

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.

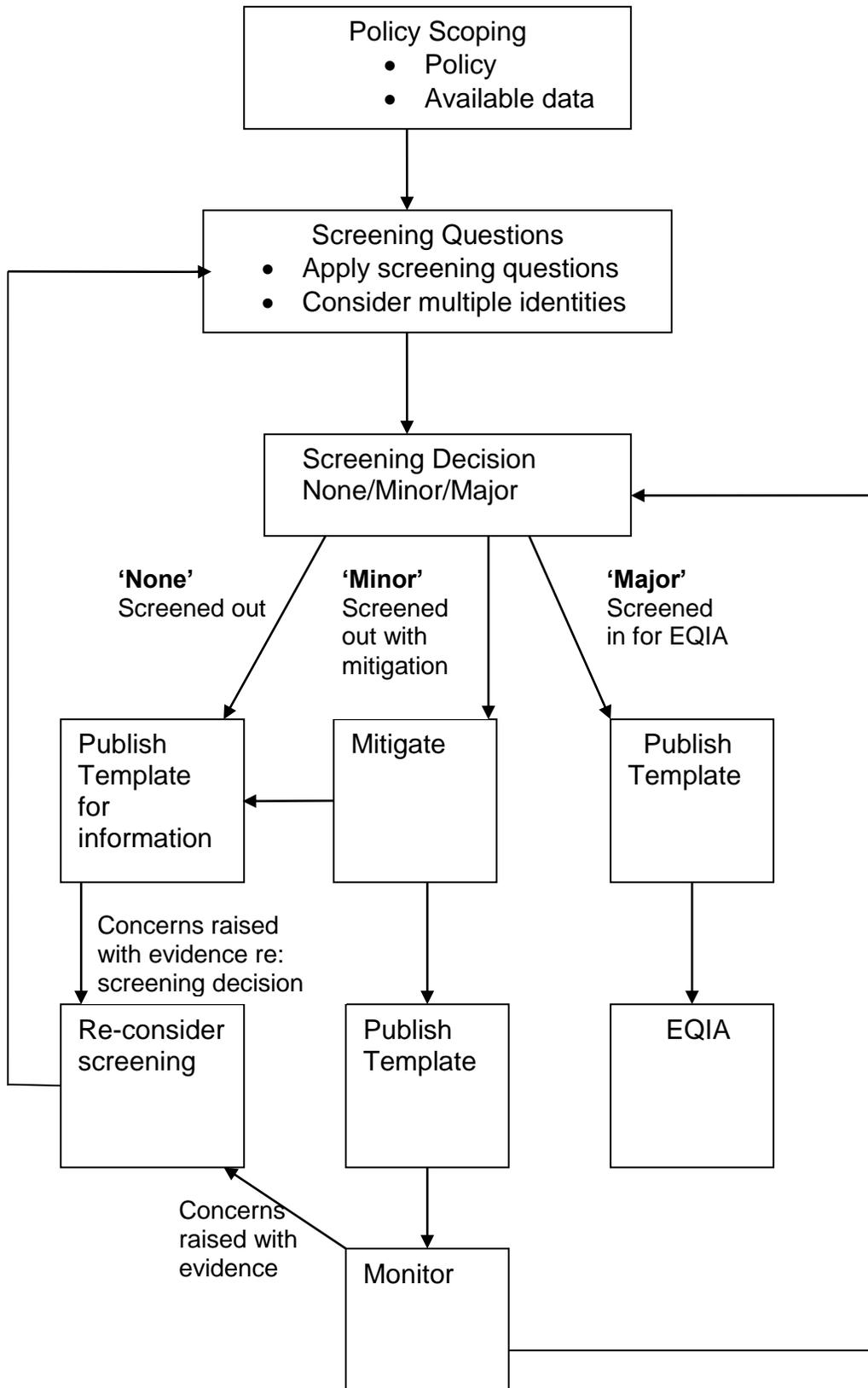
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

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

Capital works to facilitate the relocation of LCCC Environmental Health Staff to Lagan Valley Island from Bradford Court. In order to achieve the objective of relocating the LCCC staff currently based in the former Castlereagh Borough Council offices at Bradford Court to the Civic Headquarters at Lagan Valley Island, significant capital works need to be carried out. The capital works will convert existing internal parts of the building into office space suitable to accommodate the Environmental Health department. There is be both a ‘hub’ for agile working staff and office space for administration staff & managers. This relocation of staff will provide the opportunity to lease the Bradford Court building to an external organisation, thereby creating an income stream into LCCC which will help facilitate development of agreed services in the future. The planned relocation will also honour a commitment made to the Environmental Health staff that they would be accommodated within the Civic Headquarters of the Council, thereby improving staff morale and making LVI the central location for all Environmental Health services

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 accommodate the staff of the Environmental Health Department within the Civic Headquarters of Lisburn & Castlereagh City Council; Lagan Valley Island
2 To vacate the former Castlereagh Borough Council offices – Bradford Court – of LCCC staff to provide the opportunity to lease the building to an external company/organisation and thereby create an income stream for the Council.
3
4
5

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

The relocation of staff from Bradford Court to Lagan Valley Island will help to ensure the efficient delivery of services at a centralised location for the residents of Lisburn & Castlereagh City Council. The patrons, service users & staff are inclusive of all Section 75 designated groups.

Who initiated or wrote the policy?

Facilities Management, Lisburn & Castlereagh City Council

Who owns and who implements the policy?

Owned by Lisburn & Castlereagh City Council
To be implemented by Technical Services (lead unit) in consultation with Facilities Management, IT, HR & Environmental Health

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

The required capital works must be completed within a pre determined timeframe of July - September 2018 in order to be practically possible on the Lagan Valley Island site. This timeframe has been planned and chosen during a 'quieter' period to minimise inconvenience to staff & patrons. 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

Elected Members – the 40 Councillors of Lisburn & Castlereagh City Council may also be impacted upon

Other policies with a bearing on this policy

Name of policy	Who owns or implements policy?
1. CHaSP No. 1 Health and Safety	LCCC Corporate Health & Safety
2. CHaSP No. 2 Risk Assessment	LCCC Corporate Health & Safety
3. CHaSP No. 7 Control of Contractors	LCCC Corporate Health & Safety
4. CHaSP No. 18 Permits to Work	LCCC Corporate Health & Safety
5. Lagan Valley Island Fire Evacuation Procedure	LCCC Facilities Management

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	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
Dependants	

Capital works to facilitate the relocation of LCCC Environmental Health Staff to Lagan Valley Island from Bradford Court will be beneficial to all groups, including patrons & staff, inclusive of the Section 75 categories

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 nature of the policy is such that it is universally beneficial to all groups including patrons & staff, inclusive of the Section 75 categories

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

It is considered that there is no adverse impact on any of the above groups at this time and that both existing staff, incoming staff and also service users will benefit through the implementation of this policy

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

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.

Part 3. Screening decision

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

The screening decision is to screen out without mitigation.

The capital works required to facilitate the relocation of LCCC Environmental Health Staff to Lagan Valley Island from Bradford Court are purely technical in nature and it is considered that there will be no adverse effects. It is considered that there is no adverse impact on any section 75 groups at this time and that both existing staff, incoming staff and also service users will benefit through the implementation of this policy.

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
Approved by:		

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.