

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 115
2.	Policy Name	Overtime, Stand By and Call out Payments Policy
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>This policy is to deal with hours worked by employees outside their normal working week and is dependent on their grade as defined in the policy.</p> <p>Ards and North Down Borough Council (“The Council”) realises that people are the organisation’s most valuable asset and therefore endeavours to ensure all employees are treated in line with legislation and good practice with regard to approval and payment of additional hours.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>This policy aims to ensure additional hours are managed appropriately with due regard to both financial and human resource issues by ensuring:</p> <ul style="list-style-type: none"> • any additional hours work required is allocated fairly within each service unit ; • the Council does not breach the working time regulations; • employees enjoy a good work-life balance; • additional hours are only worked when business demands it. In no instance should additional hours be authorised solely at the request of the employee or awarded as a privilege; • additional hours worked are approved in advance by the appropriate line manager (except in emergency or exceptional circumstances) and • employees are paid appropriately for hours worked outside their normal working week.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All employees regardless of their Section 75 dimensions should benefit from this policy.
7.	Factors which could contribute	If the policy is not implemented as intended.

	to / detract from the intended aims / outcomes of the Policy when being implemented	
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8.	The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate	The Council, Council employees, Elected Members, residents of the Borough, visitors and potential visitors to the Borough, business owners, potential service users and service users.
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9.	Please provide details of other policies which have a bearing on this one.	
	Policies: E 09 Disciplinary Policy E 13 Capability Policy E 36 Flexible Working Arrangements Policy E 75 Investors in People Accreditation E 86 Honorarium and Acting Up Allowances	Owned by : Ards and North Down Borough Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	Borough profile where data is available for the Ards and North Down Borough Council including data that is available for the Electoral Ward areas. This will give some indication of the area profile of the Borough where many employees and potential employees are from. Monitoring data on employees and applicants for posts. Article 55 employee monitoring returns to Equality Commission for Northern Ireland.
	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	This policy is for all employees based on their grade and applied equitably across the council. Some sections will have a greater need for overtime working generally in areas where the work is predominately male employees. However with the equal opportunities recruitment and retention policy, individuals of either gender are encouraged to apply for all posts. Part time posts are predominately female, but again not exclusively, and the rates are for all council employees irrespective of their personal identity including age, gender, employment status or dependents responsibility.
	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	This policy is applied equally to all employees determined by the grade of their post.	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	No as the policy is equitably applied to all employees to whom the policy applies, determined by their grade of post.	
	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 equitably applied to all employees to whom the policy applies determined by their grade of post.	
	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 policy is equitably applied to all employees to whom the policy applies determined by their grade of post.	
	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 and determined by their grade of post. Where an employee requires the policy explained verbally or in an alternative format or language other than English this will be met.

Disability Discrimination Order (NI) 2006

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 	Yes	This policy will be explained to and provided for any employee irrespective of their disability where they identify their need.

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>	Comments and complaints in relation to the application of the policy. Section 75 data of all employees who receive overtime payments where this is available.
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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	

I can confirm that the proposed policy / decision have 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:

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Screening assessment completed by:-

Name:

Title: Head of Human Resources and Organisational Development

Date: 8 May 2017

Signature:

Director/Head of Service decision approved by:

Name:

Title: Director of Organisational Development and Administration

Date: 8 May 2017

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:
	Head of Human Resources and Organisational Development	8 May 2017
Approved by:	Director of Organisational Development and Administration	8 May 2017