

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 165
2.	Policy Name	Shift Working Patterns for Ards Blair Mayne Wellbeing and Leisure Complex (ABMWLC)
3.	Existing / Revised / New Policy	Revised policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	With the opening of the new complex and extended opening hours the employee rotas have had to change to facilitate this.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	To allow employees to staff the facility efficiently and effectively and to meet customer expectations of the availability of the sport and leisure opportunities throughout the indoor and outdoor complex.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	It is anticipated that all Section 75 categories will benefit, both the employees and the users.
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 or if anticipated costs/income are not met and the complex is unable to provide the range of services intended.
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, employees, users of the complex, potential users of the complex, Sport NI, GPs who refer patients to the complex, schools, residents of the Borough, visitors to the Borough, individuals and groups who wish to use the range of facilities.
9.	Please provide details of other policies which have a bearing on this one.	
	E 09 Disciplinary Policy E 11 Grievance Policy E 13 Capability Policy E 14 Sustainability and Environmental Policy	Ards and North Down Borough Council

<p>E 15 Ards and North Down Borough Council - Corporate Plan</p> <p>E 30 Hiring Agency Workers: Line Manager Guidelines</p> <p>E 33 Ards and North Down Borough Council Sports Forum Grants</p> <p>E 34 Sports Development Capital Grants Scheme</p> <p>E 36 Flexible Working Arrangements Policy</p> <p>E 37 Managing Absence Policy and Procedure</p> <p>E 38 Dignity at Work Policy and Procedure</p> <p>E 39 Agency Working Procedure</p> <p>E 40 Local Government Pension Scheme – Policy Statement on Employers Discretions</p> <p>E 53 Cycle to Work Scheme</p> <p>E 60 Family Friendly Leave Arrangements Policy</p> <p>E 63 ANDBC Corporate Health and Safety Management Systems Policy</p> <p>E 65 Information, Communications and Technology Policy</p> <p>E 66 Safeguarding policy for children, young people and adults who may be vulnerable</p> <p>E 75 Investors in People Accreditation</p> <p>E 97 Ards and North Down Borough Council Sports Facility Strategy 2016 - 2026</p> <p>E 115 Overtime, Stand By and Call out Payments Policy</p>	
--	--

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :																						
Religious Belief	<p>Summary: The Northern Ireland Census 2011 (NISRA) statistics for the Borough area showed that 75% are or have been brought up in Protestant and Other Christian (including Christian related) religions. While this varied across the borough from 17% in Portaferry ward to 87% in Carrowdore ward this does not have any relation to this policy. These compared to 48% for Northern Ireland as a whole. See table below</p> <p>Data: Religion or Religion Brought up in (Numbers with % in brackets)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>All usual residents</th> <th>Catholic</th> <th>Protestant and Other Christian (including Christian related)</th> <th>Other Religions</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td style="text-align: center;">1,810,863 (100%)</td> <td style="text-align: center;">817,385 (45%)</td> <td style="text-align: center;">875,717 (48%)</td> <td style="text-align: center;">16,592 (1%)</td> <td style="text-align: center;">101,169 (6%)</td> </tr> <tr> <td>Ards and North</td> <td style="text-align: center;">156,672 (100%)</td> <td style="text-align: center;">20,550 (13%)</td> <td style="text-align: center;">117,589 (75%)</td> <td style="text-align: center;">1,729 (1%)</td> <td style="text-align: center;">16,804 (11%)</td> </tr> </tbody> </table>						All usual residents	Catholic	Protestant and Other Christian (including Christian related)	Other Religions	None	Northern Ireland	1,810,863 (100%)	817,385 (45%)	875,717 (48%)	16,592 (1%)	101,169 (6%)	Ards and North	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)
	All usual residents	Catholic	Protestant and Other Christian (including Christian related)	Other Religions	None																		
Northern Ireland	1,810,863 (100%)	817,385 (45%)	875,717 (48%)	16,592 (1%)	101,169 (6%)																		
Ards and North	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)																		

Down Borough Council						
----------------------------	--	--	--	--	--	--

Source: [Religion or religion brought up in. Census 2011, NISRA](#)

Ards and North Down Borough Council employee figures:

Year		Protestant	Roman Catholic	Non-Determined
2018	%	79.62	13.12	7.26

Political
Opinion

Summary:
Electoral Office data from recent Local Government elections detail the political representation on Ards and North Down Council, The Stormont Executive for this electoral area and Westminster election. This data is an approximate measure of political opinion of the voting electorate within the Borough. Turnout to vote in North Down and Strangford constituencies tend to be lower than the rest of NI suggesting less strong political opinions. Of those who do turn out, the results show preferences for voting Unionist parties.
See table below

Data: Council Election results

The most recent local council election (22nd May 2015) showed:

	Eligible Electorate	Votes Polled (% Turnout)	Elected Candidate							
			DUP	Sinn Féin	UUP	SDLP	Alliance	Independent	TUV	Green
Northern Ireland	1,243,649	638,332 (51.3%)	130	105	88	66	32	15	13	4
Ards and North Down Borough Council	112,077	47,161 (42.1%)	17		9	1	7	2	1	3
Ards Peninsula (DEA)	16,656	7,369 (44.2%)	3		1	1	1			
Bangor Central (DEA)	17,194	6,678 (38.8%)	2		2		1			1

Bangor East and Donaghadee (DEA)	16,956	6,915 (40.8%)	3	1	1	1		
Bangor West (DEA)	13,479	5,448 (40.4%)	2	1	1			1
Comber (DEA)	13,681	6,272 (45.8%)	2	1	1		1	
Hollywood and Clondeboye (DEA)	14,158	6,229 (44.0%)	2	1	1			1
Newtownards (DEA)	19,953	8,250 (41.4%)	3	2	1	1		

Source: [The Electoral Office, NI](#)

Since the election in 2014 for local Councillors changes to the political make-up of the Council have taken place. The current makeup of the Council as at December 2017 was:

18 DUP, 8 UUP, 3 Independents, 2 Greens with 7 Alliance, 1 SDLP and 1 TUV.

Racial Group

Summary:

NISRA, NINIS and Northern Ireland Strategic Migration Partnership data provide up to date data. The 2011 census showed that 32,000 (1.8%) of the usually resident population in Northern Ireland is from a minority ethnic background. Within the borough, the 2011 Census showed that 1.5% (2,300) were from a minority ethnic background. Across the borough this ranged from 5.2% in Loughview ward to 0.3% in Lisbane ward.

See table below

Data: Ethnic Group (Numbers with % in brackets)

	All usual residents	White	Chinese	Indian	Bangladeshi	Other Asian	Black African	Black Other	Mixed	Other
Northern Ireland	1,810,863 (100%)	1,778,449 (98%)	6,303 (0%)	6,198 (0%)	540 (0%)	6,089 (0%)	2,345 (0%)	1271 (0%)	6,014 (0%)	3,654 (0%)
Ards and North Down Borough Council	156,672 (100%)	154,365 (99%)	406 (0%)	283 (0%)	177 (0%)	415 (0%)	139 (0%)	132 (0%)	556 (0%)	199 (0%)
Ards Peninsula	156,672 (100%)	23,367 (99%)	26 (0%)	19 (0%)	5 (0%)	19 (0%)	6 (0%)	2 (0%)	51 (0%)	29 (0%)

Bangor Central	23,524 (100%)	24,469 (98%)	105 (0%)	43 (0%)	17 (0%)	43 (0%)	26 (0%)	32 (0%)	119 (0%)	38 (0%)
Bangor East and Donaghadee	24,892 (100%)	22,648 (99%)	56 (0%)	27 (0%)	10 (0%)	91 (0%)	11 (0%)	2 (0%)	82 (0%)	19 (0%)
Bangor West	22,946 (100%)	17,763 (98%)	19 (0%)	135 (0%)	2 (0%)	116 (0%)	3 (0%)	26 (0%)	73 (0%)	15 (0%)
Comber	18,152 (100%)	18,216 (99%)	30 (0%)	8 (0%)	9 (0%)	35 (0%)	4 (0%)	8 (0%)	55 (0%)	17 (0%)
Hollywood and Clandeboye	18,382 (100%)	20,061 (98%)	65 (0%)	31 (0%)	23 (0%)	81 (0%)	81 (0%)	56 (0%)	101 (0%)	61 (0%)
Newtownards	20,560 (100%)	27,841 (99%)	105 (0%)	20 (0%)	111 (0%)	30 (0%)	8 (0%)	6 (0%)	75 (0%)	20 (0%)

Source: [Ethnic Group, Census 2011, NISRA](#)

Age

NISRA have published population projections for the Borough which show that the proportion of those aged 85 and over are expected to more than double within the next 25 years.

ANDBC has the highest % population of older people in Northern Ireland.

See table below

Data: Age Groups (Numbers with % in brackets)

	0-15	16-39	40-64	65+	Total
Northern Ireland	385,200 (21%)	583,116 (31%)	591,481 (32%)	291,824 (16%)	1,851,621 (100%)
Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	158,797 (100%)

Sources: [Demography and Methodology Branch, NISRA](#)
[World Health Organization](#)

Ards and North Down Borough Council employee figures (%):

Age Group	Full Time	Part Time
19-29	5.41	5.29
30 - 39	21.31	22.22
40 - 49	30.98	29.10
50 - 59	34.92	23.28
60 Plus	7.38	20.11

Marital Status

The 2011 Northern Ireland Census showed that 48% of adults (those aged over 16 years of age) in Northern Ireland were either married or in a registered same-sex civil partnership. Within the borough, 54% of adults fell into this category. This varies across the borough from 36% in Central (Ards) ward to 64% in Lisbane ward.

See table below

Data: Marital Status (All aged 16+) (Numbers with % in brackets)

	All usual residents	Single (never married or never registered a same-sex civil partnership)	Married	In a registered same-sex civil partnership	Separated or still legally married or still legally in a same-sex civil partnership)	Divorced or formerly in a same-sex civil partnership which is now legally dissolved	Widowed or surviving partner from a same-sex civil partnership
Northern Ireland	1,431,540 (100%)	517,393 (36%)	680,831 (48%)	1,243 (0%)	56,911 (4%)	78,074 (5%)	97,088 (7%)
Ards and North Down Borough Council	126,945 (100%)	36,730 (29%)	67,866 (53%)	123 (0%)	4,328 (3%)	8,548 (7%)	9,350 (7%)

Source: [Northern Ireland 2011 Census, Marital Status](#)

Ards and North Down Borough Council Employee Data:

Group	Percentage
Married	0.25
Co Habiting	1.35
Divorced	4.05
Single	18.90
Married	44.29
Separated	2.09
Widowed	0.12
Not Specified	28.95

Sexual orientation

Summary:

It should be noted that no reliable data is available on sexual orientation-NISRA are currently examining methodology on how to measure this. However, the 2011 census indicates that less than 1% of the Northern Ireland adult population (those aged 16 years and over) were in a registered same-sex civil partnership. This was similar to the borough as a whole. The Continuous Household Survey in Northern Ireland estimated this figure between 0.9% and 1.9% in 2015-2016. The Office for National Statistics estimates a similar range for the United Kingdom (1.7%).

Source: [Northern Ireland 2011 Census, Marital Status](#)
[ONS 2015 Sexual Identity](#)

Ards and North Down Borough Council Employee Data:

Group	Percentage
-------	------------

		Bisexual	0.25																			
		Heterosexual	51.53																			
		Homosexual	0.25																			
		Not specified	47.97																			
Men & Women generally	<p>According to census (NISRA) almost half of the population of Northern Ireland were male (49%) and this was similar throughout Ards and North Down Borough Council (48%). See table below</p> <p>Data:</p> <table border="1"> <thead> <tr> <th></th> <th>Males</th> <th>Females</th> <th>All</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>887,323 (49%)</td> <td>923,540 (51%)</td> <td>1,810,863 (100%)</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>75,920 (48%)</td> <td>80,752 (52%)</td> <td>156,672(100%)</td> </tr> </tbody> </table> <p>Source: Age Structure, Census 2011, NISRA Review of statistical classification and delineation of settlements, NISRA</p> <p>Ards and North Down Borough Council Employee Data:</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>43.12</td> </tr> <tr> <td>Male</td> <td>56.88</td> </tr> </tbody> </table>					Males	Females	All	Northern Ireland	887,323 (49%)	923,540 (51%)	1,810,863 (100%)	Ards and North Down Borough Council	75,920 (48%)	80,752 (52%)	156,672(100%)	Group	Percentage	Female	43.12	Male	56.88
	Males	Females	All																			
Northern Ireland	887,323 (49%)	923,540 (51%)	1,810,863 (100%)																			
Ards and North Down Borough Council	75,920 (48%)	80,752 (52%)	156,672(100%)																			
Group	Percentage																					
Female	43.12																					
Male	56.88																					
Disability	<p>The 2011 Census (NISRA) showed that 20% of the population in Ards and North Down area had a health issue or disability (including those related to old age) which has lasted or expected to last at least 12 months. (This was similar to the Northern Ireland figure of 21%.)</p> <p>Disability Living Allowances, 2015</p> <table border="1"> <thead> <tr> <th></th> <th>2015 (Disability Living Allowance Recipients)</th> <th>2015 (Multiple Disability Benefits) *MDB is aggregated data from Attendance Allowance, Disability Living Allowance, Incapacity Benefit and Severe Disablement Allowance data, and data for Employment and Support allowance</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>209,280</td> <td>251,490</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>13,840</td> <td>18,080</td> </tr> </tbody> </table>					2015 (Disability Living Allowance Recipients)	2015 (Multiple Disability Benefits) *MDB is aggregated data from Attendance Allowance, Disability Living Allowance, Incapacity Benefit and Severe Disablement Allowance data, and data for Employment and Support allowance	Northern Ireland	209,280	251,490	Ards and North Down Borough Council	13,840	18,080									
	2015 (Disability Living Allowance Recipients)	2015 (Multiple Disability Benefits) *MDB is aggregated data from Attendance Allowance, Disability Living Allowance, Incapacity Benefit and Severe Disablement Allowance data, and data for Employment and Support allowance																				
Northern Ireland	209,280	251,490																				
Ards and North Down Borough Council	13,840	18,080																				

	Ards Peninsula	2,920	n/a
	Bangor Central	2,250	n/a
	Bangor East and Donaghadee	1,740	n/a
	Bangor West	1,650	n/a
	Comber	1,270	n/a
	Hollywood and Clandeboye	1,180	n/a
	Newtownards	2,840	n/a

[Northern Ireland Census 2011 Long-term health problem or disability by long-term problem or disability](#)

Number of Ards and North Down Borough Council Employees who have declared themselves as disabled: 4.29%

Dependents	<p>Summary: In considering this dimension the following have been included: persons with responsibility for the care of a child, children, a person with a disability and or an older person. According to the Continuous Household Survey, 2013-2016, 37% of Ards and North Down claimed to have a dependent (This did not differentiate on the type of dependent). According to the 2011 Census, 7,474 households in Ards and North Down had a dependent child under the age of 4 (This might give an indication on the numbers who would have buggies or prams). Sources: Continuous Household Survey</p> <p>Number of Ards and North Down Borough Council Employees who have declared themselves as having dependents: 32.64%</p>
------------	--

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	The needs of those with a religious belief may find their needs are not accommodated within the revised shift patterns.
	Political Opinion	None identified
	Racial Group	The needs of those with certain racial groups may find their needs are not accommodated within the revised shift patterns.
	Age	Some employees may find that the revised patterns will be difficult to accommodate based on their age – this may be because they consider they do not have the stamina or time to work a different pattern.
	Marital Status	None identified
	Sexual orientation	None identified
	Men & Women generally	None identified
	Disability	Some employees may find the change of shifts are not suitable due to a disability and as such they have a pattern of work and rest or times when they require medication or treatment and this may not be accommodated for in the new

		arrangements. Some employees may not wish their employer to know of these personal circumstances. A flexible working arrangement is being considered where necessary to accommodate these identified needs.
	Dependents	Some employees may find the change of shifts are not suitable due to their caring responsibilities and as such they have a pattern of work or times when they require to be responsible for an individual or individuals who depend part or full time upon them. Some employees may not wish their employer to know of these personal circumstances. A flexible working arrangement is being considered where necessary to accommodate these identified needs.

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	Some employees may require time off for certain religious traditions	Minor
	Political Opinion	None identified	None
	Racial Group	Some employees may require time off for certain cultural traditions	Minor
	Age	Some employees may require shorter shift patterns based on their age	Minor
	Marital Status	None identified	None
	Sexual orientation	None identified	None
	Men & Women generally	None identified	None
	Disability	Some employees may be unable to work the revised patterns due to a declared or hidden disability	Major
	Dependents	Some employees may be unable to work the revised patterns due to caring responsibilities	Major
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	Individuals who wish may be able to attend appropriate worship where there is a service outside of working hours.	
	Political Opinion	N/A	
	Racial Group	Individuals may be accommodated where leave and shift swops may be accommodated with adequate notice.	

Age	Employees who identify concerns will have these addressed where possible within the flexible working arrangements
Marital Status	N/A
Sexual orientation	N/A
Men & Women generally	N/A
Disability	Employees who identify concerns will have these addressed where possible within the flexible working arrangements. The current arrangements in place will be accommodated where possible.
Dependents	Employees who identify concerns will have these addressed where possible within the flexible working arrangements. The current arrangements in place will be accommodated where possible.

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	This policy does not directly affect good relations as all employees are subject to the same terms and conditions.
	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 management respect the needs of all employees and those they provide the service to.
	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.	All employees have a unique multiple identity and the policy tries to accommodate all of these needs whilst providing a service to the Borough and beyond.

Disability Discrimination Order (NI) 2006

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
	Yes	This policy will work to meet the needs of all individuals who have a declared disability.

- better promote positive attitudes towards disabled people
- increase participation by disabled people in public life

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place 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 to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u>	Complaints, concerns and comments from existing employees prior to the introduction of the shifts. Management monitoring of all working arrangements and how they impact on employees and the centre opening arrangements
--	--

I can confirm that the proposed policy / decision have been screened for:-

x	Equality of opportunity and good relations
x	Disabilities duties

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 checked="" 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: Consultation with employees Management to identify and consider concerns of employees

Screening assessment completed by:-

Name: Louise Murray
Title: Human Resources Manager
Date: 12 September 2018
Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson

Title: Director of Organisational Development and Administration

Date: 12 September 2018

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?	
---	--

Monitoring Recommendation	
---------------------------	--

Approval and Authorisation	Position/Job Title:	Date:
Screened by:	Human Resources Manager	12 September 2018
Approved by:	Director of Organisational Development and Administration	12 September 2018