



## Northern Ireland Assembly

### Part 1 Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

#### 1. Policy Details

Name of the policy

Management of Deputising & Temporary Promotion Arrangements

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Is this an existing, revised or a new policy?

Revised Policy

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

On occasions, there is a requirement for a staff member to temporarily undertake duties and responsibilities at a higher grade. This can be managed on two ways (i) Deputising or (ii) Temporary Promotion.

The need to deputise or temporarily promote a staff member to cover a short-term vacancy at a higher grade can arise for a number of reasons for example sickness, promotion, resignation, secondment or transfer.

The purpose of this policy is to confirm to managers and staff the procedures which must be followed when considering the need to fill vacancies on a temporary basis by the application of Deputising or Temporary Promotion arrangements.

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Are there any Section 75 categories which might be expected to benefit from the intended policy?

Yes  No

If so, explain how.

[Click here to enter text.](#)

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Who initiated or wrote the policy?

The Policy has been revised by the Human Resources Office in consultation with Trade Union Side.

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Who owns and who implements the policy?

Human Resources Office owns the policy and it will be implemented by Management and Human Resources Office. The Human Resources Office is responsible for providing advice on this policy and for ensuring that procedures are being followed correctly.

## 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 : Members and staff employed by Members or Parties

## 4. Other policies with a bearing on this policy

What are these policies? Please list:

This policy complements Human Resource Circular 06/11 – A Guide for Managers of Vacancy Management in the NI Assembly Secretariat. The Policy also links to the Internal Recruitment Procedures for the NI Assembly Secretariat, which will be used to select staff for temporary promotion.

## 5. Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious belief	<p>The Management of Deputising and Temporary Promotion arrangements (the Policy) apply to staff of the Assembly Commission. The breakdown of permanent staff by gender and community background is as follows:</p> <p>RC Male: 79      RC Female: 75</p> <p>P Male: 135      P Female: 87</p> <p>ND Male: 12      ND Female: 9</p> <p>The Policy is applied to all staff irrespective of gender, community background or any other Section 75 category.</p>
Political opinion	Not monitored
Racial group	Not monitored

Age	The age profile of staff (as at 30 April 2012) is as follows:		
	<b>Age</b>	<b>Actual</b>	<b>% of staff</b>
	<20	0	0
	20-24	7	1.76
	25-29	40	10.08
	30-34	74	18.64
	35-39	69	17.38
	40-44	66	16.62
	45-49	47	11.84
	50-54	46	11.60
	55-59	28	7.05
	60-64	17	4.28
	65+	3	0.75
<b>Total</b>	<b>397</b>	<b>100.00</b>	
Marital status	Not monitored		
Sexual orientation	Not monitored		
Men and women generally	Not monitored		
Disability	25 Commission staff have declared a disability.		
Dependants	Not monitored		

## 6. Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following

categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	None
Political opinion	None
Racial group	None
Age	None
Marital status	None
Sexual orientation	None
Men and women generally	None
Disability	<p>In applying this policy, the Assembly Commission is mindful of all legislation, including the Disability Discrimination Act and the requirement to consider and put in place reasonable adjustments to enable staff to carry out their duties.</p> <p>The Internal Recruitment Procedure, which will be used to select staff for temporary promotion, includes a Guaranteed Interview Scheme (GIS) for applicants with a disability.</p>

Dependants	None
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## Part 2

### Screening Questions

#### Introduction

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

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

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

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

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

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

### **In favour of a 'major' impact**

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

### **In favour of 'minor' impact**

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;



- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

**In favour of none**

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

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

## Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	The Policy is procedural in nature and will be applied to all staff irrespective of Section 75 category.	None
Political opinion	As above	None
Racial group	As above	None
Age	As above	None
Marital status	As above	None
Sexual orientation	As above	None
Men and women generally	As above	None
Disability	As above	None
Dependants	As above	None

**2** Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief	enter details	No, the Policy sets out a procedure which applies to all staff.
Political opinion	enter details	As above
Racial group	enter details	As above
Age	enter details	As above
Marital status	enter details	As above
Sexual orientation	enter details	As above
Men and women generally	enter details	As above
Disability	enter details	As above
Dependants	enter details	As above

**3** To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?  
 minor/major/none

Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	The policy is procedural in nature and has no specific impact on good relations between people of different religious belief, political opinion or racial groups.	None
Political opinion	As above	None
Racial group	As above	None

**4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Good relations category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief	No	The Policy is procedural in nature and applies to all staff irrespective of religious belief, political opinion or racial group.
Political opinion	No	As above
Racial group	No	As above

**5 Disability Duties?**

Consider whether the policy:

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

No

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

No

## Additional considerations

### Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

*(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).*

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

None

### Part 3 Screening decision

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

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

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

N/A

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

N/A

#### 4. Timetabling and prioritising

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

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

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

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

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

Is the policy affected by timetables established by other relevant public authorities?

Yes  No

If yes, please provide details

[Click here to enter text.](#)



## Part 4 Monitoring

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

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

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

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

What are these policies? Please list:

None

## Part 5 - Data Protection

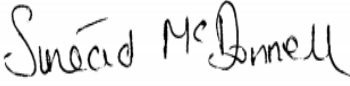
1. If applicable, has legal advice been given due consideration?

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
Karen Martin Aine Kerr Diane Lamont	Deputy Head of HR Senior HR Manager Senior HR Manager	08/3/13
 Approved by:		11/3/13
Sinead McDonnell	Head of HR	11/3/13

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy.

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

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