

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 176
2.	Policy Name	CORE integrated Human Resources, Employee Payments and Time and Attendance system
3.	Existing / Revised / New Policy	Revised Policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	Council are currently working on the implementation of an integrated Human Resources, Employee Payments and Time and Attendance system
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The aim is to make the Council's systems more streamlined and efficient; to reduce the number of back-office applications using multiple versions of the same data and reduce printing costs. Through using CORE2 Time and Attendance for generating employees pay the Council will be able to reduce, and eventually eliminate, the need for paper timesheets
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 new integrated system
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	Currently information is being duplicated in various departments and it needs to be validated to ensure accuracy. Systems are not as streamlined and efficient as they could be.
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	Employees, Line Managers, Applicants to the Council and previous employees whose information is retained in line with the retention and disposal policy.

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?? E 36 Flexible Working Arrangements Policy E 37 Managing Absence Policy and Procedure E 48 Performance management Policy E 60 Family Friendly Leave Arrangements Policy E 65 Information, communication and technology policy E 90 Draft Behaviour Charter for Employees E 92 Review of Data Protection Policy E 115 Overtime, Stand By and Call out Payments Policy	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 <b>Summary:</b> 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 <b>Data:</b> <b>Religion or Religion Brought up in</b> (Numbers with % in brackets) <table border="1" data-bbox="435 1220 1393 1730"> <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> <b>Source:</b> <a href="#">Religion or religion brought up in. Census 2011, NISRA</a> <b>Ards and North Down Borough Council employee figures:</b> <b>Source:</b> Monitoring Return <b>Date:</b> January 2018		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%)														

		Year		Protestant	Roman Catholic	Non-Determined						
		2018	%	79.62	13.12	7.26						
Political Opinion	<b>Summary:</b> 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											
	<b>Data: Council Election results</b> The most recent local council election (22 <sup>nd</sup> May 2015) showed:											
					<b>Elected Candidate</b>							
		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 Clondeboyne (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	<b>Summary:</b> 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										
	<b>Data: Ethnic Group (Numbers with % in brackets)</b>										
		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	2 (0%)	116	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 Clondeboy	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

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. ANDBC has the highest % population of older people in Northern Ireland. See table below</p> <p><b>Data: Age Groups</b> (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><b>1,851,621 (100%)</b></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><b>158,797 (100%)</b></td> </tr> </tbody> </table> <p><b>Sources:</b> <a href="#">Demography and Methodology Branch, NISRA</a> <a href="#">World Health Organization</a></p> <p><b>Source:</b> Article 55 Return <b>Date:</b> January 2018</p>						0-15	16-39	40-64	65+	Total	Northern Ireland	385,200 (21%)	583,116 (31%)	591,481 (32%)	291,824 (16%)	<b>1,851,621 (100%)</b>	Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	<b>158,797 (100%)</b>
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**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	legally married or still legally in a same-sex civil partnership)	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	<p><b>Summary:</b> 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><b>Source:</b> <a href="#">Northern Ireland 2011 Census, Marital Status</a> <a href="#">ONS 2015 Sexual Identity</a></p> <p><b>Source:</b> Monitoring Return <b>Date:</b> January 2018 <b>Ards and North Down Borough Council Employee Data:</b></p> <table border="1"> <thead> <tr> <th>Group</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Bisexual</td> <td>0.25</td> </tr> <tr> <td>Heterosexual</td> <td>51.53</td> </tr> <tr> <td>Homosexual</td> <td>0.25</td> </tr> <tr> <td>Not specified</td> <td>47.97</td> </tr> </tbody> </table>			Group	Percentage	Bisexual	0.25	Heterosexual	51.53	Homosexual	0.25	Not specified	47.97								
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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><b>Data:</b></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><b>Source:</b> <a href="#">Age Structure, Census 2011, NISRA</a> <a href="#">Review of statistical classification and delineation of settlements, NISRA</a></p> <p><b>Ards and North Down Borough Council Employee Data:</b> <b>Source:</b> Monitoring Return <b>Date:</b> 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																			
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</p>																				

months. (This was similar to the Northern Ireland figure of 21%.)

**Disability Living Allowances, 2015**

	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](#)

**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



	<b>Number of Ards and North Down Borough Council Employees who have declared themselves as having dependents: 32.64%</b>
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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	Some older staff members who are not computer literate may require assistance to view their employment records
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	Employees who have a disability may need help and assistance to view their employment records
	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	None identified	None
	Political Opinion	None identified	None
	Racial Group	None identified	None
	Age	Employees may need assistance with verifying or updating their data on the system. Line Managers can assist	Minor
	Marital Status		None
	Sexual orientation	None identified	None
	Men & Women generally	None identified	Minor
	Disability	Employees may need help and assistance to view their employment records	None
	Dependents	None identified	
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 applicants and it is retained in line with the Council's Information Retention and Disposal 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 system does not directly affect good relations as all applicants and employees are subject to the same terms and conditions on appointment.
	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	

#### 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 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.

#### **Disability Discrimination Order (NI) 2006**

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
- <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life	Yes	The system will work to meet the needs of all individuals who have a declared disability as assistance will be provided to suit individual needs, including additional reasonable time to read and comprehend or complete information.

## 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
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
<input type="checkbox"/>	Please detail actions to be taken:

Screening assessment completed by:-

Name: Louise Murray  
 Title: Human Resources Manager  
 Date: 4 February 2019  
 Signature:

Director/Head of Service decision approved by:

Name: Wendy Swanston  
 Title: Director of Organisational Development and Administration  
 Date: 4 February 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?	
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Monitoring Recommendation	
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Approval and Authorisation	Position/Job Title:	Date:
Screened by:	Human Resources Manager	4 February 2019
Approved by:	Director of Organisational Development and Administration	4 February 2019