

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 81
2.	Policy Name	Pride in Performance Conversation Scheme
3.	<del>Existing</del> / Revised / New Policy	New
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	The Pride in Performance Conversation Scheme provides for regular mutually beneficial one to one conversations between each employee and his/her line manager. This results in joint agreement on enhancing performance and identifies learning and development needs.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>To focus on meeting the Corporate Pillar Objectives; People, Place, Prosperity and Performance and embed the PRIDE values and related behaviours in a way that is meaningful to every employee;</p> <p>To have a 2-way positive conversation between an employee and his/her line manager that is employee-led rather than manager-led;</p> <p>To gain joint agreement on how an individual and/or team, and by extension Council performance, can be enhanced to facilitate continuous improvement;</p> <p>To agree individual learning and development needs mutually beneficial to the individual and the Council in terms of the knowledge, skills, behaviours and attributes required for a post;</p> <p>To build on conversations about performance already happening regularly.</p>
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories are expected to benefit.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented.	If the policy is 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. 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.
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9.	Please provide details of other policies which have a bearing on this one.	
Policies: E 13 Capability Policy E 15 Ards and North Down Borough Council - Corporate Plan E 51 Learning, Training and Development Policy E 75 Investors in People Accreditation E 76 Organisational Development Plan E 77 Training and Development Strategy	Owned by : Ards and North Down Borough Council	

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :										
<table border="1"> <tr><td>Religious Belief</td></tr> <tr><td>Political Opinion</td></tr> <tr><td>Racial Group</td></tr> <tr><td>Age</td></tr> <tr><td>Marital Status</td></tr> <tr><td>Sexual orientation</td></tr> <tr><td>Men &amp; Women generally</td></tr> <tr><td>Disability</td></tr> <tr><td>Dependents</td></tr> </table>	Religious Belief	Political Opinion	Racial Group	Age	Marital Status	Sexual orientation	Men & Women generally	Disability	Dependents	Limited monitoring data available on employees and applicants for posts.	
Religious Belief											
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?										
<table border="1"> <tr><td>Religious Belief</td></tr> <tr><td>Political Opinion</td></tr> <tr><td>Racial Group</td></tr> <tr><td>Age</td></tr> <tr><td>Marital Status</td></tr> <tr><td>Sexual orientation</td></tr> <tr><td>Men &amp; Women generally</td></tr> <tr><td>Disability</td></tr> <tr><td>Dependents</td></tr> </table>	Religious Belief	Political Opinion	Racial Group	Age	Marital Status	Sexual orientation	Men & Women generally	Disability	Dependents	This strategy is accessible to all employees irrespective of their S 75 profile.	
Religious Belief											
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	All employees will be treated equitably across the Council in relation to their Pride in Performance Conversation Scheme.	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	These conversations should, where relevant, encourage respect to improve good relations	
	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 impacts on a broad range of individuals with multiple identities as employees across the Council are from a variety of 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:  - <u>better promote positive attitudes</u> towards disabled people  - <u>increase participation</u> by disabled people in public life	Yes / No	Explain your reasoning:
	Yes	The policy ensures that any employee who has declared a disability will be treated equitably with reasonable adjustments made to suit their circumstances

### 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>	Section 75 data profile on employees will be collated and this information will be monitored in relation to requests for training and the opportunity for employees to develop their knowledge, skills, behaviours and attitudes required for any positions.
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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:
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Screening assessment completed by:-

Name: Samantha Rea  
 Title: Human Resources Manager (Organisational Development)  
 Date: 1 August 2016  
 Signature:

Director/Head of Service decision approved by:

Name: Rosemary McCullough  
 Title: Head of Human Resources and Organisational Development  
 Date: 1 August 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:
		Human Resources Manager (Organisational Development)	1 August 2016
	Approved by:	Head of Human Resources and Organisational Development	1 August 2016