

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:-

Health & Wellbeing Strategy 2018-2021

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 original H&WB Strategy was developed in 2014 containing a three-year action plan. With the expiry of the action plan, it was considered an ideal time to refresh the H&WB Strategy to take into consideration further developments within the sphere of health and wellbeing and Belfast City Council's continued commitment to supporting employees.

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

(What is the policy trying to achieve?)

Belfast City Council developed its Workplace Health and Wellbeing Strategy in 2014, understanding that investing in employees' health and wellbeing delivers outcomes that can have a positive impact on employees' mental, physical and emotional wellbeing. During the first three years the council delivered a range of initiatives to help employees through the significant change process currently being undertaken, for example over 150 staff have participated in an eight-week Mindfulness programme, with all participants expressing an improvement in their capacity to manage work and personal stress better or much better after completing the programme. The revision of the strategy continues these aims.

4. On whom will the policy / decision impact?

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

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

5. Are there linkages to other Agencies/ Departments?

The strategy applies to all staff council wide and is overseen by the Health and Wellbeing Steering group, which consist of representatives from corporate health and safety; environmental health; continuous improvement; corporate communications and trade unions.

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

Annual consultation with employees – health and wellbeing staff survey conducted every year from 2015 to 2018;

Feedback after each initiative to gauge employee opinions on programmes and suggestions for future improvements;

Regular engagement with employees securing interest in proposed activities;

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%

	<i>(NI comparison – the percentage of people in NI in receipt of at least one disability related allowance is 13.9%)</i>
Dependants	Of those who have disclosed: 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 H&WB Strategy will be applied equally to all employees regardless of their religion or belief.	Minor
Political opinion	Positive - the H&WB Strategy will be applied equally to all employees regardless of their political opinion.	Minor
Racial group	Positive – the H&WB Strategy will be applied equally to all employees regardless of their ethnicity.	Minor
Age	Positive – H&WB Strategy will be applied equally to all employees regardless of their age.	Minor
Marital status	Positive - the H&WB Strategy will be applied equally to all employees regardless of marital status.	Minor
Sexual orientation	Positive - the H&WB Strategy will be applied equally to all employees regardless of their sexual orientation.	Minor

Men and women generally	Positive - the H&WB Strategy will be applied equally to all employees regardless of their gender.	Minor
Disability	Positive - the H&WB Strategy 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 and support their staff participation in any initiative.	Minor
Dependants	Positive - the H&WB Strategy will be applied equally to all employees regardless of their caring responsibilities.	Minor

The H&WB Strategy should have a positive impact on all employees, regardless of any of the Section 75 categories. However, this will need to be monitored going forward. As the essence of the H&WB Strategy is equality of access 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 H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	
Political opinion	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	

Racial group	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	
Age	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	
Marital status	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	
Sexual orientation	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	
Men and women generally	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	
Disability	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	
Dependants	The H&WB Strategy will benefit all staff regardless of any of the Section 75 categories. However, throughout the application of the strategy, an individual's needs will be taken into account to ensure equality of opportunity.	

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	Positive – the H&WB Strategy, associated action plan and initiatives will be available equally to all employees regardless of their religion or belief.	Minor
Political opinion	Positive – the H&WB Strategy, associated action plan and initiatives will be available equally to all employees regardless of their political opinion.	Minor
Racial group	Positive – the H&WB Strategy, associated action plan and initiatives will be available equally to all employees regardless of their racial group.	Minor

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?

The strategy promotes support to the staff networks including LGBTQ Network, Disability Network and Women's Steering Group. Feedback from the network groups are provided to H&WB Steering group on pertinent issues, for example an elected member on the Women's Steering Group recommended that a stress audit should be undertaken throughout council. The H&WB Steering Group investigated the issue and in conjunction with Corporate Health and Safety and the Health and Safety Executive identified the need and within the H&WB Strategy Action Plan, the council is undertaking stress audits throughout the organisation.

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

Not specifically – this is an internal strategy applying equitably to all staff.

14. Multiple Identities

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

No data available in line with this strategy. 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

- Where relevant and if the data is available, the impact of the application of the H&WB Strategy will be monitored by the various S75 categories.

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened Health and Wellbeing Strategy 2018-2021
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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)*

	* <u>Screened In</u> – Necessary to conduct a full EQIA
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✓	* <u>Screened Out</u> – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached: All employees, including those specified within section 75 groups, have equitable access to the activities and initiatives proposed within the H&WB Strategy and associated Action Plan. Should complaints, regarding access be received, further analysis on delivery methods will be undertaken to ensure equitable access.
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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: Tracey Cowan McClinton

Date: 23 August 2018

Department: City and Organisational Strategy

Signature: please insert a scanned image of your signature below



Screening decision approved by –

Name: Norman Neill

Date: 28 August 2018

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)
Belfast City Council
City Hall
Belfast
BT1 5GS
Telephone: 028 9027 0511
equality@belfastcity.gov.uk