



Northern Ireland
Assembly

SECTION 75 SCREENING FORM

What is a policy?

The Equality Commission has defined 'policies' as 'all the ways a public authority carries out, or proposes to carry out, its function relating to Northern Ireland'. The Act defines 'functions' as including powers and duties.

These are effectively catch-all definitions which cover the Secretariat's policies, strategies, schemes, procedures and functions. You should remember that the Section 75 statutory duties apply to internal policies as well as external policies. If you are in doubt please contact the Equality Unit for advice.

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 to 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.

Background to the Policy/Strategy/Procedure to be screened.

Include details of any consultations which have been conducted and whether the policy has previously been tabled at SMG/Assembly Commission meetings.

The Assembly Commission's current Corporate Strategy covers the period from April 2012 through to March 2016. When the Strategy was originally developed it had been intended that it would cover the final three years of the 2011-15 Assembly mandate and the first year of the 2015-19 mandate. However the passage of the Northern Ireland (Miscellaneous Provisions) Act 2014 had the effect of extending the 2011-15 Assembly by a further year. Therefore in order to cover the first year of the new mandate it has been necessary to update and extend the existing Corporate Strategy.

Therefore the Assembly Commission's Corporate Strategy 2012-2017 (revised April 2015) sets out the Commission's purpose, vision, aims and values.

1. Policy Details

Name of the policy to be screened:

The Assembly Commission's Corporate Strategy 2012-2017 (revised April 2015).

Is this policy new or revised?

Revised policy

What is it trying to achieve? (intended aims/outcomes of the policy)

The purpose of the Corporate Strategy is to set out the Assembly Commission's purpose, vision, strategic goals, aims and values for the period from April 2015 through to March 2017.

Who initiated or wrote the policy?

SP15+ Programme Director

Directorate responsible for devising and delivering the policy?

SP15+ Programme

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: [Click here to enter text.](#)

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:

All Secretariat policies contribute to underpinning the Corporate Strategy in terms of equality, such as Directorate Business Plans, Dignity at Work Policy, Standards of Conduct Policy, Assembly Commission Equality Scheme and Assembly Commission Engagement Strategy,

Some of these contributing policies have been subject to Equality Screening and other policies scheduled to be developed will also be subject to Equality Screening in line with the Section 75 guidance produced by the Equality Commission for Northern Ireland.

5. Consideration of available data/research (This means any data or information you currently hold in relation to the policy or gathered during policy development).

Evidence to inform the screening process may take many forms and should help you to decide who the policy might affect the most. It will also help ensure that your screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) do you hold to inform your decision making process?

Section 75 category	Details of evidence/information
Religious belief	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary or impact upon religious beliefs.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>
Political opinion	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, political opinion.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>
Racial group	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, racial groups.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>

<p>Age</p>	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, people of different ages.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>
<p>Marital status</p>	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, marital status.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>
<p>Sexual orientation</p>	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, sexual orientation.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>
<p>Men and women generally</p>	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, men and women generally.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>

<p>Disability</p>	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, people with a disability.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>
<p>Dependants</p>	<p>N/A – The proposed policy change does not in any way contain any actions that are contrary to, or impact upon, people with dependents.</p> <p>The Corporate Strategy mainstreams equality and good relations and helps to inform corporate priorities.</p> <p>Evidence: A range of qualitative and quantitative evidence was considered in relation to the Corporate Strategy (see Annex 1) for the Section 75 categories.</p>

6. Current Assessment of Impact

Having looked at the data/information referred to above at point 5, what does this tell you are the needs, experiences and priorities for the people who fall into the groups below, in relation to your policy? And what is the actual or likely adverse impact on equality of opportunity for those affected by the policy. (See appendix 1 for information on levels of impact).

Section 75 category	Details of needs/experiences/priorities and details of policy impact	Level of Impact
Religious belief	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Political opinion	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Racial group	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Age	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Marital status	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Sexual orientation	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Men and women generally	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Disability	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None
Dependants	The proposed policy change will not have actual or likely adverse impact on equality of opportunity.	None

If you do not have enough data to tell you about potential or actual impacts you may need to conduct a pre-consultation to generate more data and to distinguish what groups are potentially affected by your policy.

Part 2 Screening Questions

1 Are there any steps/actions which could be taken to reduce any adverse impact as addressed in question 6?		
Section 75 category	Issue	Mitigating Measure
Religious belief	No adverse impact.	None
Political opinion	No adverse impact.	None
Racial group	No adverse impact.	None
Age	No adverse impact.	None
Marital status	No adverse impact.	None
Sexual orientation	No adverse impact.	None
Men and women generally	No adverse impact.	None
Disability	No adverse impact.	None
Dependants	No adverse impact.	None

2. Is there an opportunity to better promote equality of opportunity and/or good relations in what you are proposing to do?

Please provide reasons.

Yes. The Corporate Strategy 2012-2017 (revised April 2015) includes the aim of having “equality and corporate governance arrangements in place which command confidence and which facilitate compliance with statutory responsibilities”.

3. Consultation

Tell us about who you have talked to about your proposals, either internally or externally, to help you decide if the policy needs further or no further equality investigation?

The Corporate Strategy 2012-2017 (revised April 2015) has been the subject of consultation with the Assembly Commission, the Clerk/Chief Executive, Directors, Heads of Business, staff and Trade Union Side.

4 Disability Duties?

Consider whether the policy:

- a) Discourages disabled people from participating in public life and fails to promote positive attitudes towards disabled people.

The Corporate Strategy 2012-2017 (revised April 2015) does not discourage disabled people from participating in public life.

- b) Provides an opportunity to better positive attitudes towards disabled people or encourages their participation in public life.

The Corporate Strategy 2012-2017 (revised April 2015) does not impact on attitudes towards disabled people.

Additional considerations

Multiple identities

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.

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

Part 3 Screening decision

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

The decision is not to conduct an equality impact assessment. 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 an EQIA (*minor*), provide details of the reason for the decision with proposed changes/amendments for an alternative policy to be introduced.

Not applicable.

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

Not applicable.

4. Timetabling and prioritising for EQIA

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 is required in the future to ensure effective monitoring?

What are these policies? Please list: Not applicable.
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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

Part 6 - Approval and authorisation

Screened by:	Position/Job Title	Date
Gareth McGrath	SP15+ Programme Director	6/5/15
Approved by:		
Trevor Reaney	Clerk/Chief Executive	6/5/15

The policy lead should sign and date the policy under the 'screened by' heading. It should then be countersigned by an approver. The Approver should be the senior manager responsible for the policy which would normally be Head of Business. In instances where a screening decision concludes that an EQIA is required then the screening form should be countersigned by the Director instead of the Head of Business.

There are of course a range of issues which may fall within the scope of being novel, contentious or politically sensitive and could only be taken forward following consultation with the Assembly Commission. Where policy screening highlights novel, contentious or politically sensitive issues, once approved by the Director, should be forwarded to the Clerk/Chief Executive for review, prior to proceeding to SMG and the Assembly Commission.

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

Annex 1 – Research relevant to the development of the Corporate Strategy

Qualitative Information

Information from the following sources informed the development of the current screening form:

- 1 Northern Ireland Assembly Internal Good Relations Audit recommendations, which were informed by one to one interviews, focus groups, an online survey with Secretariat staff and Commission Members.
- 2 Assembly Questions (both oral and Written) asked to the Assembly Commission.
- 3 Findings of the Northern Ireland Assembly Staff Attitudes Survey.
- 4 Questions to the Clerk/Director General.
- 5 Minutes of Northern Ireland Assembly Commission Meetings.
- 6 Good Relations Strategy Consultation Results Report:
[http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/northern-ireland-assembly-commission-good-relations-strategy-2012-2016-/](http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/northern-ireland-assembly-commission-good-relations-strategy-2012-2016/)
- 7 Consultee comments arising from meetings and consultations held during the development of policies contained within the Good Relations Action Plan e.g. Exhibitions Policy, Visitors Policy, Commemorative Anniversaries etc.
- 8 Feedback from visitor surveys.
- 9 Equality returns to the Equality Commission for Northern Ireland.

In addition the draft Corporate Strategy 2012-17 (revised 2015) has been the subject of internal consultation with the Assembly Commission, the Clerk/Chief Executive, Directors, Heads of Business, staff and Trade Union Side.

Quantitative Information

Information from the following sources informed the development of the current screening form:

- 1 Data held on staff by defined categories e.g. Community Background, Age, Disability and Gender.
- 2 Data held on visitor numbers for 2014-2015.
- 3 Data from an Ipsos MORI survey which was carried out in December 2009 and January 2010 to understand public attitudes towards the NI Assembly and to measure the level of public engagement with the Assembly on an on-going basis. The data was based on responses provided by the 1,025 participants in the Ipsos MORI survey who had visited Parliament Buildings.
- 4 NISRA Census of Population data.
- 5 Staff Attitudes Survey 2015.
- 6 Data held from Holywell internal good relations audit staff survey.
- 7 Data held from Gender Research undertaken in relation to secretariat staff.
- 8 Equality returns to the Equality Commission for Northern Ireland.