

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 63
2.	Policy Name	ANDBC Corporate Health and Safety Management Systems Policy
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Human Resources
5.	Description of policy to be screened	The Council accepts that some of its operations, facilities and land pose potential risks to employees and users. The suite of policies identifies potential risks and how they can be mitigated against.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The suite of policies and procedures provide methodology surrounding the management of the risks and how this is detailed to employees to ensure that all reporting and appropriate action is carried out in a safe and timely manner to the benefit of all employees, users and potential users.
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 to ensure that the Council has in place a policy for all employees, Elected Members and members of the public who interact with Council facilities and services.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	This policy will be detracted from if the policy is not enacted as required in any situation or by any individual.

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, Elected Members, employees of the Council, agency workers, contractors, visitors to the Council facilities and services, those providing services on behalf of the Council, NI Health and Safety Executive, NIFRS and Council appointed solicitors.</p>
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9.	Please provide details of other policies which have a bearing on this one.	
	<p>Policies: E 09 Disciplinary Policy E 37 Managing Absence Policy and Procedure E 51 Learning, Training and Development Policy</p>	<p>Owned by : The Council</p>

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	<p>Data is retained by Human Resources Section on employees in relation to religious belief, age and gender. Data on marital status, racial group, disability and dependents is retained on some employees who declare these details.</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>The policy is applicable to all employees of the Council to ensure their health, safety and welfare is paramount in carrying out their duties and responsibilities and for those they work with, offer a service to or support Council in the provision of activities.</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	This policy is applicable to all employees. Where a special requirement is identified this need will be met in a manner that is appropriate to the individual with their agreement.	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. This policy does not impact on equality of opportunity as it is a policy relevant to all in relation to health and safety of all employees and service users.	
	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 does not impact on good relations as it is a policy relevant to all in relation to health, safety and well-being of all employees and service users.	
	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 is applicable to the broad range of multiple identities of employees and all service users and potential users equitably. Any reasonable adjustments to implement the policy will be put in place for all relevant employees and will be implemented when putting reasonable adjustments in place for service users and potential service users.
	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"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	<p>Yes / No</p> <p>Yes</p>	<p>Explain your reasoning:</p> <p>This policy will ensure that all reasonable adjustments will be introduced within the policy and practical guidance it provides to ensure that potential users may be included in relation to service delivery and availability of information.</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>	Reasonable adjustments required for employees. Reasonable adjustments for service users and potential service users and how these are dealt with within the policy.
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Consideration of Human Rights

The Human Rights Action 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: Paul Hanley
 Title: Health and Safety Officer
 Date: 24 February 2016
 Signature:

Director/Head of Service decision approved by:

Name: Amanda Martin
 Title: Head of Administration
 Date: 24 February 2016
 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:
		Health and Safety Officer	24 February 2016
	Approved by:	Head of Administration	24 February 2016