



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 and functions. You should remember that the Section 75 statutory duties apply to internal policies as well as external policies. If you are in doubt please contact the Equality Unit for advice.

### **Part 1 Policy scoping**

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

### **Background to the Policy/Strategy/Procedure to be screened.**

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

The Job Shadowing policy has been in development since 2013, in consultation with Trade Union Side through the ERG Policy Sub Group. A draft Policy was considered by SMG on 8<sup>th</sup> October 2014. The draft policy was subsequently subject to formal consultation with Staff and Trade Union Side for a period of four weeks.

## 1. Policy Details

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

Job Shadowing

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**Is this policy new or revised?**

New policy

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

The Job Shadowing Policy aims to ensure that a structured, consistent approach is taken in relation to job shadowing and sets out the arrangements to be followed by the staff member (the Job Shadower) and the receiving business area (the Host). The Job Shadowing Policy aims to support the achievement of the People Service Plan (PSP)2014 -16 and performance management in relation staff development.

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**Who initiated or wrote the policy?**

The Human Resources Office

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

The Human Resources Office is responsible for devising the Policy. However, managers at all grades and in all areas of the business are responsible for implementation/delivery of the Policy.

## 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: Due to business needs managers may not be able to allow staff to take up Job Shadowing arrangements

### 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:

Performance Management and Secondment Policy.

**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 Job Shadowing policy applies to all staff of the Assembly Commission. The current breakdown of permanent staff by community background is as follows:</p> <p>216 Protestant</p> <p>146 Roman Catholic</p> <p>17 Non Determined</p>
Political opinion	Click here to enter text.
Racial group	Click here to enter text.
Age	<p>Age profile of staff as at 28.02.14</p> <p>Age Numbers</p> <p>20-24 1</p> <p>25-29 23</p> <p>30-34 66</p> <p>35-39 62</p> <p>40-44 74</p> <p>45-49 52</p> <p>50-54 45</p>

	<p>55-59 33</p> <p>60-64 19</p> <p>65 + 4</p>
Marital status	Click here to enter text.
Sexual orientation	Click here to enter text.
Men and women generally	<p>The policy applies to all staff of the Assembly Commission. The breakdown of permanent staff by gender is as follows:</p> <p>216 Male</p> <p>163 Female</p>
Disability	31 staff have advised that they have a disability
Dependants	Click here to enter text.

## 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 adverse impact on equality of opportunity for those affected by the policy. (See appendix 1 for information on levels of impact).

Section 75 category	Details of needs/experiences/priorities and details of policy impact	Level of Impact
Religious belief	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

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.	Impact level.
Political opinion	Details of impact.	Impact level.
Racial group	Details of impact.	Impact level.
Age	Details of impact.	Impact level.
Marital status	Details of impact.	Impact level.
Sexual orientation	Details of impact.	Impact level.
Men and women generally	Details of impact.	Impact level.
Disability	Details of impact.	Impact level.
Dependants	Details of impact.	Impact level.



**2. Is there an opportunity to better promote equality of opportunity and/or good relations in what you are proposing to do?**

Please provide reasons.

The Job Shadowing Policy is procedural in nature and does not afford an opportunity to better promote equality of opportunity and/or good relations. The Policy sets out a procedure which applies to all staff irrespective of their Section 75 category.

**3. Consultation**

Tell us about who you have talked to about your proposals, either internally or externally, to help you decide if the policy needs further or no further equality investigation?

The Job Shadowing Policy has been formally consulted on with Trade Union Side and Staff

#### 4 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 Job Shadowing Policy is procedural in nature and would not discourage disabled people from participating in public life

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

The Job Shadowing Policy is procedural in nature and does not impact on 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; and young lesbians, gay and bisexual people).*

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

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

### Part 3 Screening decision

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

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.

Not applicable

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

Not Applicable

#### 4. Timetabling and prioritising for EQIA

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

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

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

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

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

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

Yes  No

If yes, please provide details

[Click here to enter text.](#)

## Part 4 Monitoring

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

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

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

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

What are these policies? Please list:  
The HR Office will monitor the implementation of the policy on an annual basis to ensure that there is no adverse impact arising from the policy.

## Part 5 - Data Protection

1. If applicable, has legal advice been given due consideration?  
Yes  No  N/A
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
Aine Kerr	Senior HR Manager	18.12.14
Karen Martin	Deputy Head of HR	18.12.14
Diane Lamont	Senior HR Manager	18.12.14
<b>Approved by:</b>		
Sinead McDonnell	Head of HR	19.12.14

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.