

# 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:-**

Development of an Open Spaces and Streetscene (OSS) Structure leading to restructuring of current Parks and Street Cleansing Services, leading to service improvements.

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

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

In January 2019, CMT approved recommendations of the Open Spaces and Streetscene project team, which were aimed at introducing a revised approach to the delivery of parks and street cleansing services, through an integrated model (Open Spaces and Streetscene).

The current legacy structures are composed of twenty two different job roles. It is proposed that the OSS model will include six new, generic designations, and only five of the original roles will be retained in their current form within the OSS service. There are 370 permanent staff and 98 temporary staff currently employed in the 17 posts which are to be merged into the six new, generic designations.

Transition to the new structure will be effected by existing, established Belfast City Council change management tools which will apply to the BCC posts with NJC terms and conditions, including categorisation, re-designation, redeployment and recruitment.

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

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

The council has committed to designing a new model of neighbourhood working, with teams that are better integrated, flexible and responsive.

The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.

It is also expected that the new OSS service will offer greater flexibility for an aging workforce, as 305 of the current workforce (58%), are aged over 50.

**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**

Staff engagement has been ongoing on the introduction of an OSS service since late 2016, early 2017, when a small project team was formed with colleagues representing parks management and cleansing, to look at the new operating model. Ongoing updates were provided to staff through the Team Brief.

Consultation on the final proposals have been ongoing at the Open Spaces and Streetscene Management and Trade Union Sub-group since February 2019, and has included detailed consultation on the draft job descriptions which were set out in a detailed proposal document. Comprehensive written information and feedback has been provided to staff and Trade Unions as part of this consultation process. The overall working group on the review of the OSS identified that the standard council policies would be sufficient to implement the required changes.

Other direct and extensive engagement has also taken place with staff at all levels in the legacy services of Parks and Street Cleansing, as well as affected staff in Resources and Fleet. This has included:

- context briefings organised for approximately 100 managers and supervisors in August 2019;
- 19 staff briefings which took place across the city during September and October 2019, reaching approximately 500 staff and;
- five staff “surgeries” which took place across the city in late October 2019, to facilitate one to one, and small group sessions with affected staff;
- a number of management and trade union representatives participated in a two day study visit to comparator councils in Nottingham and Wakefield in October 2019, supported by the Association for Public Services Excellence (APSE).

Staff engagement will continue over the coming months, with further staff briefings being planned for the new year. Current proposals are that there will be two further tranches of bothy visit:

- In the new year, visits will take place to roll out the Induction and L&D proposals. This framework will focus, initially, on induction of staff into the new ways of working, and which, longer-term, will evolve to support role enrichment, staff development and effective succession planning.
- Closer to the end of the financial year visits will take place to roll out Customer Care training and new uniform. We're working on the detail of this.

Other issues raised by the TU Co-ordinators with the Director on 27 September 2019 were addressed directly at a follow-up meeting on 21 October 2019.

## 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	Corporately held staff monitoring information for the group of staff who would potentially be affected by this process.
Political opinion	
Racial group	Corporately held staff monitoring information for the group of staff who would potentially be affected by this process.
Age	Corporately held staff monitoring information for the group of staff who would potentially be affected by this process. Departmental analysis of age profile of staff.
Marital status	
Sexual orientation	

Men and women generally	Corporately held staff monitoring information for the group of staff who would potentially be affected by this process.
Disability	Corporately held staff monitoring information for the group of staff who would potentially be affected by this process.
Dependants	

**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>
Religious belief	The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.	Minor
Political opinion	The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.	Minor
Racial group	The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and	Minor

	<p>enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.</p>	
Age	<p>The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.</p> <p>Consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.</p> <p>It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.</p>	Minor
Marital status	<p>The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.</p>	Minor

Sexual orientation	<p>The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.</p>	Minor
Men and women generally	<p>The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.</p> <p>Consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.</p>	Minor
Disability	<p>The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.</p> <p>Consideration is being given to the potential to create opportunities within the new OSS</p>	Minor

	<p>structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.</p> <p>It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.</p>	
Dependants	<p>The application of the existing council policies in this review, is intended to support the development of those teams while creating opportunities for role enrichment and enhanced opportunities for learning, development and career progression for the 525 staff (approximately) who are currently employed in the OSS legacy services.</p> <p>Consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.</p>	Minor

**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>
Religious belief	None	None
Political opinion	None	None

Racial group	None	None
Age	<p>Consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.</p> <p>It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.</p>	Minor
Marital status	None	None
Sexual orientation	None	None
Men and women generally	<p>Consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts</p> <p>It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.</p>	Minor
Disability	<p>Consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.</p> <p>It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for</p>	Minor

	staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.	
Dependants	<p>Consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.</p> <p>It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.</p>	Minor

**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	None	None
Political opinion	None	None
Racial group	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*

Yes. In the first instance, this is an employment process developed to facilitate organisational change.

However, as part of the implementation of that process, consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.

It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.

#### **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*

Yes. In the first instance, this is an employment process developed to facilitate organisational change.

However, as part of the implementation of that process, consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.

It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.

## 14. Multiple Identities

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

Yes. In the first instance, this is an employment process developed to facilitate organisational change.

However, as part of the implementation of that process, consideration is being given to the potential to create opportunities within the new OSS structure, for non-traditional working patterns and adjusted roles which can be ring fenced opportunities for the four Inclusive Growth Strategy cohorts.

It is hoped that the wider range of posts, functions and duties in the OSS service will make it easier for staff to be accommodated in roles that are suitable to their individual needs, in terms of capability and medical requirements.

### 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>
Ongoing corporate monitoring arrangements will be used to inform any departmental analysis. This will include monitoring of any relevant complaints.	Ongoing corporate monitoring arrangements will be used to inform any departmental analysis. This will include monitoring of any relevant complaints.	Ongoing corporate monitoring arrangements will be used to inform any departmental analysis. This will include monitoring of any relevant complaints.

**Section D**

**Formal Record of Screening Decision**

<p><b>Title of Proposed Policy / Decision being screened</b></p> <p>Development of an Open Spaces and Streetscene (OSS) Structure leading to restructuring of current Parks and Street Cleansing Services.</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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X	* <b><u>Screened Out</u></b> – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached: No impacts identified given that this process arises from the application of existing council processes, which have already been screened out and legally proofed.
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	* <b><u>Screened Out -</u></b> Mitigating Actions (minor impacts)
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**Formal Record of Screening Decision** (cont.)

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

Name: Helen Devlin & Stephen Leonard

Date: November 2019

Department: Corporate HR, C&OS;  
City & Neighbourhood Services Department

Signature: please insert a scanned image of your signature below

**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](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)**