

Equality Screening Template



The Council has a statutory duty to screen. This includes our strategies, plans, policies, legislative developments; and new ways of working such as the introduction, change or end of an existing service, grant funding arrangement or facility. This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training first. To find out about the training needed or any other queries on screening, contact the Equality and Diversity Officers (job-share) Stella Gilmartin or Lorraine Dennis on extension 6026/7 or by email equality@belfastcity.gov.uk

The accompanying **Screening Guidance** note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties and what they mean in practice is available on the Equality Commission's website¹.

The screening template has 4 sections to complete. These are:

Section A - provides details about the policy / decision that is being screened

Section B – gives information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts on all equality groups.

Section C - has 4 key questions in relation to obligations under the Disability Discrimination Order

Section D - is the formal record of the screening decision.

¹ <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>

Section A

Details about the policy / decision to be screened

1. Title of policy / decision to be screened:-

Review of Belfast City Council Disciplinary and Grievance Procedure

2. Brief description of policy / decision to be screened:-

(Explain - Is this a new, revised or existing policy? Are there financial / legislative / procurement implications?)

The council's disciplinary and grievance procedures are currently being reviewed. The current policies have been in place since 1999.

The purpose of the procedures is to support a culture in BCC in allows management to address matters of employee conduct and issues which are the source of complaints from employees, in a fair and consistent way, and in line with the Labour Relations Agency guidance and the Code of Practice on Disciplinary and Grievance Procedures.

3. Aims and objectives of the policy / decision to be screened:-

(What is the policy trying to achieve?)

The purpose of the procedures is to support a culture in BCC in allows management to address matters of employee conduct and issues which are the source of complaints from employees, in a fair and consistent way, and in line with the Labour Relations Agency guidance and the Code of Practice on Disciplinary and Grievance Procedures.

4. On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential) and explain:-

Staff	YES/NO
Service users	YES/NO
Other public sector organizations	YES/NO
Voluntary / community groups / trade unions	YES/NO
Others, please specify	YES/NO

5. Are there linkages to other Agencies/ Departments?

No

Section B

Information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts for equality and good relations

6. Outline consultation process planned or achieved

Consultation with management and the trade unions began in 2010 in relation to the review of the Disciplinary and Grievance procedures. Advice has been sought throughout the process on an ongoing basis from Legal Services, the Labour Relations Agency and the council's Records Management team. There has also been going input from key stakeholders such as the council's Human Resources officers and Business Managers.

All proposed changes to the grievance procedure have been agreed by management and trade unions. There are still some remaining areas of disagreement in respect of the disciplinary procedure and both sides have recorded a failure to agree on these matters through the Joint Negotiation and Consultative Committee. On that basis, a report will to the Strategic Policy & Resources Committee on 18 December 2015, asking permission from members to implement the proposed changes in full, including the management side position on areas where there has been failure to agree.

7. Available evidence

What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment.

It is important to record information gathered from a variety of sources such as: monitoring information; complaints; research surveys; consultation exercises from other public authorities.

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	None of the proposed revisions to either document is considered likely to have any impact on any particular religious group.	None
Political opinion	None of the proposed revisions to either document is considered likely to have any impact on any group of employees identified as having a particular political opinion.	None
Racial group	None of the proposed revisions to either document is considered likely to have any impact on any particular racial group.	None
Age	None of the proposed revisions to either document is considered likely to have any impact on any particular age group.	None
Marital status	None of the proposed revisions to either document is	None

	considered likely to have any impact on any group of employees identified as having a particular marital status.	
Sexual orientation	None of the proposed revisions to either document is considered likely to have any impact on any group of employees identified as having a particular sexual orientation.	None
Men and women generally	None of the proposed revisions to either document is considered likely to have any impact on any particular gender group.	None
Disability	None of the proposed revisions to either document is considered likely to have any impact on any group of employees identified as having a disability.	None
Dependants	None of the proposed revisions to either document is considered likely to have any impact on any particular caring responsibilities.	None

8. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	None of the proposed revisions to either document is considered likely to have any impact on any particular religious group.	None
Political opinion	None of the proposed revisions to either document is considered likely to have any impact on any group of employees identified as having a particular political opinion.	None
Racial group	None of the proposed revisions to either document is considered likely to have any impact on any particular racial group.	None
Age	None of the proposed revisions to either document is considered likely to have any impact on any particular age group.	None
Marital status	None of the proposed revisions to either document is considered likely to have any impact on any group of employees identified as having a particular marital status.	None

Sexual orientation	None of the proposed revisions to either document is considered likely to have any impact on any group of employees identified as having a particular sexual orientation.	None
Men and women generally	None of the proposed revisions to either document is considered likely to have any impact on any particular gender group.	None
Disability	None of the proposed revisions to either document is considered likely to have any impact on any group of employees identified as having a disability.	None
Dependants	None of the proposed revisions to either document is considered likely to have any impact on any particular caring responsibilities.	None

9. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief		No - the provisions are applied consistently regardless of an employee's religious belief.
Political opinion		No - the provisions are applied consistently regardless of an employee's political opinion.
Racial group		No - the provisions are applied consistently regardless of an employee's race.
Age		No - the provisions are applied consistently regardless of an employee's age.
Marital status		No - the provisions are applied consistently regardless of an employee's marital status.
Sexual orientation		No - the provisions are applied consistently regardless of an employee's sexual orientation.
Men and women generally		No - the provisions are applied consistently regardless of an employee's gender.
Disability		No - the provisions are applied consistently regardless of an employee's disability, albeit that reasonable adjustment to the practical and administrative arrangements in the application of the procedure are made, as necessary.
Dependants		No - the provisions are applied consistently regardless of an employee's caring responsibilities.

10. To what extent is the policy likely to impact (positive or negatively) on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?

Good relations category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	Proper application of these procedures will serve to fairly and consistently address and resolve matters where sectarianism has been an element of disciplinary misconduct or the source of an employee complaint.	Major (positive)
Political opinion	Proper application of these procedures will serve to fairly and consistently address and resolve matters where political opinion has been an element of disciplinary misconduct or the source of an employee complaint.	Major (positive)
Racial group	Proper application of these procedures will serve to fairly and consistently address and resolve matters where racism has been an element of disciplinary misconduct or the source of an employee complaint.	Major (positive)

11. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief	Proper application of these procedures will serve to fairly and consistently address and resolve matters where sectarianism has been an element of disciplinary misconduct or the source of an employee complaint. In being seen to resolve such matters in this way will promote confidence in the council's handling of such serious matters both among the workforce and in the wider community.	Major (positive)
Political opinion	Proper application of these procedures will serve to fairly and consistently address and resolve matters where political opinion has been an element of disciplinary misconduct or the source of an employee complaint. In being seen to resolve such matters in this way will promote confidence in the council's handling of such serious matters both among the workforce and in the wider community.	Major (positive)

Racial group	Proper application of these procedures will serve to fairly and consistently address and resolve matters where racism has been an element of disciplinary misconduct or the source of an employee complaint. In being seen to resolve such matters in this way will promote confidence in the council's handling of such serious matters both among the workforce and in the wider community.	Major (positive)
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Section C

Belfast City Council also has legislative obligations to meet under the **Disability Discrimination Order** and Questions 12-13 relate to these two areas.

Consideration of Disability Duties

- 12. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?**

Proper application of these procedures will serve to fairly and consistently address and resolve matters where disability has been an element of disciplinary misconduct or the source of an employee complaint. In being seen to resolve such matters in this way will promote confidence in the council's handling of such serious matters both among the workforce and in the wider community.

- 13. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?**

No – these procedures are intended as internal documents for the managing of matters which are discreet to council employees.

14. Multiple Identities

Provide details of data on the impact of the policy with multiple identities

15. Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties
We will record all comments and complaints in relation to the application of this policy on a yearly basis	N/A	N/A

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened Disciplinary & Grievance Procedure
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I can confirm that the proposed policy / decision has been screened for –

X	equality of opportunity and good relations
X	disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is – *(place an X in the appropriate box below)*

	* <u>Screened In</u> – Necessary to conduct a full EQIA
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X	* <u>Screened Out</u> – No EQIA necessary (no impacts) No adverse impacts have been identified by this screening for any of the Section 75 groups.
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	* <u>Screened Out - Mitigating Actions</u> (minor impacts) <ul style="list-style-type: none">• Provide a brief note here to explain how this decision was reached:• Explain what mitigating actions and / or policy changes will now be introduced:
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Formal Record of Screening Decision (cont)

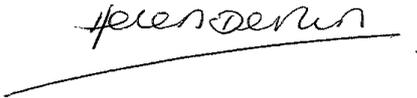
Screening assessment completed by (Officer level) -

Name: Helen Devlin

Date: 17 December 2015

Department : Chief Executive's

Signature:



Screening decision approved by -

Name: Catherine Christy

Date: 17 December 2015

Department: Chief Executive's

Signature:



Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – equality@belfastcity.gov.uk. The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees.

For more information about equality screening contact –

Stella Gilmartin / Lorraine Dennis
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