

Policy Screening Form

1.	Policy Reference (Equality use only)	E 217
2.	Policy Name	Interim Part–Time Study Policy (COVID-19)
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	Ards and North Down Borough Council recognises that people are its most valuable asset and continually strives to provide effective learning, training and development opportunities to ensure its employees have the knowledge, skills and insights to enable the organisation to achieve its strategic aims and objectives. The primary purpose of this interim policy is to set out the parameters governing part time study during the COVID-19 pandemic.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The Council acknowledges people are its most valuable asset and is committed to encouraging employees to enhance their knowledge, skills and qualifications. Investors in People is the standard adopted and used to define what it takes to lead, support and manage people well for sustainable results within a culture of life-long learning. The Council will, within current financial constraints, arrange essential learning, training and development with the aim of providing high quality, cost effective services to the public to enable the organisation to achieve its strategic aims and objectives and comply with legal and statutory requirements.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 7 categories are expected to benefit as training is for the individual and whole organisation.
7.	Factors which could contribute-to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not delivered or actioned upon as intended.

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, agency workers, Elected members, residents and ratepayers of the Borough. Visitors to the Borough.
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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 26 Anti-Fraud Bribery and Corruption Policy E 28 Corporate Complaints policy and procedure E 38 Dignity at Work Policy and Procedure E 63 ANDBC Corporate Health and Safety Management Systems Policy E 66 Safeguarding policy for children, young people and adults who may be vulnerable E 72 Performance Improvement Plan 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 102 Learning and Development Strategy for Elected Members E 114 Learning and Development Strategy E 116 Declaration of Interests Policy for Employees E 153 Customer Care Strategy E 156 Organisational Development Strategy E 166 Work Experience Placement Policy and Procedures E 178 Policy for the use of Council Vehicles E 186 Ards and North Down Borough Council Scheme of Delegation E 196 Ards and North Down Borough Council Corporate Plan 2020-2024 E200 Whistle-blowing 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	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

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%)
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:

	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	2 (0%)	11 (6%)	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 Clandeboye	18,382 (100%)	20,061 (98%)	65 (0%)	31 (0%)	23 (0%)	81 (0%)	81 (0%)	56 (0%)	1 (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 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](#)

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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Dependant Elderly Person	19	2.19%																				
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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	<p>This policy is an interim policy for the period of the revised working arrangements across the Council and budget reviews of Covid 19. The policy will be implemented across the Council equitably and training will be delivered in relation to statutory requirements to ensure all employees and Elected members are appropriately informed for the tasks and responsibilities. The training will be delivered to all identified and relevant employees for each task.</p> <p>As is the commitment of the Council all reasonable adjustments will be provided for in anticipation of the training based on knowledge and experience and any additional reasonable adjustments identified will be made to suit each individual.</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	The policy will be implemented equitably across the Council and will be delivered in the manner of all training that ensures all individuals needs are provided for irrespective of their needs.	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	No as the Council training section ensure all reasonable adjustments previously identified are provided for in the planning and any further adjustments identified are addressed in a timely manner to ensure full participation in the training by all relevant 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 This policy will address the promotion of good relations in relevant trainings and ensure all attendees and potential attendees are addressed and made aware of their responsibilities as appropriate for each training.	
	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 and training identify the Councils responsibility to promote good relations in all its duties and responsibilities.	
	Political Opinion		
	Racial Group		

Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
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<p>Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons). Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.</p>	<p>This policy affects all employees and Elected Members. Therefore, it is applied to a breadth of multiple identities and all reasonable adjustments are considered in advance and during any delivery if identified at that stage.</p>
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Disability Discrimination Order (NI) 2006

Does this proposed policy provide an opportunity to?	Yes / No	Explain your reasoning:
<ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	Yes	<p>All arrangements for training and employee engagement are provided in a range of formats where required. All reasonable adjustments are in place when arrangements to advertise and engage employees and Elected Members are being put in place.</p>

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

<p>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></p>	<p>Comments and complaints received in relation to the delivery of this policy. Section 75 dimensions of those commenting on the policy to identify if adverse impact has been made towards one or more S75 dimensions</p>
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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: -

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: Samantha Rea
 Title: HR & OD Manager
 Date: 28 October 2020
 Signature:

Director/Head of Service decision approved by:

Name: Rosemary McCullough
 Title: Head of Human Resources & Organisational Development
 Date: 28 October 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	
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Approval and Authorisation	Position/Job Title:	Date:
Screened by:	HR & OD Manager	28 October 2020
Approved by:	Head of Human Resources & Organisational Development	28 October 2020