
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.

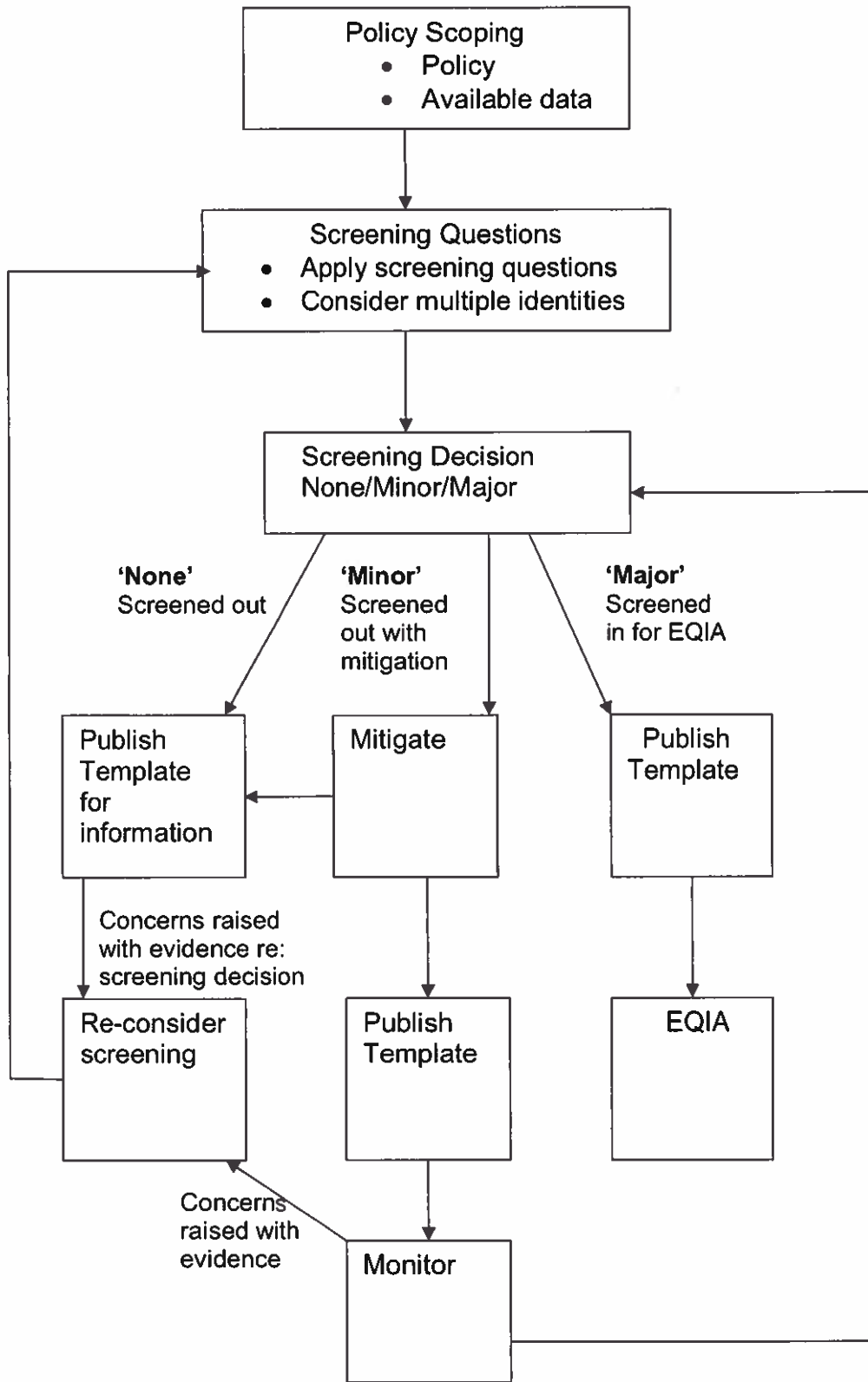
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

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

Automatic Monitoring & Targeting Policy

The Automatic Monitoring & Targeting (aM&T) system centrally monitors and provides reports on energy usage and will enable more timely identification of energy (incl. water) wastage. As a result, the Councils utilities will be managed more proactively, consumption targets can be set and energy reduction plans implemented.

The aM&T system will allow LCCC to take control of utilities by monitoring and influencing our consumption of electricity, gas and water. The first part of this control is to have an understanding of where our energy is being used. To date, the Energy Officer takes meter readings and uses these readings to plot usage on the site building by building. aM&T includes the use of automated meter reading (AMR). In this system, pulsed sensors fitted to each meter record the energy used and transfer the data to a central point such as a website or a PC. Interpretive software then uses the raw data from the meters to provide management information for each site. The interpretive software provides models and reports which help with energy analysis. Since LCCC have multiple sites, investment in AMR is worthwhile because of the savings in staff costs from collecting meter readings.

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 comply with the EU/National/Devolved legislation
2 To analyse and report on the energy performance of buildings with a view to detecting avoidable excess consumption and realise energy and carbon reduction.
3 To quantify the savings achieved by energy saving projects in a manner that accounts for factors such as variations in weather.
4 To identify areas for further investigation and action prompted by unexpected patterns of consumption.

5 To provide utility awareness campaigns and feedback to staff on the results of those campaigns.

6 To improve budget estimations by setting energy consumption targets, therefore treating energy as a variable cost and not accepted as a fixed, uncontrolled cost.

7 To undertake performance benchmarking.

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. Council residents and service users will benefit from better controlled buildings in terms of space heating and energy management. The aM&T Policy will generate energy cost savings and carbon emissions reduction in line with Government targets.

Who initiated or wrote the policy?

Technical & Assets

Who owns and who implements the policy?

Technical & Assets 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?	X	Legislative?		Other?	X
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If other, please detail below

- The future expandability of the chosen aM&T system at reasonable cost could be restrictive
- Reliable signal strength for Wi-Fi data upload from metering point to central location could limit successful outcomes
- Engagement from staff / building users is important in order to attain all savings identified through aM&T energy analysis
- Maintain use of aM&T output data in future; a conduit (e.g. Energy Officer) and commitment is needed from senior management to attain successful outcomes

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 Northern Ireland (Miscellaneous Provisions) Act 2006. Sustainable Development Statutory Duty	Technical & Assets implement the Policy and Lisburn & Castlereagh City Council own the policy.
2 The Strategic Energy Framework (SEF), NI Assembly 2010	Technical & Assets implement the Policy and Lisburn & Castlereagh City Council own the policy.
3 NI Greenhouse Gas Emissions Reduction Action Plan	Technical & Assets implement the Policy and Lisburn & Castlereagh City Council own the policy.
4 The Climate Change Act 2008 (2050 Target Amend) Order 2019	Technical & Assets implement the Policy and Lisburn & Castlereagh City Council own the policy.
5 The EU Renewable Energy Directive 2009 (EU: RED)	Technical & Assets implement the Policy and Lisburn & Castlereagh City Council own the policy.
6 LCCC Corporate Plan, Strategic Theme 4 of the Council's Corporate Plan in particular	Technical & Assets implement the Policy and Lisburn & Castlereagh City Council own the policy.

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	<p>Council residents and service users will benefit from the implementation of this Policy with better controlled buildings in terms of space heating and energy management. The aM&T Policy will generate energy cost savings and carbon emissions reduction in line with Government targets.</p> <p>The aM&T software will be supplied with automatic meter reading hardware that will target avoidable energy waste and generate savings in energy consumption, carbon and costs. All staff will be consulted via an Energy Awareness Campaign to highlight the responsibility all staff share in successfully reducing our energy consumption and meeting environmental targets.</p> <p>The aM&T system installation will not have any negative impact on this group, but if an issue becomes apparent over time, it will be dealt with appropriately.</p>
Political Opinion	As above
Racial Group	As above
Age	As above
Marital Status	As above
Sexual Orientation	As above
Men & Women Generally	As above
Disability	As above
Dependants	As above

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	

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	<p>The aM&T software will be supplied with automatic meter reading hardware that will target avoidable energy waste and generate savings in energy consumption, carbon and costs.</p> <p>The aM&T system installation will not impact on equality of opportunity for this group, but if an issue becomes apparent over time, it will be dealt with appropriately.</p>	None

Political Opinion	As above	None
Racial Group	As above	None
Age	As above	None
Marital Status	As above	None
Sexual Orientation	As above	None
Men & Women Generally	As above	None
Disability	As above	None
Dependants	As above	None

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	N/A	The aM&T software will be supplied with automatic meter reading hardware that will target avoidable energy waste and generate savings in energy consumption, carbon and costs. The aM&T system installation will not impact equality of opportunity for this group, but if this changes over time, it will be dealt with appropriately.
Political Opinion	N/A	As above
Racial Group	N/A	As above
Age	N/A	As above
Marital Status	N/A	As above
Sexual Orientation	N/A	As above
Men & Women Generally	N/A	As above
Disability	N/A	As above
Dependants	N/A	As above

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	The aM&T software will be supplied with automatic meter reading hardware that will target avoidable energy waste and generate savings in energy consumption, carbon and costs. All staff will be consulted via an Energy Awareness Campaign to highlight the responsibility all staff share in successfully reducing our energy consumption and meeting environmental targets. The aM&T system installation will not impact good relations with this group, but if an issue becomes apparent over time, it will be dealt with appropriately.	None
Political Opinion	As above	None
Racial Group	As above	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	N/A	The aM&T software will be supplied with automatic meter reading hardware that will target avoidable energy waste and generate savings in energy consumption, carbon and costs. All staff will be consulted via an

		<p>Energy Awareness Campaign to highlight the responsibility all staff share in successfully reducing our energy consumption and meeting environmental targets.</p> <p>The aM&T system installation will not impact good relations with this group, but if an issue becomes apparent over time, it will be dealt with appropriately.</p>
Political Opinion	N/A	As above
Racial Group	N/A	As above

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.

<p>The aM&T software will be supplied with automatic meter reading hardware that will target avoidable energy waste and generate savings in energy consumption, carbon and costs. All staff will be consulted via an Energy Awareness Campaign to highlight the responsibility all staff share in successfully reducing our energy consumption and meeting environmental targets.</p> <p>LCC Council continues to recognise that no individual sits exclusively within just one designated group and this has been taken into account at this time in respect of the aM&T Policy. The aM&T system installation will not impact on people with multiple identities at this time.</p>

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 for the following reasons:

- Given the universal implementation of the aM&T policy, it is considered that ALL groups will potentially benefit.
- It is considered that the aM&T policy will have no adverse impacts on any of the designated groups.
- As part of the Monitoring & Evaluation Plan for the aM&T system, monthly and annual evaluation will report on areas of energy wastage and improvement.

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
Stephen Malcolm <i>S. Malcolm</i>	Equality Officer	11/02/2020
Alan McKee <i>Alan McKee</i>	Energy Officer	11/02/2020
Approved by: <i>Albert Reynolds</i>		
Albert Reynolds	Head of Assets	11/02/2020

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.

