct an equality impact assessment, as well as help with future planning and policy development.

The Equality Commission for NI (ECNI) recommends that where a policy has been amended or an alternative policy introduced, the public authority should monitor more broadly for adverse impact.

See ECNI Monitoring Guidance for use by Public Authorities (July 2007) pages 9-10, paragraphs 2.13 – 2.20

What data are required in the future to ensure effective monitoring?

What are these policies? Please list:
We will monitor the implementation of the protocol on an annual basis to ensure that there is no adverse impact arising from same.

Part 5 - Data Protection

1. If applicable, has legal advice been given due consideration?

Yes ☒   No ☐   N/A ☐

2. Has due consideration been given to information security in relation to this policy?

Yes ☒   No ☐

Appendix 2

Part 6 - Approval and authorisation

Screened by:	Position/Job Title	Date
Diane Lamont	Senior HR Manager	20 Dec 13
Aine Kerr	Senior HR Manager	20 Dec 13
Approved by:		
Karen Martin	Acting Head of HR	6 Jan 14

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.

A copy of the completed screening template and any other relevant associated documentation should be forwarded to the Equality team.

The Equality team will make the completed screening template available on our website as soon as possible following completion, and approval, and it will also be made available on request.