

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

|    |  |  |
|----|--|--|
| 1. | Policy Reference<br>(Equality use only)  | E 75   |
| 2. | Policy Name  | Investors in People Accreditation  |
| 3. | Existing / Revised / New Policy  | New policy   |
| 4. | Responsible Officer  | Director of Organisational Development and Human Resources   |
| 5. | Description of policy to be screened   | An Action Plan has been developed and agreed following an initial Investors in People assessment report carried out in December 2015.  |
|    | Aims and Expected Outcomes – what is the Policy expected to achieve?   | To be awarded the accreditation the Council will carry out the actions as detailed in the plan. This should identify Ards and North Down Borough Council as an exemplary employer.     |
| 6. | Section 75 categories which might be expected to benefit and how they may benefit.   | All Section 75 categories are expected to benefit as the charter identifies that the Council treats all employees equitably.   |
| 7. | Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented   | If the actions are not implemented across the Council as intended.   |
| 8. | The main stakeholders on which the policy will impact. For example, Employees, Potential Service Users and Community Groups<br>Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate | The Council, Council employees, Elected Members, residents of the Borough, visitors and potential visitors to the Borough, business owners, potential service users and service users. |

|    |  |   |
|----|--|---|
| 9. | Please provide details of other policies which have a bearing on this one.   |   |
|    | Policies:<br>E 15 Ards and North Down Borough Council - Corporate Plan<br>E 76 Organisational Development Plan<br>E 77 Training and Development Strategy | Owned by :<br><br>Ards and North Down Borough Council |

|     |  |   |
|-----|--|---|
| 10. | Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to : |   |
|     | Religious Belief   | Borough profile where data is available for the Ards and North Down Borough Council area. |
|     | Political Opinion  |   |
|     | Racial Group   | Monitoring data on employees and applicants for posts.                                    |
|     | 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  | All employees needs are considered as an integral part of this action plan and reasonable adjustments will be agreed with employees within the parameters of the accreditation. |
|     | 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<br>Minor/Major/None |
|    | Religious Belief  | All employees will be treated equitably across the Council in relation to learning and development. | 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<br>Minor/Major/None |
|    | Religious Belief   | N/A               |                                     |
|    | 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 does impact on a broad range of individuals with multiple identities. The employees across the Council are from a variety of multiple identities. |
|  | Where appropriate provide details of data on the impact of   |   |

|   |  |
|---|--|
| <p>the policy on people with multiple identities.<br/>Specify relevant Section 75 categories concerned.</p> |  |
|---|--|

|   |                 |  |
|---|-----------------|--|
| <p>Does this proposed policy provide an opportunity to:</p>   | <p>Yes / No</p> | <p>Explain your reasoning:</p>   |
| <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> | <p>Yes</p>      | <p>The accreditation is awarded with the criteria that the Disability Discrimination Order (NI) 2006 is complied with.</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.

|  |   |
|--|---|
| <p>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></p> | <p>Section 75 data profile on employees will be collated within the next 2 year period.</p> |
|--|---|

### 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

|   |                  |                                 |
|---|------------------|---------------------------------|
| <p>Right to Life</p>  | <p>Article 2</p> | <p><input type="checkbox"/></p> |
| <p>Prohibition to torture, inhuman or degrading treatment</p> | <p>Article 3</p> | <p><input type="checkbox"/></p> |
| <p>Prohibition of slavery and forced labour</p>               | <p>Article 4</p> | <p><input type="checkbox"/></p> |
| <p>Right to Liberty and Security</p>                          | <p>Article 5</p> | <p><input type="checkbox"/></p> |
| <p>Right to a Fair and Public Trial</p>                       | <p>Article 6</p> | <p><input type="checkbox"/></p> |

|   |                         |                          |
|---|-------------------------|--------------------------|
| 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<br>Article 1 | <input type="checkbox"/> |
| Right to education  | Protocol 1<br>Article 2 | <input type="checkbox"/> |
| Right to free and secret election                                     | Protocol 1<br>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: Samantha Rea  
 Title: Human Resources Manager (Organisational Development)  
 Date: 18 May 2016  
 Signature:

Director/Head of Service decision approved by:

Name: Rosemary McCullough  
 Title: Head of Human Resources and Organisational Development  
 Date: 18 May 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? |  |
|---|--|

|                           |  |
|---------------------------|--|
| Monitoring Recommendation |  |
|---------------------------|--|

| Approval and Authorisation |  |             |
|----------------------------|--|-------------|
| Screened by :              | Position/Job Title:                                    | Date:       |
|                            | Human Resources Manager (Organisational Development)   | 18 May 2016 |
| Approved by:               | Head of Human Resources and Organisational Development | 18 May 2016 |