Antrim and Newtownabbey BOROUGH COUNCIL

SECTION 75 POLICY SCREENING FORM

This form should be used for all new or amended policies. It has five parts.

Part 1 – Policy scoping – provide details about the policy being screened and the available evidence to help assess the likely impact on equality of opportunity and good relations.

Part 2 – Screening questions – look at the extent of the likely impact of the policy on each of the Section 75 categories.

Part 3 – Screening decision – the information provided in the previous sections is used to decide whether there is a need to carry out an Equality Impact Assessment (EQIA).

Part 4 – Monitoring – sets how the effects of the policy will be monitored.

Part 5 – Authorisation and approval – the completed screening form must be signed by the officer who carries out the screening and the relevant Director/Section Head. The file reference and details of the approval by Committee and ratification by Council must also be included.

PART 1 – POLICY SCOPING

Set out the background, context, aims and objectives for the policy being screened. This will help identify potential constraints as well as opportunities and to work through the screening process on a step-by-step basis.

NB Section 75 statutory duties apply to internal policies (relating to people who work for the Council), as well as external policies (relating to those who are, or could be, serviced by the Council).

Information about the policy

Policy name Health, Safety and Wellbeing Policy
Is this an existing, revised or a new policy? Revised from policies of legacy Councils
What is it trying to achieve? (intended aims/outcomes) The Policy aims to set out the approach that Antrim and Newtownabbey Borough Council will take to meets its statutory obligations as required under the various Health and Safety legislation that it is governed under including, but not limited to, the Health and Safety at Work (Northern Ireland) Order 1978.

Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. This Policy has been used in the past by both legacy councils. Previous experiences and experiential learning have been considered in revising this document. The protocol has regard to section 75 of the Northern Ireland Act and will be implemented in a manner which does not discriminate on the basis of gender, sexual orientation, religious beliefs, political opinion, disability, race, age, marital status or dependants
Who initiated or wrote the policy? Diane Irwin
Who owns and who implements the policy? Primarily the Chief Executive Jacqui Dixon: Those acting on her behalf : All those who may have cause to rely on the information contained within.

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

If yes, are they (please tick box)

	financial
	legislative
	other, please specify

Main stakeholders affected
Who are the internal and external stakeholders (actual or potential) that the policy will impact upon? (please tick box)

X	staff
X	service users
X	other public sector organisations
X	voluntary/community/trade unions
	other, please specify Contractors : Service Providers : Visitors

Other policies with a bearing on this policy

- what are they?
  All localised standard operating procedures for the various departments must take into consideration all aspects of the HSWB policy when being written.
- who owns them?
- The various departments

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.

Section 75 category	**Details of evidence/information**
Religious belief	This policy has been used in the past by both legacy councils. Previous experiences and experiential learning have been considered in revising this document. The protocol has regard to section 75 of the Northern Ireland Act and will be implemented in a manner which does not discriminate on the basis of gender, sexual orientation, religious beliefs, political opinion, disability, race, age, marital status or dependants.
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

Needs, experiences and priorities

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.

Section 75 category	**Details of needs/experiences/priorities**
Religious belief	No specific needs identified
Political opinion	No specific needs identified
Racial group	Need to communicate – language barriers may be an issue.
Age	No specific needs identified
Marital status	No specific needs identified
Sexual orientation	No specific needs identified
Men and women generally	No specific needs identified
Disability	Vulnerabilities to be safeguarded. Accessibility.

Dependants	Vulnerabilities to be safeguarded. Re-uniting if separated from family members.

PART 2 - SCREENING QUESTIONS

Taking into account the evidence from Part 1, consider and comment on the likely impact of the policy on equality of opportunity and good relations for each of the equality and good relations categories. Use the screening questions given below and indicate the level of impact on each category, i.e. minor, major or none.

Consideration of level of impact

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 marginalized 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.

1 What is the likely impact on equality of opportunity for those

affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	**Details of policy impact**	**Level of impact? minor/major/none**
Religious Belief		None
Political opinion		None
Racial Group		Minor
Age		None
Marital Status		None
Sexual orientation		None
Men and women generally		None
Disability		Minor
Dependants		Minor

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
Section 75 category	**If YES, provide details**	**If NO, provide reasons**
Religious Belief		N/A
Political opinion		N/A
Racial Group		Ensuring that on a case by case basis each individual identified has access to the contents of this policy in a language that they are likely to understand
Age		N/A
Marital Status		N/A
Sexual orientation		N/A
Men and women generally		N/A
Disability		That on a case by case basis once known that each individual is access for their PEEP (Personal Emergency Evacuation Plan)evacuation plan while they are visiting or working at the various

		Councils buildings
Dependants		That while a duty of care for the individual lies with the Council all necessary reasonable practicable steps to be taken to fulfil this requirement including, but not limited to, re-uniting if separated from family members.

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

Section 75 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?

Section 75 category	If YES, provide details	If NO, provide reasons
Religious Belief		N/A
Political opinion		N/A
Racial Group		N/A

Additional considerations

Multiple identity

People can fall into more than one Section 75 category. 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).

No

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

Not Applicable

Disability
Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), the Council is required when carrying out its functions to have due regard to the need to:

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life

Will the policy encourage disabled people to participate in public life or promote positive attitudes towards disabled people? **Yes/~~No~~**

Comments
Due regard provided. Provision of special assistance if required will be handled on a case by case basis

PART 3 - SCREENING DECISION
The responses to the screening questions in Part 2 should be considered in order to decide whether or not there is a need to carry out an equality impact assessment.

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

If the 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 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.

(See section on mitigation which follows.)

Is an EQIA recommended? ~~Yes~~/No

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

Not Required.
The policy has regard to Section 75 of NI Act and will be implemented in a manner which does not discriminate under any of the categories.
Specialist support will be provided as required e.g. interpreters, alternative formats, safe-guarding vulnerable children & adults

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

Further advice on equality impact assessment may be found in the Equality Commission publication "Practical Guidance on Equality Impact Assessment".

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? **Yes/No**

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

Timetabling and prioritising of policies screened in for an EQIA
If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine the priority for timetabling the equality impact assessment.

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

Priority Criterion	**Rating (1 – 3)**
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

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 will assist in timetabling. Details of the Council's Equality Impact Assessment Timetable should be included in the Quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?
Yes/No

If yes, please provide details.

PART 4 - MONITORING
The Equality Commission recommends that where a policy has been amended or an alternative policy introduced, public authorities should monitor more broadly than for adverse impact (see the Commission's Monitoring Guidance for Use by Public Authorities, July 2007, Page 9 – 10, paragraphs 2.13 – 2.20).

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

What data are required in future to ensure effective monitoring?

Ongoing monitoring will be carried out following any complaints, accident, incidents or changes in associated legislation.

PART 5 - AUTHORISATION AND APPROVAL

Screened by:

Signature Jason J Douglas

Job Title Corporate Health & Safety Officer

Date 19th of August 2016

Signature of Director/Head of Service:

Signature S.I.2. JOHNSTON

Job Title HEAD OF GOVERNANCE

Date 23/08/16.

Approving Committee (Name and date): Policy and Governance (8/9/15)

Date of Council ratification 28/9/15

File ref: G/HSNB/3

NOTE: A copy of the completed screening form should accompany each new or amended policy being submitted for Committee/Council approval. Information on the file reference, approving Committee and the date of Council ratification should be completed and copies of each form and the related policy should be forwarded by e mail to the Equality, Diversity and Policy Section as soon as the policy has been ratified by Council. Quarterly reports will be published on policies screened and will include links to the completed screening forms on the Council website.

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