

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 246
2.	Policy Name	Menopause Policy
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	This policy and guidance has been developed to support members of staff who are affected by menopause and to assist managers in supporting those affected through fair treatment and support.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>The aims of the policy are:</p> <ul style="list-style-type: none"> <li>• To support employees to remain at work</li> <li>• To raise awareness of menopause, the related issues and how these can affect employees</li> <li>• To break the stigma and taboo surrounding the menopause at work and to promote an environment in which employees feel confident in discussing menopausal issues and to ask for support and adjustments, if required</li> <li>• To provide guidance and direction on how to support employees who raise menopausal issues</li> <li>• To inform managers of the potential symptoms of menopause, how these can affect employees and what can be done to support individuals including reasonable adjustments.</li> </ul>
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All S75 Categories will benefit from this policy as it gives guidance to all managers, however the policy will predominantly benefit women.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not implemented across the Council 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, Council employees, Elected Members and service users.
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9.	Please provide details of other policies which have a bearing on this one.	
E 09 Disciplinary Policy E 13 Capability Policy E 28 Corporate Complaints policy and procedure E 30 Hiring Agency Workers: Line Manager Guidelines 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 75 Investors in People Accreditation E 90 Draft Behaviour Charter for Employees E 153 Customer Care Strategy	Ards and North Down Borough Council	

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to:																						
Religious Belief	<p><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</p> <p><b>Data:</b> <b>Religion or Religion Brought up in</b> (Numbers with % in brackets)</p> <table border="1" data-bbox="456 1478 1421 1898"> <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</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>						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	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%)																		
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Down Borough Council					
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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%)
<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>	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 (2<sup>nd</sup> May 2019) showed:

			<b>Elected Candidate</b>		
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	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><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</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%)	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%)	11 (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%)	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
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White	682	78.66%
Black	*	*
Chinese	*	*
Other	*	*
Did not want to answer	*	*
Left Blank	176	20.3%

\* [Small numbers removed as individuals could be identifiable](#)

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

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  <b>Data:</b>  <b>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>						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>
	0-15	16-39	40-64	65+	Total																		
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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	*	*
Left Blank	207	23.88%

[\\*Small numbers removed as individuals could be identifiable](#)

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
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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><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, 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>The ANDBC employment Profile shows that:</p> <table border="1"> <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>Dependant Elderly Person</td> <td>19</td> <td>2.19%</td> </tr> <tr> <td>Physical/ Mental/ Ill 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%	Dependant Elderly Person	19	2.19%	Physical/ Mental/ Ill 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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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>Age - The average age of menopause is 51 years old, but menopause may occur as early as the 30s or as late as the 60s.</p> <p>Sexual Orientation - Women in same-sex relationships may have a partner experiencing menopause at the same time. At the same time, this can be positive in terms of mutual understanding and support. However, it may also be more difficult if both partners experience symptoms such as depression or mood swings at the same time.</p> <p>Disability - Menopause is usually earlier in women with physical and learning disability and earlier still for those with Down's syndrome. Physical problems among women with learning disabilities and other aspects of ageing warrant particular focus.</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	Positive impact on all Categories as as it gives guidance to all managers, however the policy will predominantly benefit women.	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	No - All support will be available to staff in an appropriate format and all staff will be treated equally	
	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	No impact	
	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 Impact	
	Political Opinion		
	Racial Group		

Additional Considerations

	Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
	<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>The policy is written around the promotion of fair and equal treatment. The policy will ensure that managers have enough information/support to enable them to apply the provisions of the policy fairly and equally to all affected staff.</p>

### Disability Discrimination Order (NI) 2006

	<p>Does this proposed policy provide an opportunity to?</p> <ul style="list-style-type: none"> <li>- <u>better promote positive attitudes</u> towards disabled people</li> <li>- <u>increase participation</u> by disabled people in public life</li> </ul>	<p>Yes / No</p> <p>No</p>	<p>Explain your reasoning:</p> <p>The policy will be applied equally to all affected staff.</p>
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### 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>This Policy will be reviewed and any comments or Complaints taken on board.</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: Sian McConnell-Porter  
 Title: Compliance Officer (Equality and Safeguarding)  
 Date: 03/02/2022  
 Signature: S McConnell-Porter

Director/Head of Service decision approved by:

Name: Rosemary McCullough  
 Title: Head of Human Resources  
 Date: 03/02/22  
 Signature: Via email

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 <input type="checkbox"/> Commendation	
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Approval and Authorisation	Position/Job Title:	Date:
Screened by:		

	Approved by:		
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