

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 6026/6027 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:-

Recruitment Procedures – Proposal to consider filling some permanent council posts by internal council trawl, rather than by public advertisement, and including a clause in future recruitment exercises for some temporary posts that allows the post-holder to be appointed permanently in that post at a later stage without recourse to another recruitment exercise.

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 agreed procedure for filling permanent posts is in line with guidance from the Equality Commission for NI and the LGSC Code of Procedures and it is to publicly advertise all permanent job opportunities. This proposal is a short-term, temporary change in procedure from approximately November 2018 to March 2020. The proposal is to consider filling some permanent council posts by internal council trawl, rather than by public advertisement, and including a clause in future recruitment exercises for some temporary posts that allows the post-holder to be appointed permanently in that post at a later stage without recourse to another recruitment exercise. This is to mitigate against any future potential redundancies arising from the Council's ongoing extensive programme of reorganisation and change and to try to create more stability within the organisation during an unsettled and challenging time.

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

(What is the policy trying to achieve?)

The aim of the proposal is to mitigate against any future potential redundancies arising from the Council's ongoing extensive programme of reorganisation and change and to try to create more stability within the organisation.

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 with 4 key questions outlining the likely impacts for equality and good relations

6. Outline consultation process planned or achieved:

- **Council Corporate Management Team (CMT) Meeting – 6 June 2018**

The proposal for this temporary change in policy was approved in principle by CMT on 6 June 2018, subject to further consultation with Elected Members, the Local Government Staff Commission and the Council's Trade Unions.

- **Elected Members - Budget Panel (Party Group Leaders) – 14 June 2018**

Elected Members were engaged on this issue at the Budget Panel meeting on 14/6/18. They raised no issues other than asking how many posts were currently filled on a temporary basis and if there would be any additional costs. The Council's CX and Deputy CX confirmed that the posts were already filled on a temporary basis given Local Government Reform and the Council's ongoing programme of reorganisation / change and that no additional staff costs were anticipated.

- **Local Government Staff Commission (LGSC)**

A letter was sent to the LGSC on 25 June 2018 outlining the proposed temporary change. The Commission confirmed its agreement to the proposal in a response letter, dated 27 June 2018.

- **Council Trade Union Coordinators – 3 and 9 July 2018**

Proposal discussed with BCC TU Coordinators. TU Coordinators fully supportive but did request that agency assignees in the council be excluded from applying from the internal council trawls for permanent jobs in order to mitigate against any potential redundancies and protect permanent council employees. (This TU position was supported by legal opinion from the Council's Legal Services Department on 23 July 2018.) Further discussions with the wider TU group was scheduled to take place in August 2018.

- **Council Departmental HR / Business Support Management – 30 July 2018**

Following on from initial communication with Management on 28 June 2018, a comprehensive Briefing Report on the proposal was issued to relevant Departmental HR/Business Support Management on 30 July 2018.

- **Wider TU Group – 23 August 2018**

The proposal was discussed in detail at the Council’s Joint National Consultative Committee (JNCC) meeting on 23 August 2018. The Council’s TU Side subsequently advised in writing on 30 August 2018 that the Trade Unions were content to proceed with the proposal.

- **Council Corporate Management Team (CMT) Meeting – 10 October 2018**

The proposal was discussed and agreed at CMT on 10 October 2018.

- **Council’s Strategic Policy and Resources Committee Meeting – 19 October 2018**

The issue was tabled and approved by Elected Members at the SP&R Committee on 19 October 2018 (for ratification by Council on Monday 5 November 2018.)

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	Details of evidence/information and engagement									
Religious belief	<p>The overall figures used to compare the internal BCC applicant pool against the external NI applicant pool are the NI Census Statistics 2011:</p> <table border="1" data-bbox="395 1576 1318 1765"> <thead> <tr> <th></th> <th>²NI Census</th> <th>BCC (as at March 2018)</th> </tr> </thead> <tbody> <tr> <td>Protestant</td> <td>52.4%</td> <td>54.7%</td> </tr> <tr> <td>Roman Catholic</td> <td>47.6%</td> <td>45.3%</td> </tr> </tbody> </table> <p>On an overall basis, the applicant pools are closely aligned in terms of Protestant and Roman Catholic community background. There are, however, some variances by community background in some job grades.</p>		² NI Census	BCC (as at March 2018)	Protestant	52.4%	54.7%	Roman Catholic	47.6%	45.3%
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² These NI Census figures are currently used in BCC for all posts except cleaner, cleansing operative, security operative, community centre type - posts etc. In these cases, the Census (Belfast Travel to Work) statistics can be used which are: Protestant: 62.4% & Roman Catholic: 37.6%. Male: 51.8% & Female 48.2%.

Political opinion	-																						
Racial group	NISRA Census 2011 3.31% of population in Belfast BCC Compositional analysis: 0.6% employees of ethnic minority origin.																						
Age	<table border="1"> <thead> <tr> <th></th> <th colspan="4">Age structure of population</th> </tr> <tr> <th></th> <th>0-15</th> <th>16-39</th> <th>40-64</th> <th>65+</th> </tr> </thead> <tbody> <tr> <td>NI</td> <td>20.8%</td> <td>31.49%</td> <td>31.94%</td> <td>15.76%</td> </tr> <tr> <td>BCC</td> <td>0%</td> <td>28.3%</td> <td>71.1%</td> <td>0.6%</td> </tr> </tbody> </table>		Age structure of population					0-15	16-39	40-64	65+	NI	20.8%	31.49%	31.94%	15.76%	BCC	0%	28.3%	71.1%	0.6%		
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Marital status	<p>NI Census Statistics 2011:</p> <table border="1"> <thead> <tr> <th>Marital Status</th> <th>% of NI population</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>36.14%</td> </tr> <tr> <td>Married</td> <td>47.56%</td> </tr> <tr> <td>Divorced</td> <td>5.45%</td> </tr> <tr> <td>Widowed</td> <td>6.78%</td> </tr> </tbody> </table> <p>Marital Status Profile – Belfast City Council:</p> <table border="1"> <thead> <tr> <th>Marital Status</th> <th>No of employees</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>33.8%</td> </tr> <tr> <td>Married / Civil Partner / Separated</td> <td>51%</td> </tr> <tr> <td>Divorced</td> <td>2.6%</td> </tr> <tr> <td>Widowed</td> <td>0.5%</td> </tr> <tr> <td>Other/Blank</td> <td>12%</td> </tr> </tbody> </table>	Marital Status	% of NI population	Single	36.14%	Married	47.56%	Divorced	5.45%	Widowed	6.78%	Marital Status	No of employees	Single	33.8%	Married / Civil Partner / Separated	51%	Divorced	2.6%	Widowed	0.5%	Other/Blank	12%
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Other/Blank	12%																						
Sexual orientation	Not included in Census – estimate of UK population is 5-7% BCC Compositional analysis: 0.8% of employees																						

Men and women generally	<p>The overall figures used to compare the internal BCC applicant pool against the external NI applicant pool are the NI Census Statistics 2011:</p> <table border="1" data-bbox="392 232 1487 427"> <thead> <tr> <th></th> <th>³NI Census</th> <th>BCC (as at March 2018)</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>53%</td> <td>62.8%</td> </tr> <tr> <td>Female</td> <td>47%</td> <td>37.2%</td> </tr> </tbody> </table> <p>*See footnote 2 on page 5 for Belfast Travel to Work statistics.</p>		³ NI Census	BCC (as at March 2018)	Male	53%	62.8%	Female	47%	37.2%
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Disability	<p>NI average of people in NI in receipt of at least one disability-related allowance is 13.9%</p> <p>BCC Compositional analysis: 3.3% of employees are disabled</p>									
Dependants	<p>NISRA Census 2011 33.85% with dependent children</p> <p>BCC Compositional analysis: 28.1% of employees have caring responsibilities</p>									

Note: In addition to gathering this information during the BCC applicant monitoring stage, it is also gathered via a voluntary staff monitoring survey. As this is a voluntary survey, the data set out above may not fully reflect the full extent of representation in each of these categories.

³ These NI Census figures are currently used in BCC for all posts except cleaner, cleansing operative, security operative, community centre type - posts etc. In these cases, the Census (Belfast Travel to Work) statistics can be used which are: Protestant: 62.4% & Roman Catholic: 37.6%. Male: 51.8% & Female 48.2%.

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	Likely impact?	Level of impact? Minor/Major/None
Religious belief	<p>On an overall basis, the external NI applicant pool and the internal BCC applicant pool are closely aligned in terms of Protestant and Roman Catholic community background.</p> <p>While there are some variances by SOC and job grade, the Council has been submitting Annual Monitoring Returns by SOC, as part of its statutory requirement to the Equality Commission (EC) for N.I. Since this was introduced more than 20 years ago, the EC has never had to advise the Council to instigate any direct or targeted affirmative action measures to address any imbalances within the organisation.</p>	<p>None</p> <p>Overall applicant pools internally and externally are closely aligned.</p> <p>This is only a temporary change in policy for a 15 - 18 month period so there will be no long term impact.</p> <p>Additionally, some posts will continue to be advertised externally ensuring continued opportunities and appointments from the NI applicant pool during this period.</p>
Political opinion	N/A	N/A
Racial group	<p>The percentage of BCC employees from minority ethnic communities (0.6%) is below the 3.31% of the population in Belfast. The Council's Race Diversity Action Plan includes activities and actions to address this imbalance.</p>	<p>None</p> <p>This is only a temporary change in policy for a 15 - 18 month period so there will be no long term impact.</p>

		<p>Additionally, some posts will continue to be advertised externally ensuring continued opportunities and appointments from the NI applicant pool during this period.</p>
Age	<p>80% of staff are aged between 30 and 59 therefore the applicant pool internally is limited for under 30's (7%) and over 60's (13%)</p>	<p>None</p> <p>This is only a temporary change in policy for a 15 - 18 month period so there will be no long term impact.</p> <p>Additionally, some posts will continue to be advertised externally ensuring continued opportunities and appointments from the NI applicant pool during this period.</p>
Marital status	<p>The external NI applicant pool and the internal BCC applicant pool are closely aligned in terms of marital status.</p>	<p>None</p>
Sexual orientation	<p>The percentage of BCC employees who have declared their sexual orientation to be other than heterosexual (0.8%) is below the 5-7% estimated in the UK population. The Council's LGBT Diversity Action Plan includes activities and actions to address this imbalance.</p>	<p>None</p> <p>This is only a temporary change in policy for a 15 - 18 month period so there will be no long term impact.</p>

		<p>Additionally, some posts will continue to be advertised externally ensuring continued opportunities and appointments from the NI applicant pool during this period.</p>
Men and women generally	<p>On an overall basis, the external NI applicant pool (Belfast NI Travel to Work) and the internal BCC applicant pool are closely aligned in terms of gender.</p> <p>While there are some variances by SOC and job grade, the Council has been submitting Annual Monitoring Returns by SOC, as part of its statutory requirement to the Equality Commission (EC) for N.I. Since this was introduced more than 20 years ago the EC has never had to advise the Council to instigate any direct or targeted affirmative action measures to address any imbalances within the organisation.</p>	<p>None</p> <p>This is only a temporary change in policy for a 15 - 18 month period so there will be no long term impact.</p> <p>Additionally, some posts will continue to be advertised externally ensuring continued opportunities and appointments from the NI applicant pool during this period.</p>
Disability	<p>The percentage of BCC employees who have declared a disability (3.3%) is below the 13.9% Northern Ireland average. The Council's Disability Action Plan includes activities and actions to address this imbalance.</p>	<p>None</p> <p>This is only a temporary change in policy for a 15 - 18 month period so there will be no long term impact.</p> <p>Additionally, some posts will continue to be advertised externally ensuring</p>

		continued opportunities and appointments from the NI applicant pool during this period.
Dependants	<p>NISRA Census 2011 33.85% with dependent children</p> <p>BCC Compositional analysis 28.1% of employees have caring responsibilities (which is only a slight variance in comparison to the census)</p>	<p>None</p> <p>This is only a temporary change in policy for a 15 - 18 month period so there will be no long term impact.</p> <p>Additionally, some posts will continue to be advertised externally ensuring continued opportunities and appointments from the NI applicant pool during this period.</p>

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	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training etc.	-
Political opinion	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training etc.	-
Racial group	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training, engagement with representatives from different	-

	racial and ethnic communities through careers fairs, mock interview sessions etc.	
Age	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training etc.	-
Marital status	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training etc.	-
Sexual orientation	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training, LGB&T network, Rainbow Projects' Diversity Champions Programme, participation in Belfast Pride event etc.	-
Men and women generally	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training, mentoring programme (females) etc.	-
Disability	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training, pre-recruitment and training programmes, ring-fenced posts etc.	-
Dependants	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training etc.	-

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	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training etc.	-
Political opinion	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training etc.	-
Racial group	There will be continued implementation of Diversity Action Plans including employability / outreach activity, diversity training, engagement with representatives from different racial and ethnic communities through careers fairs, mock interview sessions etc.	-

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?

The Council's recruitment process will remain unchanged. It will continue to be disability positive in its approach to recruitment and selection, both internally and externally, considering all reasonable adjustments and implementing its guarantee interview scheme etc.

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

The Council's recruitment process will remain unchanged. It will continue to be disability positive in its approach to recruitment and selection, both internally and externally, considering all reasonable adjustments and implementing its guarantee interview scheme etc.

14. Multiple Identities

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

The Council is an equal opportunities employer and will continue to welcome applications from all sections of the community. Its recruitment and selection process, internal and external, will continue to be carried out in line with LGSC procedures and fair employment legislation. There will be no impact on applicants with multiple identities.

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
Annual Monitoring Return to Equality Commission	Annual Monitoring Return to Equality Commission	Annual Monitoring Return to Equality Commission
Article 55 Review to Equality Commission	Article 55 Review to Equality Commission	Article 55 Review to Equality Commission

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened:

Recruitment Procedures – Proposal to consider filling some permanent council posts by internal council trawl, rather than by public advertisement, and including a clause in future recruitment exercises for some temporary posts that allows the post-holder to be appointed permanently in that post at a later stage without recourse to another recruitment exercise.

I can confirm that the proposed policy / decision has been screened for –

✓	equality of opportunity and good relations
✓	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)*

<input type="checkbox"/>	*Screened In – Necessary to conduct a full EQIA
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<input type="checkbox"/>	*Screened Out – No EQIA necessary (no impacts)
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<input checked="" type="checkbox"/>	* Screened Out - Mitigating Actions (minor impacts) <p>The Council monitors the compositional analysis of its workforce on a regular basis. It is aware that there are some imbalances in terms of its compositional analysis figures and it will continue to focus on positive actions to address these imbalances through action plans, training, targeted events and outreach measures.</p> <p>This change in policy is only a temporary change for a period of 15 -18 months to mitigate against any future potential redundancies arising from the Council's extensive programme of re-organisation and change and to try to create some permanency and stability during a time of extreme staff unsettlement and change.</p> <p>As it is only a short term, temporary change in policy, there will be no long term impact on the compositional analysis figures of the organisation. In addition to this, not all jobs will be internally trawled so there will still be some Council jobs publicly advertised during this interim period.</p>
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Formal Record of Screening Decision (cont.)

Screening assessment completed by (Officer Level) –

Name: Angela Barratt

Date: 6/9/18

Department: Finance and Resources

Signature: please insert a scanned image of your signature below

Screening decision approved by –

Name: Paddy Murray

Date: 23/10/18

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 –

Stella Gilmartin / Lorraine Dennis

Equality & Diversity Officer (job-share)

Belfast City Council

City Hall

Belfast

BT1 5GS

Telephone: 028 9027 0511

equality@belfastcity.gov.uk