

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:-

Shared Parental Leave Policy

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

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

A new shared parental leave policy has been agreed. Shared Parental leave was introduced by the government in order to give the parents of babies born on or after 5 April 2015 greater choice in how they share time off work in the first year of birth or adoption.

The policy sets out the rights and responsibilities of employees who wish to take shared parental leave and pay. The policy may change over time subject to legal developments and will be kept under review in this regard.

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

(What is the policy trying to achieve?)

Its purpose is to give the parents of babies born on or after 5 April 2015 greater choice in how they share time off work in the first year of birth or adoption. They will have more flexibility in considering how to best care for and bond with their child.

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 has taken place. The trade unions agreed the policy.

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	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	This policy permits both men and women to share the parental leave.	Minor
Disability	None	None
Dependants	This policy is specifically for parents and is based on statutory provisions. Its purpose is to give the parents greater choice in how they share time off work in the first year of birth or adoption. It is based on statutory provisions. It has been agreed through consultation with trade unions.	Minor

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	This policy is unlikely to have any impact on any particular religious group.
Political opinion	None	This policy is unlikely to have any impact on any group of employees identified as having a particular political opinion.
Racial group	None	This policy is unlikely to have any impact on any particular racial group.
Age	None	This policy is unlikely to have any impact on any particular age group.
Marital status	None	This policy is unlikely to have any impact on any group of employees identified as having a particular marital status.
Sexual orientation	None	This policy is unlikely to have any impact on any group of employees identified as having a particular sexual orientation.
Men and women generally	Positive. This policy permits both men and women to share the parental leave.	
Disability	None	This policy is unlikely to have any impact on any group of employees identified as having a disability.
Dependants	Positive impact. This policy is specifically for parents and is based on statutory provisions. Its purpose is to give the parents greater choice in how they share time off work in the first year of birth or adoption. It is based on statutory provisions. It has been agreed through consultation with trade unions.	

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
Political opinion		No
Racial group		No
Age		No
Marital status		No
Sexual orientation		No
Men and women generally	This policy permits both men and women to share the parental leave.	
Disability		No
Dependants	This policy is specifically for parents and is based on statutory provisions. Its purpose is to give the parents greater choice in how they share time off work in the first year of birth or adoption. It is based on statutory provisions. It has been agreed through consultation with trade unions.	

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	None	None
Political opinion	None	None
Racial group	None	None

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	None	None
Political opinion	None	None
Racial group	None	None

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?

No

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

None

Specify relevant Section 75 categories concerned

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
All relevant data will be collected as appropriate		All relevant data will be collected as appropriate

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Shared Parental Leave Policy

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 -</u> Mitigating Actions (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: Sharon Steele

Date: 10 May 2017

Department: Chief Executive's

Signature: please insert a scanned image of your signature below

Screening assessment completed by (officer level) –

Name:

Date:

Department:

Signature: please insert a scanned image of your signature below

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 –

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equality@belfastcity.gov.uk