

# 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.

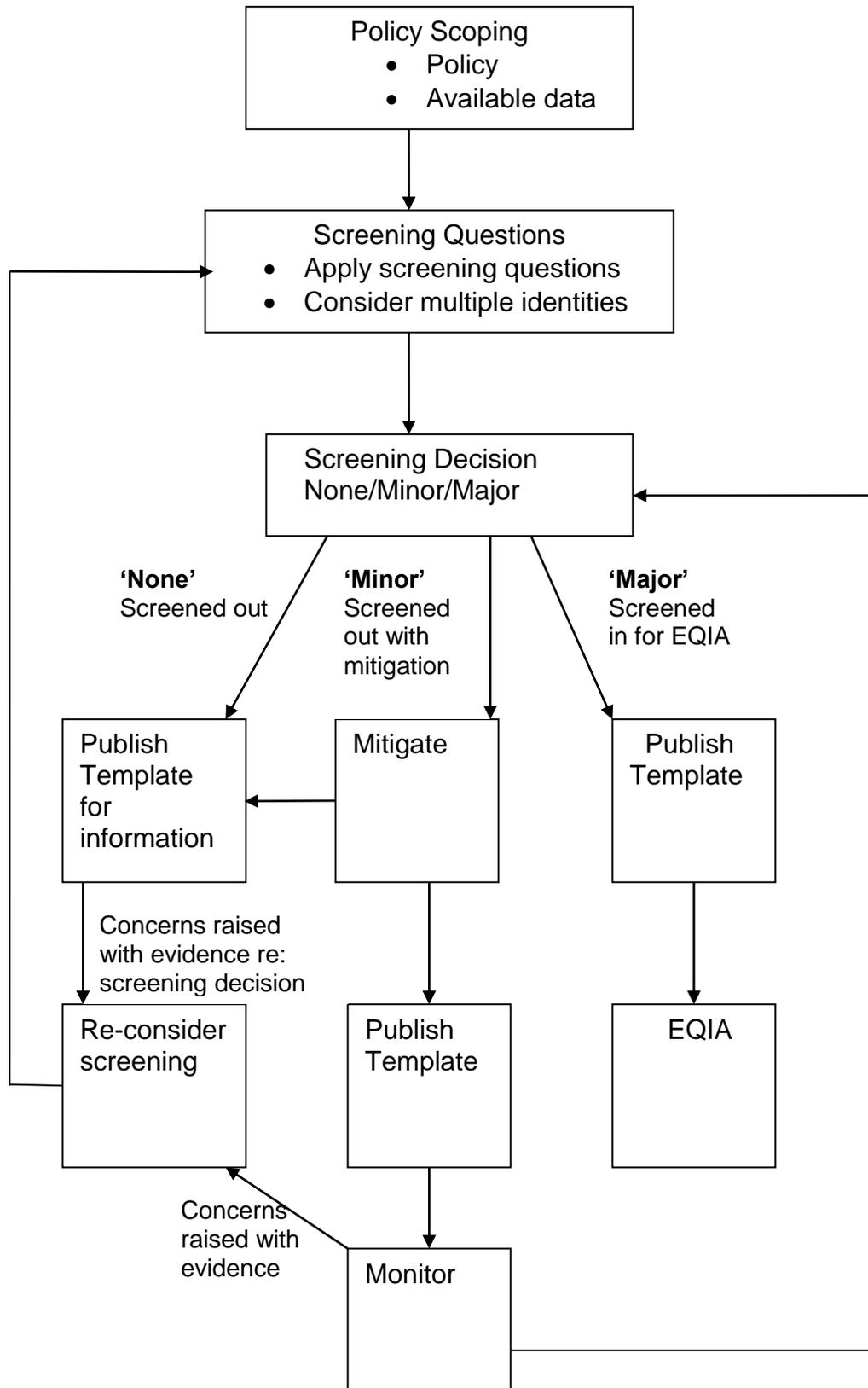
**Part 2. Screening questions** – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations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

**Fabrication, supply & installation of a new pedestrian lock gate footbridge at the Lagan Valley Island Canal.**

In August 2015 The Royal Society for the Prevention of Accidents (ROSPA) carried out a water safety review for the canal at Lagan Valley Island. The resulting report provided a number of recommendations to improve the safety of the site, one of them being, "Widen the lock gate bridge to make it DDA compliant with suitable DDA compliant access and egress ramps"

The policy is required to implement this recommendation. It is essential that the existing footbridge on the lock gates is replaced in order to reduce the health & safety risks associated with the Lagan Valley Island site. As stated in the ROSPA report, "If our recommendations are implemented the risk of someone drowning or being injured is likely to be at an acceptably medium/low level, in relation to other similar water sites across the country".

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 replace the existing pedestrian lock gate footbridge with a new, DDA compliant footbridge with suitable DDA compliant access and egress ramps.

2 By doing so the health & safety risks on the site will be reduced and access on the site will be improved for wheelchair users, persons with mobility issues and those using prams / buggies and indeed, all other patrons.

3

4

5

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

The installation of a new DDA compliant pedestrian lock gate footbridge will benefit all Section 75 groups as the health & safety risks of the Lagan Valley Island site will be reduced. However, the benefits in terms of improved access/egress on the site will be of particular relevance to older persons (Age), Wheelchair users & those with Motability issues (Disability) and those with young children who require use of prams/buggies (Dependants)

Who initiated or wrote the policy?

Facilities Management Dept, Lisburn & Castlereagh City Council

Who owns and who implements the policy?

Owned by Lisburn & Castlereagh City Council  
To be implemented by Technical Services & Facilities Management

### 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 checked="" type="checkbox"/>
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If other, please detail below

Other – the Tender for the work will be advertised publicly. There is no guarantee at this stage that the contract will be awarded successfully. The work needs to commence week commencing 2<sup>nd</sup> July 2018 for approximately 2 weeks to make the capital works practically possible on the site. The planned capital works have been specifically scheduled for this ‘quieter’ period to minimise inconvenience to patrons of Lagan Valley Island. Should problems or

issues arise during the implementation phase of the works, management will give due consideration to the matter and deal with it in an appropriate manner at the time.

### **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	Yes
Voluntary/Community/Trade Unions	Yes
Other	Yes

If other, please detail below

Casual visitors to the Lagan Valley Island site (e.g. those who walk through the site to access the Lagan tow path) may also be impacted upon.  
Elected Members of Lisburn & Castlereagh City Council

### **Other policies with a bearing on this policy**

Name of policy	Who owns or implements policy?
1 Installation of rumble strips and new pathways on the Lagan Valley Island site (additional recommendation from the ROSPA report)	LCCC Facilities Management
2. CHaSP No. 1 Health and Safety	LCCC Corporate Health & Safety
3. CHaSP No. 2 Risk Assessment	LCCC Corporate Health & Safety
4. CHaSP No. 7 Control of Contractors	LCCC Corporate Health & Safety
5. CHaSP No. 18 Permits to Work	LCCC Corporate Health & Safety
6. The Disability Discrimination Act (DDA) 1995	UK Government

## Available evidence

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	<p>27 Oct 2017 – Figures released by NISRA show that Northern Ireland's ageing population is growing. Significant numbers of pensioners attend classes in the Island Arts Centre on a weekly basis. There are also substantial elderly patrons in attendance at certain shows in the Island Hall throughout the year. The Registration of Births, Deaths &amp; Marriages has considerable numbers of elderly visitors on an ongoing basis.</p> <p>With the facility to register births being available at Lagan Valley Island, parents with newborn babies and other young children are daily visitors at the Civic Centre. There are also numerous children's' activities hosted in the Island Arts Centre, with large numbers of children attending classes throughout the year, particularly at weekends and during school holidays.</p>
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	<p>The Northern Ireland 2011 Census, undertaken by Northern Ireland Statistics and Research Agency (NISRA), reported that of a Northern Ireland population of 1,810,863; 20.6% (374,646) reported that their day-to-day activities were limited because of a long-standing health problem or disability.. There are regularly significant numbers of disabled patrons at Lagan Valley Island for events/shows in the Island Hall &amp; Studio Theatre.</p>
Dependants	<p>With the facility to register births being available at Lagan Valley Island, parents with newborn babies and other young children are daily visitors at the Civic Centre. There are also numerous children's' activities hosted in the Island Arts Centre, with large numbers of children attending classes throughout the year, particularly at weekends and during school holidays.</p>

## 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	<p>The benefits in terms of improved access/egress on the site will be of particular relevance to older persons.</p> <p>The policy will provide safer and more convenient access/egress arrangements on the site for those with young children who require use of prams/buggies (dependants)</p>
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	<p>The implementation of the policy will provide a DDA compliant footbridge, providing wheelchair users with the reduced risk option of not needing to use the traffic bridge as a crossing point for the canal. Those with mobility issues will have more convenient route to the building if parking in the main car park</p>
Dependants	<p>The policy will provide safer and more convenient access/egress arrangements on the site for those with young children who require use of prams/buggies (dependants)</p>

## 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		Minor
Marital Status		None
Sexual Orientation		None
Men & Women Generally		Minor
Disability		Minor
Dependants		Minor

*The minor impact detailed for the groups is in each case, positive in nature – reducing risks on the Lagan Valley Island site and improving access and egress arrangements. Some of the anticipated benefits to these groups are noted above.*

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		
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
Dependants		

*At this time it would be considered that there are no further opportunities to better promote equality of opportunity across the designated groups in respect of this policy*

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		No
Political Opinion		No
Racial Group		No

*At this time it would be considered that there are no further opportunities to better promote good relations across the designated groups in respect of this policy*

## **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 individual is exclusive to just 1 group; and, this has been given consideration with respect to this policy.
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### Part 3. Screening decision

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

The impact on equality of opportunity resulting from the policy is intentional as it specifically designed to promote equality of opportunity (access / egress on the Lagan Valley Island site) through installation of a DDA compliant lock gate pedestrian footbridge. The policy should be 'screened out' without mitigation as the positive effect will be particularly relevant to those with disabilities, but the benefits of the improvements will be across all groups.

This is an essential health & safety requirement, recommended by the Royal Society for the Prevention of Accidents.

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

N/A

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**

<b>Screened by:</b>	<b>Position/Job Title</b>	<b>Date</b>
<b>Approved by:</b>		

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.