

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 86
2.	Policy Name	Honorarium and Acting Up Allowances
3.	Existing / Revised / New Policy	New
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>An acting up allowance or honorarium may be appropriate when an employee's line manager is on long term absence from the council, or has left the council's employment and not yet been replaced.</p> <p>Acting Up Allowance An acting up allowance is appropriate where an employee undertakes the full duties and responsibilities of a more highly graded post. Employees will therefore be subject to all terms and conditions of the higher graded role for the duration of the acting up during which they will not be expected to also undertake their substantive duties.</p> <p>Honoraria Honoraria payments may be made to employees who carry out some, but not all, duties or responsibilities of a higher graded vacant post alongside carrying on their substantive duties. Eligibility for an honorarium requires the council/line manager/employee to illustrate specific examples of significant differences in duties or responsibilities during the applicable period.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	Both acting up allowances and honoraria are temporary solutions. The awarding of either payment is to recognise the additional work and responsibility as well as offering employees the opportunity to experience the higher grade post.
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.
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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.	The Council, Council employees, potential employees and Trade unions.
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9.	Please provide details of other policies which have a bearing on this one.	
Policies: E 13 Capability Policy E 51 Learning, Training and Development Policy E 75 Investors in People Accreditation E 76 Organisational Development Plan E 77 Training and Development Strategy E 81 Pride in Performance Conversation Scheme	Owned by : Ards and North Down Borough Council	

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :	
Religious Belief	Limited monitoring data available on employees and applicants for posts.	
Political Opinion		
Racial Group	Available data on all employees who have received acting up allowances and honorariums in the previous legacy councils and within Ards and North Down Borough Council.	
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 accessible to all employees irrespective of their Section 75 profile.	
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 will be applied to all employees equitably irrespective of their Section 75 dimensions as it is based on current roles and responsibilities and those of the line manager should they be absent from work for more than an 8 week period.	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	None as the policy is based on current roles and responsibilities and those of the line manager should they be absent from work for more than an 8 week period	
	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		

Political Opinion	No
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 has the potential to impact on all employees with their unique multiple identities as opportunities will arise across the council for situations where these payments may be applied.
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	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 employees who have the opportunity to receive acting up allowance or honorarium and those who are offered the opportunity or accept/reject the opportunity.
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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:-

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:-

<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: Rosemary McCullough

Title: Head of Human Resources and Organisational Development

Date: 1 September 2016

Signature:

Director/Head of Service decision approved by:

Name: Wendy Monson

Title: Director of Organisational Development and Administration

Date: 1 September 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:	
	Head of Human Resources and Organisational Development	1 September 2016	
Approved by:	Director of Organisational Development and Administration	1 September 2016	