

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 64
2.	Policy Name	Business Continuity Policy
3.	Existing / Revised / New Policy	New Policy
4.	Responsible Officer	Director of Finance and Performance
5.	Description of policy to be screened	Ards and North Down Borough Council (the Council) are committed to ensuring that critical services can continue, or be recovered in a timely manner, in the event of a disruption or emergency. Council's Business Continuity Management (BCM) arrangements are underpinned by the Business Continuity Strategy, Policy and Plan and will be based upon the BS 25999 standard.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The purpose of this policy is to provide elected members and officers with a comprehensive Business Continuity Plan (BCP) to assist in ensuring continuity of business should an incident occur.
6.	Section 75 categories which might be expected to benefit and how they may benefit	All Section 75 categories will benefit through service continuity.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If Council does not implement this policy as intended.
8.	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	Council, Council staff, elected members and suppliers of goods and/or services.

	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 15 Corporate Plan E 48 Performance Management Policy	Owned by : Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	Profile of services provided by and within the Council where appropriate monitoring data has been collected in relation to Section 75
	Political Opinion	
	Racial Group	
	Age	NISRA and NINIS statistics that provide a profile of Borough residents
	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	This policy is about continuity of services to all stakeholders.
	Political Opinion	
	Racial Group	Where a need exists or is identified reasonable adjustments will be put in place to ensure those who require adjustments will be met.
	Age	
	Marital Status	These will include access to information in an alternative language where English is not the first language or on audio for the blind community.
	Sexual orientation	
	Men & Women generally	Where a need exists for older or younger people these will be taken into consideration when planning to meet service needs.
	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 about business continuity across the Borough for all affected.	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, because this policy looks at service continuity.	
	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, if required to be enacted will ensure that good relations is promoted where required.	
	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)	Yes, this policy will impact on a broad range of Section 75 categories 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:
	<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	Business continuity will ensure engagement with people with a disability to meet their needs in an appropriate manner.

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>	Data of business continuity management enacted and data of those affected and identified needs.
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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: Moira McVeigh
 Title: Performance Improvement Manager
 Date: 25 February 2016
 Signature:

Director/Head of Service decision approved by:

Name: Andrew Scott
 Title: Head of Service
 Date: 25 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: Performance Improvement Manager	Date: 25 February 2016
	Approved by:	Head of Service	25 February 2016