

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 39
2.	Policy Name	Agency Worker Policy
3.	Existing / Revised / New Policy	New
4.	Responsible Officer	Head of Human Resources and Organisational Development
5.	Description of policy to be screened	<p>The Council is committed to ensuring that it delivers excellent service to its customers at all times. The Council will, where necessary, use temporary agency workers to help to fulfil demand and maintain the highest standards of service.</p> <p>This policy applies to all individuals responsible for hiring temporary agency workers and to all temporary agency staff while they are on assignment with the Council.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>The use of agency workers on a short-term basis, to allow for flexibility and provide additional resources.</p> <p>Agency workers are utilised for the following main reasons;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Short-term cover for sickness or other absences including short- term holiday cover <input type="checkbox"/> Resource for maternity cover and long term sickness <input type="checkbox"/> Resource for specific projects or discreet pieces of work <input type="checkbox"/> Resource 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 will benefit from the clarity the policy provides.
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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.
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8.	<p>The main stakeholders on which the policy will impact. For example, Employees, Potential Service Users and Community Groups</p> <p>Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate</p>	The Council, existing employees, potential employees, those who provide Agency employees and service users.
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9.	Please provide details of other policies which have a bearing on this one.	
	<p>Policies:</p> <p>E 30 Hiring Agency Workers – Line Manager Guidelines</p> <p>E 38 Dignity at Work Policy and Procedure</p>	<p>Owned by :</p> <p>Council</p>

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :										
	<table border="1"> <tr><td>Religious Belief</td></tr> <tr><td>Political Opinion</td></tr> <tr><td>Racial Group</td></tr> <tr><td>Age</td></tr> <tr><td>Marital Status</td></tr> <tr><td>Sexual orientation</td></tr> <tr><td>Men & Women generally</td></tr> <tr><td>Disability</td></tr> <tr><td>Dependents</td></tr> </table>	Religious Belief	Political Opinion	Racial Group	Age	Marital Status	Sexual orientation	Men & Women generally	Disability	Dependents	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.
Religious Belief											
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	The 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	<p>No impact as this policy and procedure ensure equality of opportunity for all requests to appoint an agency employee and ensure all are treated equitably.</p> <p>Where agency workers may not have English as their first language the Council will ensure the policy to provide necessary adjustments will be implemented.</p> <p>Where a reasonable adjustment is required when an individual has a disability this will be met within the Council policy and procedure.</p>	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 potential agency workers in Ards and North Down Borough Council through the approved employment agencies and procedures.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		

	Dependents	
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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	This policy will promote good relations through offering work opportunities.	
	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	
	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 potential agency workers 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.	

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
	Yes	All policies and procedures ensure the promotion of positive attitudes to all potential applicants and agency workers irrespective of their disability.
<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 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>	The Recruitment Agencies monitor potential and successful employees and hold this data in accordance with the relevant legislation.
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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	

I can confirm that the proposed policy / decision have 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: Samantha Rea

Title: HR Officer

Date: 20 August 2015

Signature:

Director/Head of Service decision approved by:

Name: Rosemary McCullough

Title: Head of Human Resources and Organisational Design

Date: 20 August 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		
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	Screened by :	Position/Job Title:	Date:
		HR Officer	20 August 2015
	Approved by:	Head of Human Resources and Organisational Design	20 August 2015