



Introduction

Mid Ulster District Council has a statutory duty to screen its policies, procedures, practices/decisions. This Policy Screening Form and Report assists Council Departments to consider the likely equality and good relations impacts of the aforementioned, if any, placed upon our ratepayers, citizens, service users, staff and visitors to the district.

Section 1 – Policy scoping

This asks the Policy Author to provide details on 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. Reference to policy within this document refers to either of the aforementioned (policy, procedure, practice, and/ or decision).

Section 2 – Screening questions

This 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 issues.

Section 3 – Screening decision

This guides the Council to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity.

Section 4 – Monitoring

This provides guidance to the Council on monitoring for adverse impact and broader monitoring.

Section 5 – Approval and authorisation

This verifies the Council's approval of a screening decision by a senior manager responsible for the policy.

Appendix A Screening Process

Section 1 Policy Scoping & Information

The first stage of the screening process involves scoping the policy under consideration which sets the context and confirms the aims and objectives for the policy being screened. Scoping the policy helps to identify constraints as well as opportunities and will help the policy author to work through the screening process on a step by step basis.

1. Policy Name		
Managing Acceptance of Gifts and Hospitality Policy		
2. Is this an existing, revised or a new policy?		
This is a revised policy.		
3. What is it trying to achieve? (aims/outcomes)		
This policy confirm Council's approach to managing matters relating to gifts and hospitality offered to councillors and council officers.		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	
	No	✓
If so, please explain		
6. Who initiated or wrote the policy?		
Mid Ulster District Council-Chief Executive's Department		
7. Who owns and who implements the policy?		
Mid Ulster District Council		

Implementation factors

		Yes	No
Are there any factors which could contribute to/ detract from intended aim/ outcome of the policy?		Yes	
• If yes, are they financial?		✓	
• If yes, are they legislative?		✓	
• If yes, Please specify	<p>Financial: A financial limit of £20 has been set as an appropriate threshold in relation to acceptance of gifts.</p> <p>Legislative:</p> <p>The Local Government Act (NI) 1972 – States that an Officer of the Council cannot through their Council role demand or accept any fee or reward other than their proper remuneration. If they do so they will be liable on conviction of a fine.</p> <p>The Bribery Act 2010 - States that it is an offence for an Elected Member or a Council worker to accept or offer a bribe to improperly perform a function or activity within their Council role.</p> <p>Freedom of Information Act 2014 – Required Council as a Public Authority to provide public access to information which it holds; unless there are valid legal reasons not to do so.</p> <p>The Local Government (NI) Act 2014- States that Elected Members must comply with the Northern Ireland Local Government Code of Gifts & Hospitality Policy Conduct for Councillors which requires Members to provide notification to the CE within 28 days of receiving any gift, hospitality, material benefit or service above a value specified by Council. Also requires members not to accept such if it would place them under an improper obligation and it discourages gifts and offers to any family members which may place or appear to place the Member under an improper obligation.</p>		
• Other, Please specify			

Stakeholders

The internal and external (actual or potential) that the policy will be impacted upon

	Yes	No
Staff	✓	
Service Users		✓
Other public sector organisations		✓
Voluntary/community/ trade unions		✓
Other, please specify		

Others policies with a bearing on this policy

Policies	Owners
Managing Conflicts of Interest Policy	Finance Department
Whistleblowing Policy	Finance Department
Fraud Policy	Finance Department
Anti-Bribery Policy	Finance Department
Local Government Code of Conducts for Employees	NI Assembly
NI Local Government Code of Conduct for Councillors	NI Assembly

Available evidence

Information and available evidence (qualitative and quantitative) gathered to inform the policy under each of the Section 75 groups as identified within the Northern Ireland Act 1998.

Section 75 category	Details of evidence/information																																				
Religious belief	<p>63.77% of the population were brought up in the Catholic religion and 33.46% belong or were brought up in a Protestant and Other Christian (including Christian related) religion. Other religions comprised 690 (0.5%) and None 3,153 (2.28%) of the population (Source: 2011 Census).</p> <table border="1" data-bbox="424 748 1418 1025"> <thead> <tr> <th>Religion or Religion brought up in</th> <th>No.</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Catholic</td> <td>88,375</td> <td>63.77</td> </tr> <tr> <td>Protestant and Other Christian (including Christian related)</td> <td>46,372</td> <td>33.46</td> </tr> <tr> <td>Other religions</td> <td>690</td> <td>0.5</td> </tr> <tr> <td>None</td> <td>3,153</td> <td>2.28</td> </tr> <tr> <td>Total</td> <td>138,590</td> <td>100</td> </tr> </tbody> </table>	Religion or Religion brought up in	No.	%	Catholic	88,375	63.77	Protestant and Other Christian (including Christian related)	46,372	33.46	Other religions	690	0.5	None	3,153	2.28	Total	138,590	100																		
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Political opinion	<p>Political party representation can be used as an approximate barometer of political opinion of people within Mid Ulster council area. The most recent local government/ council election in 2014 the percentage 1st preference vote share for each of the political party/ independents is detailed below along with representation (seats) on Council (Source: NISRA):</p> <table border="1" data-bbox="411 1301 1423 1615"> <thead> <tr> <th>Party</th> <th>Votes</th> <th>Percentage</th> <th>Council Seats</th> </tr> </thead> <tbody> <tr> <td>SF</td> <td>22,587</td> <td>41.0%</td> <td>18</td> </tr> <tr> <td>DUP</td> <td>9,723</td> <td>17.6%</td> <td>8</td> </tr> <tr> <td>UUP</td> <td>9,573</td> <td>17.4%</td> <td>7</td> </tr> <tr> <td>SDLP</td> <td>7,600</td> <td>13.8%</td> <td>6</td> </tr> <tr> <td>Independent</td> <td>2,689</td> <td>4.9%</td> <td>1</td> </tr> <tr> <td>TUV</td> <td>2,380</td> <td>4.3%</td> <td>0</td> </tr> <tr> <td>Alliance</td> <td>250</td> <td>0.6%</td> <td>0</td> </tr> <tr> <td>UKIP</td> <td>195</td> <td>0.4%</td> <td>0</td> </tr> </tbody> </table>	Party	Votes	Percentage	Council Seats	SF	22,587	41.0%	18	DUP	9,723	17.6%	8	UUP	9,573	17.4%	7	SDLP	7,600	13.8%	6	Independent	2,689	4.9%	1	TUV	2,380	4.3%	0	Alliance	250	0.6%	0	UKIP	195	0.4%	0
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Racial group	<p>According to the 2011 Census the overwhelming majority of the population 136,485 (98.48%) were classified as 'white'. Within this total will be migrant communities, such as Polish, Lithuanian and so forth. Statistics indicate that the number of people in Mid Ulster Local Government District (LGD) born outside Northern Ireland is:</p> <table border="1" data-bbox="411 1823 1402 2033"> <thead> <tr> <th>Place of Birth</th> <th>No.</th> </tr> </thead> <tbody> <tr> <td>Great Britain</td> <td>4,053</td> </tr> <tr> <td>Republic of Ireland</td> <td>2,250</td> </tr> <tr> <td>EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)</td> <td>6,795</td> </tr> <tr> <td>Other</td> <td>2,280</td> </tr> </tbody> </table>	Place of Birth	No.	Great Britain	4,053	Republic of Ireland	2,250	EU Countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia)	6,795	Other	2,280																										
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The minority ethnic language profile within the area can serve as a possible indicator of the Black & Minority Ethnic (BME) community profile within the district. The composition of language groups in Mid Ulster LGD area is also noted from the 2011 census by NISRA as:

Main Languages of residents in Mid Ulster Council area	No.
English	125,715
Polish	2,008
Lithuanian	2,039
Portuguese	903
Irish (Gaelic)	404
Slovak	477
Russian	297
Latvia	261
Hungarian	117
Chinese	64
Tagalog/Filipino	38
Malaysian	33
Other	922

Age

The age profile of Mid Ulster Local Government District area as at 2015 (Source, NISRA)

	Mid Ulster	Northern Ireland
Total Population	144,002	1,851,621
0-15 years	33,123	385,200
16-39 years	47,646	583,116
40-64 years	43,621	591,481
65+ years	19,612	291,824
Population Change % (2005-2015)	15.3%	7.2%

Marital status

The below table sets out the marital status profile for Mid Ulster District Council area as extracted from results of the 2011 Census

	Mid Ulster		Northern Ireland	
	No.	%	No	%
Single (never married or never registered a same sex civil partnership) (Aged 16+)	38,353	35.97	517,393	36.14
Married (Aged 16+)	54,192	50.82	680,831	47.56
In a registered same sex civil partnership (Aged 16+)	62	0.06	1,243	0.09
Separated (but is still legally married or still legally in a same sex civil partnership) (Aged 16+)	3,369	3.16	56,911	3.98
Divorced or formerly in a same sex civil partnership which is now legally dissolved (Aged 16+)	4,139	3.88	78,074	5.45
Widowed or surviving partner from a same sex civil partnership (Aged 16+)	6,523	6.12	97,088	6.78

Sexual orientation

No specific statistics are available from the 2011 government census for this Category and there are therefore no official statistics available in relation to persons of different sexual orientation. However, the Integrated Household Survey would include between 3% and 4% would be either gay, lesbian and/or bisexual. However, due to the nature of 'disclosure' in this area, umbrella organisations often state that the figure may be closer to 10%.

Region	Heterosexual / Straight	Gay/ Lesbian	Bisexual	Gay/ Lesbian/ Bisexual	Other	Don't know /refuse	No response
England	92.54%	1.10%	0.51%	1.61%	0.33%	4.07%	1.45%
Wales	93.93%	1.04%	0.48%	1.52%	0.45%	2.99%	1.11%
Scotland	94.65%	0.82%	0.33%	1.14%	0.26%	2.59%	1.37%
N Ireland	93.00%	0.64%	0.96%	1.60%	0.26%	3.98%	1.17%
Total	92.80%	1.06%	0.51%	1.57%	0.32%	3.89%	1.42%

Research also conducted by the HM Treasury shows that between 5%-7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT).

Men & women generally	<p>The gender profile of Mid Ulster LGD is detailed as;</p> <table border="1" data-bbox="411 286 1461 430"> <thead> <tr> <th></th> <th colspan="2">Mid Ulster</th> <th colspan="2">Northern Ireland</th> </tr> <tr> <th></th> <th>No.</th> <th>%</th> <th>No.</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>69,362</td> <td>50.05</td> <td>887,323</td> <td>49.00</td> </tr> <tr> <td>Female</td> <td>69,228</td> <td>49.95</td> <td>923,540</td> <td>51.00</td> </tr> </tbody> </table>		Mid Ulster		Northern Ireland			No.	%	No.	%	Male	69,362	50.05	887,323	49.00	Female	69,228	49.95	923,540	51.00					
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Male	69,362	50.05	887,323	49.00																						
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Disability	<p>According to the 2011 NISRA census statistics 19.39% of people had a long-term health problem or disability that limited their day-to-day activities whilst 80.43% of people within the district stated their general health was either good or very good</p> <table border="1" data-bbox="418 667 1522 896"> <thead> <tr> <th></th> <th colspan="2">Mid Ulster</th> <th colspan="2">Northern Ireland</th> </tr> <tr> <th></th> <th>No.</th> <th>%</th> <th>No.</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Disability / long term health</td> <td>26,870</td> <td>19.39</td> <td>374,646</td> <td>20.69</td> </tr> <tr> <td>No disability / long term health problem</td> <td>111,720</td> <td>80.61</td> <td>1,436,217</td> <td>79.31</td> </tr> </tbody> </table> <p>In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;</p> <ul data-bbox="411 1025 1436 1236" style="list-style-type: none"> • More than 1 in 5 or 21% of the population have a disability • 1 in 7 people have some form of hearing loss • 5,000 persons use sign language - British Sign Language and/or Irish Sign Language • There are 57,000 blind persons or persons with significant impairment • 52,000 persons with learning difficulties 		Mid Ulster		Northern Ireland			No.	%	No.	%	Disability / long term health	26,870	19.39	374,646	20.69	No disability / long term health problem	111,720	80.61	1,436,217	79.31					
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Dependants	<p>Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and/ or a dependent older person. The below table provides a summary with respect Mid Ulster LGD.</p> <table border="1" data-bbox="411 1438 1481 1715"> <thead> <tr> <th></th> <th colspan="2">Mid Ulster</th> <th colspan="2">Northern Ireland</th> </tr> <tr> <th></th> <th>No.</th> <th>%</th> <th>No.</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Households with dependent children</td> <td>18,626</td> <td>38.99</td> <td>238,094</td> <td>33.86</td> </tr> <tr> <td>Lone parent households with dependents</td> <td>3,485</td> <td>7.30</td> <td>63,921</td> <td>9.09</td> </tr> <tr> <td>People providing unpaid care</td> <td>12,821</td> <td>10.69</td> <td>231,980</td> <td>11.82</td> </tr> </tbody> </table> <p>Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;</p> <ul data-bbox="411 1850 1228 1957" style="list-style-type: none"> • 7,407 families in households have 1 dependent child • 6,394 families in households with two dependent children • 5,014 families in households with three dependent children <p>There are 37,306 dependent children within families.</p>		Mid Ulster		Northern Ireland			No.	%	No.	%	Households with dependent children	18,626	38.99	238,094	33.86	Lone parent households with dependents	3,485	7.30	63,921	9.09	People providing unpaid care	12,821	10.69	231,980	11.82
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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

Section 75 category	Details of needs/experiences/priorities
Religious belief	None anticipated.
Political opinion	None anticipated.
Racial group	None anticipated.
Age	None anticipated.
Marital status	None anticipated.
Sexual orientation	None anticipated.
Men and women generally	None anticipated.
Disability	None anticipated.
Dependants	None anticipated.

Section 2 – Screening Questions

In making a decision as to carry out an Equality Impact Assessment (EQIA), the Council should consider its answers to the questions 1- 3 detailed below.

If the Council's conclusion is **none** in respect of all of the Section 75 equality of opportunity categories, then the Council may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity, the Council should give details of the reasons for the decision taken.

If the Council's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the Council's conclusion is **minor** in respect of one or more of the Section 75 equality 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.

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 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.

In favour of none

- a) The policy has no relevance to equality of opportunity.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for people within the equality categories.

Screening questions

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 anticipated	None
Political opinion	None anticipated	None
Racial group	<p>This policy is written in English therefore there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. Staff who have literacy problem that may impede their ability to access the information included in this policy. However this potential impact is minimised due to all line managers making employees aware of council policies and answer any questions they may have. Access to information regarding the procedure is available via the council's intranet and council-wide communications. All council communications are available in accessible formats on request as are Council Policies e.g. in Braille and larger print.</p>	Minor
Age	None anticipated	None
Marital status	None anticipated	None
Sexual orientation	None anticipated	None

Men and women generally	None anticipated	None
Disability	This policy is written in English therefore there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. Staff who have literacy problem that may impede their ability to access the information included in this policy. However this potential impact is minimised due to all line managers making employees aware of council policies and answer any questions they may have. Access to information regarding the procedure is available via the council's intranet and council-wide communications. All council communications are available in accessible formats on request as are Council Policies e.g. in Braille and larger print.	Minor
Dependants	None anticipated	None

2. Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? (Yes/ No)

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief	None anticipated	None
Political opinion	None anticipated	None
Racial group	This policy is written in English therefore there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. Staff who have literacy problem that may impede their ability to access the information included in this policy. However this potential	Minor

	<p>impact is minimised due to all line managers making employees aware of council policies and answer any questions they may have. Access to information regarding the procedure is available via the council's intranet and council-wide communications. All council communications are available in accessible formats on request as are Council Policies e.g. in Braille and larger print.</p>	
Age	None anticipated	None
Marital status	None anticipated	None
Sexual orientation	None anticipated	None
Men and women generally	None anticipated	None
Disability	<p>This policy is written in English therefore there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. Staff who have literacy problem that may impede their ability to access the information included in this policy. However this potential impact is minimised due to all line managers making employees aware of council policies and answer any questions they may have. Access to information regarding the procedure is available via the council's intranet and council-wide communications. All council communications are available in accessible formats on request as are Council Policies e.g. in Braille and larger print.</p>	Minor
Dependants	None anticipated	None

3. Are there opportunities without prejudice, to the equality of opportunity duty, to better promote good relations between Section 75 equality categories, through tackling prejudice and/ or promoting understanding? (Yes/ No)

	No	✓
	Yes	
If yes, please detail the opportunities below:		

If yes is concluded to Question 3, then the policy will be referred to the Council's Good Relations Working Group for consideration. The Group will consider the potential opportunities and assess if and how the overall impact of a decision/policy can better promote good relations.

Additional Considerations - 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*).

Not applicable

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

Not applicable

Section 3 – Screening Decision

In light of answers provided to the questions within Section 3 select one of the following with regards the policy:

		Select One
1	Shall not be subject to an EQIA - <i>with no mitigating measures required</i>	✓
2	Shall not be subject to an EQIA - <i>mitigating measures/ alternative policies introduced</i>	
3	Shall be subject to an EQIA	

If 1 or 2 above (i.e. not to be subject to an EQIA) please provide details of reasons why.

This is an internal governance policy, there are currently no issues anticipated. However, each case will be dealt with individually including taking into account any issues relevant to S75 groupings.

If 2 above (i.e. not to subject to an EQIA) in what ways can adverse impacts attaching to the policy be mitigated or an alternative policy be introduced.

If 3 above (i.e. shall be subject to an EQIA), please provide details of the reasons.

Mitigation

When it is concluded that the likely impact is 'minor' and an equality impact assessment is not to be conducted, you may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy:

Timetabling and prioritising

If the policy has been screened in for equality impact assessment, please answer the below to determine its priority for timetabling the equality impact assessment.

- **On a scale of 1-3 (1 being lowest priority and 3 being highest), assess the policy in terms of its priority for equality impact assessment.**

Priority criterion	Rating (1-3)
Effect on equality of opportunity	
Social need	
Effect on people's daily lives	
Relevance to a Council'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 list of priorities will assist the Council in timetabling. Details of the Council's Equality Impact Assessment Timetable should be included in the Screening Reports.

- **Is the policy affected by timetables established by other relevant public authorities?**

Yes	
No	

Section 5 – Monitoring

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. Please detail proposed monitoring arrangements below:

This is an internal governance policy, there are currently no issues anticipated. However, each case will be dealt with individually including taking into account any issues relevant to S75 groupings.

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Ann McAleer	Corporate Policy & Equality Policy	5/4/2018
Approved by:	Position/ Job Title	Date

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 council website as soon as possible following completion and be available on request.

Appendix A Mid Ulster District Council Screening Process

