

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 166
2.	Policy Name	Work Experience Placement Policy and Procedures
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	The Council recognises the value of its work experience programme and accepts a well-planned and organised work experience programme has an important role in the education and training process as it gives individuals the opportunity to gain a valuable insight into career opportunities within the council and informs them of the skills, qualities and qualifications required for a variety of careers.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	This policy gives individuals and those responsible for their development the opportunity to identify their strengths and areas of work and tasks that are of interest and or relevance to them. From an employer's perspective, it recognises that these individuals are our potential workforce and gives us the opportunity to invest in them and to give something back to the Borough.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 dimensions are expected to benefit from this plan.
7.	Factors which could contribute-to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not implemented fairly across the Council and all procedures followed correctly.
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, residents, ratepayers and visitors to the Borough, Community and Voluntary groups, Schools, Further Education Colleges, preparation for employment bodies that have responsibility for working with individuals to prepare them for employment that is compatible with their skills, abilities and interests.

9.	<p>Please provide details of other policies which have a bearing on this one.</p> <p>E 09 Disciplinary Policy E 11 Grievance Policy E 13 Capability Policy E 15 Ards and North Down Borough Council - Corporate Plan E 30 Hiring Agency Workers: Line Manager Guidelines E 36 Flexible Working Arrangements Policy E 37 Managing Absence Policy and Procedure E 38 Dignity at Work Policy and Procedure E 39 Agency Working Procedure E 48 Performance Management Policy E 50 Gift and Hospitality for Council Employees Policy E 63 ANDBC Corporate Health and Safety Management Systems Policy E 65 Information, Communications and Technology Policy E 66 Safeguarding policy for children, young people and adults who may be vulnerable E 75 Investors in People Accreditation E 76 Organisational Development Plan E 85 Draft Volunteer Policy E 90 Draft Behaviour Charter for Employees E 114 Learning and Development Strategy E 116 Declaration of Interests Policy for Employees E 134 Ards and North Down Borough Council Information Access Policy E 153 Customer Care Strategy E 156 Organisational Development Strategy</p>	Ards and North Down Borough Council
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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>					
		All usual residents	Catholic	Protestant and Other	Other Religions	None

				Christian (including Christian related)		
Northern Ireland	1,810,863 (100%)	817,385 (45%)	875,717 (48%)	16,592 (1%)	101,169 (6%)	
Ards and North Down Borough Council	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)	

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

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		154,365	406	283	177	415	139	132	556	199	

North Down Borough Council	156,672 (100%)	(99%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(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 Clondeboyne	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	<p>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.</p> <p>ANDBC has the highest % population of older people in Northern Ireland.</p> <p>See table below</p> <p>Data:</p> <p>Age Groups (Numbers with % in brackets)</p> <table border="1"> <thead> <tr> <th></th> <th>0-15</th> <th>16-39</th> <th>40-64</th> <th>65+</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>385,200 (21%)</td> <td>583,116 (31%)</td> <td>591,481 (32%)</td> <td>291,824 (16%)</td> <td>1,851,621 (100%)</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>29,801 (19%)</td> <td>43,239 (27%)</td> <td>54,094 (34%)</td> <td>31,663 (20%)</td> <td>158,797 (100%)</td> </tr> </tbody> </table> <p>Sources: Demography and Methodology Branch, NISRA World Health Organization</p>		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%)
	0-15	16-39	40-64	65+	Total														
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Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	158,797 (100%)														

Marital Status	<p>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.</p> <p>See table below</p> <p>Data:</p> <p>Marital Status (All aged 16+) (Numbers with % in brackets)</p>
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	All usual residents	Single (never married or never registered a same-sex civil partnership)	Married	In a registered same-sex civil partnership	Separated (not 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](#)

Sexual orientation	<p>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%).</p> <p>Source: Northern Ireland 2011 Census, Marital Status ONS 2015 Sexual Identity</p>
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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>		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%)
	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%)										

Source: [Age Structure, Census 2011, NISRA](#)
[Review of statistical classification and delineation of settlements, NISRA](#)

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 is similar to the Northern Ireland figure of 21%.)</p> <p>Disability Living Allowances, 2015</p>
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		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
	Holywood 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		
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.</p> <p>Sources: Continuous Household Survey</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	This policy will ensure all requests to the Councils Human Resources Section will be managed equitably and all applicants will be treated within the policy to ensure where opportunities for an individual's capabilities, skills and experience exist they are matched to the requirements of the post irrespective of their religious belief, political opinion,
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	

Men & Women generally	racial group, age, sexual orientation, gender, marital status or dependent status. The Council will ensure they are treated equitably in relation to all Council employee policies and the needs of their identified disability will be recognized and accommodated.
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 to give as broad a range of opportunities to school and further education colleges work experience schemes and work placement for those with a disability or returning to work after a life changing disability or situation. They will be matched by ability to the tasks and skills required. Individuals may be supported by a charity, or voluntary organisation.	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 has been developed following consultation with relevant organisations and building on the experiences of working practices and previous requests made to the 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 to give any individual who may be matched to a job and meets the criteria the opportunity to have a supervised placement for the agreed time-period.	
	Political Opinion		
	Racial Group		

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
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		If "Yes" provide details	If "No" provide details
	Religious Belief	No as the policy is to give any individual who may meet the criteria the opportunity to have a placement for the agreed time-period.	
	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 for individuals from 16 years of age and in education and for individuals over 18 years of age who may have a disability wishing to establish if their abilities and skills are suitable for the work environment. Within these dimensions each will have a unique multiple identity which will be accommodated as a reasonable adjustment.

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 is to promote positive attitudes towards individuals with a disability and increase their participation in public life through enabling them to experience the work environment and identify if their abilities and skills are suitable for them to gain employment.

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 received. Issues identified by employees, schools, further education colleges, charities and voluntary organisations, preparation for and return to work establishments, individuals and potential users. Number of requests for positions within the Council. Range of needs of individuals.
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		Reasonable adjustments put in place and those that could not be met. Requests that were unable to be met. Issues identified when in placement. Good practice identified for those in placements.
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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 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: Rosemary McCullough
Title: Head of Human Resources
Date: 6 September 2018
Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson
Title: Director of Organisational Development and Administration
Date: 6 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?	
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	Monitoring Recommendation	
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	Approval and Authorisation	Position/Job Title:	Date:
	Screened by:	Head of Human Resources	6 September 2018
	Approved by:	Director of Organisational Development and Administration	6 September 2018