



Equality Screening Template

Belfast City Council -Equality Screening Template

The Council has a statutory duty to screen all policies. Please note a policy can be written or unwritten, formal or informal. This includes our strategies, plans, policies, legislative developments; and new ways of working such as – the introduction, change or end of an existing service, grant funding arrangement or facility. Please note a policy can be written or unwritten, formal or informal.

This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training. To find out about the training contact – gilmartins@belfastcity.gov.uk

The accompanying [Screening Guidance](#) note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties¹ and what they mean in practice is available on the Equality Commission's website.

The screening template has 4 sections to complete. These are:

Section A - asks you to provide details about the policy / decision that is being screened.

Section B - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

¹ ECNI 'Section 75 of the NI Act 1998: A Guide for Public Authorities' April 2010. www.equalityni.org

Section C - has 4 key questions in relation to obligations under the Disability Discrimination Order

Section D - is the formal record of the screening decision.

Section A

Details about the policy / decision to be screened

Title of policy / decision to be screened:-

Health and Safety Policy (revised)

Brief description of policy / decision to be screened:-

It is a statutory requirement under the Health and Safety at Work Order (NI) 1978 for the Council to have a written Health and Safety Policy.

This is a revision of the existing Health and Safety Policy which was last reviewed in 2004.

Aims and objectives of the policy / decision to be screened:-

The Health and Safety Policy sets out the overall health and safety commitments of the Council to its employees and all other parties which may be affected by its activities.

It describes what the activities of the Council are, the health and safety challenges it faces and commits to 13 principles of action to enable it to achieve the highest possible standards in health and safety.

On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential)

- Staff This policy directly impacts on all staff within the organization and requires them to take action under the commitments stated
- service users
- other public sector organizations No impact
- voluntary / community groups / trade unions
- others, please specify None

Are there linkages to other Agencies/ Departments?

No – internal policy for Belfast City Council only

Section B

1. Outline consultation process achieved or planned

The Health and Safety Policy has been prepared in consultation with the Health and Safety Assurance Board, JNCC and Corporate Health and Safety Committee before being formally consulted with Chief Officers and Elected Members at the Corporate Management Team and Strategic Policy and Resources Committee.

2. Available evidence

What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment. Please note: It is important to record information gathered from a variety of sources such as:

- Monitoring information
- Complaints
- Research /surveys
- Consultation exercise and other public authorities

Section 75 category	Details of evidence / information and engagement
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men & women generally	N/A
Disability	N/A
Dependants	N/A

3. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	None	None – policy applicable to all groups of staff
Political opinion	None	None – policy applicable to all groups of staff
Racial group	None	None – policy applicable to all groups of staff
Age	None	None – policy applicable to all groups of staff
Marital status	None	None – policy applicable to all groups of staff
Sexual orientation	None	None – policy applicable to all groups of staff

Men and women generally	None	None – policy applicable to all groups of staff
Disability	None	None – policy applicable to all groups of staff
Dependants	None	None – policy applicable to all groups of staff

4. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	N/A	
Political opinion	N/A	
Racial group	N/A	
Age	N/A	
Marital status	N/A	
Sexual orientation	N/A	

Men and women generally	N/A	
Disability	N/A	
Dependants	N/A	

5.To what extent is the policy likely to impact (positive or negatively)on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?

Good relations category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	None	None – policy applicable to all groups of staff
Political opinion	None	None – policy applicable to all groups of staff
Racial group	None	None – policy applicable to all groups of staff

6.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 reasons
Religious belief	N/A	
Political opinion	N/A	
Racial group	N/A	

7. Multiple Identities

Provide details of data on the impact of the policy on people with multiple identities.

Specify relevant Section 75 categories concerned.

None

Section C

Belfast City Council also has legislative obligations to meet under the [Disability Discrimination Order](#) and Questions 5 -6 relate to these two areas.

Consideration of Disability Duties

5. Does this proposed policy / decision provide an opportunity for the Council to better **promote positive attitudes** towards disabled people?

Explain your assessment in full

No.

6. Does this proposed policy / decision provide an opportunity to actively **increase the participation** by disabled people in public life?

Explain your assessment in full

No. This is an internal administrative policy and as such will have no impact on the participation by disabled people in public life.

Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Health and Safety Policy

I can confirm that the proposed policy / decision has been screened for –

<input checked="" type="checkbox"/>	equality of opportunity and good relations
<input checked="" type="checkbox"/>	disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is –

**place an X in the appropriate box below*

<input type="checkbox"/>	*<u>Screened In</u> – Necessary to conduct a full EQIA
<input checked="" type="checkbox"/>	*<u>Screened Out</u> – No EQIA necessary (no impacts) Provide a brief note here to explain how this decision was reached: This Policy has been equality screened and no impacts on Section 75 categories have been identified.
<input type="checkbox"/>	* <u>Screened Out - Mitigating Actions</u> (minor impacts) <ul style="list-style-type: none">• Provide a brief note here to explain how this decision was reached:• Explain what mitigating actions and / or policy changes will now be introduced:

Formal Record of Screening Decision (cont)

Screening assessment completed by (Officer level) -

Name: Emma Eaton

[Redacted]

Date: 1 April 2014

Department Finance and Resources

Signature: please insert a scanned image of your signature below

Screening decision approved by -

Name:

[Redacted]

Date:

Department / Job Title

Signature: please insert a scanned image of your signature below

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – gilmartins@belfastcity.gov.uk. The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees. For more information about equality screening contact –

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