

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 53
2.	Policy Name	Cycle to Work Scheme
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Community and Well Being
5.	Description of policy to be screened	Ards and North Down Borough Council wishes to encourage Council staff to consider active travel options when commuting to work, and in particular the opportunity to cycle.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	To promote and support physical exercise as a benefit to employee's health thus increasing attendance and productivity at work. Developing networks of colleagues who may cycle together outside this scheme.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories should benefit from this policy as the approach will be consistent for all employees across the Council.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the policy is not adhered to and exceptions are considered in the arrangements to implement the scheme.
8.	The main stakeholders on which the policy will impact. For example, Employees, Potential Service Users and Community Groups Consider the internal and	The Council, Elected Members, Council employees, service users, potential service users, funders of Council services, Sustrans, Halfords, Department of the Environment.

	external impacts (either actual or potential) and comment, or list, information where appropriate	
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9.	Please provide details of other policies which have a bearing on this one.	
	Policies: E 14 Sustainability and Environmental Policy E 36 Flexible Working Arrangements Policy E 37 Managing Absence Policy and Procedure	Owned by : Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief Political Opinion Racial Group Age Marital Status Sexual orientation Men & Women generally Disability Dependents	Limited Section 75 data retained on employees at present.

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 Political Opinion Racial Group Age Marital Status Sexual orientation Men & Women generally Disability Dependents	The policy should ensure that all employees who wish to cycle to and from their workplace have the same opportunities to do so including the opportunity to access the Council's arrangements to purchase a bicycle or appropriate cycle equipment.

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	This policy is available to all 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	
	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 can indirectly assist in the development of good relations with 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	
	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)	This policy will be open and applicable to all who have access to a cycle or are confident to cycle to and from their place of work.
	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"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	Yes	Should an employee be competent to ride a cycle this scheme will be applicable to them. Where certain reasonable adjustments are required and these can be met – the individual will be facilitated to take up the opportunity this policy affords them.

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</u> , <u>good relations</u> and <u>disability duties</u>	Details on employees accessing the scheme and limited monitoring S 75 data on these individuals from employee records and updating records in line with Equality Action Plan.
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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:-

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	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:-

<input checked="" type="checkbox"/>	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: Marcus Potts
 Title: Head of Environmental Health, Protection and Development
 Date: 9 November 2015
 Signature:

Director/Head of Service decision approved by:

Name: Graeme Bannister
 Title: Director of Community and Well Being
 Date: 9 November 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: Head of Environmental Health, Protection and Development	Date: 9 November 2015
	Approved by:	Director of Community and Well Being	9 November 2015