

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 90
2.	Policy Name	Draft Behaviour Charter for Employees
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	This policy is a charter for all employees of Ards and North Down Borough Council that demonstrates the Council's preferred approach and attitudes to work.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	To enable all employees, elected members and service users to have clarity on the standards of behaviour that should be deployed by employees in their day to day work and to ensure the Council meets its service obligations in line with the its vision and values.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories should benefit as this charter ensures service provision standards across the range of the council's services.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the charter is not implemented equitably across all of the council's services.
8.	The main stakeholders on whom 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, service users and potential service users.

9.	Please provide details of other policies which have a bearing on this one.	
	Policies: E 15 Ards and North Down Borough Council – Corporate Plan E 09 Disciplinary Policy E 75 Investors in People Accreditation E 75 Organisational Development Plan	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	Borough profile where data is available for the Ards and North Down Borough Council including data that is available for the Electoral Ward areas.
	Political Opinion	
	Racial Group	There is limited 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	This strategy is accessible to all employees irrespective of their S 75 profile.
	Political Opinion	
	Racial Group	It will be explained to all employees in a manner appropriate to the role deployed.
	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 expected behaviours.	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. The Charter is appropriate for all employees and will benefit all service users.	
	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	Yes. The Charter will promote good relations as it ensures all dimensions of employees and service users will be engaged with appropriate to their needs.	
	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, as the Charter considered good relations throughout its development and implementation process.	
	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) Where appropriate provide details of data on the impact of the policy	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 and this ensures all individual needs are met.

on people with multiple identities. Specify relevant Section 75 categories concerned.	
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Disability Discrimination Order (NI) 2006

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	<p>The Charter ensures that any employee who has declared a disability will be treated equitably with reasonable adjustments made to suit their circumstances.</p> <p>It also ensures service users will be treated equitably by employees in accordance with any needs identified.</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.

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 monitoring data from customer comments and complaints.
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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:-

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: Organisational Development Manager
Date: 02 November 2016
Signature:

Director/Head of Service decision approved by:

Name: Rosemary McCullough
Title: Head of Human Resources and Organisational Development
Date: 02 November 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:
	Organisational Development Manager	
Approved by:	Head of Human Resources and Organisational Development	