

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 173
2.	Policy Name	ANDBC Drugs and Alcohol Policy
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>The Council is committed to providing a safe and healthy working environment for all its employees, agency workers, sub-contractors, visitors and members of the public.</p> <p>The Council recognises that the misuse of drugs and alcohol can seriously damage the physical, mental and social wellbeing of an individual and affect their performance, attendance, conduct and relationships at work. The use of either drugs or alcohol may also pose a risk to the health, safety and welfare of work colleagues and members of the public.</p> <p>The Council accepts that drug or alcohol dependence is an illness, which may have an adverse effect on an employee's performance and behaviour whilst at work. The Council will, wherever possible, support any employee who is seeking rehabilitation for a medically diagnosed drug or alcohol related dependence.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<ul style="list-style-type: none"> • To ensure that every effort is made to remove the risk of drug and alcohol misuse in so far as it impairs an employee's performance and judgement in the workplace. • To help protect the health and welfare of employees by offering rehabilitation and counselling to those with alcohol and / or drugs dependence who come forward voluntarily. • To educate Heads of Service / Service Unit Managers / Line Managers/Supervisors in recognising the signs of drug / alcohol misuse and to provide a consistent approach in managing this across the workforce.

		<ul style="list-style-type: none"> To clearly define and communicate the standards which must be observed by all employees.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	As this policy applies to individuals who work in or provide a service to or on behalf of the Council, whether as a direct employee, agency worker, a contractor, or an employee of a contractor all Section 75 categories are expected to benefit.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not enacted as intended in a fair and equitable manner across the Council and all individuals.
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, individuals who work in or provide a service to or on behalf of the Council, Council employees, agency workers, contractors, employees of a contractor, residents and ratepayers of the Borough, visitors to the Borough, employers and employees within the Borough all Section 75 categories are expected to benefit.
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 28 Corporate Complaints policy and procedure 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 63 ANDBC Corporate Health and Safety Management Systems Policy E 81 Pride in Performance Conversation Scheme E 90 Draft Behaviour Charter for Employees E 96 Draft Smoke Free Policy E 153 Customer Care Strategy Health and Safety at Work Order (NI) 1978 The Management Health and Safety at Work Regulations (NI) 2000 Misuse of Drugs Act 1971 Road Traffic Order (NI) 1995</p>	<p>Ards and North Down Borough Council</p> <p>Other bodies:</p> <p>Health & Safety Executive (NI).</p> <p>PSNI</p> <p>European Workplace Drug Testing Society.</p>

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :																		
	<p data-bbox="261 268 448 338">Religious Belief</p> <p data-bbox="461 268 1598 520">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-bbox="461 527 1406 596">Data: Religion or Religion Brought up in (Numbers with % in brackets)</p> <table border="1" data-bbox="464 596 1419 1104"> <thead> <tr> <th data-bbox="464 596 649 814"></th> <th data-bbox="649 596 808 814">All usual residents</th> <th data-bbox="808 596 954 814">Catholic</th> <th data-bbox="954 596 1127 814">Protestant and Other Christian (including Christian related)</th> <th data-bbox="1127 596 1286 814">Other Religions</th> <th data-bbox="1286 596 1419 814">None</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 814 649 919">Northern Ireland</td> <td data-bbox="649 814 808 919">1,810,863 (100%)</td> <td data-bbox="808 814 954 919">817,385 (45%)</td> <td data-bbox="954 814 1127 919">875,717 (48%)</td> <td data-bbox="1127 814 1286 919">16,592 (1%)</td> <td data-bbox="1286 814 1419 919">101,169 (6%)</td> </tr> <tr> <td data-bbox="464 919 649 1104">Ards and North Down Borough Council</td> <td data-bbox="649 919 808 1104">156,672 (100%)</td> <td data-bbox="808 919 954 1104">20,550 (13%)</td> <td data-bbox="954 919 1127 1104">117,589 (75%)</td> <td data-bbox="1127 919 1286 1104">1,729 (1%)</td> <td data-bbox="1286 919 1419 1104">16,804 (11%)</td> </tr> </tbody> </table> <p data-bbox="461 1104 1370 1140">Source: Religion or religion brought up in. Census 2011, NISRA</p>		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%)
	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%)														

Employee details:
Figures taken from Monitoring Return for 01/01/2017
Ards and North Down Borough Council

Males	Protestant	Roman Catholic	Other	Total
Full Time	358 (84%)	33(8%)	34(8%)	425 (100%)
Part Time	*(63%)	*(25%)	*(13%)	*8 (100%)
Totals	363(84%)	35(8%)	35(8%)	433(100%)

Females	Protestant	Roman Catholic	Other	Total
Full Time	223(78%)	58(20%)	6(2%)	287(100%)
Part Time	20(54%)	12(32%)	5(14%)	37(100%)
Totals	243(75%)	70(22%)	11(3%)	324(100%)

The makeup of the council in relation to employee religious belief is 80% Protestant, 14% Roman Catholic and 6% Other.

* No figures have been given as low figures may serve to identify individuals

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	<p>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</p>
--------------	--

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 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

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](#)

In relation to the profile of employees the following identifies them in age bands and gender:

Female		
	16 - 29	Total 20(6%)
	30 - 39	Total 5(23%)
	40 - 49	Total 105 (33%)
	50 - 59	Total 80 (25%)
	60 – 70+	Total 42 (13%)
		322 (100%)
Male		
	16 - 29	Total 26 (6%)
	30 - 39	Total 83(19%)
	40 - 49	Total 121(27%)
	50 - 59	Total 176 (39%)
	60 – 70+	Total 41 (9%)
		447 (100%)
	769	Total employee on 30/08/2017

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 (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	126,945 (100%)	36,730 (29%)	67,866 (53%)	123 (0%)	4,328 (3%)	8,548 (7%)	9,350 (7%)

		Borough Council																																														
		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>																																														
	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>In relation to employees and their gender see table below</p> <table border="1"> <tbody> <tr> <td>Full time</td> <td></td> <td></td> </tr> <tr> <td>Female</td> <td>172 (22%)</td> <td></td> </tr> <tr> <td>Part time</td> <td></td> <td></td> </tr> <tr> <td>Female</td> <td>150 (20%)</td> <td></td> </tr> <tr> <td>Full time</td> <td></td> <td></td> </tr> <tr> <td>Male</td> <td>408 (53%)</td> <td></td> </tr> <tr> <td>Part time</td> <td></td> <td></td> </tr> <tr> <td>Male</td> <td>39 (5%)</td> <td></td> </tr> <tr> <td></td> <td>769 (100%)</td> <td>Total employees on 30/08/2017</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%)	Full time			Female	172 (22%)		Part time			Female	150 (20%)		Full time			Male	408 (53%)		Part time			Male	39 (5%)			769 (100%)	Total employees on 30/08/2017
	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%)																																													
Full time																																																
Female	172 (22%)																																															
Part time																																																
Female	150 (20%)																																															
Full time																																																
Male	408 (53%)																																															
Part time																																																
Male	39 (5%)																																															
	769 (100%)	Total employees on 30/08/2017																																														
	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>																																														

		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 Clondeboye	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	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 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	This policy will be applied equitably to all employees for

Political Opinion	<p>whom there is a concern that their safety and that of their colleagues or members of the public they may come in contact with has the potential to put anyone's health and or safety at risk through the misuse or suspected of drugs and alcohol.</p> <p>The majority of posts where the concerns may be identified are predominately the former manual positions which tend to be male dominated. This is not solely the case within the Council.</p> <p>The needs, experiences and priorities are the same for all Section 75 dimensions and where there may be a concern for an individuals understanding of the procedure this will be met through a reasonable adjustment as agreed by the individual and line manager.</p>
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	<p>All individuals will be treated equitably to meet the needs of the individual and the policy. Any concern for an individual's understanding of the procedure will be met through an agreed reasonable adjustment by the individual and line manager. The gender of the individual is not relevant it is their capability to carry out their range of tasks.</p>	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	<p>No as the policy is applied equitably to all individuals where a concern is identified.</p>	
	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 to all individuals where a concern is identified.	
	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 addresses the need for any reasonable adjustment required for an individual to whom the policy is applied.	
	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 individuals in a consistent manner as it addresses the needs of the council and individuals with their unique multiple identity by ensuring their particular needs are met.

Disability Discrimination Order (NI) 2006

	Does this proposed policy provide an opportunity to: - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation by disabled people</u> in public life	Yes / No	Explain your reasoning:
		Yes	The policy considers those who have a disability and how their condition may present in certain circumstances and has taken this into consideration.

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>	Numbers of employees and known S75 dimensions referred for the application of this policy. Numbers of employees and known S75 dimensions who test positive for drugs and/or alcohol. Comments and complaints in relation to the application of this policy
--	--	--

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:-

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: Paul Hanley
 Title: Health and Safety Compliance Officer
 Date: 14 January 2019
 Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson
 Title: Director of Organisational Development and Administration
 Date: 14 January 2019
 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:	Health and Safety Compliance Officer	14 January 2019
Approved by:	Director of Organisational Development and Administration	14 January 2019