

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 65
2.	Policy Name	Information, Communications and Technology (ICT) Policy
3.	Existing / Revised / New Policy	New Policy
4.	Responsible Officer	Director of Finance and Performance
5.	Description of policy to be screened	<p>Information is an integral part of the Council activities and is a major strategic asset to any organisation. Investment in equipment such as personal computers (PC's) and the communications infrastructure is significant, because this is essential to the provision of services. Policies and procedures need to be laid down and enforced in order to safeguard those assets and services and the Council's interests. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Physical assets;</li> <li>• Access to the information on those assets;</li> <li>• Service continuity;</li> <li>• Users of the systems and equipment; and</li> <li>• Compliance with legislation.</li> </ul> <p>The policy provides a framework for the security of all the ICT in use throughout the Council.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	The purpose of this policy is to protect the Council's information assets from threats whether internal or external, deliberate or accidental. The policy sets out controls and requirements that will protect a wide range of information that is generated, shared, maintained and ultimately destroyed or archived.
6.	Section 75 categories which might be expected to benefit and how they may benefit	All Section 75 categories will benefit through the clarity this policy provides.

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.
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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 or potential) and comment, or list, information where appropriate	Council, employees, elected members, agents of other organisations who directly or indirectly support or use the Council's information and communication technologies (ICT), all temporary and agency staff directly or indirectly employed by the Council and all users having access 'of any kind' to the Council's systems, resources and/or networks.
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9.	Please provide details of other policies which have a bearing on this one.	
	Policies: E 09 Disciplinary Policy E 15 Corporate Plan E 28 Corporate Complaints policy and procedure E 51 Learning, Training and Development Policy	Owned by : Council

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
	Religious Belief	Profile of employees where appropriate monitoring data has been collected in relation to Section 75.  NISRA and NINIS statistics that provide a profile of Borough residents.
	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	This policy is about provision and use of the broad range of Information Computer Technology.
	Political Opinion	
	Racial Group	Where a need exists or is identified reasonable adjustments will be put in place to ensure this need will be met for individuals.
	Age	
	Marital Status	
	Sexual orientation	Individuals will be able to have modifications and adjustments to their equipment where a need is identified.
	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 about provision and use of ICT equipment and is applied equitably across all Directorates.	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status	Where reasonable adjustments are required by a user these needs will be met on a personal basis.	
	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 looks at provision and use of ICT equipment.	
	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 applicable to all 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 will impact on a broad range of Section 75 categories of employees and service users 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"> <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	This policy ensures consultation with employees 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, good relations and disability duties</u>	Data of service users who have requested reasonable adjustments.  Data of adjustments made for employees.
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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: 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:	Date:	
	Performance Improvement Manager	25 February 2016	
Approved by:	Head of Service	25 February 2016	