

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E50
2.	Policy Name	Gifts and Hospitality for Council Employees Policy
3.	Existing / Revised / New Policy	New
4.	Responsible Officer	Head of Administration
5.	Description of policy to be screened	<p>The Gifts and Hospitality Policy puts in place safeguarding and monitoring measures to ensure that the Council and employees are protected from allegations of corruption and to mitigate risk of reputational damage.</p> <p>The Policy applies to all Council employees including casual and seasonal employees.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>To ensure the Council demonstrates integrity and transparency in the receipt of gifts and hospitality to all employees this policy provides structure and guidance to employees on how to respond to offers of gifts and hospitality in the course of their work for Ards and North Down Borough Council.</p> <p>The policy also identifies that a breach of the policy may result in an employee being subject to the Council's disciplinary procedures.</p>
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.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	<p>If the policy is not implemented consistently across Council as it is intended to do.</p> <p>If the Nolan Seven Principles of Public Life and LGSC – Code of Conduct for Local Government Employees (DoE Guidance on Acceptance of Gifts and Hospitality) are not</p>

		upheld. If the Prevention of Corruption Acts of 1906 and 1916 are not complied with.
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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, employees, potential employees, service providers, potential service providers, potential service users and service users.
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9.	Please provide details of other policies which have a bearing on this one.	
	<p>E 09 Disciplinary Policy</p> <p>E 25 Whistle Blowing Policy</p> <p>E 26 Anti-Fraud, Bribery and Corruption Policy</p>	Owned by : Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	<p>No evidence is currently available as this policy is about a procedure.</p> <p>Council policy does not currently require the monitoring of suppliers in relation to Section 75.</p> <p>Some Section 75 details are monitored on employees.</p> <p>Section 75 profile of Borough residents from NISRA and NINIS statistics</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	<p>N/A as the receipt of gifts and hospitality is based on the provision of a service to a Council employee in relation to the service they or their section provide within the Council</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		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 policy is applied consistently across the Council	
	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	This policy is not intended to promote Good Relations	
	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 gifts and hospitality will be treated equitably within the policy guidelines irrespective of the multiple dimensions of each Council employee
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:
<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>	Yes	<p>This policy will ensure that all Council gifts and hospitality are acknowledged in the same manner, irrespective of the reason or individual in receipt of them.</p> <p>Where a need is identified the policy will be provided or explained in a manner to meet the identified need</p>

## 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>	Section 75 monitoring data that the Council retains on those employees receiving gifts and hospitality within this policy may be relevant
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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: Amanda Martin  
Title: Head of Administration  
Date: 9 October 2015  
Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson  
Title: Director of Organisational Development and Administration  
Date: 9 October 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 Administration	9 October 2015
Approved by:	Director of Organisational Development and Administration	9 October 2015