

# 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](mailto: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 website<sup>1</sup>.

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.

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<sup>1</sup> <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:-**

Belfast Planning Service Structural Review Voluntary Alignment Process for Staff on NICS Terms & Conditions

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

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

This is a new process. A review of the Planning Service was approved by CMT on 10 January 2018. The objective of the review is to create a fit for purpose structure that will deliver future needs in the Planning Service.

The current structure is composed of a number of different posts, including Belfast City Council posts, as well as 33 former DOE Planning posts, which have associated NICS “job profiles” and terms and conditions of employment, which are subject to TUPE protection.

Transition to the new structure will, in the main, be effected by established Belfast City Council change management tools which will apply to the BCC posts with NJC terms and conditions.

However, it is recognised that these tools will not be suitable for addressing the 33 former DOE Planning posts in the structure. This process has therefore been devised as a discrete arrangement to enable the council to resolve the circumstances affecting these posts, and the 33 post-holders concerned, as a result of the re-structuring exercise.

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

*(What is the policy trying to achieve?)*

This process has therefore been devised as a discrete arrangement to enable the council to resolve the circumstances affecting these 33 posts and post-holders, as a result of the re-structuring exercise.

**4. On whom will the policy / decision impact?**

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

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

**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 has been ongoing between management and trade unions (NIPSA and the council's TU co-ordinators), on the review of the Belfast Planning Service since May 2018. The overall working group on the review of the Belfast Planning Service developed this process as part of the wider consultation process.

The final process was agreed in November 2018, and it was agreed that the 33 eligible staff (i.e. those staff employed on former NICS job profiles and terms and conditions of employment), could go through the Alignment process on a voluntary basis.

All 33 employees have been met with on a one to one basis, and advised of their options in respect of the Alignment process. They were provided with information about the impact of the proposals on them, individually, and given the opportunity to consider whether or not they wished to volunteer to go through the Alignment process.

Of the 33 staff, 28 have opted to go through the Alignment process, and this is due to be completed by the end of February 2019. The 5 staff who do not wish to go through the Alignment process at this time, will have the option to volunteer at a later stage, if they choose, and they have been made aware of this.

#### **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.*

<b>Section 75 category</b>	<b>Details of evidence/information and engagement</b>
<b>Religious belief</b>	Staff monitoring information for the group of staff who would potentially be affected by this process.
<b>Political opinion</b>	

<b>Racial group</b>	Staff monitoring information for the group of staff who would potentially be affected by this process.
<b>Age</b>	Staff monitoring information for the group of staff who would potentially be affected by this process.
<b>Marital status</b>	
<b>Sexual orientation</b>	
<b>Men and women generally</b>	Staff monitoring information for the group of staff who would potentially be affected by this process.
<b>Disability</b>	Staff monitoring information for the group of staff who would potentially be affected by this process.
<b>Dependants</b>	

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?

<b>Section 75 category</b>	<b>Likely impact?</b>	<b>Level of impact? Minor/Major/None</b>
<b>Religious belief</b>	None	None
<b>Political opinion</b>	None	None
<b>Racial group</b>	None	None
<b>Age</b>	None	None
<b>Marital status</b>	None	None
<b>Sexual orientation</b>	None	None
<b>Men and women generally</b>	Female staff who volunteer to go through the alignment process, would be opting for a less beneficial contractual maternity scheme.	Minor – screened out with mitigation, as this is a voluntary process.
<b>Disability</b>	None	None

<b>Dependants</b>	None	None
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9. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

<b>Section 75 category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
<b>Religious belief</b>	None	None
<b>Political opinion</b>	None	None
<b>Racial group</b>	None	None
<b>Age</b>	None	None
<b>Marital status</b>	None	None
<b>Sexual orientation</b>	None	None
<b>Men and women generally</b>	None	None
<b>Disability</b>	None	None
<b>Dependants</b>	None	None

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?

<b>Good relations category</b>	<b>Likely impact?</b>	<b>Level of impact? Minor/Major/None</b>
<b>Religious belief</b>	None	None
<b>Political opinion</b>	None	None
<b>Racial group</b>	None	None

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

<b>Good relations category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
<b>Religious belief</b>	None	None
<b>Political opinion</b>	None	None
<b>Racial group</b>	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?**

*Explain your assessment in full*

No. This is an employment process developed to facilitate organisational change in a unique set of circumstances affecting a small group of staff volunteers.

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

*Explain your assessment in full*

No. This is an employment process developed to facilitate organisational change in a unique set of circumstances affecting a small group of staff volunteers.

### **14. Multiple Identities**

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

No impact. This is an employment process developed to facilitate organisational change in a unique set of circumstances affecting a small group of staff volunteers.

**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.*

<b>Equality</b>	<b>Good Relations</b>	<b>Disability Duties</b>
None – no impact.	None – no impact.	None – no impact.

**Section D**

**Formal Record of Screening Decision**

<p><b>Title of Proposed Policy / Decision being screened</b></p> <p>Belfast Planning Service Structural Review Voluntary Alignment Process for Staff on NICS Terms &amp; Conditions</p>
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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)*

	* <b><u>Screened In</u></b> – Necessary to conduct a full EQIA
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	<p>*<b><u>Screened Out</u></b> – No EQIA necessary (no impacts)</p> <p>Provide a brief note here to explain how this decision was reached:</p> <p>No impacts identified given that this process is a voluntary one, limited to a small number of staff who are eligible to go through the Alignment process as part of the current review. Staff who choose not to go through the Alignment process at this time can choose to do so at a later stage.</p>
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<b>X</b>	<p>* <b><u>Screened Out -</u></b> Mitigating Actions (minor impacts)</p> <p>It is noted that female staff who volunteer to go through the alignment process, would no longer have access to the NICS contractual maternity scheme which is more beneficial than the BCC scheme. Of the five staff who have opted not to go through the alignment process, three are female. They have been made aware of the differences in maternity pay provision, and of the fact that they can align onto BCC terms and conditions at a later stage if they wish.</p>
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## **Formal Record of Screening Decision** (cont.)

### **Screening assessment completed by (Officer Level) –**

Name: Helen Devlin & Jane Hewitt

Date: 23 January 2019

Department: Corporate HR, C&OS; Belfast Planning Service, Planning & Building Control

Signature: please insert a scanned image of your signature below

### **Screening decision approved by –**

Name: Aidan Thatcher

Date: 23 January 2019

Department: Planning and Building Control, Place and Economy 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](mailto: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](mailto:equality@belfastcity.gov.uk)**