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

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Section 1   Policy Scoping & Information

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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
Recognition of Staff Leaving/Retirement Policy

2. Is this an existing, revised or a new policy?
New Policy for Mid Ulster District Council

3. What is it trying to achieve? (aims/outcomes)
Mid Ulster District Council acknowledges the importance of recognising staff for their contribution to Council & therefore marking by way of presentation of gift voucher, small reception with refreshments & flowers for those who retire/leave the Council after 10 + years of continuous service. The policy is intended to ensure that any such presentations are made to ensure equity of treatment with regard to recognition and reward for all staff.

4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	X
	No	

If so, please explain
Policy will provide equality of opportunity to all irrespective of S75 categories. Age – those in the older age group category should benefit in that they will have longer service.

6. Who initiated or wrote the policy?
Organisational Development Dept

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?	x	
• If yes, are they financial?	x	
• If yes, are they legislative?	x	
• If yes, Please specify	*Financial:* Budget restrictions (e.g. reduction in bloc grant) which could have impact on resources (financial) *Legislative:* Changes in legislation (e.g. removal of default retirement age resulting in staff working longer)	
• Other, Please specify		

Stakeholders

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

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

Others policies with a bearing on this policy

Policies	Owners
Equal Opportunities Policy	H.R. O.D. department

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	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). 	Religion or Religion brought up in	No.	%
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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**	
Political opinion	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 bellowed along with representation (seats) on Council (Source: NISRA): | Party	Votes	Percentage	Council Seats
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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	
Racial group	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: 	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

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 martial 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	The gender profile of Mid Ulster LGD is detailed as;

	Mid Ulster		Northern Ireland	
	No.	%	No.	%
Male	69,362	50.05	887,323	49.00
Female	69,228	49.95	923,540	51.00

Disability

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

	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

In Northern Ireland the profile of persons with a disability has been reported by Disability Action as;

- 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

Dependants

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.

	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

Of the households in Mid Ulster Local Government District with dependent children, they can be summarised as;

- 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

There are 37,306 dependent children within families.

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 in relation to this policy**
Political opinion	**None in relation to this policy**
Racial group	**Some minorities, for example, people who do not have English as a first language may need to have information explained or for someone to take more time to help them understand a policy.**
Age	**Some older people may need information explained to them or for someone to take more time to help them understand a policy or procedure.**
Marital status	**None in relation to this policy**
Sexual orientation	**None in relation to this policy**
Men and women generally	**None in relation to this policy**
Disability	**Some disabled staff may need more help to understand the policy or information in alternative formats etc**
Dependants	**None in relation to this policy**

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	This policy will be implemented on an equal basis	**None**
Political opinion	This policy will be implemented on an equal basis.	**None**
Racial group	This policy will be implemented on an equal basis.	**None**
Age	This policy recognises those staff with longer service which will be those in the older age group however, policy will be implemented on an equal basis across Council	**None**
Marital status	This policy will be implemented on an equal basis.	**None**
Sexual orientation	This policy will be implemented on an equal basis.	**None**
Men and women generally	This policy will be implemented on an equal basis	**None**
Disability	This policy will be implemented on an equal basis	**None**
Dependants	This policy will be implemented on an equal basis	**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		**No**
Political opinion		**No**
Racial group		**No**
Age		**No**
Marital status		**No**
Sexual orientation		**No**
Men and women generally		**No**
Disability		**No**
Dependants		**No**

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	x
	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).*
No
Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

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 - *with no mitigating measures required*	x
2	Shall not be subject to an EQIA - *mitigating measures/ alternative policies introduced*	
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.

No equality issues have been identified that warrant a further inspection of equality issues in relation to this policy.

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.
N/A

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

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:

N/A |

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	X

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:

Implementation of this policy will be monitored & reviewed in line with any changes in government policy and a formal review undertaken 24 months from its effective date. Any changes made will be communicated in the Policy & Resources Committee in a timely manner.

Section 6 – Approval and authorisation

Review of Equality Screening by:	Position/ Job Title	Date
	Corporate Learning & Development Manager	31/1/20
Approved by:	**Position/ Job Title**	**Date**
	Director of O.D.	31/1/20

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.

Policy Scoping
- Policy
- Available data

Screening Questions
- Apply screening questions
- Consider multiple identities

Screening Decision
None/Minor/Major

'None'
Screened out

'Minor'
Screened out with mitigation

'Major'
Screened in for EQIA

Publish Template for information

Mitigate

Publish Template

Concerns raised with evidence re:screening

Re-consider screening

Publish Template

EQIA

Concerns raised with evidence

Monitor