

NORTH DOWN AND ARDS DISTRICT COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E06
2.	Policy Name	Office Relocation Phase 1
3.	Existing / Revised / New Policy	New
4.	Responsible Officer	Lead Policy Officer
5.	Description of Policy to be screened.	Proposed relocation of staff to accommodate additional transferring functions on 1 st April 2015
	Aims and expected outcomes – what is the Policy expected to achieve?	The Policy is expected to lay the foundation, and act as a framework, for the relocation of Council services throughout the new Council area.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	There is no identifiable benefit to specific Section 75 categories.

7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented.	<p>The central factors include:</p> <ul style="list-style-type: none"> - continuity of service provision during the relocation process - accessibility of new facilities for staff and customers - alterations to journey times and location on staff and customer - the impact changes in location may have on staff working arrangements - changes, if any, to service delivery from a new location
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8.	<p>The main stakeholders on which the Policy will impact. For example, employees, potential service users and community groups.</p> <p>Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate.</p>	<p>Employees – employees who are being relocated will be affected by the policy. This includes alterations to location of base, travel times, alterations to working conditions and accessibility of new facilities.</p> <p>Customer – customers will be affected by the relocation of some services, the impact that the relocation will have on service delivery and continuity of service delivery during relocation process.</p>
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9.	Please provide details of other policies which have a bearing on this one.	
	Policies: N/A	Owned by : N/A

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to:	
	Religious Belief	
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

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	
	Political Opinion	Expectation that Council buildings and facilities are, in so far as possible, politically neutral.
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	Statutory requirement for work locations to be accessible for both employees and customers with a disability.
	Dependents	Expectation that alterations to working locations will not adversely affect working arrangements which accommodate additional responsibilities to 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		
	Political Opinion	As detailed above the lack of political neutrality of a site may impact on the ability of individuals to access and use it.	Minor
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability	Accessibility of site will impact on both service/facility access and access to work location.	Minor
Dependents	Changes to locations of service delivery may impact on those who have dependents.	Minor	

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		The policy decision does not provide opportunities to promote equality of opportunity for people.
	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	The policy is not likely to impact on Good Relations between people of a different religious belief, political opinion or racial group.	
	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	The policy does not provide opportunities to better promote Good Relations between people of a different religious belief, political opinion or racial group.	
	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)	Multiple identities have been considered above.
	Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	

	Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
	<ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	<p>No</p> <p>No</p>	<p>The policy does not provide an opportunity to better promote positive attitudes towards disabled people or increase participation in public life.</p>

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order 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 in order to monitor the impact of this Policy / decision on <u>equality, good relations and disability duties</u>	Customer surveys and comments Staff surveys and comments
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Formal Record of Screening Decision

Policy Reference	E06
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I can confirm that the proposed Policy / decision has been screened for:-

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

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

<input checked="" type="checkbox"/>	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Aaron Jamison

Title: Acting Equality and Good Relations Manager

Date: December 2014

Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson

Title: Lead Policy Officer

Date: December 2014

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	

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		
Screened by :	Position/Job Title:	Date:
Approved by:		

Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the Policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of Slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on Human Rights that you have identified?	
	Please indicate any ways in which you consider the policy positively promotes Human Rights	