**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.

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| --- |
| In December 2015 SMG gave approval for the revised Vacancy Management policy to be subject to formal consultation with Staff and Trade Union Side for a period of four weeks.  This policy deals with the overarching responsibilities relating to vacancy management and provides linkages to other vacancy management related policies e.g. redeployment, deputising and temporary promotion |

1. **Policy Details**

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| --- |
| **Name of the policy to be screened:**  Vacancy Management Policy  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Is this policy new or revised?**  Revised  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **What is it trying to achieve? (intended aims/outcomes of the policy)**  This policy deals with the overarching responsibilities relating to vacancy management and provides linkages to other vacancy management related policies e.g. redeployment, deputising and temporary promotion  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Who initiated or wrote the policy?**  HR Office has revised the policy in consultation with Secretariat Management Group and Trade Union Side.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Directorate responsible for devising and delivering the policy?**  Corporate Services Directorate |
|  |

1. **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.

1. **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 : Potential staff appointed through external recruitment

1. [**Other policies with a bearing on this policy**](#Onefour)

|  |
| --- |
| **What are these policies? Please list:**  Redeployment Policy, Deputising and Temporary Promotion Policy, Temporary Service in a Higher Grade, Internal Recruitment Procedures, External Recruitment Procedures. |

1. **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 | The Vacancy Management Policy applies to all staff and the quantitative data on the workforce composition at 1.1.16, was as follows:   |  |  |  |  | | --- | --- | --- | --- | | Protestant | Roman Catholic | Non Determined | Total | | 198 | 133 | 14 | 345 | |
| Political opinion | Policy applies to all staff. |
| Racial group | As above |
| Age | Quantitative data on workforce composition – data includes age of staff. As at 1.1.16, the staff composition was as follows:     |  |  | | --- | --- | | **AGE BAND** | **NO OF STAFF** | | 20-24 | 2 | | 25-29 | 8 | | 30-34 | 41 | | 35-39 | 66 | | 40-44 | 67 | | 45-49 | 61 | | 50-54 | 43 | | 55 -59 | 38 | | 60-64 | 16 | | 65+ | 3 | | **Total** | **345** | |
| Marital status | Policy applies to all Staff. |
| Sexual orientation | As above |
| Men and women generally | The policy applies to all staff.  The staff composition as at 1.1.16:  Male – 200  Female – 145 |
| Disability | The Policy applies to all staff. 12 staff completed the Annual Disability Audit in 2014 to indicate that they consider that they have a disability. |
| Dependants | The Policy applies to all staff. |

1. **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 | Decisions taken on vacancy management apply to all staff. | None |
| Political opinion | As above | None |
| Racial group | As above | None |
| Age | As above | None |
| Marital status | As above | None |
| Sexual orientation | As above | None |
| Men and women generally | As above | None |
| Disability | As above | None |
| Dependants | As above | 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 | None | No specific impact on any section 75 group – applies to all staff |
| Political opinion | None | As above |
| Racial group | None | As above |
| Age | None | As Above |
| Marital status | None | As above |
| Sexual orientation | None | As above |
| Men and women generally | None | As above |
| Disability | None | As above |
| Dependants | none | As above |

**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.

|  |
| --- |
| No, the Policy sets out a procedure which applies to all staff.  . |

**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?

|  |
| --- |
| Consultation has taken place with Trade Union Side and staff |

|  |
| --- |
| **4** **Disability Duties?** |
| Consider whether the policy:   1. Discourages disabled people from participating in public life and fails to promote positive attitudes towards disabled people.   .   1. Provides an opportunity to better positive attitudes towards disabled people or encourages their participation in public life.   . |

**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.

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| --- |
| There is no evidence that the policy impacts specifically on any of the section 75 categories. |

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 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:  The HR Office will monitor the implementation of the policy on an annual basis to ensure that there is no adverse impact arising from the policy. |

**Part 5 - Data Protection**

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

Yes  No  N/A

1. 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** |
| Aine Kerr  Karen Martin  Diane Lamont | Senior HR Manager  Deputy Head of HR  Senior HR Manager | 9.3.16 |
| **Approved by:** |  |  |
| Sinead McDonnell | Head of HR |  |

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 Manager.

The Equality Manager will make the completed screening template available on the NIA website as soon as possible following completion, and approval of the screening form.

**Appendix 1 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 screening questions above further assist you in assessing your policy and must be completed. Some 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**

1. The policy is significant in terms of its strategic importance;
2. 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;
3. 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;
4. 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;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

**In favour of ‘minor’ impact**

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. 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;
3. 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;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

**In favour of none**

1. The policy has no relevance to equality of opportunity or good relations.
2. 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.