

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 216
2.	Policy Name	Interim Home Working Arrangements
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	The arrangements for a significant number of employees who are normally office based to work from home was introduced on 23 March 2020 on the Government advice due to the Covid-19 pandemic. The Council at that time did not have a formal policy in place. This policy is to outline the terms of conditions for employees who have been affected by this arrangement in the interim period.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The policy is to provide clarity for all employees across the Council on the arrangements and support to employees who are and were unable to continue to carry out their duties in Council buildings and facilities. It addresses employee contractual arrangements, equipment to be used, confidentiality of information, flexibility for caring responsibilities during this period, arrangements to register working time and risk assessments of working in a home environment.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories should benefit as this policy clarifies the arrangements that were introduced at short notice.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not applied equitably across the Council or employees do not work within the policy framework.
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, employees, Elected members, residents of the Borough and those in receipt of Council services.

9.	Please provide details of other policies which have a bearing on this one.	
	<p>E 06 Office Relocation Phase 1  E 09 Disciplinary Policy  E 11 Grievance Policy  E 13 Capability Policy  E 14 Sustainability and Environmental Policy  E 28 Corporate Complaints policy and procedure  E 36 Flexible Working Arrangements Policy  E 37 Managing Absence Policy and Procedure  E 38 Dignity at Work Policy and Procedure  E 39 Agency Working Procedure  E 40 Local Government Pension Scheme – Policy  Statement on Employers Discretions  E 48 Performance Management Policy  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 86 Honorarium and Acting Up Allowances  E 90 Draft Behaviour Charter for Employees  E 115 Overtime, Stand By and Call out Payments Policy  E 134 Ards and North Down Borough Council Information Access Policy  E 153 Customer Care Strategy  E 156 Organisational Development Strategy  E 166 Work Experience Placement Policy and Procedures  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  E 206 Ards and North Down Borough Council Employee Furlough Arrangements  E 211 Covid 19 Workplace Advice  E 214 ANDBC Voluntary Severance Scheme  E 215 ANDBC Compulsory Redundancy Scheme</p>	Ards and North Down Borough Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious	<b>Summary:</b> The Northern Ireland Census 2011 (NISRA) statistics for the Borough

Belief

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

**Data: Religion or Religion Brought up in** (Numbers with % in brackets)

	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%)

**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%)
<b>Totals</b>	<b>363(84%)</b>	<b>35(8%)</b>	<b>35(8%)</b>	<b>433(100%)</b>

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%)
<b>Totals</b>	<b>243(75%)</b>	<b>70(22%)</b>	<b>11(3%)</b>	<b>324(100%)</b>

<b>Total Emp</b>	<b>606(80%)</b>	<b>105(14%)</b>	<b>46(60%)</b>	<b>757(100%)</b>
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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 (2<sup>nd</sup> May 2019) showed:

	Eligible Electorate	Votes Polled (% Turnout)	Elected Candidate										
			DUP	Sinn Féin	UUP	SDLP	Alliance	Independent	TUV	Green	PUP	Aontu	CCIA
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				

Hollywood and Clondeboyne (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

**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	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%)	12,711 (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%)	9 (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](#)

The ANDBC employee profile of 2009 shows that:

<b>Ethnic Group</b>	<b>Total</b>	<b>Percentage</b>
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%)	<b>1,851,621</b> <b>(100%)</b>
Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	<b>158,797</b> <b>(100%)</b>

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

Council				(%)				
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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	<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><b>Disability Living Allowances, 2015</b></p> <table border="1" data-bbox="464 415 1539 1367"> <thead> <tr> <th data-bbox="464 415 980 961"></th> <th data-bbox="980 415 1243 961">2015 (Disability Living Allowance Recipients)</th> <th data-bbox="1243 415 1539 961">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 data-bbox="464 961 980 1016">Northern Ireland</td> <td data-bbox="980 961 1243 1016">209,280</td> <td data-bbox="1243 961 1539 1016">251,490</td> </tr> <tr> <td data-bbox="464 1016 980 1089">Ards and North Down Borough Council</td> <td data-bbox="980 1016 1243 1089">13,840</td> <td data-bbox="1243 1016 1539 1089">18,080</td> </tr> <tr> <td data-bbox="464 1089 980 1129">Ards Peninsula</td> <td data-bbox="980 1089 1243 1129">2,920</td> <td data-bbox="1243 1089 1539 1129">n/a</td> </tr> <tr> <td data-bbox="464 1129 980 1169">Bangor Central</td> <td data-bbox="980 1129 1243 1169">2,250</td> <td data-bbox="1243 1129 1539 1169">n/a</td> </tr> <tr> <td data-bbox="464 1169 980 1209">Bangor East and Donaghadee</td> <td data-bbox="980 1169 1243 1209">1,740</td> <td data-bbox="1243 1169 1539 1209">n/a</td> </tr> <tr> <td data-bbox="464 1209 980 1249">Bangor West</td> <td data-bbox="980 1209 1243 1249">1,650</td> <td data-bbox="1243 1209 1539 1249">n/a</td> </tr> <tr> <td data-bbox="464 1249 980 1289">Comber</td> <td data-bbox="980 1249 1243 1289">1,270</td> <td data-bbox="1243 1249 1539 1289">n/a</td> </tr> <tr> <td data-bbox="464 1289 980 1329">Holywood and Clandeboye</td> <td data-bbox="980 1289 1243 1329">1,180</td> <td data-bbox="1243 1289 1539 1329">n/a</td> </tr> <tr> <td data-bbox="464 1329 980 1367">Newtownards</td> <td data-bbox="980 1329 1243 1367">2,840</td> <td data-bbox="1243 1329 1539 1367">n/a</td> </tr> </tbody> </table> <p data-bbox="464 1367 1539 1440"><a href="#">Northern Ireland Census 2011 Long-term health problem or disability by long-term problem or disability</a></p> <p data-bbox="464 1478 1029 1514">The ANDBC employment Profile shows:</p> <table border="1" data-bbox="464 1549 1479 1667"> <thead> <tr> <th data-bbox="464 1549 857 1589">Disabled</th> <th data-bbox="857 1549 1167 1589">Total</th> <th data-bbox="1167 1549 1479 1589">Percentage</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1589 857 1629">Yes</td> <td data-bbox="857 1589 1167 1629">35</td> <td data-bbox="1167 1589 1479 1629">4.04%</td> </tr> <tr> <td data-bbox="464 1629 857 1667">No</td> <td data-bbox="857 1629 1167 1667">832</td> <td data-bbox="1167 1629 1479 1667">95.96%</td> </tr> </tbody> </table> <p data-bbox="464 1705 1360 1740">Data on agency employees is held by the recruitment agency.**</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 Clandeboye	1,180	n/a	Newtownards	2,840	n/a	Disabled	Total	Percentage	Yes	35	4.04%	No	832	95.96%
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	Dependents	<p><b>Summary:</b> 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,</p>																																							

		<p>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). <b>Sources:</b> Continuous Household Survey</p> <p>ANDBC employment Profile shows that:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Family Status</th> <th>Total</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Child or Children</td> <td>270</td> <td>31.14%</td> </tr> <tr> <td>Dependent Elderly Person</td> <td>19</td> <td>2.19%</td> </tr> <tr> <td>Physical/ Mental/III Health/Disability</td> <td>5</td> <td>0.58%</td> </tr> <tr> <td>Other</td> <td>5</td> <td>0.58%</td> </tr> <tr> <td>None</td> <td>203</td> <td>23.41%</td> </tr> <tr> <td>Left Blank</td> <td>365</td> <td>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%	Dependent 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%
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Other	5	0.58%																					
None	203	23.41%																					
Left Blank	365	42.1%																					

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 Political Opinion Racial Group Age Marital Status Sexual orientation Men & Women generally Disability Dependents	This was central and local government advice in the Covid - 19 pandemic. The needs of all employees and their dimensions were considered and where specific needs of caring responsibility or needs in workspace due to a disability were identified these were addressed for those individuals to enable them to carry out their duties where possible. Where it was not possible for employees to work from home for a range of reasons those individuals were furloughed on 100% salary as per the guidelines.

**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 Political Opinion Racial Group Age Marital Status Sexual orientation Men & Women generally	All individuals were asked to consider working from home and where their personal dimensions required additional support this was provided where possible or the individuals were furloughed on full pay. Flexibility in working hours was supported	None

	Disability	for those with caring responsibilities.	
	Dependents		

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	No as the policy considered all employees and their needs. It worked to ensure these could be met where possible and those employees that could not be met were not financially disadvantaged.  Furlough arrangements were offered to a breadth of employees in three week blocks to enable many to facilitate their arrangements and ensure the work did not adversely fall adversely on some employees.	
	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 arrangements were applied equitably based on the duties of the post and situation of each employee.	
	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 needs of all individuals were considered in accordance with their duties and responsibilities to the Council and their personal circumstances.	
	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 has directly or indirectly affected every employee across the Council. Therefore, a breadth of multiple identities has been affected and this has enable the policy to ensure all needs are considered and addressed.

## 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</u> by disabled people in public life	Yes / No	Explain your reasoning:
	Yes	The policy was implemented across the Council and all aspects advertised widely.  Individuals that have support in the workplace were offered assistance to enable them to fulfill the duties of their post in the working from home environment.

### 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>	Comments and complaints received in relation to the delivery of this policy Records of concerns addressed and those with positive arrangements and those that could not be facilitated.
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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
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Rosemary McCullough  
 Title: Head of Human Resources  
 Date: 18 September 2020

Signature:

Director/Head of Service decision approved by:

Name: Wendy Swanston

Title: Director of Organisational Development and Administration

Date: 18 September 2020

Signature:

Equality Impact Assessment is required

Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
	Effect on equality of opportunity and good relations	
	Social need	
	Effect on people's daily lives	
	Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation	Position/Job Title:	Date:
Screened by:	Head of Human Resources	18 September 2020
Approved by:	Director of Organisational Development and Administration	18 September 2020