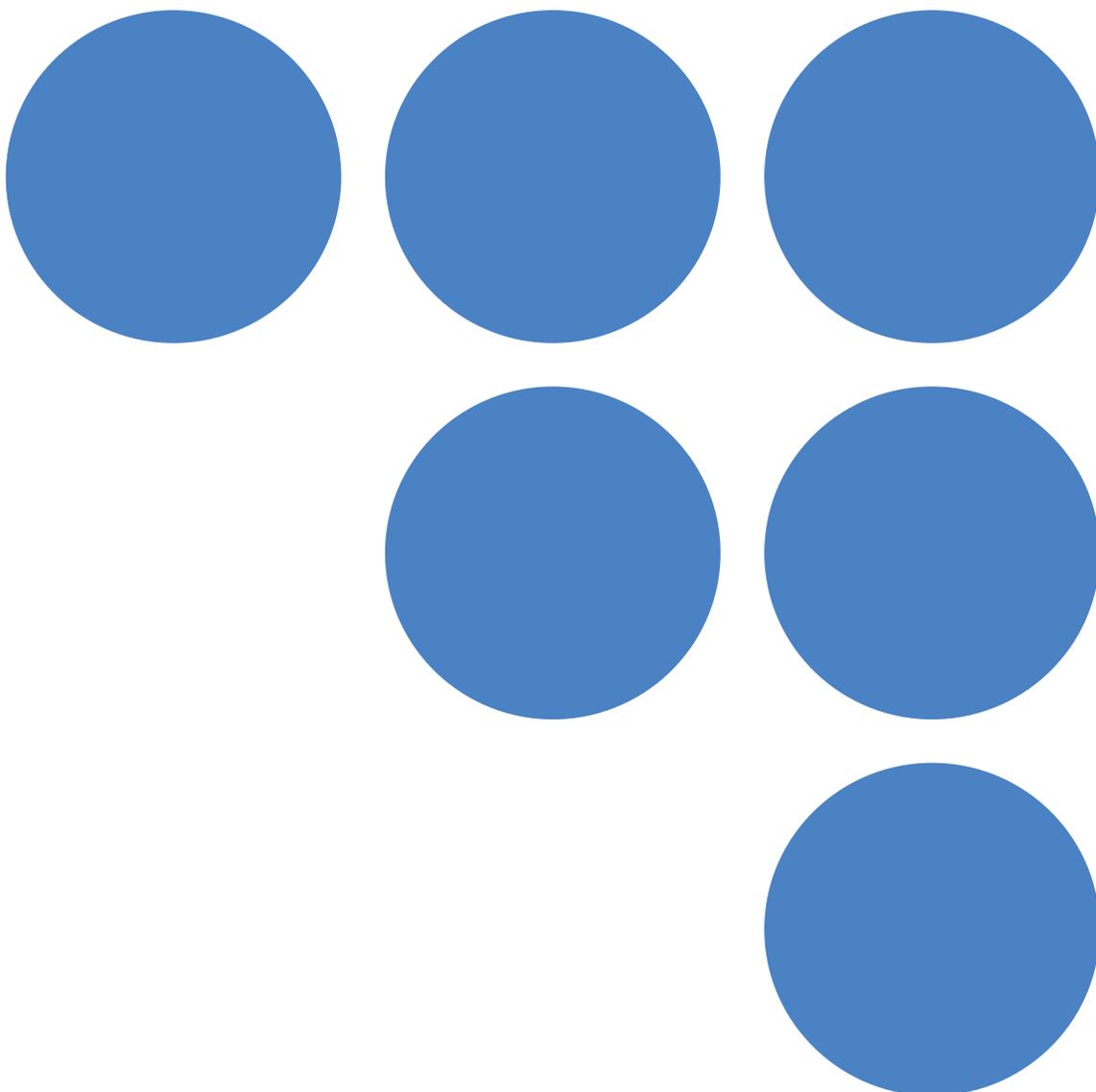Northern Ireland
Assembly

Report on the Equality Screening of Policies in Accordance with Section 75 of the Northern Ireland Act 1998

September 2010

Working for You

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Contents

1. Introduction

1.1   The Northern Ireland Assembly Commission's *(hereafter referred to as the 'Commission')* purpose is to support the Assembly and its Members in their role as elected representatives and legislators and to facilitate engagement between the Assembly and the public.

1.2   The Commission's vision is of an Assembly that strengthens democracy and engages the people of Northern Ireland in creating a better future for all.

1.3   The Northern Ireland Act 1998 states, "there shall be a body corporate known as the Northern Ireland Assembly Commission ("the Commission") to perform:

(a)   the functions conferred on the Commission by virtue of any enactment;

and

(b) any functions conferred on the Commission by resolution of the Assembly."

1.4   The Commission is the body corporate of the Northern Ireland Assembly. It has the responsibility, under section 40(4) of the Northern Ireland Act 1998, to provide the Assembly, or ensure that the Assembly is provided with the property, staff and services required for the Assembly to carry out its work.

1.5   The Commission may delegate any of its functions to the Speaker or a member of staff of the Assembly and may determine its own procedures.

1.6   The Commission is chaired by the Speaker and consists of five other Assembly Members.

Chairperson, The Speaker: Mr William Hay

Mr Peter Weir DUP[1]

Mr Pat Doherty SF[2]

Rev Dr Robert Coulter UUP

Mr Pat Ramsey SDLP[3]

Mr Sean Neeson ALLIANCE

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1   With effect from 28 June 2010 Mr Peter Weir replaced Mr Stephen Moutray.

2   With effect from 14 September 2009 Mr Pat Doherty replaced Mr Paul Butler.

3   With effect from 29 June 2009 Mrs Carmel Hanna replaced Mr Alban Maginness. With effect from 25 January 2010 Mr Alex Attwood replaced Mrs Carmel Hanna. With effect from 24 May 2010 Mr Pat Ramsey replaced Mr Alex Attwood.

1.7   Section 75 of the Northern Ireland Act 1998 requires the Commission, when carrying out its functions, to have due regard to the need to promote equality of opportunity between nine categories of persons namely:-

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;

- between men and women generally;

- between persons with a disability and persons without; and

- between persons with dependants and persons without

and, without prejudice to the obligations above, to also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

1.8   The Commission in its equality scheme sets out how it would fulfill its statutory obligation in this regard and how it would promote equality of opportunity and good relations.

1.9   The Equality Commission's "Guide to the Statutory Duties" specifies that consultation must take place on the "impact of policies". Public authorities are required to engage in consultation about the likely impact (on the promotion of equality of opportunity) of its existing and proposed policies and in making decisions about such policies it must take consultation into account.

1.10   The Commission adopted a two-phased approach to consultation on the screening of policies. Phase 1 involved the specification of all policies and their issue to consultees for comment. This allowed stakeholders to make a contribution to the Commission's consideration of policies, before any conclusions were reached.

Phase 2 of the process involved the production of the current consultation paper which proposes:

- conclusions on the screening of policies and the priortisation of equality impact assessments following consultation comment;

- the timetable for the Commission's equality impact assessment programme following consultation comment.

1.11   To facilitate an inclusive and transparent approach to Phase 1 consultation the Commission provided a number of consultation options to facilitate involvement in the process including, for example, one to one meetings, roundtable events, email returns, text phone returns, written returns, verbal returns or return of a questionnaire posted directly to consultees and made available on the Commission's website and in different formats on request.

2. Consultation Strategy

2.1   A Screening of Policies consultation document was prepared and made available for distribution to the public on Monday 25th January 2010. The consultation period lasted for a 13 week period until 26th April 2010, and was later extended by 5 weeks to 24th May 2010 to allow a meeting to take place with Disability Action.

The consultation document made clear that the Commission wished to consult as widely as possible on the screening of policies document and with this objective in mind the following actions were taken:

2.2   On 25th January 2010 an email was issued to all 400 Commission staff detailing information about the consultation document, signposting staff to the document and detailing how to respond. Copies of the consultation document were distributed directly to the Commission's Section 75 consultees (see consultee list at appendix 1) and made readily available to the general public.

2.3   Advertisements were placed in the three main regional newspapers inviting the public to comment on the consultation report. These advertisements indicated that the consultation document was available on the Commission's website. It also indicated that the consultation document could be made available in alternative formats on request.

2.4   The Commission's Disability Advisory Group[4] were informed of the timeframe for the consultation report at their meeting on 25th November 2009 and were issued a copy of the document on 25th January 2010.

2.5   A meeting was held with Disability Action on 20th May 2010. Written feedback was also received from the RNID and Disability Action.

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4   The Commission Disability Advisory Group has representatives from Disability Action, MENCAP, RNIB, RNID, Chest Heart and Stroke Association, Cedar Foundation and Leonard Cheshire Disability.

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3.   Screening Process

3.1   The basis of the screening process is detailed by the Equality Commission in its 'Guide to the Statutory Duties' (page 36) which states the following criteria must be considered when screening each policy. The Assembly Commission applied the following criteria to each of its policies when conducting the screening process:

■   Is there any evidence of higher or lower participation or uptake by different groups?

■   Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to that particular policy?

■   Is there an opportunity to better promote equality of opportunity or better community relations by altering the policy or working with others in Government or in the larger community?

■   Have consultations with relevant groups, organisations or individuals indicated that particular policies create problems which are specific to them?

The Assembly Commission also applied the following question:

■   Is there a better opportunity to encourage participation in public life across the nine categories?

3.2   The Equality Commission suggests that if the answer to any of the above questions is positive, consideration must be given to whether to subject the policy to the equality impact assessment procedure.

3.3   Screening was completed across all of the Commission's Directorates and involved the 'policy owners' and other relevant staff in the screening of each policy. Each decision was reviewed by the Head of each of the Commission's four Directorates[5].

3.4   The full list of policies which have been screened in accordance with the screening process is set out at Appendix 3, together with a short explanation of each policy and the original decision taken by the Commission at Phase 1 of the process.

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5   The Commission Directorates are Resources, Engagement, Facilities and the Director General's Office.

4. Responses to Consultation

4.1   Screening and Equality Impact Assessment

The Commission received two written responses on its screening decisions and equality impact assessment programme. The lack of further consultation contributions may be an indication that those consulted were either:

■   broadly content with the Commission's work in the area of screening and equality impact assessment, or;

■   there may be a general apathy towards consultation on the screening of policies despite the best efforts of the Commission to encourage participation and engage with a wide range of organisations.

4.2   Equality Impact Assessment

The Commission did not receive any comments on its proposals for prioritising policies for equality impact assessment (EQIA). In line with the Equality Commission's "Guide to the Statutory Duties" (page 36), prioritisation was based on the factors of:

■   social need

■   effect on people's daily lives; and

■   effect on economic, social and human rights

4.3   When setting the timings of policies prioritised for equality impact assessment the Commission gave regard to periods of recess, ensured efficient resource allocation and aligned the out workings of the EQIA timetable with that of the Commission Corporate Plan.

4.4   The Commission will subject five policy areas to equality impact assessment, four of which have an important impact on the public (see appendix 2).

(1)   Engagement Strategy

This EQIA will examine a range of policies which are key to improving information services and establishing new initiatives for informing and involving the public of Northern Ireland.

(2)   Good Relations Policy

This EQIA will examine the approach to the development of a welcoming and harmonious environment in which the business of the Assembly will be conducted.

(3)   Reward Policy/Terms and Conditions

This EQIA will examine the organisation's intent in terms of total reward in order to attract and retain high caliber staff and ensure equality of reward. The policy covers issues such as pay, allowances, pensions, annual leave, paid sick absence, and special leave.

(4)   Recruitment Policy

This EQIA will examine how the Assembly Commission ensure Equality of Opportunity in the process of recruitment of staff to the organisation.

(5)   Procurement Policy

This EQIA will examine how the Assembly Commission and Secretariat will meet their obligations to ensure all procurement complies with European Community law and international legislation.

4.5   Consultee Comments Received and Commission Response

Respondent	Policy Area	Comment	Commission Response
RNID	1.Education Programme 2.Events Policy 3.Engagement Strategy 4.Recruitment Policy 5.Dignity at Work 6.Health and Safety 7.Fire Safety	The needs of people who are deaf, deafened and hard of hearing should be considered in the policies listed.	The Commission notes the comments made and will ensure the needs of those who are deaf, deafened and hard of hearing will be taken into account during the EQIA process and when policies are being developed. Of the seven policies listed by RNID, four will be subject to EQIA and three are undergoing revisions and will be re-screened in due course.
Disability Action	1.Internal Communications 2.Education Programme 3.Events 4.Engagement Strategy	Needs to be fully accessible to all staff and MLAs and outreach needs to be firmly set in place to engage hard to reach groups, including disabled and older people.	Noted. The Engagement Strategy is scheduled for Equality Impact Assessment and Education, Events and Internal Communications policies come under this EQIA.

Respondent	Policy Area	Comment	Commission Response
	1.Recruitment Policy 2.Travel Scheme 3.Health and Safety 4.Fire Safety	As above and these policies deal primarily with staff and disabled staff need to be fully included and a reasonable adjustment policy put in place.	Internal and External stakeholders will be included in the Recruitment EQIA. The Commission's Facilities Directorate are currently making adjustments to the travel scheme, health and safety and fire safety policies. These policies will undergo screening once policy adjustments have been made and an EQIA will be conducted if adverse impacts are identified. The Commission's reasonable adjustment policy is also mainstreamed into HR operations such as recruitment, induction and the annual staff disability audit in order to capture staff needs.
	Publications	A key method of communications therefore the needs of disabled people must be addressed.	The Commission is currently developing a guide to making information accessible; this will also take in the Commission website which is currently being redesigned. We will work with The Stationary Office (TSO) and other relevant bodies as we progress this policy.
	Good Relations	A statutory duty and one often ignored by Public Authorities.	This policy is scheduled for Equality Impact Assessment.

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5.   Conclusions

5.1   The Commission has carefully considered the findings of the consultation exercise and will re-screen those policies currently undergoing policy revisions; this includes publications, health and safety, fire safety and the Commission travel scheme.

5.2   The Commission will Equality Impact Assess five policies as set out at appendix 2 in accordance with the Equality Commission for Northern Ireland guidance.

All comments on this report should be sent to the Commission by Tuesday 14 December 2010.

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Appendix 1 Consultation List

Equality Contacts
Organisation Name
A
ACOVO
Age Concern Northern Ireland
Alliance Party
Al-Nisa Association NI
Association for Spina Bifida & Hydrocephalus
An Munia Tober
Autism NI
B
Bahai Council for NI
Ballymena Inter-Ethnic Forum
Baha'I Council for NI
Baha'I Community of Belfast
Barnardos
Belfast Hebrew Congregation
Belfast City Council Youth Forum
Belfast City Council
Belfast Islamic Centre
British Deaf Association
Belfast Chinese Christian Church
Belfast Jewish Community
Bulgarian Association NI
C
Carers Northern Ireland
Care in NI
Cara-Friend
CCMS
Children in Need NI

Equality Contacts
Organisation Name
Childrens Law Centre
Chinese Chamber of Commerce
Chinese Welfare Association
Church of Ireland
Community Development & Health Network NI
Craigavon Traveller Support Committee
D
Derry Well Woman
Down's Syndrome Association
Derry Travellers Support Group
DUP
DARD
DCAL
DEL
DETI
DFP
DHSSPS
DOE
DRD
DSD
Disability Action
E
East Belfast Community Development Agency
Employers Forum on Disability
Equality Forum NI
Equality Commission for Northern Ireland
F
Falls Community Council
FPA
G
Green Party
Gingerbread Northern Ireland
GMB

Equality Contacts
Organisation Name
Guru Nanak Dev Ji Sikh Community Association
H
Hare Krishna Community
Help the Aged NI
Hungarian Community Association
I
Include Youth
Independent Health Coaliton
Indian Community Centre
J
K
L
Latino America Unida
Lasi (Lesbian Advocacy Services Initiative)
Lesbian Line
M
Mandarin Speakers Association
MENCAP
Methodist Church in Ireland
Mid Ulster International Cultural Group
Multi-Cultural Resource Centre
N
NIACRO
NIPSA
NIPPA
NICEM
NI Council for Intergrated Schools
NICVA
NI Filipino Community in Action
NI Human Rights Commission
NI Mediation Service

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Equality Contacts
Organisation Name
NI Women's Aid Federation
NI Youth Forum
NSPCC
NI Anti-Poverty Network
NI Multicultural Association
NI Muslim Family Association
NI Somali Community Association
Newtownabbey Senior Citizens Forum
Newry & Mourne Senior Citizens Consortium
Northern Ireland Association for Mental Health
North West Community Network
NISRA
NIC-ICTU
NUS USI
O
OFMDFM
Oi Kwan Chinese Women Group
Oi Yin Women's Group
Oi Wah Chinese Women's Group
Omagh Ethnic Minorities Community Association
Opportunity Youth
P
Pakistani Community Association
PHAB Northern Ireland
Polish Association NI
Presbyterian Church in Ireland
Probation Board for Northern Ireland
Progessive Unionist Party
Public Achievement
Q
R
Roman Catholic Church

Equality Contacts
Organisation Name
Romanian Community Group
RNID
RNIB
Rural Community Network
S
Save the Children
Sai Pak Chinese Community Project
Sikh Cultural Centre
Sikh Women & Children's Association
Sense NI
Sinn Fein
Skill Northern Ireland
SDLP
Staff Commission for Local Government
Strabane Ethnic Community Association
Staff Commission for Education & Library Boards
T
The Cedar Foundation
The Community Relations Council
The Guide Dogs for the Blind Association
The Egypitan Society of NI
The Rainbow Project
Trademark
Tuar/Barnardos
Tuar Ceatha
U
Ulster Scots Agency
Ulster Teachers Union
Ulster Unionist Party
UNISON
V
VOYPIC
W

Equality Contacts
Organisation Name
Wah-Hip Chinese Community Association
Women's Forum NI
Women's Resource & Development Agency
Women of the World
Women's Support Network
Women's Information Group
X
Y
Youth Action NI
Youth Council for Northern Ireland
Youth Link Northern Ireland
Youthnet
The Youth Justice Agency NI
Z

Appendix 2

Equality Impact Assessment (EQIA) Timetable

January 2010 - February 2011	**Engagement Strategy**
June 2010 - May 2011	**Good Relations Policy**
August 2010 - July 2011	**Reward Policy / Terms and Conditions**
January 2011 - December 2011	**Recruitment Policy**
April 2011 - March 2012	**Procurement Policy**

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Appendix 3 List of Screened Policies

Director General's Office

Commission Support and Compliance Unit

Name of Policy	Description of Policy	Comment	Conclusion
Records Management Policy	This policy statement sets the Assembly Commission's commitment and intention to introduce an efficient and effective records management system.	This policy ensures that records are managed throughout their lifecycle in the medium most appropriate for the task.	This policy was screened out.
Corporate Plan 2008/2011	This policy sets out the strategic priorities and corporate objectives for the Assembly Secretariat.	The aim of this plan is to set out the strategic direction to be taken by the Assembly Secretariat during the period 2008-2011.	This policy was screened out.
Equality Scheme	This policy outlines the actions to be adopted in response to the Assembly Commission's obligations under Section 75 of the Northern Ireland Act 1998.	The Equality Scheme was approved by the Equality Commission in February 2008 and this sets out how the Assembly Commission will address its obligations under the Section 75.	This policy was screened out.
Good Relations Strategy/Policy	This policy (in development) will set out how the Assembly Commission intends to address its obligations under Section 75 of the NI Act 1998.	The aim of this policy is to identify actions/ initiatives that will enable the Assembly Commission to specifically address the issue of good relations in terms of the services and facilities it provides to Members, staff and visitors.	Whilst the policy is at the development stage, it is considered that a full screening exercise will be undertaken in due course and a final recommendation on any impact assessment will be made available.

Name of Policy	Description of Policy	Comment	Conclusion
Flags Policy	This policy statement sets out the guidelines for when the Union Flag should fly on Parliament Buildings.	This policy provides the designated days throughout the year when the Union Flag flies on Parliament Buildings.	This policy mirrors the process adopted by the NI Civil Service and is in accordance with the Flags (Northern Ireland) Order 2000. In the event that the Assembly Commission adopts a specific policy for the flying of flags on Parliament Buildings, this policy will be screened and considered for a full impact assessment.
Internal Communications Policy	Outlines guidelines for an open, inclusive and accessible flow of information to Business Areas within the Assembly.	The aim of the Internal Communications Strategy is to bring about an improvement in internal communications within the Secretariat and to foster and support a culture of openness and of listening to the views of others in the Assembly.	This policy was screened out.
Data Protection Policy	The Assembly is required to comply with the Data Protection Act 1998 in terms of processing personal information and in the way that it responds to requests for information about individuals.	The Northern Ireland Assembly Commission is fully committed to compliance with the requirements of the Data Protection Act 1998 (the Act) which came into force on 1 March 2000. The Act is intended to protect personal privacy and to uphold the rights of individuals by regulating the processing of their personal information (data). Data processing includes obtaining, recording, holding, transferring, transcribing, printing, filing, sorting, retrieving and disclosing information relating to individuals.	This policy was screened out.

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Engagement Directorate

Name of Policy	Description of Policy	Comment	Conclusion
Education Programme	To provide the public with information on the work of the Assembly in a variety of ways – road shows, education centre, outreach facilities and leaflets.	The education programme provides a front-line service to a wide range of groups interested in the work of the Assembly. Visitors to Parliament Buildings are encouraged to book visits to learn about and understand the work of the Assembly.	A full impact assessment of the programme is not recommended at this stage. There are aspects of the service such as targeting of groups/schools that will be further considered as part of the wider Engagement Strategy Equality Impact Assessment.
Events Policy - Functions & Tours at Parliament Buildings	Sets out the regulations and guidelines for tours and events within Parliament Buildings.	Based on an analysis of political parties booking functions and tours, a marked imbalance is evident between nationalist and unionist parties. There is also some evidence to suggest that groups have different needs — for example, special arrangements may be required to facilitate guests who may have a disability. Additionally, some guests, due to their respective religious beliefs, will have requirements for private space for prayer or special dietary needs. Further detailed analysis of these issues will be required.	This policy was screened out. However, it should be noted that the NI Assembly is currently developing an Outreach and Engagement Strategy and the relevant elements of the Events function will be encompassed in the impact assessment of the engagement strategy.
Engagement Strategy	The Strategy aims to inform, educate, involve and encourage public participation in the work of the Assembly.	The Strategy will seek to improve upon information services and establish new initiatives for informing and involving the public of Northern Ireland.	As the Engagement Strategy is a recent development within the NI Assembly, work is currently progressing to identify the specific policies that derive from the Strategy. It is anticipated that this Strategy or elements thereof will be considered appropriate for a full impact assessment.

Library

Name of Policy	Description of Policy	Comment	Conclusion
Access policy	This policy sets out guidance on who can use the Library and when.	This policy aims to ensure that MLAs have priority access to Library services on Assembly Sitting Days.	This policy was screened out.
Acquisition policy	This policy provides guidance for Librarians on the selection and quantities of stock for the Library.	This policy aims to ensure that Library stock is current and relevant to Assembly business needs.	This policy was screened out.
Retention policy	This policy sets out what is held by the Library and the period of retention.	This policy aims to ensure that relevant archive is maintained.	This policy was screened out.

Research Services

Name of Policy	Description of Policy	Comment	Conclusion
Publication of research papers	Sets out the procedure for the clearance of Committee research for publication and the approaches for internal and external publication.	This policy ensures timely and appropriate dissemination of information.	This policy was screened out.
Guidance on the management and delivery of Member research requests	Sets out service objectives for the delivery of Member requests.	This policy ensures that Members receive effective research support.	This policy was screened out.
Guidance setting out roles and responsibilities for the use of external specialist advisers to Committees.	Sets out the context in which specialist advisers may be used and the roles and responsibilities of Clerks and Researchers in most effectively delivering external specialist advice to Committees.	This policy ensures that appropriate external advice is available to Committees.	This policy was screened out.
Policy for the recording of all Research and Library requests.	Information record of all Research and Library requests received.	This policy provides management information to support effective operation of the service and service planning.	This policy was screened out.

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Name of Policy	Description of Policy	Comment	Conclusion
Guidance principles for the management of Committee research requests.	Guidelines stipulate the type of requests that should be referred to Research and Library Services.	This policy ensures that Committees receive effective research support.	This policy was screened out.

Clerking and Reporting Directorate

Hansard

Name of Policy	Description of Policy	Comment	Conclusion
Publication Policy	Details the arrangements to publish the Official Report, including guidance on the format and presentation of the report and arrangements for reporting contributions in other languages (mainly Irish and Ulster Scots)	This policy provides guidance on the production of a substantially verbatim record of Assembly proceedings to agreed timeframes. Accessibility issues have been considered as part of ongoing review of working practices. Translation and reporting arrangements for Irish and Ulster Scots are in place. The Official Report is published on the Assembly website with browsealoud and variable font size facilities.	A full impact assessment is not recommended but further consideration will be given to elements of this policy in the context of a wider assessment of the Engagement Strategy and corporate publication guidelines.
Editorial Policy	This policy details Hansard style and aims to effect consistency across the Hansard editorial policy.	Has evolved over the years and has been influenced by practices in other parliamentary reported bodies.	This policy was screened out.

Name of Policy	Description of Policy	Comment	Conclusion
Archiving Policy	Policy outlining storage and filing arrangements for Hansard records.	The Official Report is archived in hard copy format in a number of places, including deposit libraries and PRONI. In addition, archived Official Reports are available on the Assembly website, which includes browsealoud and larger font size facilities. Some work is also held in CD-Rom format by PRONI.	This policy was screened out.

Resources Directorate

Finance Office

Name of Policy	Description of Policy	Comment	Conclusion
Members' Financial Services	This sets out the procedures for running monthly Members' expenditure reports, recording Members' commitments and payment processing. It also covers Party Allowance and Office Cost Allowance uplifts – procedures for calculating and uplifting to the system the allowances for the year. The policy also details how Members travel claims are processed.	This policy primarily relates to guidance concerning the processing of expenditure.	This policy was screened out.

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Name of Policy	Description of Policy	Comment	Conclusion
Travel Scheme	This Travel Scheme describes the situations when the Northern Ireland Assembly will meet the costs of travel for Members or Secretariat staff.	Travel by staff in the course of official Assembly business (for example, travel to / from airports or to meetings at other locations) is already covered by the existing arrangements adopted by the Assembly as contained in the Northern Ireland Civil Service Staff Handbook. It provides guidance about when travel costs will be met by the Assembly for travel that is unique to the workings of the Assembly. It also provides detailed information on the situations where travel by taxi is appropriate.	This policy was screened out.

Procurement Office

Name of Policy	Description of Policy	Comment	Conclusion
Procurement Policy	Policy sets out how the Assembly Commission and Secretariat will meet their obligations to ensure all procurement complies with European Community law and international legislation.	This policy ensures that all works, services and goods are obtained broadly in line with the 12 principles of NI Procurement Policy, the Public Contracts Regulations and Managing Public Money (NI).	A full impact assessment is recommended.

Human Resources

Name of Policy	Description of Policy	Comment	Conclusion
Recruitment	This policy aims to ensure equality of opportunity in the process of recruitment of staff to the organisation.	This policy aims to ensure that the person most suitable for the job is appointed.	A full impact assessment is recommended.

Name of Policy	Description of Policy	Comment	Conclusion
Reward	This policy provides a statement of the organisation's intent in terms of total reward in order to attract and retain high calibre staff and ensure equality of reward – the policy covers pay, allowances, pensions, annual leave, paid sick absence and special leave.	There have been concerns raised over the application of starting pay policies in relation to perceived inequalities in terms of gender. In addition queries have been received regarding the width of pay scales and potential impact on different age groups. These are both the subject of ongoing discussion.	A full impact assessment is recommended following the review of pay and grading.
Development	This outlines the Assembly's policy in terms of staff development in order to attract and retain high calibre staff and ensure equality of opportunity in terms of development	The policy contributes to the strategic aim of the organisation to become an employer of choice, ensuring all staff are given the skills to perform their functions. There is no evidence to suggest that there is higher or lower participation from any group.	This policy was screened out.
Dignity at Work Policy	The aim of this policy is to make staff aware of the types of behaviour that might cause offence, to highlight the sources of information and assistance which are available and the procedures for dealing with inappropriate behaviour.	This policy promotes a positive working environment where all staff will be free from all forms of bullying and harassment. The policy also outlines the relevant anti-discrimination legislation that applies to it.	This policy was screened out.
Equal Opportunities	Statement of the Equal Opportunities Policy of the NI Assembly Commission in relation to all its practices relating to all Secretariat staff and applicants.	This policy promotes positive attitudes and equality of opportunity for all Secretariat staff and applicants.	This policy was screened out.

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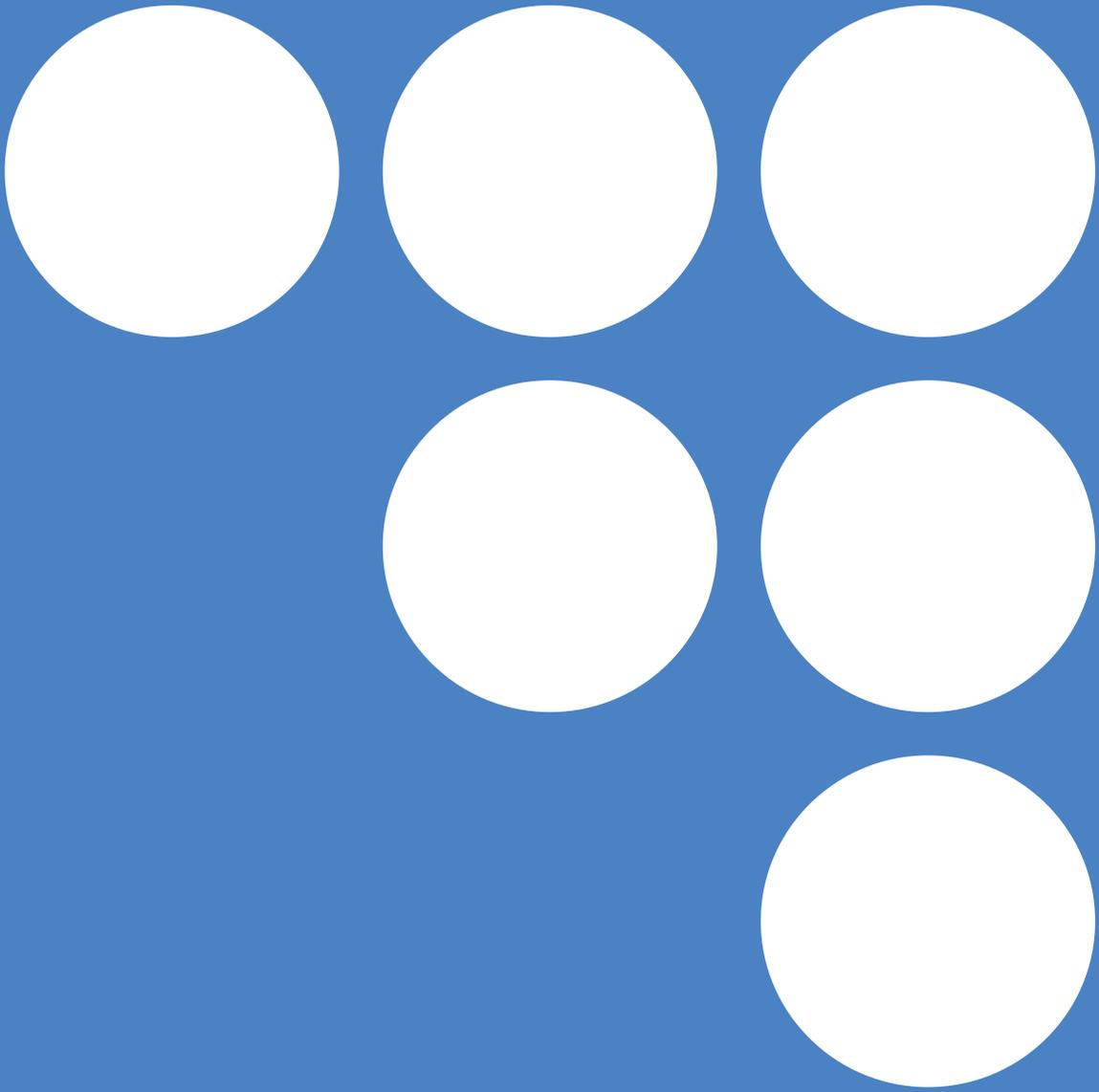| Name of Policy	Description of Policy	Comment	Conclusion
Grievance Procedure	This policy sets out the procedure for dealing with grievances.	This policy replicates the policy of the Northern Ireland Civil Service and will be screened again if it is decided to have in place a specific NI Assembly procedure.	This policy was screened out.

Information Systems Office

Name of Policy	Description of Policy	Comment	Conclusion
Secretariat Staff - Policy for the Use of IT Resources	Policy and guidelines for the use of IT resources by Assembly Secretariat staff.	This policy outlines the guidelines that apply to staff on the use of computers, internet and other ICT related equipment on NI Assembly business.	This policy was screened out.
Non Secretariat Staff - Code of Practice (Draft)	Policy and guidelines for the use of IT Resources by non Secretariat staff.	This policy defines guidelines that apply to non Secretariat staff on the use of computers, internet connection and other ICT related equipment.	This policy was screened out.
Provision of ICT facilities to Members	Policy and guidelines for the use of IT resources by Assembly Members.	This policy defines the central provision of ICT equipment and related services for Members.	This policy was screened out.
Provision of ICT facilities to Party Support	Policy for the provision of ICT resources to party support staff.	This policy defines the central provision of ICT equipment and related services for party support staff.	This policy was screened out.
Corporate ICT Strategies	Policy setting the strategic direction on the use of ICT resources by the NI Assembly.	This policy sets the long term vision for the exploitation of NI Assembly information and the technologies involved in its creation, manipulation and distribution.	This policy was screened out.
Use of ICT during transition	Guidelines on the use of ICT resources before and after election campaign.	This policy defines the use of centrally provided ICT equipment and related services before and during the period of an election.	This policy was screened out.

Facilities Directorate

Name of Policy	Description of Policy	Comment	Conclusion
Health and Safety	The policy sets out how all building users should comply with current Health and Safety legislation and how the Assembly implements the policy.	This policy ensures that all building users are aware of their obligations with regards to Health and Safety measures. During the screening process, it was identified that the policy did not apply to Party offices. There may be an inference in this policy that Parties are being excluded from its implementation and as such the policy will now be amended to provide the full service to Parties.	This policy was screened out.
Fire Safety Policy	The policy sets out how all building users should comply with current Health and Safety legislation and how it is implemented.	This policy ensures that all building users are aware of their obligations in relation to Fire Safety matters.	This policy was screened out.
Security Policy	Ensures that effective security arrangements are in place to protect Members, their staff, Secretariat staff, contractors, visitors, Assembly property and assets.	This policy ensures the regular review and maintenance of security equipment, guarding by appropriate means and providing guidance or training.	Aspects of this policy such as the security search facility and access will be further considered in the context of the wider engagement strategy. This policy was screened out.

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