

Screening Form (2010 Guidance)

(Taken from Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities April 2010, Appendix 1)

Introduction – Notes to Aid Completion of the Screening Form

The following notes are included in Appendix 1 of the Guidance and are an aid to assist completion of the screening form.

Part 1. Policy scoping – asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

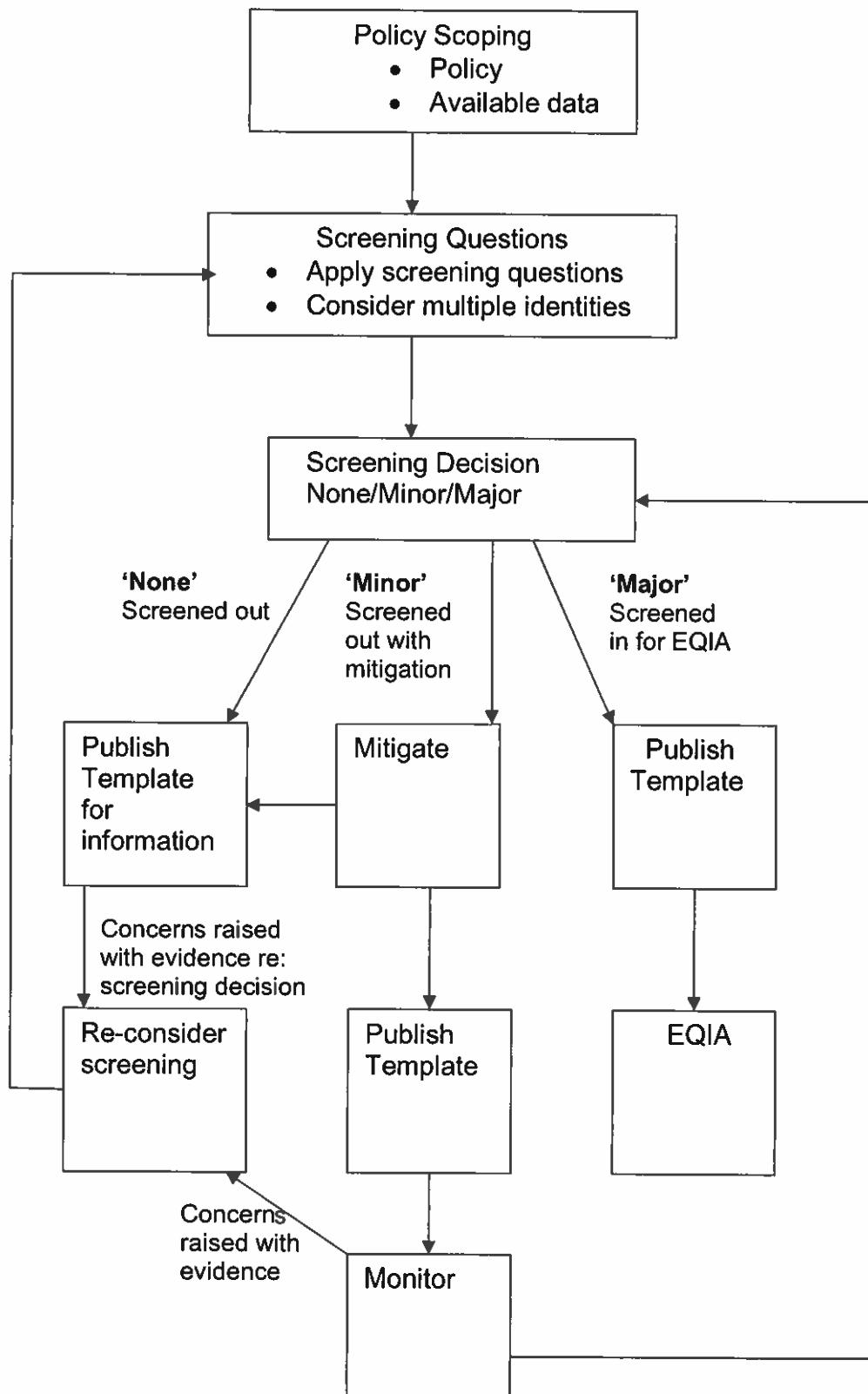
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

Part 3. Screening decision – guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

Part 4. Monitoring – provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

Part 5. Approval and authorisation – verifies the public authority's approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided overleaf.



Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration.

The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened.

At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

Part 2. Screening questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of this Guide (and which form part of the screening form).

If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

If the public authority's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the public authority's conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then

consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

In favour of 'minor' impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

In favour of none

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions (questions 1-4) given in the screening form (Part 2) and indicate the level of impact on the group i.e. minor, major or none.

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Part 3. Screening decision

All public authorities' equality schemes must state the authority's arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity.

The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

Timetabling and prioritising

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority's Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

Part 1. Policy scoping

Information about the policy

Name of the Policy

Annual Tender Policy - is one tender with 4 schedules for the hire of labour (tradesmen), plant & equipment, and purchase of materials for a 3 year period that can draw-off to carry out construction related work for all departments of the council to include both repair and new works. Schedules 1-4 as follows:

AT1 Building Maintenance and Minor Works

AT2 Hire of Plant and Machinery

AT3 Supply, Delivery, Laying of Quarry & Bituminous Bound Materials and Associated Items

AT4 Line Marking

The tender is planned to cover a 3 year period and will generally be for minor works over this timescale. The tender will be subject to the Council's procurement procedures.

Is this policy

An existing policy?	<input type="checkbox"/>	A revised policy?	<input type="checkbox"/>	A new policy?	<input checked="" type="checkbox"/>
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What are the intended aims/outcomes the policy is trying to achieve?

1. To carry out a range of construction related works within the Lisburn & Castlereagh City Council Area.
2. Corporate Plan – To ensure value for money by providing services the right way, that are of the expected quality and cost that reflects the needs and priority of members, customers, ratepayers, and the wider community.
3. To keep council facilities/premises in a good state of repair.
4. To prevent deterioration of council facilities/premises.
5. Assist in the continuation of service provision across the council.

Are there any expected benefits to the Section 75 categories/groups from this policy? If so, please explain

It is anticipated that all Section 75 groups may potentially benefit due to the universal implementation of this policy.

Who initiated or wrote the policy?

Technical & Estates Service

Who owns and who implements the policy?

Technical & Estates Services implement the policy and Lisburn & Castlereagh City Council own the policy.

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

Financial?	<input checked="" type="checkbox"/>	Legislative?	<input type="checkbox"/>	Other?	<input type="checkbox"/>
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If other, please detail below

n/a

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff	Yes
Service Users	Yes
Other Public Sector Organisations	
Voluntary/Community/Trade Unions	
Other	Yes

If other, please detail below

Elected Members

Other policies with a bearing on this policy

Name of policy	Who owns or implements policy?
1. The Health & Safety at Work (NI) Order 1978	The council must manage contracts to ensure compliance with the legislation.
2. The Management of Health & Safety at Work Regulations (NI) 2000	The council must manage contracts to ensure compliance with the legislation.
3. The Construction (Design and Management) Regulations (NI) 2016	The council must manage contracts to ensure compliance with the legislation.
4. CHaSP No 7 Control- Control of Contractors	The council must manage contractors to ensure compliance with council Health & Safety procedures.
5. Corporate Plan	To ensure value for money by providing services the right way, that are of the expected quality and cost that reflects the needs and priority of members, customers, ratepayers, and the wider community.
6. Council Procurement Policy and Procedures	The council must manage contracts to ensure compliance with council policy and procedures.

Available evidence

The council recognises that different groups may have different needs etc. and these have been given consideration at this time (for e.g. those with disabilities, those with dependants as well as older age groups, etc.) and consequently it is held that the policy will potentially benefit all such groups.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Sec 75 Category	Details of evidence/information
Religious Belief	
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
Dependants	

Given the nature of this policy, as described earlier, it is consideration that potentially all residents and all visitors to the LCCC area may benefit from this policy and it's implementation.

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
Dependants	

The council recognises different groups have different needs, experiences and priorities, for e.g. those with disabilities, dependants, older age groups, etc. have all been given consideration at this time.

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Sec 75 equality categories? (minor/major/none)

Sec 75 Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief		None
Political Opinion		None
Racial Group		None
Age		None
Marital Status		None
Sexual Orientation		None
Men & Women Generally		None
Disability		None
Dependants		None

As noted previously as this policy will be universally implemented across all Council departments in respect of a range of minor works to help maintain the provision of a breadth of service across Council it is considered that at this time there will be no impact per se on any of the designated groups.

2 Are there opportunities to better promote equality of opportunity for people within the Sec 75 equality categories?

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		No
Political Opinion		No
Racial Group		No
Age		No
Marital Status		No
Sexual Orientation		No
Men & Women Generally		No
Disability		No
Dependants		No

It is considered there are no better opportunities to promote equality of opportunity at this time for the reasons previously given.

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (minor/major/none)

Good Relations Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief		None
Political Opinion		None
Racial Group		None

4 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 details
Religious Belief		None
Political Opinion		None
Racial Group		None

No better opportunity to promote good relations at this time.

Additional considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

The council recognises that no one individual sits exclusively within just one of the designated groups and this has been taken into consideration.

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

This policy will be screened out without mitigation.
Given the universal implementation of this policy, which is considered will potentially benefit all groups, and that it is considered there are no adverse impacts on any of the designated groups, the screening decision is that the policy should be screened out without mitigation.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

n/a

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

n/a

Mitigation

When the public authority concludes that the likely impact is 'minor' and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

n/a

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	
Total Rating Score	

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details

Part 4. Monitoring

See note above.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
<i>[Signature]</i>	CONSTRUCTION SERVICES MANAGER	12/6/19
Approved by:		
<i>Albert Reynolds</i>	HOS ASSETS	12/6/19.

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.

Appendices

Appendix A – Policy Document