

Policy Screening Form

1.	Policy Reference (Equality use only)	E 206
2.	Policy Name	Ards and North Down Borough Council Employee Furlough Arrangements
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>On 11th May 2020 37 Agency Workers were furloughed at 80% of their pay until, initially, 31 July 2020 although they may be called back early (subject to a minimum furlough period of 3 weeks). This was formally communicated to them by the Employment Agency on Monday 4th May, not by the Council.</p> <p>From 18th May 2020 The Council agreed that a range of employees will be furloughed at 100% of their average pay until, initially, 31 July 2020 although they may be called back early with 24-hour notice (subject to a minimum furlough period of 3 weeks). Those in the NILGOSC pension scheme will have their pension contribution topped up to normal contribution level. This will be formally communicated to those employees being put on furlough from across the Council services by their Line Manager and in writing by the Human Resources Section by 18th May. The conditions of furlough were communicated to all employees and included that annual leave would be taken from their annual entitlement pro rata to their working hours and some employees would be furloughed on a rostered system – determined by their duties.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	Due to the current situation there are employees of the Council who have no duties and as such it has been considered appropriate to introduce a furlough scheme to ensure as many employees as possible have tasks suitable to their skills and experience. This action also acknowledges that the Council has no significant income and therefore it is best practice to reduce costs at this

		time. The furlough costs are covered through arrangements of 80% of salary costs until 31 July 2020 by central and local government in the Coronavirus arrangements. The situation is to be under continual review and decisions will be based on regional and local advice as well as how the council will be able to comply with regulations, best practice and local risk assessments. The employees selected for furlough have been selected based on the needs of the service, and this includes if the individual is self-isolating and/or unable to perform their duties from home, if their work place was closed and no suitable alternative employment available.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories have the potential to benefit from this as the cost to the Council will be reduced at this time and the deficit will be less to address when services begin to be provided in the future.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the arrangements are seen to discriminate on a particular S75 dimension – although the employee status is selected due to their roles and ability to perform their duties across the Council and not on individual services or any individual S75 multidimensional identity. It is acknowledged by the government in this scheme that the need to isolate for some with a disability or as a carer is discriminatory – but this is for the individual’s protection.
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, Elected Members, employees, Line Managers, residents, businesses and visitors to the Borough. Community Groups, voluntary organisations and statutory bodies with whom the Council works in partnership.
9.	Please provide details of other policies which have a bearing on this one.	
	E 06 Office Relocation Phase 1 E 13 Capability Policy E 30 Hiring Agency Workers: Line Manager Guidelines E 36 Flexible Working Arrangements Policy E 37 Managing Absence Policy and Procedure E 39 Agency Working Procedure E 40 Local Government Pension Scheme – Policy Statement on Employers Discretions	Ards and North Down Borough Council

<p>E 60 Family Friendly Leave Arrangements Policy E 63 ANDBC Corporate Health and Safety Management Systems Policy E 64 Business Continuity Policy E 65 Information, Communications and Technology Policy E 75 Investors in People Accreditation E 76 Organisational Development Plan E 81 Pride in Performance Conversation Scheme E 90 Draft Behaviour Charter for Employees E 114 Learning and Development Strategy E 165 Shift Working Patterns for Ards Blair Mayne Wellbeing and Leisure Complex E 176 CORE integrated Human Resources, Employee Payments and Time and Attendance System E 196 Ards and North Down Borough Council Corporate Plan 2020-2024 E200 Whistle-blowing Policy</p> <p>Coronavirus Regulations and Guidance</p>	<p>Central Government and NI Assembly</p>
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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> <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>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</td> <td>156,672</td> <td>20,550</td> <td>117,589</td> <td>1,729</td> <td>16,804</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	156,672	20,550	117,589	1,729	16,804
	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	156,672	20,550	117,589	1,729	16,804																		

North Down Borough Council	(100%)	(13%)	(75%)	(1%)	(11%)
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Source: [Religion or religion brought up in. Census 2011, NISRA](#)

The ANDBC employee profile shows that

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%)

Total Emp	606(80%)	105(14%)	46(6%)	757(100%)
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[*Small numbers removed as individuals could be identifiable](#)

[Data on agency employees is held by the recruitment agency.**](#)

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 (2nd May 2019) showed:

Elected Candidate				

		Eligible Electorate	Votes Polled (% Turnout)	DUP	Sinn Féin	UUP	SDLP	Alliance	Independent	TUV	Green	PUP	Aontu	CCJA
	Northern Ireland	1,305,553	687,733 (52.7%)	122	105	75	59	53	24	6	8	3	1	1
	Ards and North Down Borough Council	112,077	47,161 (42.1%)	14		8	1	10	3	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		1		1	1		1			
	Bangor East and Donaghadee (DEA)	16,956	6,915 (40.8%)	2		2		1	1					
	Bangor West (DEA)	13,479	5,448 (40.4%)	1		1		2			1			
	Comber (DEA)	13,681	6,272 (45.8%)	2		1		1		1				
	Holywood and Clondeboy (DEA)	14,158	6,229 (44.0%)	1		1		2			1			
	Newtownards (DEA)	19,953	8,250 (41.4%)	3		1		2	1					

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

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</p>
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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	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	22,797 (100%)	22,641 (99%)	29 (0%)	17 (0%)	5 (0%)	17 (0%)	6 (0%)	2 (0%)	54 (0%)	26 (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%)	10 (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](#)

The ANDBC employee profile shows that:

Ethnic Group	Total	Percentage
White	682	78.66%

Black	2	0.23%
Chinese	1	0.12 %
Other	4	0.46%
Did not want to answer	2	0.23%
Left Blank	176	20.3%

Data on agency employees is held by the recruitment agency.**

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](#)

The council has an older age profile of employees as only a small number of new recruitment exercises have been carried out from 2014. The younger population may not identify with such an event as the older population would.

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 75(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%)

Data on agency employees is held by the recruitment agency.**

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)	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	126,945 (100%)	36,730 (29%)	67,86	123	4,328 (3%)	8,548 (7%)	9,350 (7%)

Down Borough Council			6 (53 %)	(0 %)			
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Source: [Northern Ireland 2011 Census, Marital Status](#)

The ANDBC employee profile shows that:

Marital Status	Total	Percentage
Single	180	20.76%
Married	405	46.71%
Divorced	35	4.04%
Co Habiting	14	1.61%
Separated	25	2.88%
Civil Partnership	1	0.12%
Left Blank	207	23.88%

Data on agency employees is held by the recruitment agency.**

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](#)

Men & Women generally

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

Data:

	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](#)

The ANDBC employment Profile shows that:

Gender	Total	Percentage
Male	511	58.94%
Female	356	41.06%

Data on agency employees is held by the recruitment agency.**

Disability

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%.)

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
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](#)

The ANDBC employment Profile shows:

Disabled	Total	Percentage
Yes	35	4.04%
No	832	95.96%

Data on agency employees is held by the recruitment agency.**

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>The ANDBC employment Profile shows that:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Family Status</th> <th style="text-align: center;">Total</th> <th style="text-align: center;">Percentage</th> </tr> </thead> <tbody> <tr> <td>Child or Children</td> <td style="text-align: center;">270</td> <td style="text-align: center;">31.14%</td> </tr> <tr> <td>Dependant Elderly Person</td> <td style="text-align: center;">19</td> <td style="text-align: center;">2.19%</td> </tr> <tr> <td>Physical/ Mental/III Health/Disability</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0.58%</td> </tr> <tr> <td>Other</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0.58%</td> </tr> <tr> <td>None</td> <td style="text-align: center;">203</td> <td style="text-align: center;">23.41%</td> </tr> <tr> <td>Left Blank</td> <td style="text-align: center;">365</td> <td style="text-align: center;">42.1%</td> </tr> </tbody> </table> <p>Data on agency employees is held by the recruitment agency.**</p>	Family Status	Total	Percentage	Child or Children	270	31.14%	Dependant Elderly Person	19	2.19%	Physical/ Mental/III Health/Disability	5	0.58%	Other	5	0.58%	None	203	23.41%	Left Blank	365	42.1%
Family Status	Total	Percentage																				
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None	203	23.41%																				
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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	<p>This decision is based on the duties that each employee undertakes in their substantive post and what services are currently being provided by the Council.</p> <p>The selection of individuals for furlough are carried out in accordance with best practice and the individual matched to the post and its current duties and the duties that they have been volunteered to carry out.</p> <p>Employees with caring responsibilities is not a criteria for selection for an individual being furloughed but this responsibility does have a bearing on how employees can perform their duties when caring responsibilities are required at home and how they will require to be supported should they require to take leave at short notice. Those employees that are required to shield because of their disability of as a carer will also have specific needs in relation to the tasks they can carry out and may require to be furloughed due to their skills base.</p>
	Political Opinion	
	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	Each individual will have their multiple identity, and as such the arrangement will impact on them all differently. Individuals personal circumstances are not the responsibility of the Council; however the needs of each individual are considered important in ensuring they are not put at risk in any tasks they are required to carry out. This is particularly pertinent to age, disability and dependents status and the range of family friendly policies supports this commitment.	Minor
	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 arrangement is based on categories of employment and will impact a breadth of individuals in a range of services across the Council.</p> <p>However some individuals with caring responsibilities including children with no childcare facilities available may require the furlough arrangements to enable them to cope with the situation and some may require the flexibility to use leave outside furlough for these arrangements including hospital and medical consultations.</p> <p>The needs of those with dependents require to be considered in making these arrangements.</p> <p>Casual employees are more prevalent in the services of sport and leisure, but this is by virtue of their employment status and no sport or leisure services are currently permitted to be provided or buildings or public spaces open to the public.</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 all employees are treated equitably based on their employment status. The selection is not based on religious belief, political opinion or racial group.	
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 all employees are treated equitably based on their employment status and not on their religious belief, political opinion or racial group.	
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.	<p>All individuals that this policy impacts on will have their own multiple dimensions.</p> <p>These will often be unknown as GDPR and Fair Employment Regulations ensure confidential and personal information is not shared without valid reason.</p> <p>The policy will affect all individuals equitably based on their employment status. Those with caring responsibilities do need to have their needs considered in all aspects of the implementation of this policy.</p>

Disability Discrimination Order (NI) 2006

Does this proposed policy provide an opportunity to?	Yes / No	Explain your reasoning:
	Yes	This policy will identify the needs of each individual and ensure the information is provided in a suitable format. It will also ensure that all employees that have a disability will have their individual needs respected at this time.
<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 		

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 and comments received from individuals in relation to this policy. Numbers of employees that are on furlough, length of furlough and numbers that require to be on furlough for personal reasons.
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I can confirm that the proposed policy / decision has 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)
X	Screened Out – Mitigating Actions (minor impacts) The need to be aware of the needs for employees on return from furlough to have flexibility to take leave for caring responsibilities.
<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: 3 July 2020
Signature:

Director/Head of Service decision approved by:

Name: Wendy Swanston
Title: Director of Organisational Development and Administration
Date: 3 July 2020
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 <input type="checkbox"/>	
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Approval and Authorisation	Position/Job Title:	Date:
Screened by:	Head of Human Resources	3 July 2020
Approved by:	Director of Organisational Development and Administration	3 July 2020