

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:-

Corporate CCTV Policy

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

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

It was agreed at CMT in September 2016 to develop a new corporate policy for CCTV. This followed the introduction by The Information Commissioner's Office (ICO) in 2015 of an updated code of practice for surveillance cameras and personal information which is designed to help those who use surveillance cameras and other devices (e.g. body-worn cameras) to collect personal data to stay within the law. And also to address the fact that there is no overall corporate ownership of CCTV within the Council. Unfortunately the development of this policy has been affected by the corporate preparations for GDPR.

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

(What is the policy trying to achieve?)

The purpose of this policy is to ensure that our CCTV systems are legally compliant by ensuring that:

- all relevant officers, especially those charged with operating the CCTV systems on behalf of the Council, understand why each of the systems have been introduced; what the cameras will and will not be used for; and have safe, lawful and consistent procedures in the handling of CCTV systems and the recorded footage.
- there is a consistent corporate approach to the:
 - governance, specification, procurement, installation and management of CCTV systems
 - use, access and retention of CCTV data
- the primary purpose of CCTV systems is for to protect the safety and security of the public and staff

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?

Yes where our premises have a CCTV systems but another organization is responsible for operating e.g. leisure centres (GLL)

Yes where open spaces managed in partnership with the Council have CCTV systems e.g. Connswater Community Greenway

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

A draft policy was agreed by the management-side in January 2018. An informal meeting with held with two of the Trade Union co-ordinators in October 2018 (delay was due to corporate preparations for GDPR). A follow up meeting was held in June 2019. It is planned a final version of the policy will be agreed following the start of the newly appointed Senior Information Governance Officers (Data Protection).

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	None – not relevant
Political opinion	None – not relevant
Racial group	None – not relevant
Age	None – not relevant
Marital status	None – not relevant
Sexual orientation	None – not relevant
Men and women generally	None – not relevant
Disability	None – not relevant
Dependants	None – not relevant

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	None	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependants	None	None

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		N/A
Political opinion		N/A
Racial group		N/A
Age		N/A
Marital status		N/A
Sexual orientation		N/A
Men and women generally		N/A

Disability		N/A
Dependants		N/A

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		N/A
Political opinion		N/A
Racial group		N/A

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 – should not affect.

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 – should not affect.

14. Multiple Identities

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

No – should not affect.

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
Not required	Not required	Not required

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened Corporate CCTV policy
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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)*

	* <u>Screened In</u> – Necessary to conduct a full EQIA
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X	* <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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	* <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: Sarah Williams

Date: 17-05-19

Department: Legal and Civic Services

Signature: please insert a scanned image of your signature below

Sarah Williams

Screening decision approved by –

Name:

Date:

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

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