

NORTH DOWN AND ARDS DISTRICT COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E09
2.	Policy Name	Disciplinary Policy
3.	Existing / Revised / New Policy	New Policy
4.	Responsible Officer	Director of Administration and Organisational Development
5.	Description of policy to be screened	Policy details the arrangements for dealing with employee conduct and disciplinary issues.
	Aims and expected outcomes – what is the policy expected to achieve?	The policy aim is to provide clarity for employees, managers and Human Resources on the process which the Council will use to deal with conduct and disciplinary issues.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories will benefit from the clarity the policy provides.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the policy when being implemented.	Statutory Guidance and codes of practice – there are a number of provisions which apply to the application of this policy. A full list of these instruments can be found in Appendix 1 of the policy.

8. The main stakeholders on which the policy will impact. For example, employees, potential service users and community groups.
- Policy will only apply to employees. It is applied to all employees equitably irrespective of their grade or whether they are permanent or temporary employees.

Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate.

9.	Please provide details of other policies which have a bearing on this one.	
	<p>Policies:</p> <p>Disciplinary Policies within Ards and North Down Borough Council</p>	<p>Owned by :</p> <p>Director of Administration and Organisational Development</p>

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
- Human Resources information
 - Feedback from the Staff Consultative Committee

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
 - Racial Group
 - Age
 - Marital Status
 - Sexual orientation
 - Men & Women generally
 - Disability
 - Dependents
- It was highlighted to the policy's Responsible Officers that where reference is made to communications between the Council and employees, all forms of communication should be in an appropriate format where a need is anticipated.
 - Page 22 - Grounds of discrimination should be updated to include 'Civil Partnership'

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	This policy will apply to all employees equally, and requires the Council to meet the needs of employees who will be called under this policy. There is, therefore, no impact on equality of opportunity.	
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	This policy does not provide opportunities to better promote equality of opportunities.
	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	
	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 – this policy does not provide opportunities to promote good relations.	
	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 identity considerations were included above. The Council will seek, on a case by case basis, to meet the needs of all employees who are affected by this policy under this policy.
Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	N/A

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 	No	This is an operational policy which will apply to employees only. The needs of employees with a disability who fall under this policy will be able to discuss their specific needs with the Human Resources representative.
	No	

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> .	Human Resources will monitor the application of the policy and its effect on employees.
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Formal Record of Screening Decision

Policy Reference	E09
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I can confirm that the proposed policy / decision has been screened for:-

<input type="checkbox"/>	Equality of opportunity and good relations
<input 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 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:

Title:

Date:

Signature:

Director/Head of Service decision approved by:

Name:

Title:

Date:

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	