



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, functions, and practices, whether written or unwritten. 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 and Good Relations 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.

1. Policy Details

Name of the policy to be screened:

Mandatory Temporary Redeployment Policy

Is this policy new or revised? (Please append policy to screening form)

New policy

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

The Mandatory Temporary Redeployment Policy ('the Policy') outlines the process by which the Assembly Commission ('the Commission') may redeploy staff on a mandatory basis when the Assembly, during periods of political uncertainty, is not carrying out its full range of functions and requires fewer staff to support its ongoing operations.

The Policy will only be used when a process of voluntary redeployment has failed to identify a sufficient number of staff to be redeployed to other public bodies.

Policy outlines the process by which Commission staff are chosen for mandatory redeployment and how those staff will be managed, communicated with and recalled during period of mandatory redeployment.

Policy also provides information on how those Commission staff remaining in Parliament Buildings will be managed and communicated with during a period when their colleagues are redeployed to other public bodies.

The policy will be issued to all staff once approved.

An exercise is being conducted to consider the number of staff who will be required to undertake ongoing activities in a period when the Assembly is not carrying out its full operations and therefore not all staff will be required to be redeployed.

This screening has been carried out at a point in time. The number of staff availing of voluntary short term opportunities may increase and this will impact on the number of staff who need to be redeployed using the Mandatory Redeployment policy.

Who initiated or wrote the policy?

HR Office

Directorate responsible for devising and delivering the policy?
Corporate Services

Was consultation carried out as part of this screening exercise?

Yes No

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 Commission considered a draft version of the policy at its' meeting on 5 July 2017. SMG and Trade Union Side has been consulted and have agreed to the policy. At its meeting on 25 September 2017, the Commission will be asked to consider and if content, agree that the policy be implemented from a particular date.

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:

The policy will have a bearing on a lot of policies contained in the Staff Handbook but in particular, the following policies are relevant: Maternity, Paternity, Special Leave, Managing Attendance, Flexible working, Managing Disabilities in the workplace, Childcare Salary Sacrifice vouchers, Childcare Support Measures, Shift Disturbance Allowance and Night Allowance, Performance Management System, Learning and Development, Reimbursement of reasonable expenses incurred by staff at a temporary workplace, Staff Hours at Work policies

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>The Mandatory Redeployment policy will apply to all staff. The quantitative data on the workforce composition at 31.8.17 was as follows:</p> <table border="1" data-bbox="505 831 1365 1100"> <thead> <tr> <th data-bbox="505 831 725 999">Protestant</th> <th data-bbox="725 831 917 999">Roman Catholic</th> <th data-bbox="917 831 1154 999">Non Determined</th> <th data-bbox="1154 831 1365 999">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 999 725 1100">196</td> <td data-bbox="725 999 917 1100">131</td> <td data-bbox="917 999 1154 1100">14</td> <td data-bbox="1154 999 1365 1100">341</td> </tr> </tbody> </table> | Protestant | Roman Catholic | Non Determined | Total | 196 | 131 | 14 | 341 | | | | | | | | |
| Protestant | Roman Catholic | Non Determined | Total | | | | | | | | | | | | | | |
| 196 | 131 | 14 | 341 | | | | | | | | | | | | | | |
| Political opinion | Policy applies to all staff. | | | | | | | | | | | | | | | | |
| Racial group | As above | | | | | | | | | | | | | | | | |
| Age | <p>The policy applies to all staff. The quantitative data on the workforce composition at 31.8.17 was as follows:</p> <table border="1" data-bbox="505 1545 782 1854"> <thead> <tr> <th data-bbox="505 1545 646 1583">Age</th> <th data-bbox="646 1545 782 1583">Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 1583 646 1621">< 21</td> <td data-bbox="646 1583 782 1621">1</td> </tr> <tr> <td data-bbox="505 1621 646 1659">21 - 30</td> <td data-bbox="646 1621 782 1659">7</td> </tr> <tr> <td data-bbox="505 1659 646 1696">31 - 40</td> <td data-bbox="646 1659 782 1696">99</td> </tr> <tr> <td data-bbox="505 1696 646 1734">41 - 50</td> <td data-bbox="646 1696 782 1734">131</td> </tr> <tr> <td data-bbox="505 1734 646 1772">51 - 60</td> <td data-bbox="646 1734 782 1772">82</td> </tr> <tr> <td data-bbox="505 1772 646 1810">>60</td> <td data-bbox="646 1772 782 1810">21</td> </tr> <tr> <td data-bbox="505 1810 646 1854">TOTAL</td> <td data-bbox="646 1810 782 1854">341</td> </tr> </tbody> </table> | Age | Number | < 21 | 1 | 21 - 30 | 7 | 31 - 40 | 99 | 41 - 50 | 131 | 51 - 60 | 82 | >60 | 21 | TOTAL | 341 |
| Age | Number | | | | | | | | | | | | | | | | |
| < 21 | 1 | | | | | | | | | | | | | | | | |
| 21 - 30 | 7 | | | | | | | | | | | | | | | | |
| 31 - 40 | 99 | | | | | | | | | | | | | | | | |
| 41 - 50 | 131 | | | | | | | | | | | | | | | | |
| 51 - 60 | 82 | | | | | | | | | | | | | | | | |
| >60 | 21 | | | | | | | | | | | | | | | | |
| TOTAL | 341 | | | | | | | | | | | | | | | | |

| Marital status | Policy applies to all staff | | | | |
|-------------------------|---|------|--------|-----|-----|
| Sexual orientation | As above | | | | |
| Men and women generally | <p>Policy applies to all staff. The quantitative data on the workforce composition at 31.8.17 was as follows:</p> <table border="1"> <thead> <tr> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>191</td> <td>150</td> </tr> </tbody> </table> | Male | Female | 191 | 150 |
| Male | Female | | | | |
| 191 | 150 | | | | |
| Disability | 12 staff completed the Annual Disability Audit in 2017 to indicate that they consider that they have a disability. This information has been collected from staff however there may be other staff with disabilities who have not responded to the audit. | | | | |
| Dependants | The policy applies to all staff. 34 staff currently claim either childcare vouchers or childcare support allowances. We do not hold information on other dependants. | | | | |

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 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 policy applies 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 | 62 staff have been granted flexible working patterns, 38 of whom are female. Flexible working patterns may have an impact on where staff can be redeployed. | Minor |
| Disability | Staff with a disability may have reasonable adjustments in place which may impact on where they can be redeployed to. | Minor |
| Dependants | 62 staff have been granted flexible working patterns, 38 of whom are female. Whilst it is not possible to confirm the number of staff with flexible working patterns who have caring responsibilities, | Minor |

| | | |
|--|---|--|
| | this is an area where there may be an impact on the placement of staff. | |
|--|---|--|

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 | Details of impact. | None |
| Political opinion | Details of impact. | None |
| Racial group | Details of impact. | None |
| Age | Details of impact. | None |
| Marital status | Details of impact. | None |
| Sexual orientation | Details of impact. | None |
| Men and women generally | Details of impact. | None |

| | | |
|-------------------|---|--|
| <p>Disability</p> | <p>Staff with reasonable adjustments in place due to disability.</p> | <p>The potential adverse impact has been addressed in the policy in that HR Office will liaise with the host organisation to establish whether the reasonable adjustments can be accommodated in the post that staff member has been matched to. HR Office will continually liaise with host organisations to identify posts which could accommodate reasonable adjustments.</p> |
| <p>Dependants</p> | <p>A number of staff have flexible working patterns and therefore do not work a standard 9-5 pattern.</p> <p>Staff being relocated may have extended travel time which will impact disproportionately on them due to caring responsibilities.</p> | <p>The potential adverse impact on staff with flexible working pattern has been addressed in the policy in that HR Office will liaise with the host organisation to establish whether the flexible working pattern can be accommodated in the post that staff member has been matched to. HR Office will continually liaise with host organisations to identify posts which could accommodate flexible working arrangements. The issue of travel time has been considered and it is proposed that the issue is resolved at local level with the line manager in the host organisation. If an agreement cannot be agreed with the host organisation, then the staff member should raise the issue with the Assembly's Human Resources Office. Posts outside of Belfast will only be considered at the individual's request.</p> |

| 2 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 | | None |
| Political opinion | | None |
| Racial group | | None |

| 3 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 | | No, the policy sets out a procedure which applies to all staff. |
| Political opinion | | As above |
| Racial group | | As above |

4. 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 SMG and TUS.

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.

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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.

[Click here to enter text.](#)

No level of impact on multiple Section 75 categories has been identified during screening

Part 3 Screening decision

1. Through screening, an assessment is made of the likely impacts – either major, minor or none – of the policy on equality of opportunity and/or good relations for the relevant categories. Completion of screening should lead to one of the following three outcomes; please mark an x in the appropriate box:

'Screened out' ie the likely impact is none and no further action is required

'Screened out' with mitigation ie the likely impact is minor and measures will be taken to mitigate the impact or an alternative policy will be proposed

'Screened in' for an equality impact assessment (EQIA) ie the likely impact is major and the policy will now be subject to an EQIA

2. If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

Whilst there is a potential impact, measures have been taken to mitigate the impact.

3. If the decision is not to conduct an equality impact assessment, but the policy has minor equality impacts, please provide details of the reasons for this decision and of any proposed mitigating measures or proposed alternative policy.

Click here to enter text.

4. If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

Click here to enter text.

5. Timetabling and prioritising for EQIA

Complete this section only if your business area/directorate plans to conduct two or more EQIAs.

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.

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 ongoing basis to ensure that there is no adverse impact arising from the policy. The data used will be the number of staff redeployed under the mandatory process, any appeals under the policy and any problems arising from the practical implementation of the policy. |
|--|

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 |
|------------------------------|--|---------|
| Diane Lamont Karen Martin | Senior HR Manager Deputy Head of HR | 20.9.17 |
| Approved by: | | |
| Sinead McDonnell | Head of HR | 22.9.17 |

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.

ADDITIONAL INFORMATION TO INFORM THE ANNUAL PROGRESS REPORT TO THE EQUALITY COMMISSION

1. Please provide details of any measures taken to enhance the level of engagement with individuals and representative groups.

2. In developing this policy / decision were any changes made as a result of equality issues raised during :

- (a) pre-consultation / engagement;
- (b) formal consultation;
- (c) the screening process; and/or
- (d) monitoring / research findings.

If so, please provide a brief summary including how the issue was identified, what changes were made, and what will be the expected outcomes / impacts for those affected.

3. Does this policy / decision include any measure(s) to improve access to services including the provision of information in accessible formats? If so please provide a short summary.

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

- 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.