

NORTH DOWN AND ARDS DISTRICT COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 13
2.	Policy Name	Capability Policy
3.	Existing / Revised / New Policy	New Policy
4.	Responsible Officer	Director of Administration and Organisational Development
5.	Description of policy to be screened	This policy is required to ensure that the Council has in place lawful, fair and effective arrangements for dealing with employee capability issues. The purpose of the policy is to enable Council to deal with employees where there is a lack of knowledge, skill or aptitude that means the employee is unable to carry out the duties of their job to an acceptable standard.
	Aims and expected outcomes – what is the policy expected to achieve?	The policy is required to ensure that the Council has in place lawful, fair and effective arrangements so that each employee is treated in a consistent manner should the policy require to be invoked.
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	If the policy is not applied in a consistent manner across Council its aims may not be achieved.
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8. The main stakeholders on which the policy will impact. For example, employees, potential service users and community groups.

This policy will apply to employees of all grades whether they are delivering the policy or as managers when they are delivering the policy on behalf of Council.

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

Service users and potential service users will also benefit from the policy as the skills, knowledge and aptitude of all employees will be dealt with where they are not of the agreed standard of management.

9.	Please provide details of other policies which have a bearing on this one.	
	<p>Policies:</p> <p>Disciplinary Policy Grievance Procedure</p> <p>Data Protection Freedom of Information</p>	<p>Owned by :</p> <p>Director of Administration and Organisational Development</p> <p>Director of Finance and Performance</p>

10. Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :
- | | |
|-----------------------|---|
| Religious Belief | Existing Council policies |
| Political Opinion | |
| Racial Group | Council arrangements for reasonable adjustments for employees who identify as having a disability |
| Age | |
| Marital Status | |
| Sexual orientation | |
| Men & Women generally | Service user comments and complaints |
| 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 | All employees' needs are considered as an integral part of this policy and reasonable adjustments will be agreed with employees. |
| 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 applies to all equally and therefore it has 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	
	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 and in the drafting of the policy.
	Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	N/A

	<p>Does this proposed policy provide an opportunity to:</p> <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>Yes / No</p> <p>Yes</p> <p>Yes</p>	<p>Explain your reasoning:</p> <p>This policy will ensure the needs of those with a disability are addressed through ensuring the employees who deliver the services of Council have the agreed skills, knowledge and aptitude.</p>
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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>	Number of times the policy is used and the Section 75 data on the employees to identify if there are any specific training needs within Council.
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Formal Record of Screening Decision

Policy Reference	E13
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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: Samantha Rea
Title: HR Officer
Date: 20 March 2015
Signature:

Director/Head of Service decision approved by:
Name: Rosie McCullough
Title: Lead HR Officer
Date: 20 March 2015
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:
	HR Officer	20 March 2015
Approved by:	Lead HR Officer	20 March 2015

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	