



Equality Screening Template

Belfast Resilience Forum

Belfast City Council -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, contact – gilmartins@belfastcity.gov.uk / dennisl@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 duties¹ and what they mean in practice is available on the Equality Commission's website.

The screening template has 4 sections to complete. These are:

Section A - asks you to provide details about the policy / decision that is being screened.

Section B - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

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 ECNI 'Section 75 of the NI Act 1998: A Guide for Public Authorities' April 2010. www.equalityni.org

Section A

Details about the policy / decision to be screened

Title of policy / decision to be screened:-

Belfast Resilience Forum

Brief description of policy / decision to be screened:-

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

Belfast Resilience is the multi-agency emergency planning forum for Belfast and has been in place since 2005. It brings together over 65 organisations to agree how they will work together in emergencies to provide support to the public. The work of the Forum is summarized in the Belfast Resilience Quick Reference Guide to emergency arrangements in Belfast which was developed in December 2013.

Key aspects of this work include:

- Risk assessment, horizon scanning and monitoring arrangements
- Developing and testing response and recovery arrangements
- Supporting the development and testing of site specific multi-agency plans
- Maintaining linkages to regional plans, co-ordination and guidance.

The Belfast Resilience plans and protocols which are summarised in the guide include:

- Belfast Local Risk Assessment (a restricted document developed using the Cabinet Office guidelines to summarise the key risks in Belfast)
- Belfast Resilience Emergency Contacts Directory (list of emergency contacts for each organization to enable organizations to contact each other in emergency situations)
- Severe Weather Risk Assessment Protocol (provides a guide to how organizations co-ordinate the initial response following a severe weather warning issued by the Met Office)
- Belfast Resilience First Responders Framework (summarises how the

emergency services work together in response to a major incident)

- Belfast Resilience Flood Plan (summarises how all relevant organizations work together in response to the threat or occurrence of flooding)
- Belfast Resilience Public Information/Media Plan (outlines how organizations will work together to inform the public in emergencies)
- Joint Protocol for the Co-ordination of Road Clearance Activities in Response to a Major Incident or Public Disorder (identifies which organizations have capacity and capability to remove items from roads e.g. skips, burnt out cars, debris from an incident)
- Belfast Resilience Emergency Support Centre Plan and Quick Reference Guide (details how the relevant organizations will work together to provide an emergency support centre for the public who have been evacuated from their homes or affected by a major incident)
- Voluntary Sector Capabilities Summary (provides an overview of the capabilities of the voluntary organisations which participate in Belfast Resilience)
- Business Capabilities Summary (provides an overview of the capabilities of private organizations which could assist in an emergency)
- Recovery Plan (outlines how organizations will work together after an emergency to support the public to return to normal).

By their nature, every emergency situation is different and affects different people in different ways. By working together through Belfast Resilience, member organisations aim to provide appropriate and timely support to individuals and groups who are affected by an emergency. Member organizations are aware of equality and good relations issues and this approach allows them to assess and identify the individual needs of the affected people. Under regional protocols, all emergencies will involve a review of who may be or become vulnerable or require additional assistance based on the nature of the specific emergency. A tailored solution can then be provided when this is possible in the circumstances of the emergency. Examples could include providing additional support for children and older people, individuals with a disability or health issue, individuals whose first language is not English or individuals with specific needs as a result of their race or religion.

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

(What is the policy trying to achieve?)

The aim of Belfast Resilience is to provide a framework to bring together key organisations which respond or assist the recovery from an emergency, major incident or major disruption in the City of Belfast. To promote and facilitate effective, efficient and appropriate responses by:

- Identifying, developing and incorporating best practice into integrated emergency planning
- Supporting organisations to plan, train and exercise together to enable effective interagency co-ordination when responding to and recovering from emergencies, major incidents and major disruptions
- Ensuring effective co-operation and co-ordination of resources through regular liaison and mutual understanding of roles and responsibilities.

The aim of the Quick Reference Guide is to improve awareness of the current emergency arrangements within the member organizations and also provide a public facing document to ensure the Forum is open and transparent.

On whom will the policy / decision impact?

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

- Staff
- Service users
- Other public sector organizations
- Voluntary / community groups / trade unions
- Others, please specify – any individuals or groups who become involved in an emergency in Belfast

Are there linkages to other Agencies/ Departments?

Yes – Belfast Resilience brings together over 65 organisations from across the public, private, voluntary and community sectors. The plans referred to in the Guide have been developed by a range of multi-agency groups to form multi-agency plans which align with the emergency plans and arrangements which are in place within the constituent member organisations.

Section B

1. Outline consultation process achieved or planned

Belfast Resilience follows the Cabinet Office guidance to develop a Local Risk Assessment. The Risk Assessment provides an overview of all the potential hazards which could lead to an emergency requiring a multi-agency response. The risks are grouped by themes such as transport accidents, industrial accidents, severe weather and human/animal health issues. Once assessed using a scoring system for likelihood and impact, the risks are ranked and the Belfast Resilience Steering Group identify work required to ensure plans are in place to deal with the highest risks.

Each Belfast Resilience Plan/Protocol is developed by a multi-agency group representing any organizations which would have a role within the relevant plan/protocol. The plans/protocols bring together the various roles of single agencies into a composite plan to summarise how the agencies will work together in an emergency. They will always align with the internal plans of the contributing single agencies.

Once drafted each plan is reviewed by the Belfast Resilience Planning & Development Group and once approved is provided to the Belfast Resilience Steering Group for sign off. All plans have a periodic review duration and will also be reviewed and updated for any recommendations from debriefs of any relevant incident or exercise.

The Recovery Plan was placed online for a number of years for open consultation.

The development of all plans involves consideration of how all members of the public can be supported during an emergency. As noted above, this includes detailed consideration of all individuals who are or may become vulnerable or could require additional assistance in various types of emergencies.

The appropriate response to an emergency will also depend on the affected area and who within a community is impacted. Where a multi-agency response is required this will involve the participating agencies agreeing how to respond together in consultation with the affected community.

2. 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*

Section 75 category	Details of evidence / information and engagement
Religious belief	Belfast Resilience has adopted the Home Office and Cabinet Office document 'The needs of faith communities in major emergencies: some guidelines'. This document provides an overview of key items which should be provided for different faith communities in emergency situations.
Political opinion	Elected members are involved in the response to a range of emergencies and their feedback is included in debrief reports where relevant. Belfast Resilience is represented at the Belfast City Council Members Emergency and Severe Weather Working Group and the Guide has been circulated to this group.
Racial group	A number of incidents have highlighted the importance of having adequate communications arrangements in place to ensure that individuals whose first language is not English are supported. Additional arrangements have been put in place as a consequence of this and details of how to obtain translators for various languages are contained in the Belfast Resilience Emergency Contacts Directory. Emergency Support Centres also have access to the Red Cross Emergency Multi-Lingual Phrase Book which has key questions in 36 languages to enable an individual to be helped while an interpreter is obtained. Member

	organizations also have access to telephone and face to face interpreter services.
Age	In emergencies additional assistance is often required by younger and older individuals. Belfast Health & Social Care Trust was involved in the development of relevant plans and this was considered during the development of the plans outlined in the Guide.
Marital status	In emergencies where possible families (in whatever model) will receive support and assistance together.
Sexual orientation	Where an individual identifies that they require additional support due to their sexual orientation, this will be assessed in the circumstances of the emergency and provision made where this is possible. An example could include provision of separate sleeping and bathroom facilities in an emergency support centre.
Men & women generally	<p>Where an individual identifies that they require additional support due to their gender, this will be assessed in the circumstances of the emergency and provision made where this is possible. An example could include provision of separate sleeping arrangements in an emergency support centre for single men, single women and families.</p> <p>Where an individual identifies themselves as transgender and requests additional support, this will be provided if possible in the circumstances of the emergency.</p>
Disability	In emergencies individuals with a disability may require additional assistance. Belfast Health & Social Care Trust was involved in the development of relevant plans and this was considered during the development of the plans outlined in the Guide.
Dependants	In emergencies individuals with dependents may require additional assistance. Belfast Health & Social Care Trust was involved in the development of relevant plans and this was considered during the

	development of the plans outlined in the Guide.
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3. 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?

Belfast Resilience Forum aims to identify the likely needs which individuals may have in an emergency and consider how these may be addressed depending on the nature of the incident and available resources. The Forum is aware of a wide range of likely needs including ensuring equality of opportunity for all individuals within the Community and Belfast Resilience plans have been developed with this in mind. The issues are wide ranging and therefore a summary is shown below.

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	<ul style="list-style-type: none"> - Shared spaces - Diet including fasting - Physical contact, medical treatment, hospital stays, requirements in rest centres - Daily acts of faith and major annual events - Dying and death customs - Names - Access to a prayer room or place of worship 	Minor - positive
Political opinion	<ul style="list-style-type: none"> - Shared spaces - Some issues listed above under religious belief may also apply 	Minor – positive
Racial group	<ul style="list-style-type: none"> - Access to information - Communication - Lack of ‘know how’ about local procedures - Catering requirements - Access to oral and written translation services 	Minor – positive
Age	<ul style="list-style-type: none"> - Access to information for older people e.g. they may not be linked to the usual outlets for information such as website access or they 	Minor – positive

	<p>may require large print versions</p> <ul style="list-style-type: none"> - Older people may require extra time to complete tasks and require assistance - Older people may not be disabled but may have impaired ability in relation to sight, hearing, mobility, mental health or understanding - Access to information for younger people e.g. they may require documents in plain and easy to read text and are more likely to use social media and web users 	
Marital status	<ul style="list-style-type: none"> - How to support families regardless of their make up 	Minor – positive
Sexual orientation	<ul style="list-style-type: none"> - Providing appropriate support to individuals regardless of sexual orientation to avoid discrimination - Training and guidance for responders e.g. use of appropriate language 	Minor – positive
Men and women generally	<ul style="list-style-type: none"> - Access to facilities such as toilets/showers are equally provided - Use of appropriate language in relation to transgendered people 	Minor – positive
Disability	<ul style="list-style-type: none"> - Access to information - Access to facilities/buildings - Access to alternative formats - Attitudes towards disabled people - Making reasonable adjustment for employees 	Minor – positive
Dependants	<ul style="list-style-type: none"> - Safety - Childcare arrangements - Changing facilities - Needs of carers 	Minor – positive

4. 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	Belfast Resilience has sought to address the issues which have been identified above to promote equality of opportunity. The Forum also has review processes in place to update its plans following changes to best practice or the learning from incidents or exercises.	
Political opinion	As above.	
Racial group	As above.	
Age	As above.	
Marital status	As above.	
Sexual orientation	As above.	
Men and women generally	As above.	
Disability	As above.	
Dependants	As above.	

5. 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	Belfast Resilience encourages individual and community preparedness for emergencies. During this promotion there may be opportunities to bring together people of different religious belief with the aim of encouraging them to support each other in emergencies.	Minor – positive
Political opinion	As above.	As above.
Racial group	As above.	As above.

6. 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	Belfast Resilience has review processes in place to update its plans and methods of working following changes to best practice or the learning from incidents or exercises.	
Political opinion	As above.	
Racial group	As above.	

7. Multiple Identities

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

Specify relevant Section 75 categories concerned.

Emergency situations can impact individuals with multiple identities. Belfast Resilience plans have considered this possibility and an initial assessment of individuals who may require additional assistance must be conducted at the outset of any emergency.

Specify relevant Section 75 categories concerned.

Individuals that fall within more than one of the following categories: religious belief, political opinion, racial group, age, disability, dependants.

Section C

Belfast City Council also has legislative obligations to meet under the [Disability Discrimination Order](#) and Questions 5 -6 relate to these two areas.

Consideration of Disability Duties

8. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?

Explain your assessment in full

As part of Belfast Resilience’s community preparedness work, we aim to promote the involvement of all members of the community in emergency preparedness and response. This includes considering how each individual can support their community including those with a disability.

The Belfast Resilience approach also ensures that the needs of disabled people are considered when planning.

9. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?

Explain your assessment in full

Belfast Resilience’s community preparedness work provides an opportunity to actively increase participation by disabled people in public life as we aim to promote the involvement of all members of the community in emergency preparedness and response. This includes considering how each individual can support their community including those with a disability.

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
All Belfast Resilience Plans have a routine review period. They are also updated following the recommendations of any debrief from incidents or exercises which involve the enactment of the plan.	All Belfast Resilience Plans have a routine review period. They are also updated following the recommendations of any debrief from incidents or exercises which involve the enactment of the plan.	All Belfast Resilience Plans have a routine review period. They are also updated following the recommendations of any debrief from incidents or exercises which involve the enactment of the plan.

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Belfast Resilience Forum

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

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	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"/>	* Screened In – Necessary to conduct a full EQIA
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<input checked="" type="checkbox"/>	* Screened Out – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached: The methodology adopted to create Belfast Resilience plans ensures that the needs of s75 groups are considered ensuring that equality of opportunity, good relations and disability duties have been taken into account.
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<input type="checkbox"/>	* Screened Out - 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: Claire Carleton

Date: 21/7/2014

Department : Health & Environmental Services

Signature: please insert a scanned image of your signature below

Screening decision approved by -

Name: Siobhan Toland

Date:

Department / Job Title: Health and Environmental Services, Lead Operations Officer

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 – gilmartins@belfastcity.gov.uk or dennisl@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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