

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:-

Achieving Through People Framework

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 corporate framework, which sets out the new organisational values and behaviours for all employees (specified at employee, manager and senior manager levels). Once fully developed, the framework will be rolled out corporately to all staff and aligned to the various key people management processes (e.g. senior management appraisal, staff PDP process etc.)

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

(What is the policy trying to achieve?)

The Achieving Through People Framework sets out the effective behaviours that all employees are expected to display and will underpin the key people management processes (i.e. PDP process, performance management (senior leaders); capacity building activities and programmes; future approach to recruitment and selection etc.).

4. On whom will the policy / decision impact?

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

Staff	YES
Service users	YES (as service recipients – closely linked to the corporate customer programme)
Other public sector organizations	YES (as potential customers/partnership working)
Voluntary / community groups / trade unions	YES

Others, please specify

YES (Elected Members)

5. Are there linkages to other Agencies/ Departments?

Yes – potentially as customers or through partnership working.

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

During August/September 2018, a series of focus groups were held with staff from the following groupings - business support, operational, managers, team leader/supervisors, professional, Trade Unions and representatives from the council's staff networks (disability / women / LGBT) Nominations were sought via departmental business support to ensure a cross representative sample was achieved.

The framework is in the final stages of development. Once implemented, further screening will be carried out to assess what has been achieved, against what was planned. The framework will also be closely aligned to the corporate People Strategy, which is currently being developed, and monitoring the application of this will be a key feature going forward.

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.

The current profile of Belfast City Council's workforce with regards to the following Section 75 categories (as at February 2019) is as follows:

Section 75 category	Details of evidence/information and engagement
Religious belief	Community background – Protestant 51.9% Roman Catholic - 44.0% Non-determined - 4.1%.
Political opinion	Not captured
Racial group	<i>Of those who have disclosed:</i> Ethnicity – White 99.1% Ethnicity other than white 0.9% (NISRA Census 2011 comparison – 3.31% of population in Belfast)
Age	16-24 1.6% 25-34 13.7% 35-44 26.4% 45-54 29.7% 55-65 27.0% 66+ 1.5%.
Marital status	<i>Of those who have disclosed:</i> Civil Partner 0.4% Co-habiting 5.6% Divorced 2.7% Married 51.8% Partner 0.3% Separated 3.1% Single 35.6% Widow 0.5%

Sexual orientation	<i>Of those who have disclosed:</i> Heterosexual 96.5% Gay/lesbian/bisexual/other 3.5%
Men and women generally	Male 63.2% Female 36.8%
Disability	<i>Of those who have disclosed:</i> Disabled 4.3% Non-disabled 95.7% (NI comparison – the percentage of people in NI in receipt of at least one disability related allowance is 13.9%)
Dependants (caring responsibilities)	<i>Of those who have disclosed:</i> Yes – 35.4% No – 64.6%

Note – in addition to gathering this workforce 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 above may not fully reflect the full extent of representation in each of these categories.

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	Positive – the ATP framework will be applied equally to all employees regardless of their religion or belief.	Minor
Political opinion	Positive - the ATP framework will be applied equally to all employees regardless of their political opinion.	Minor

Racial group	Positive – the ATP framework will be applied equally to all employees regardless of their ethnicity.	Minor
Age	Positive – the ATP framework will be applied equally to all employees regardless of their age.	Minor
Marital status	Positive - the ATP framework will be applied equally to all employees regardless of marital status.	Minor
Sexual orientation	Positive - the ATP framework will be applied equally to all employees regardless of their sexual orientation.	Minor
Men and women generally	Positive - the ATP framework will be applied equally to all employees regardless of their gender.	Minor
Disability	Positive - the ATP framework will be applied equally to all employees regardless of their disability. However, responsibility will lie with the line manager to address any known disabilities or additional individual needs.	Minor
Dependants	Positive - the ATP framework will be applied equally to all employees regardless of their caring responsibilities.	Minor

- It is recognised that some employees may have literacy issues and will therefore need to be fully supported in both understanding the Achieving Through People Framework and in its application.
- The APT Framework should have a positive impact on all staff, regardless of any of the Section 75 categories. However, this will need to be monitored going forward.

As the essence of the ATP Framework is equality for all, there is no detrimental impact anticipated.

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	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	
Political opinion	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	
Racial group	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	
Age	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	
Marital status	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an	

	individual's needs will be taken into account to ensure equality of opportunity.	
Sexual orientation	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	
Men and women generally	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	
Disability	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	
Dependants	The ATP framework will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the framework, an individual's needs will be taken into account to ensure equality of opportunity.	

- Within the ATP Framework, there is an element which specifically relates to promoting equality and diversity within the workplace and within this, effective managers are expected to “ensure compliance with our Section 75 statutory duties and policies and procedures in relation to equality, good relations and disability”.
- Within the same element, senior managers are expected to “promote and role model an inclusive working environment and culture that values equality of opportunity and diversity”. The ATP framework also sets out that all employees within the

organisation are expected to “actively challenge bias, prejudice, discrimination or intolerance”.

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	There is likely to be a positive impact as the ATP framework sets out the effective behaviours that all staff (irrespective of any of the good relations categories), are expected to display which will in turn, benefit good relations between staff throughout the organisation as a whole.. Furthermore, within the framework there is a specific element relating to promoting equality and diversity, highlighting that all effective employees are expected to be aware of “equality of opportunity, diversity and <u>good relations</u> ”.	
Political opinion		
Racial group		

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	As per question 10.	
Political opinion		
Racial group		

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?

Yes – within the ATP Framework, there is a specific element regarding promoting equality and diversity. Senior Managers within the organisation are expected to demonstrate the ways in which statutory duties in relation to equality, good relations and disability have been applied. The framework also sets out that effective managers should ‘Ensure compliance with our Section 75 statutory duties and policies and procedures in relation to equality, good relations and disability’ and also ‘Anticipate and address any potential barriers to effective communication’. All employees are also expected to ‘Adjust their communication methods and style in response to others’.

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- not specifically. This would be outside the essence of this framework.

14. Multiple Identities

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

No data available in line with this framework - plus the majority of workforce data is captured on a voluntary basis.

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

- The initial application of the ATP framework will be through the senior management appraisal system and a revised PDP process for all staff.
- A pilot exercise is to be undertaken which will help plan for a full and positive implementation of the ATP framework.
- Future evaluation / monitoring exercises will be planned to obtain feedback on the success of implementation, to ensure that the ATP framework is being applied fairly and consistently and to ensure that there is no differential impact. This will include feedback from a cross-section of staff, including representatives from Belfast City Council's 3 staff networks (women, disability and LGBT).
- Where relevant and if the data is available, the impact of the application of the ATP framework will be monitored by the various S75 categories.

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened Achieving Through People Framework

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)*

<input type="checkbox"/>	*<u>Screened In</u> – Necessary to conduct a full EQIA
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<input type="checkbox"/>	*<u>Screened Out</u> – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached:
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X	* <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: <p>The development of the ATP framework has clearly identified the need for a review of the current PDP process and this will be one of the main activities used to implement the framework. This will enable all employees to be fully exposed to the positive ethos of the ATP framework and ensure a fully inclusive People Management Framework going forward.</p> <p>In order to ensure the successful application of both the ATP framework and the staff PDP process, a full programme of training and briefing sessions will be planned for all staff, along with capacity building for managers to enable them to drive forward and support the implementation.</p>
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Where relevant and if the data is available, the impact of the application of the ATP framework will be monitored by the various S75 categories.
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Formal Record of Screening Decision (*cont.*)

Screening assessment completed by (Officer Level) –

Name: Leona Jordan

Date: 09/05/2019

Department: City and Organisational Strategy

Signature: please insert a scanned image of your signature below

Screening decision approved by –

Name: Ronan Kelly

Date: 09/05/2019

Department: City and Organisational Strategy

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*)

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Belfast

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