

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 116
2.	Policy Name	Declaration of Interests Policy for employees
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	Council employees are expected to give the highest possible standard of service to the public. This policy provides guidance on what interests need to be declared, which employees need to declare them and when, and what action should be taken to avoid conflicts of interest.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	In accordance with the Code of Conduct for Employees, a Declaration of Interests policy and procedure ensures the highest levels of probity for public servants within Local Government. Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor pass it on to others who might use it in such a way. Responsibility is placed on every employee for disclosing to an appropriate manager or officer of the Council every potential conflict of interest in which he/she may be involved.
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 to-/ detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not implemented as intended equitably across the council irrespective of the grade or location of workplace of the employee.
8.	The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and	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.

	Community Groups. Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate	
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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 28 Corporate Complaints policy and procedure E 38 Dignity at Work Policy and Procedure E 75 Investors in People Accreditation E 76 Organisational Development Plan E 90 Draft Behaviour Charter for Employees E 92 Review of Data Protection Act E 102 Learning and Development Strategy for Elected Members	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. 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 applicable to all employees irrespective of their S 75 profile, grade or employment contractual arrangements.
	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 equitably across all employees of Ards and North Down Borough Council. It will therefore have no impact on equality of opportunity in relation to any of the Section 75 dimensions.	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 applied equitably across all employees of Ards and North Down Borough Council.	
	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 across all employees of Ards and North Down Borough Council. It will therefore have no impact on the promotion of good relations.	
	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 is applied equitably across all employees of Ards and North Down Borough Council.	
	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 equitably. 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 and Article 55 employee monitoring returns to Equality Commission for Northern Ireland that demonstrate profile of employees.
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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"/>
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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:-

x	Equality of opportunity and good relations
x	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:-

x	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: Human Resources Manager - Recruitment
 Date: 18 May 2017
 Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson
 Title: Director of Organisational Development and Administration
 Date: 18 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:
	Human Resources Manager - Recruitment	18 May 2017
Approved by:	Director of Organisational Development and Administration	18 May 2017