

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 170
2.	Policy Name	Get Got Recruitment package
3.	Existing / Revised / New Policy	Revised policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	The current recruitment element of the PAMS system is being upgraded by Hallmark to provide ANDBC in line with GDPR legislation
	Aims and Expected Outcomes – what is the Policy expected to achieve?	To ensure the recruitment element of the PAMS system is GDPR compliant.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories are expected to benefit from the upgrade of the recruitment module.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the system is not GDPR compliant the Council is open to challenge and heavy fines.
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	Applicants to the Council, employees working in Sections within the Council which require access to the data.
9.	Please provide details of other policies which have a bearing on this one.	
	Code of Procedures for Recruitment and Selection	Local Government Staff Commission
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" data-bbox="464 520 1422 1031"> <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>1,810,863 (100%)</td> <td>817,385 (45%)</td> <td>875,717 (48%)</td> <td>16,592 (1%)</td> <td>101,169 (6%)</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>156,672 (100%)</td> <td>20,550 (13%)</td> <td>117,589 (75%)</td> <td>1,729 (1%)</td> <td>16,804 (11%)</td> </tr> </tbody> </table> <p>Source: Religion or religion brought up in. Census 2011, NISRA</p> <p>Ards and North Down Borough Council employee figures: Source: Monitoring Return Date: January 2018</p> <table border="1" data-bbox="464 1209 1230 1325"> <thead> <tr> <th>Year</th> <th></th> <th>Protestant</th> <th>Roman Catholic</th> <th>Non-Determined</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>%</td> <td>79.62</td> <td>13.12</td> <td>7.26</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 Down Borough Council	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)	Year		Protestant	Roman Catholic	Non-Determined	2018	%	79.62	13.12	7.26
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Political Opinion		<p>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</p> <p>Data: Council Election results The most recent local council election (22nd May 2015) showed:</p> <table border="1" data-bbox="464 1766 1572 1816"> <tr> <td></td> <td></td> <td></td> <td>Elected Candidate</td> </tr> </table>				Elected Candidate																								
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	Eligible Electorate	Votes Polled (% Turnout)	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 Clondeboye	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](#)

Source: Article 55 Return **Date:** January 2018

Ards and North Down Borough Council employee figures:

Ethnic Origin	
Black	2
Chinese	1
White	588
Other	3

	Doesn't want to answer	205
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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> <p>Source: Article 55 Return Date: January 2018</p> <p>Ards and North Down Borough Council employee figures:</p> <table border="1"> <thead> <tr> <th>Age Group</th> <th>Full Time</th> <th>Part Time</th> </tr> </thead> <tbody> <tr> <td>19-29</td> <td>5.41</td> <td>5.29</td> </tr> <tr> <td>30 - 39</td> <td>21.31</td> <td>22.22</td> </tr> <tr> <td>40 - 49</td> <td>30.98</td> <td>29.10</td> </tr> <tr> <td>50 - 59</td> <td>34.92</td> <td>23.28</td> </tr> <tr> <td>60 Plus</td> <td>7.38</td> <td>20.11</td> </tr> </tbody> </table>		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%)	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
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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](#)

Source: Monitoring Return **Date:** January 2018

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](#)

Source: Monitoring Return **Date:** January 2018

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: Source: Monitoring Return Date: January 2018</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																			
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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> <tr> <td>Ards Peninsula</td> <td>2,920</td> <td>n/a</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	Ards Peninsula	2,920	n/a						
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		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 Clondeboyne	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 Source: Monitoring Return Date: January 2018 Number of Ards and North Down Borough Council Employees who have declared themselves as disabled: 4.29%		
	Dependents	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 Source: Monitoring Return Date: January 2018 Number of Ards and North Down Borough Council Employees who have declared themselves as having dependents: 32.64%		

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	None identified
	Political Opinion	
	Racial Group	
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	Some applicants who are unable to fill out a computer based version of a form may have to telephone to request a manual version for completion or to request support to complete the information.
	Dependents	None identified

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	None identified	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability	Applicants may be unable to fill out an electronic form. HR will provide a manual version for applicants or assist employees who require support. All individuals will be given sufficient opportunity to read and familiarise themselves with all documentation.	Minor
	Dependents	None identified	None

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 system collates data on all employees and it is retained within the Councils Information Retention Policy.	
	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	This policy does not directly affect good relations as all applicants are subject to the same terms and conditions should they be appointed.	
	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 those they provide the service to.	
Political Opinion			

Racial Group	
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Additional Considerations

Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
<p>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.</p>	<p>All employees are requested to provide the same level of information on themselves prior to interview and during their employment when records are being reviewed as well as on occasions when their personal information may change. All employee personal information is treated in the same manner irrespective of their multiple identity.</p>

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	<p>This policy will work to meet the needs of all individuals who have a declared disability as assistance will be provided to suit each individual's need. All individuals will be given sufficient opportunity to read and familiarise themselves with all documentation.</p>

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 members of the public after the introduction of the new e-Recruit system. Management monitoring of the system and its ability to cater for all applicants and their personal information.
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I can confirm that the proposed policy / decision have been screened for:-

X	Equality of opportunity and good relations
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X	Disabilities duties

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:

Screening assessment completed by:-

Name: Louise Murray
 Title: Human Resources Manager
 Date: 26 November 2018
 Signature:

Director/Head of Service decision approved by:

Name: Wendy Swanson
 Title: Director of Organisational Development and Administration
 Date: 26 November 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:	Human Resources Manager	26 November 2018
	Approved by:	Director of Organisational Development and Administration	26 November 2018