

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:-

New staff rotas at Belfast Zoo from April 2019

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 revision of the existing rotas to address H&S issues and improve customer service. There will be minimal financial implications

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

(What is the policy trying to achieve?)

The aim of the policy is to provide the appropriate staffing cover to meet the business needs of the Zoo. The objectives are to:

- Ensure that resources are in place to make the Zoo a successful retail and tourism destination
- Enhance the level of customer service provision at the Zoo and improve the customer interaction and feeling of value for money
- Ensure that the resources are in alignment with business needs – address H&S and lock up needs
- Ensure that the services are as efficient and effective as possible

4. On whom will the policy / decision impact?

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

✓ Staff – opportunity to work family friendly rotas, part time working opportunities
creation of seasonal employment

✓ service users – enhanced customer service standards

X other public sector organizations

✓ voluntary / community groups / trade unions – ongoing engagement with Tus

X others, please specify

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 achieved or planned

A Zoo improvement group was created from existing Zoo staff, Management and TU representatives. The new rota was developed by the Zoo staff and management and consulted on over the last number of weeks culminating on an open vote for the rota

The recommendations for the rota were based on the animal welfare needs, H&S and lock up requirements and the ability to deliver on enhanced customer experiences and interactions.

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. Please note: It is important to record information gathered from a variety of sources such as:

- Monitoring information
- Complaints
- Research /surveys
- Consultation exercise and other public authorities
- Staff analysis
- WLB analysis

Throughput figures

Customer complaints and annual Zoo customer survey

Regular staff improvement group meetings

Regular Zoo management meetings

Zoo site meetings

Levels of agency cover

Friends of the Zoo engagement

Section 75 category	Details of evidence / information and engagement
Religious belief	No significant changes to opening hours. Sunday working already part of the existing rota
Political opinion	No specific engagement for this work
Racial group	No specific engagement for this work
Age	No specific engagement for this work – existing staff from wide age range
Marital status	No specific engagement for this work
Sexual orientation	No specific engagement for this work

Men & women generally	No specific engagement for this work
Disability	No specific engagement for this work
Dependants	No specific engagement for this work

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	No significant changes to opening hours. Sunday working already part of the existing rota – may impact but is minimal	Minor
Political opinion	No significant impact – either positive or negative	Minor
Racial group	No significant impact – either positive or negative	Minor
Age	No significant impact – either positive or negative	Minor
Marital status	No significant impact – either positive or negative	Minor
Sexual orientation	No significant impact – either positive or negative	Minor
Men and women generally	No significant impact – either positive or negative	Minor
Disability	No significant impact – either positive or negative	Minor

Dependants	No significant impact – either positive or negative – WLB arrangements can be considered	Minor
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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	Opportunity to consider timing of the rota to ensure there is still time for religious observance	
Political opinion	Not a specific consideration in this policy	
Racial group	Not a specific consideration in this policy	
Age	Opportunity to promote to those interested in extra work seasonally – including older and younger people	
Marital status	Opportunity to consider timing of rota to minimize impact on marital life	
Sexual orientation	Not a specific consideration in this policy	
Men and women generally	Not a specific consideration in this policy	
Disability	Consider the flexibility that can be supported/considered	
Dependants	Opportunity to consider timing of rota to minimize impact on family life	

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	N/A	None
Political opinion	N/A	None
Racial group	N/A	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	N/A	None
Political opinion	N/A	None
Racial group	N/A	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

N/a

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

N/a

14. Multiple Identities

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

N/a

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.

The new rota will be kept under review for one year from introduction by monitoring complaints, incidents/ accidents and operational issues as they arise

Equality	Good Relations	Disability Duties

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened New rotas at Belfast Zoo

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

X	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"/>	* <u>Screened In</u> – Necessary to conduct a full EQIA
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<input checked="" 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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<input type="checkbox"/>	* <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: Jacqueline Wilson

Date: 30 April 2019

Department: City and Neighbourhood Services

Signature: please insert a scanned image of your signature below

Screening decision approved by –

Name: Siobhan Toland

Date: 30 April 2019

Department: City and Neighbourhood Services

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

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