

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 178
2.	Policy Name	Policy for the Use of Council Vehicles
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Environment
5.	Description of policy to be screened	In order to comply with the duties under the Health and Safety at Work Order 1978 the Council will take steps to set up safe systems of work in order to control and manage any risks which cannot be eliminated to ensure the health, safety and welfare of those who need to drive company vehicles as part of their job. These will be identified by the carrying out of risk assessments. Ards and North Down Borough Council is committed to providing a safe working environment for all employees by ensuring all vehicles in daily operations are in good condition, appropriately insured and used in an appropriate manner.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The policy aims to ensure that employees are aware of: <ul style="list-style-type: none"> <li>• The restrictions that are in place in relation to the use of Council vehicles,</li> <li>• The possibility that vehicle tracking devices, cameras and other telematics may be installed into any vehicle provided by the Council, and</li> <li>• To identify the data gathered by these devices and to explain how this data will be used.</li> </ul>
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories are expected to benefit as the policy relates to the safety of vehicles and competencies of all drivers.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not carried out or there are inconsistencies in the policy delivery.
8.	The main stakeholders on whom the policy will impact. For example,	This policy applies to all employees who are required as part of their employment to drive, or be a

<p>Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate</p>	<p>passenger in, vehicles provided by Ards and North Down Borough Council. The Council and management of the Council. All who have responsibility for routine and irregular maintenance requirements to the vehicles, line management of employees and recommending replacement of vehicles.</p>
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<p>9.</p>	<p>Please provide details of other policies which have a bearing on this one.</p> <p>E 09 Disciplinary Policy  E 13 Capability Policy  E 25 Whistle Blowing Policy  E 28 Corporate Complaints policy and procedure  E 48 Performance Management Policy  E 63 ANDBC Corporate Health and Safety Management Systems Policy  E 75 Investors in People Accreditation  E 90 Draft Behaviour Charter for Employees  E 114 Learning and Development Strategy  E 173 Drugs and Alcohol Policy</p>	<p>Ards and North Down Borough Council</p>
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<p>10.</p>	<p>Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :</p> <p>Religious Belief</p>	<p><b>Summary:</b> The Northern Ireland Census 2011 (NISRA) statistics for the Borough area showed that 75% are or have been brought up in Protestant and Other Christian (including Christian related) religions. While this varied across the borough from 17% in Portaferry ward to 87% in Carrowdore ward this does not have any relation to this policy. These compared to 48% for Northern Ireland as a whole. See table below</p> <p><b>Data: Religion or Religion Brought up in</b> (Numbers with % in brackets)</p> <table border="1" data-bbox="464 1297 1422 1801"> <thead> <tr> <th></th> <th>All usual residents</th> <th>Catholic</th> <th>Protestant and Other Christian (including Christian related)</th> <th>Other Religions</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>1,810,863 (100%)</td> <td>817,385 (45%)</td> <td>875,717 (48%)</td> <td>16,592 (1%)</td> <td>101,169 (6%)</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>156,672 (100%)</td> <td>20,550 (13%)</td> <td>117,589 (75%)</td> <td>1,729 (1%)</td> <td>16,804 (11%)</td> </tr> </tbody> </table> <p><b>Source:</b> <a href="#">Religion or religion brought up in. Census 2011, NISRA</a></p>		All usual residents	Catholic	Protestant and Other Christian (including Christian related)	Other Religions	None	Northern Ireland	1,810,863 (100%)	817,385 (45%)	875,717 (48%)	16,592 (1%)	101,169 (6%)	Ards and North Down Borough Council	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)
	All usual residents	Catholic	Protestant and Other Christian (including Christian related)	Other Religions	None															
Northern Ireland	1,810,863 (100%)	817,385 (45%)	875,717 (48%)	16,592 (1%)	101,169 (6%)															
Ards and North Down Borough Council	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)															

**Ards and North Down Borough Council employee figures:  
Source: Monitoring Return Date: January 2018**

Year		Protestant	Roman Catholic	Non-Determined
2018	%	79.62	13.12	7.26

**Political Opinion**

**Summary:** Electoral Office data from recent Local Government elections detail the political representation on Ards and North Down Council, The Stormont Executive for this electoral area and Westminster election. This data is an approximate measure of political opinion of the voting electorate within the Borough. Turnout to vote in Northern Down and Strangford constituencies tend to be lower than the rest of NI suggesting less strong political opinions. Of those who do turn out, the results show preferences for voting Unionist parties.

See table below

**Data: Council Election results**

The most recent local council election (22<sup>nd</sup> May 2015) showed:

	Eligible Electorate	Votes Polled (% Turnout)	Elected Candidate							
			DUP	Sinn Féin	UUP	SDLP	Alliance	Independent	TUV	Green
Northern Ireland	1,243,649	638,332 (51.3%)	130	105	88	66	32	15	13	4
Ards and North Down Borough Council	112,077	47,161 (42.1%)	17		9	1	7	2	1	3
Ards Peninsula (DEA)	16,656	7,369 (44.2%)	3		1	1	1			
Bangor Central (DEA)	17,194	6,678 (38.8%)	2		2		1			1

Bangor East and Donaghadee (DEA)	16,956	6,915 (40.8%)	3	1	1	1	1		
Bangor West (DEA)	13,479	5,448 (40.4%)	2	1	1				1
Comber (DEA)	13,681	6,272 (45.8%)	2	1	1			1	
Hollywood and Clondeboyne (DEA)	14,158	6,229 (44.0%)	2	1	1				1
Newtownards (DEA)	19,953	8,250 (41.4%)	3	2	1	1			

**Source:** [The Electoral Office, NI](#)

Since the election in 2014 for local Councillors changes to the political make-up of the Council have taken place. The current makeup of the Council as at December 2017 was:

18 DUP, 8 UUP, 3 Independents, 2 Greens with 7 Alliance, 1 SDLP and 1 TUV.

Racial Group

**Summary:** NISRA, NINIS and Northern Ireland Strategic Migration Partnership data provide up to date data. The 2011 census showed that 32,000 (1.8%) of the usual resident population in Northern Ireland is from a minority ethnic background. Within the borough, the 2011 Census showed that 1.5% (2,300) were from a minority ethnic background. Across the borough this ranged from 5.2% in Loughview ward to 0.3% in Lisbane ward.

See table below

**Data: Ethnic Group** (Numbers with % in brackets)

	All usual residents	White	Chinese	Indian	Bangladeshi	Other Asian	Black African	Black Other	Mixed	Other
Northern Ireland	1,810,863 (100%)	1,778,449 (98%)	6,303 (0%)	6,198 (0%)	540 (0%)	6,089 (0%)	2,345 (0%)	1271 (0%)	6,014 (0%)	3,609 (0%)
Ards and North Down Borough Council	156,672 (100%)	154,365 (99%)	406 (0%)	283 (0%)	177 (0%)	415 (0%)	139 (0%)	132 (0%)	556 (0%)	1,002 (0%)
Ards Peninsula	156,672 (100%)	23,367 (99%)	26 (0%)	19 (0%)	5 (0%)	19 (0%)	6 (0%)	2 (0%)	51 (0%)	2,002 (0%)

Bangor Central	23,524 (100%)	24,469 (98%)	105 (0%)	43 (0%)	17 (0%)	43 (0%)	26 (0%)	32 (0%)	119 (0%)	0 (0%)
Bangor East and Donaghadee	24,892 (100%)	22,648 (99%)	56 (0%)	27 (0%)	10 (0%)	91 (0%)	11 (0%)	2 (0%)	82 (0%)	0 (0%)
Bangor West	22,946 (100%)	17,763 (98%)	19 (0%)	135 (0%)	2 (0%)	116 (0%)	3 (0%)	26 (0%)	73 (0%)	0 (0%)
Comber	18,152 (100%)	18,216 (99%)	30 (0%)	8 (0%)	9 (0%)	35 (0%)	4 (0%)	8 (0%)	55 (0%)	0 (0%)
Hollywood and Clondeboyne	18,382 (100%)	20,061 (98%)	65 (0%)	31 (0%)	23 (0%)	81 (0%)	81 (0%)	56 (0%)	101 (0%)	0 (0%)
Newtownards	20,560 (100%)	27,841 (99%)	105 (0%)	20 (0%)	111 (0%)	30 (0%)	8 (0%)	6 (0%)	75 (0%)	0 (0%)

Source: [Ethnic Group, Census 2011, NISRA](#)

Source: Article 55 Return Date: January 2018

**Ards and North Down Borough Council employee figures:**

Ethnic Origin	
Black	2
Chinese	1
White	588
Other	3
Doesn't want to answer	205

Age  
NISRA have published population projections for the Borough which show that the proportion of those aged 85 and over are expected to more than double within the next 25 years.

ANDBC has the highest % population of older people in Northern Ireland.

See table below

**Data: Age Groups** (Numbers with % in brackets)

	0-15	16-39	40-64	65+	Total
Northern Ireland	385,200 (21%)	583,116 (31%)	591,481 (32%)	291,824 (16%)	<b>1,851,621 (100%)</b>
Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	<b>158,797 (100%)</b>

Sources: [Demography and Methodology Branch, NISRA](#)

[World Health Organization](#)

Source: Article 55 Return Date: January 2018

**Ards and North Down Borough Council employee figures:**

Age Group	Full Time	Part Time
19-29	5.41	5.29
30 - 39	21.31	22.22
40 - 49	30.98	29.10

50 - 59	34.92	23.28
60 Plus	7.38	20.11

**Marital Status**

The 2011 Northern Ireland Census showed that 48% of adults (those aged over 16 years of age) in Northern Ireland were either married or in a registered same-sex civil partnership. Within the borough, 54% of adults fell into this category. This varied across the borough from 36% in Central (Ards) ward to 64% in Lisbane ward. See table below

**Data: Marital Status (All aged 16+) (Numbers with % in brackets)**

	All usual residents	Single (never married or never registered a same-sex civil partnership)	Married	In a registered same-sex civil partnership	Separated (not still legally married or still legally in a same-sex civil partnership)	Divorced or formerly in a same-sex civil partnership which is now legally dissolved	Widowed or surviving partner from a same-
Northern Ireland	1,431,540 (100%)	517,393 (36%)	680,831 (48%)	1,243 (0%)	56,911 (4%)	78,074 (5%)	97,087 (7%)
Ards and North Down Borough Council	126,945 (100%)	36,730 (29%)	67,866 (53%)	123 (0%)	4,328 (3%)	8,548 (7%)	9,357 (7%)

**Source:** [Northern Ireland 2011 Census, Marital Status](#)

**Source:** Monitoring Return **Date:** January 2018

**Ards and North Down Borough Council Employee Data:**

Group	Percentage
Married	0.25
Co Habiting	1.35
Divorced	4.05
Single	18.90
Married	44.29
Separated	2.09
Widowed	0.12
Not Specified	28.95

**Sexual orientation**

**Summary:** It should be noted that no reliable data is available on sexual orientation. NISRA are currently examining methodology on how to measure this. However, the 2011 census indicates that less than 1% of the Northern Ireland adult population (those aged 16 years and over) were in a registered same-sex civil partnership. This was similar to the borough as a whole. The Continuous Household Survey in Northern Ireland estimated this figure between 0.9% and 1.9% in 2015-2016. The Office for National Statistics estimates a similar range for the United Kingdom

(1.7%).

**Source:** [Northern Ireland 2011 Census, Marital Status](#)  
[ONS 2015 Sexual Identity](#)

**Source:** Monitoring Return **Date:** January 2018

**Ards and North Down Borough Council Employee Data:**

Group	Percentage
Bisexual	0.25
Heterosexual	51.53
Homosexual	0.25
Not specified	47.97

Men & Women generally

According to census (NISRA) almost half of the population of Northern Ireland were male (49%) and this was similar throughout Ards and North Down Borough Council (48%). See table below

**Data:**

	Males	Females	All
Northern Ireland	887,323 (49%)	923,540 (51%)	1,810,863 (100%)
Ards and North Down Borough Council	75,920 (48%)	80,752 (52%)	156,672(100%)

**Source:** [Age Structure, Census 2011, NISRA](#)

[Review of statistical classification and delineation of settlements, NISRA](#)

**Ards and North Down Borough Council Employee Data:**

**Source:** Monitoring Return **Date:** January 2018

Group	Percentage
Female	43.12
Male	56.88

Disability

The 2011 Census (NISRA) showed that 20% of the population in Ards and North Down area had a health issue or disability (including those related to old age) which has lasted or expected to last at least 12 months. (This was similar to the Northern Ireland figure of 21%.)

**Disability Living Allowances, 2015**

		2015 (Disability Living Allowance Recipients)	2015 (Multiple Disability Benefits) *MDB is aggregated data from Attendance Allowance, Disability Living Allowance, Incapacity Benefit and Severe Disablement Allowance data, and data for Employment and Support allowance
	Northern Ireland	209,280	251,490
	Ards and North Down Borough Council	13,840	18,080
	Ards Peninsula	2,920	n/a
	Bangor Central	2,250	n/a
	Bangor East and Donaghadee	1,740	n/a
	Bangor West	1,650	n/a
	Comber	1,270	n/a
	Holywood and Clondeboye	1,180	n/a
	Newtownards	2,840	n/a
	<a href="#">Northern Ireland Census 2011 Long-term health problem or disability by long-term problem or disability</a> <b>Source:</b> Monitoring Return <b>Date:</b> January 2018 Number of Ards and North Down Borough Council Employees who have declared themselves as disabled: 4.29%		
	Dependents	<b>Summary:</b> In considering this dimension the following have been included: persons with responsibility for the care of a child, children, a person with a disability and or older person. According to the Continuous Household Survey, 2013-2016, 37% of Ards and North Down claimed to have a dependent (This did not differentiate on the type of dependent). According to the 2011 Census, 7,474 households in Ards and North Down had a dependent child under the age of 4 (This might give an indication on the numbers who would have buggies or prams). <b>Sources:</b> Continuous Household Survey <b>Source:</b> Monitoring Return <b>Date:</b> January 2018 Number of Ards and North Down Borough Council Employees who have declared themselves as having dependents: 32.64%	

11. Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?



Religious Belief	<p>All drivers have the same needs, experiences and priorities regardless of their religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, whether they have a disability or not and/or have dependents or not. This policy is applied equitably to all employees who meet the criteria of the policy.</p> <p>This policy will affect more males than females based on the makeup of the workforce as more males, but not solely males, will have driving responsibilities.</p> <p>The needs, experiences and priorities are the same for all Section 75 dimensions and where there may be a requirement for a reasonable adjustment such as translation of information into the employees first language this will be put in place.</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual orientation	
Men & Women generally	
Disability	
Dependents	

**Does this Policy require an Equality Impact Assessment?**

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	<p>All individuals will be treated equitably to meet the needs of the individual and the policy. Any concern for an individual's understanding of the procedure will be met through an agreed reasonable adjustment by the individual and line manager. The gender of the individual is not relevant.</p>	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		
2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	<p>No as the policy is applied equitably to all employees who have driving responsibilities as defined in the policy.</p>	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		
3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact

		Minor/Major/None
	Religious Belief	None as the policy is applied equitably to all drivers who meet the criteria of the policy.
	Political Opinion	
	Racial Group	

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?	
	If "Yes" provide details	If "No" provide details
	Religious Belief	No as the policy addresses the need for any reasonable adjustment required for any individual to whom the policy is applied
	Political Opinion	
	Racial Group	

### Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons). Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	This policy is applied to all employees that meet the criteria of the policy in a consistent manner as it addresses the needs of the council and all individual employees with their unique multiple identity by ensuring their particular needs are met.

### **Disability Discrimination Order (NI) 2006**

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
	Yes	This policy will be applied to all employees who are fit to drive the vehicles as detailed in the policy and no one who is competent to drive will be excluded from carrying out their duties. Where reasonable adjustments are required these will be met within the policy to ensure the individual is supported in carrying out their range of duties.
- <u>better promote positive attitudes</u> towards disabled people		
- <u>increase participation</u> by disabled people in public life		

### Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

	Outline what data you could collect in the future to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u>	Numbers of employees and known S75 dimensions referred for the application of this policy. Numbers of employees and known S75 dimensions who require reasonable adjustments. Comments and complaints in relation to the application of this policy.
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I can confirm that the proposed policy / decision have been screened for:-


X	Equality of opportunity and good relations
X	Disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

X	Screened Out – No EQIA necessary (no impacts)
	Screened Out – Mitigating Actions (minor impacts)
	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Peter Caldwell  
Title: Head of Assets and Property Services  
Date: 25 February 2019

Signature: 

Director/Head of Service decision approved by:

Name: David Lindsay  
Title: Director of Environment  
Date: 25 February 2019  
Signature:

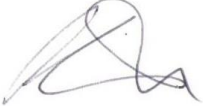
If an Equality Impact Assessment is required

	Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
		Effect on equality of opportunity and good relations	
		Social need	
		Effect on people's daily lives	

		Relevance to a public authority's functions	
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Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation		Position/Job Title:	Date:
Screened by:		Head of Assets and Property Services	25 February 2019
Approved by:		Director of Environment	25 February 2019