



Northern Ireland  
Assembly

## SECTION 75 SCREENING FORM

### Section 75 Statutory Equality Duties

<http://www.equalityni.org/S75duties>

The promotion of equality of opportunity entails more than the elimination of discrimination. It may also require proactive measures to be taken to maintain and secure equality of opportunity.

Section 75 (1) requires the Assembly Commission in carrying out its functions, powers and duties to have *due regard to the need to promote equality of opportunity* between –

- persons of different religious belief, political opinion, racial group, age, marital status, or sexual orientation
- men and women generally
- persons with a disability and persons without
- persons with dependants and persons without.

Without prejudice to the obligations set out above, the Commission is also required to:

- a) have *regard to the desirability of promoting good relations* between persons of different
- religious belief
  - political opinion; or
  - racial group
- b) meet legislative obligations under the Disability Discrimination Order.

## **What is a policy?**

The Equality Commission for Northern Ireland state in their guidance<sup>1</sup> that the term ‘policy’ is used to denote any strategy, policy (proposed/amended/existing) or practice and/or decision, whether written or unwritten.

The Commission’s Equality Scheme reflects the Equality Commission’s definition of a policy and this should be applied in determining what needs to be screened. The Equality Scheme states:

“In the context of Section 75, ‘policy’ is very broadly defined and it covers all the ways in which we carry out or propose to carry out its functions in relation to Northern Ireland. In respect of this equality scheme, the term policy is used for any (proposed/amended/existing) strategy, policy initiative or practice and/or decision, whether written

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<sup>1</sup>Section 75 of the Northern Ireland Act 1998, A Guide for Public Authorities’ April 2010, page 30. A policy may include planning decisions, service changes, corporate strategies, policy development, practices, guidelines, procedures and protocols; board papers

or unwritten and irrespective of the label given to it, e.g. ‘draft’, ‘pilot’, ‘high level’ or ‘sectoral’.”

If you are in doubt, please contact the Equality and Good Relations Unit for advice. Equality Screening guidance notes are also available on Assist.

## **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.

### **Policy Details**

**Name of the policy to be screened/description:**

Parliament Buildings: Special Lighting Policy

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**Is this policy an existing, new or revised policy? (Please append policy to screening form)**

New policy

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

The policy is intended to allow for the special lighting of Parliament Buildings to not only help highlight the building’s architectural features, but to allow the Northern Ireland Assembly to participate in celebrations and commemorations in the wider community, strengthen public engagement and promote Northern Ireland and a variety of causes. The policy is also intended to prevent inappropriate and excessive use of external lighting, which could adversely affect the reputation of the Northern Ireland Assembly.

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**Are any of the Section 75 categories which might be expected to benefit from the intended policy/decision? Please explain how.**

People in the nine Section 75 categories might be expected to benefit from the policy to no greater or lesser extent than any other person(s).

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**Who initiated or wrote the policy?**

The Head of Public Engagement.

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**Directorate responsible for devising and delivering the policy?**

Parliamentary Services.

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**Was consultation carried out as part of this screening exercise?**

Yes ☒ No ☐

### **Background to the Policy to be screened.**

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

In November 2014, the Northern Ireland Assembly Commission (the Commission) agreed to a project to install a new external lighting system at Parliament Buildings. The new system was aimed at not only improving efficiency and effectiveness, whilst highlighting the architectural features of the building, but at allowing the Northern Ireland Assembly to participate in celebrations and commemorations in the wider community, strengthen public engagement and promote Northern Ireland and a variety of causes.

At the same time, the Commission also agreed a policy to cover the use of the external lighting system. That policy included provision for, inter alia, the Commission to approve that the building be lit annually on four occasions of its choice and for up to eight other occasions annually on request. All approvals relating to each occasion were to be made based on consensus.

The Commission agreed that the four occasions on which the building would be lit annually were to be:

- International Women's Day (colour purple)
- St Patrick's Day (green)
- Twelfth of July (orange)
- Armistice Day (red)

The building has duly been lit annually on those days.

In addition to the above four days, since 2016 the building has been lit on request on nine occasions as follows:

- 15 October 2016, UN International Day of Rural Women (purple)
- 1 November 2016, Pancreatic Cancer Awareness Day (purple)
- 10 October 2017, World Mental Health Day (purple)
- 6 February 2018, Centenary of Representation of the People Act (purple)
- 27 May 2018, Cancer Research Race for Life (pink)
- 5 July 2018, 70<sup>th</sup> anniversary of the National Health Service (blue)
- 20 July 2018, Special Olympics Torch Run, (red)
- 11 March 2019, European Day of Remembrance for Victims of Terrorism (red)
- 2 September 2019, Organ Donation Week (pink)

Requests to light the building were also made for four further occasions, but were declined because the request did not meet the policy's requirements:

- 19 May 2016, World IDB Day (purple)
- 6 October 2019, World Cerebral Palsy Day (green)
- 15 October 2019, Baby Loss Awareness Day (pink or blue)
- 20 November 2019, UN Universal Children's Day (blue)

Since the 2014 policy was agreed in November of that year, the Commission has had various discussions about it when considering requests to light the building and the Commission increasingly expressed a desire that the policy should be made more permissive. Accordingly, the policy has been reviewed, which included consultation with all relevant business areas in the Assembly's Secretariat, including Building Services, Usher Services, Office of the Speaker and the Clerk/Chief Executive, and taking on board any issues raised by external stakeholders who applied to use external lighting under the previous policy.

A new policy — this policy — was duly produced and agreed by the Secretariat Management Group on 20 November 2019 and presented to, and agreed by, the Commission on 16 December 2019.

This new policy has much the same aims as the previous policy in that it seeks to help highlight the building's architectural features whilst also allowing the Northern Ireland Assembly to participate in celebrations and commemorations in the wider community, strengthen public engagement and promote Northern Ireland and a variety of causes. It is also intended to prevent inappropriate and excessive use of external lighting, which could adversely affect the reputation of the Northern Ireland Assembly.

However, the new policy is much more permissive. It allows for the Commission to approve certain occasions on which the building may be lit, including the four occasions listed earlier, and also allows the Commission's charity of the year, other registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support) to request that

Parliament Buildings be lit to help promote mark significant occasions, promote awareness of issues etc. In this policy, cross-designation support means the support of three MLAs, one of whom must be designated as “unionist” and one designated as “nationalist”, and the primary sponsor is encouraged to seek the sponsorship of a Member designated as “other”.

In addition, the new policy provides details of the criteria under which a request may be approved and, conversely, criteria under which it should be declined, and sets out a new process for making a request and how such requests will be handled.

### 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.](#)

### 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 : MLAs; general public.

### Other policies with a bearing on this policy

What are these policies and who owns them? Please list:

- Northern Ireland Assembly Commission Equality Scheme 2016-2021 (Equality and Good Relations Unit)

- Northern Ireland Assembly Commission Disability Action Plan 2016-2021 (Equality and Good Relations Unit)
- Northern Ireland Assembly Commission Good Relations Action Plan 2016-2021 (Equality and Good Relations Unit)
- Inclusive Customer Service Policy (Equality and Good Relations Unit)
- Security Policy (Usher Services)
- Health and Safety at Work Policy (Building Services)
- Information Assurance Policy (Information Standards)
- Data Protection Policy (Information Standards)
- Records and Email Management Policy (Information Standards)
- Retention and Disposal Policy (Information Standards)
- Dignity at Work Policy (Corporate Services)

**Consideration of available data/research** (*This means any data or information you currently hold in relation to the policy or have 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? For example, is there any evidence of higher or lower participation or uptake by different groups?

Section 75 category	Details of evidence/information
Religious belief	<p>Information is available from NISRA (Census 2011). The 2011 census shows that 45.14% of the Northern Ireland population indicated that their religion or the religion they were brought in was Catholic; 48.36% indicated they were Protestant or other Christian; 0.92% indicated "Other"; and 5.59% indicated "None".</p> <p>People from a variety of religions or none who live in, work in, or visit Northern Ireland may or may not identify with the colours that are used in the special lighting of Parliament Buildings on any of the occasions for which special lighting is approved.</p> <p>The occasions for which the Commission has agreed that the building should be lit annually are:</p> <ul style="list-style-type: none"> <li>• International Women's Day (colour purple)</li> <li>• St Patrick's Day (green)</li> <li>• Twelfth of July (orange)</li> <li>• Armistice Day (red)</li> </ul>

	<p>In addition to the above four occasions, since 2016 the building has been lit on request on nine occasions as follows:</p> <ul style="list-style-type: none"> <li>• 15 October 2016, UN International Day of Rural Women (purple)</li> <li>• 1 November 2016, Pancreatic Cancer Awareness Day (purple)</li> <li>• 10 October 2017, World Mental Health Day (purple)</li> <li>• 6 February 2018, Centenary of Representation of the People Act (purple)</li> <li>• 27 May 2018, Cancer Research Race for Life (pink)</li> <li>• 5 July 2018, 70<sup>th</sup> anniversary of the National Health Service (blue)</li> <li>• 20 July 2018, Special Olympics Torch Run, (red)</li> <li>• 11 March 2019, European Day of Remembrance for Victims of Terrorism (red)</li> <li>• 2 September 2019, Organ Donation Week (pink)</li> </ul> <p>Requests to light the building were also made for four further occasions, but were declined because the requests did not meet the policy's requirements:</p> <ul style="list-style-type: none"> <li>• 19 May 2016, World IDB Day (purple)</li> <li>• 6 October 2019, World Cerebral Palsy Day (green)</li> <li>• 15 October 2019, Baby Loss Awareness Day (pink or blue)</li> <li>• 20 November 2019, UN Universal Children's Day (blue)</li> </ul>
Political opinion	<p>The Assembly Commission is ultimately responsible for the policy. The Commission's composition and processes have their genesis in statute. The composition of the membership of the Commission has, by convention, been proportionate to the votes cast by the electorate in Assembly elections. The Commission is thus representative of the political opinion of the Northern Ireland electorate.</p> <p>People from a variety of political opinions or none who live in or work in or who visit Northern Ireland may or may not identify with the colours that are used in the special lighting of Parliament Buildings on any of the occasions for which special lighting is approved.</p> <p>The occasions for which the Commission has agreed that the building should be lit annually are:</p>



	<ul style="list-style-type: none"> <li>• International Women's Day (colour purple)</li> <li>• St Patrick's Day (green)</li> <li>• Twelfth of July (orange)</li> <li>• Armistice Day (red)</li> </ul> <p>In addition to the above four occasions, since 2016 the building has been lit on request on nine occasions as follows:</p> <ul style="list-style-type: none"> <li>• 15 October 2016, UN International Day of Rural Women (purple)</li> <li>• 1 November 2016, Pancreatic Cancer Awareness Day (purple)</li> <li>• 10 October 2017, World Mental Health Day (purple)</li> <li>• 6 February 2018, Centenary of Representation of the People Act (purple)</li> <li>• 27 May 2018, Cancer Research Race for Life (pink)</li> <li>• 5 July 2018, 70<sup>th</sup> anniversary of the National Health Service (blue)</li> <li>• 20 July 2018, Special Olympics Torch Run, (red)</li> <li>• 11 March 2019, European Day of Remembrance for Victims of Terrorism (red)</li> <li>• 2 September 2019, Organ Donation Week (pink)</li> </ul> <p>Requests to light the building were also made for four further occasions, but were declined because the requests did not meet the policy's requirements:</p> <ul style="list-style-type: none"> <li>• 19 May 2016, World IDB Day (purple)</li> <li>• 6 October 2019, World Cerebral Palsy Day (green)</li> <li>• 15 October 2019, Baby Loss Awareness Day (pink or blue)</li> <li>• 20 November 2019, UN Universal Children's Day (blue)</li> </ul>
Racial group	<p>The occasions for which the Commission has agreed that the building should be lit annually are:</p> <ul style="list-style-type: none"> <li>• International Women's Day (colour purple)</li> <li>• St Patrick's Day (green)</li> <li>• Twelfth of July (orange)</li> <li>• Armistice Day (red)</li> </ul> <p>In addition to the above four occasions, since 2016 the building has been lit on request on nine occasions as follows:</p>

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Age	As above.
Marital status	As above.
Sexual orientation	As above.
Men and women generally	As above.
Disability	As above.
Dependants	As above.

## Current Assessment of Impact

Having looked at the data/information you have collected in the question above, 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	Based on the information available in the previous section ("Consideration of the available data/research") there is nothing to highlight the needs, experiences or priorities for people in this category.	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 generate more data to distinguish what groups are potentially affected by your policy.

## Part 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?		
Section 75 category	Issue	Minor/major/none?
Religious belief	It is considered that this policy will have no adverse impact on equality of opportunity for those in this category. It may have a positive impact in that the policy would allow registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support) to request that Parliament Buildings be lit to help promote awareness of issues, including issues relating to people in all section 75 equality categories, and to create greater understanding and more positive attitudes towards those people. In this policy, cross-designation support means the support of three MLAs, one of whom must be designated as “unionist” and one designated as “nationalist”, and the primary sponsor is encouraged to seek the	None

	sponsorship of a Member designated as “other”.	
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

2 Are there any actions which could be taken to reduce or mitigate any adverse impact which has been identified or opportunities to better promote equality of opportunity for people within the section 75 categories?		
Section 75 category	Issue	Mitigating Measure
Religious belief	No adverse impacts have been identified. The 'Parliament Buildings: Special	None

	<p>Lighting Policy' will be published on the Northern Ireland Assembly website. It will be made available in alternative formats/languages as required. It will be available for all persons, organisations etc, including those within or associated with the section 75 categories, and they will be able to make application for special lighting subject to meeting the requirements of the policy. In addition, there will be ongoing monitoring of the use of the policy and requests made under it and the policy will be further reviewed and revised if considered necessary.</p>	
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
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<b>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</b>		
<b>Good relations category</b>	<b>Details of policy impact</b>	<b>Level of impact minor/major/none</b>
<b>Religious belief</b>	It is believed that the policy will not have any adverse impact on good relations between people of different religious or no beliefs.	None.
<b>Political opinion</b>	It is believed that the policy will not have any adverse impact on good relations between people of different political or no opinion.	None.
<b>Racial group</b>	It is believed that the policy will not have any adverse impact on good relations between people of different racial groups.	None.

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Section 75 category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
<b>Religious belief</b>	The policy may or may not provide opportunities to better promote good relations between people of different religious or no beliefs. It will be open	

	<p>to registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support) to request that Parliament Buildings be lit to help mark events and occasions and those requests could potentially cover the promotion of good relations between people of different or no religious belief. In this policy, cross-designation support means the support of three MLAs, one of whom must be designated as “unionist” and one designated as “nationalist”, and the primary sponsor is encouraged to seek the sponsorship of a Member designated as “other”. The policy will be published on the Northern Ireland Assembly website. It will be made available in alternative formats/languages as required. In addition, there will be ongoing monitoring of the use of the policy and requests made under it and the policy will be further reviewed and revised if it is considered necessary.</p>	
<b>Political opinion</b>	<p>The policy may or may not provide opportunities to better promote good relations between people of different political or no opinions. It will be open to registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support) to request that Parliament Buildings be lit to help mark events and occasions and those requests could potentially cover the promotion of good relations between people of different or no political opinions. In this policy, cross-designation support means the support of three MLAs, one of whom must be designated as “unionist” and one designated as</p>	



	<p>“nationalist”, and the primary sponsor is encouraged to seek the sponsorship of a Member designated as “other”. The policy will be published on the Northern Ireland Assembly website. It will be made available in alternative formats/languages as required. In addition, there will be ongoing monitoring of the use of the policy and requests made under it and the policy will be further reviewed and revised if it is considered necessary.</p>	
<b>Racial group</b>	<p>The policy may or may not provide opportunities to better promote good relations between people of different racial groups. It will be open to registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support) to request that Parliament Buildings be lit to help mark events and occasions and those requests could potentially cover the promotion of good relations between people of different racial groups. In this policy, cross-designation support means the support of three MLAs, one of whom must be designated as “unionist” and one designated as “nationalist”, and the primary sponsor is encouraged to seek the sponsorship of a Member designated as “other”. The policy will be published on the Northern Ireland Assembly website. It will be made available in alternative formats/languages as required. In addition, there will be ongoing monitoring of the use of the policy and requests made under it and the policy will be further reviewed and revised if it is considered necessary.</p>	

## Consultation

Tell us about who you have talked to about your proposals, either internally or externally and who you have formally or informally consulted, to help you decide if the policy needs further equality investigation?

Consultation has taken place internally with all relevant business areas in the Assembly's Secretariat. This included Building Services, Usher Services, Office of the Speaker, the Clerk/Chief Executive and Directors. During those consultations and discussions there were no issues raised or suggestions made that the revised policy would need further equality investigation.

In addition, the Commission has had various discussions on the 2014 lighting policy (which this revised policy will replace) and increasingly expressed a desire that the policy should be made more permissive. Again, no issues were raised or suggestions made that the revised policy would need further equality investigation.

This revised policy was agreed by the Commission's Secretariat Management Group on 20 November 2019 and no issues were raised or suggestions made by that Group that the revised policy would need further equality investigation.

Finally, advice and guidance was sought from the Commission's Equality Manager prior to carrying out equality screening and on the outcome of that screening.

## 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 policy does not discourage disabled people from participating in public life and it does not fail to promote positive attitudes towards disabled people. Indeed, the policy would allow registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support, as previously explained) to request that Parliament Buildings be lit to help promote awareness of disability issues and, hopefully, encourage disabled people to participate in public life and more generally promote positive attitudes towards disabled people.

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

As noted in paragraph a) of this section, the policy allows registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support, as previously explained) to request that Parliament Buildings be lit to help promote awareness of disability issues and, hopefully, encourage disabled people to participate in public life and more generally promote positive 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).*

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

There is no empirical data to show the impact of the policy on people with multiple identities. However, it is not considered that there are any potential adverse impacts on people with multiple identities. As noted in the previous section, the policy allows registered charities, or public-sector or community or other non-profit making organisations or MLAs (subject to cross-designation support, as previously explained) to request that Parliament Buildings be lit to help promote issues, including issues relating to people with multiple identities, and to create greater understanding and more positive attitudes towards those people.

### Part 3 Screening decision

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'** i.e. the likely impact is none and no further action is required
- ☐ **'Screened out' with mitigation** i.e. 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)** i.e. the likely impact is major and the policy will now be subject to an EQIA

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

The reason for not conducting an equality impact assessment is that, based on the information given in all of the above sections, including consideration of available data/research, the current assessment of impact and the screening questions, the level of impact is considered to be none and therefore no further action is required.

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.

Not applicable.

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

Not applicable.

## 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	<a href="#">Click</a>
Social need	<a href="#">Click</a>
Effect on people’s daily lives	<a href="#">Click</a>
Relevance to a public authority’s functions	<a href="#">Click</a>

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

**Please detail how you will monitor the effect of the policy?**

The policy will be monitored by the Commission's Events Office, which will gather and collate information on all instances when the building is lit and/or requests for lighting refused. That information will be presented to senior management for consideration and the Commission will also be informed.

**What data is required in the future to ensure effective monitoring of the policy?**

Data required to help ensure the effective monitoring of the policy will include:

- The number of occasions on which the building is lit.
- Details of the event/occasion being marked.
- Details of the criteria under which the building is lit.
- The number of requests for the building to be lit.
- Details of the event/occasion to be marked.
- The number of requests approved.
- The number of requests declined.
- The reasons for approval/refusal.
- Details of the requestor.
- Details of requests requiring information, documents etc to be provided in alternative formats.

In addition, general feedback on the operation of the policy and associated processes will be welcomed from any and all stakeholders who use, or enquire about using, the policy.

All of the above data will be collected and retained in line with any relevant Commission policies or processes eg Data Protection Policy, Retention and Disposal Policy, Information Assurance Policy, Inclusive Customer Service Policy etc.

As part of monitoring we will seek to identify further key stakeholders and will continue to respond to any issues they or others may raise after this screening form has been published.

## Part 5 - Data Protection

If applicable, has legal advice been given due consideration?

Yes ☐ No ☐ N/A ☒

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
Simon Burrowes	Head of Public Engagement	4/12/19
Approved by:		
Gareth McGrath	Director of Parliamentary Services	5/12/19

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.

None.

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.

None.

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.

This policy is subject to the Commission's Inclusive Customer Service Policy, under which every effort will be made to accommodate all reasonable requests from people seeking to access services. As part of that commitment, Assembly documents and papers can be provided in alternative formats, such as Braille, audio CD/MP3, easy read, computer disc and/or another language etc, on request and where it is reasonable to do so.



## 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.