

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 30
2.	Policy Name	Hiring Agency Workers: Line Manager Guidelines
3.	<del>Existing / Revised</del> / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Human Resources
5.	Description of policy to be screened.	As the Council is committed to ensuring that it delivers excellent service to its customers at all times it will, where necessary, use temporary agency workers to help fulfil demand and maintain the highest standards of service.
	Aims and expected outcomes – what is the policy expected to achieve?	To provide clear guidance for Managers on the role of Agency workers for short term periods to cover for sickness or other absences, short-term holiday cover, as a resource for maternity cover and long term sickness, or for specific projects or discreet pieces of work or for unplanned increase in demand for labour.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories are expected to benefit.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the policy when being implemented.	If the policy is not implemented as intended

8.	<p>The main stakeholders on which 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</p>	<p>Council, existing employees, potential employees, Recruitment Agencies.</p>
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9.	Please provide details of other policies which have a bearing on this one.	
<p>Policies:</p> <p>E 15            Corporate Plan E 16            Good Relations Strategy and Action Plan</p>	<p>Owned by :</p> <p>Council</p>	

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
Religious Belief	<p>The Council monitors certain Section 75 categories in relation to existing and potential employees and this information provides an anonymous profile of employees.</p> <p>Agency employees provide this information to the Agency who hold the information and would provide an anonymous profile of those they recruit on request by Council.</p>	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual orientation		
Men & Women generally		
Disability		
Dependents		

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	Council has a range of policies and an Equality Scheme that ensures it provides a welcoming working environment for all employees and potential employees where any form of discrimination is correctly and promptly dealt with.
	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	No impact as all policies and procedures ensure equality of opportunity for all applicants and employees	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 all policies and procedures ensure equality of opportunity for all applicants and 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	No impact as all policies and procedures ensure the promotion of good relations to all applicants and employees	
	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 policies and procedures ensure the promotion of good relations to all applicants and employees.	
	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)	No as all policies and procedures ensure the promotion of equality of opportunity and good relations to all applicants and employees irrespective of their multiple identities.
	Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	

	<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>Yes</p>	<p>Explain your reasoning:</p> <p>All policies and procedures ensure the promotion of positive attitudes to all applicants and employees irrespective of their disability.</p>
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## Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order 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 in order to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u>	Current data collection is being reviewed to ensure 8 of the 9 categories are monitored where employees are prepared to provide the detail in a confidential manner.
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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; and
<input type="checkbox"/>	Human rights issues

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 and Organisational Development

Date: 22 May 2015

Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson

Title: Director of Organisational Development and Human Resources

Date: 22 May 2015

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			
Screened by :	Position/Job Title:	Date:	
	Head of Human Resources and Organisational Development	22 May 2015	
Approved by:	Director of Organisational Development and Human Resources	22 May 2015	

### Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on human rights that you have identified?	
	Please indicate any ways in which you consider the policy positively promotes Human Rights	