



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.

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		
Use of the Job Retention Scheme		
2. Is this an existing, revised or a new policy?		
This is a new practice.		
3. What is it trying to achieve? (aims/outcomes)		
This practice has been developed in response to a Coronavirus Pandemic. This practice aims to retain the employment of Council staff who cannot work from home during the Council's response to the pandemic. This decision is an extraordinary measure and is in line with government departmental guidance. Staff placed on the Scheme will continue to receive their normal level of income and their terms and conditions will be unaffected. Staff placed on the Scheme have been selected in relation to their ability to carry out their duties during the lockdown period.		
4. Are there any Section 75 categories which might be expected to benefit from the intended policy?	Yes	
	No	X
If so, please explain		
5. Who initiated or wrote the policy?		
Mid Ulster District Council		
6. 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?			
• If yes, are they financial?		X	
• If yes, are they legislative?		X	
• If yes, Please specify	<p>Financial: This Scheme has been introduced by government as a financial packages of response to a Coronavirus pandemic.</p> <p>Legislative: The Health Protection (Coronavirus) Regulations 2020 Employment Legislation</p>		
• 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
All HR Policies	Organisational Development

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. [Add information and evidence from other sources, eg, research, survey findings, service user feedback, consultation feedback, review findings, etc]

Section 75 category	Details of evidence/information
Religious belief	Data not currently available
Political opinion	The political opinion of the staff of Mid Ulster District Council can currently be broken down as follows: Generally Nationalist- 7% Generally Unionist- 3% Neither Generally Unionist or Nationalist-3% Unknown- 87%
Racial group	The racial grouping of the staff of Mid Ulster District Council can currently be broken down as follows: White- 92.6% Mixed Ethnic- 0.8% Black/Caribbean/Other 0.3% Unknown- 5.3%
Age	The age of the staff of Mid Ulster District Council can currently be broken down as follows: 17-25yrs- 16.4% 26-35yrs- 16.3% 36-45yrs- 23.3% 46-55yrs 23.3% 56-65yrs 16.3%

	<p>66-75yrs- 3%</p> <p>Unknown- 0.8%</p>
Marital status	<p>The marital status of the staff of Mid Ulster District Council can currently be broken down as follows:</p> <p>Married 55%</p> <p>Single 39%</p> <p>Unknow 3%</p> <p>Divorced/Separated/Widowed 3%</p>
Sexual orientation	<p>The sexual orientation of the staff of Mid Ulster District Council can currently be broken down as follows:</p> <p>Heterosexual- 13%</p> <p>Did not want to disclose- 0.6%</p> <p>Unknown- 86.3%</p> <p>Lesbian- 0.09%</p>
Men & women generally	<p>The gender breakdown of the staff of Mid Ulster District Council can currently be broken down as follows:</p> <p>58% are men</p> <p>42% are women</p>
Disability	<p>Currently 2% of Mid Ulster District Council staff have stated that they have a disability.</p>
Dependants	<p>The breakdown of the Mid Ulster District Council staff who have dependents can currently be broken down as follows:</p> <p>No Dependents- 9%</p> <p>Carer for an Adult- 0.5%</p> <p>Child/Children- 4.5%</p> <p>Unknown- 86%</p>

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	Data not currently available
Political opinion	<p>The political opinion of the staff of Mid Ulster District Council who have been entered into the Jobs Retention Scheme can currently be broken down as follows:</p> <p>Generally Nationalist- 10%</p> <p>Generally Unionist- 3%</p> <p>Neither Generally Unionist or Nationalist-2%</p> <p>Unknown- 85%</p>
Racial group	<p>The racial grouping of the staff of Mid Ulster District Council who have been entered into the Jobs Retention Scheme can currently be broken down as follows:</p> <p>White- 89%</p> <p>Mixed Ethnic- 1%</p> <p>Unknown- 10%</p>
Age	<p>The age categories of the staff of Mid Ulster District Council who have been entered into the Jobs Retention Scheme can currently be broken down as follows:</p> <p>17-25yrs- 27%</p> <p>26-35yrs- 20%</p> <p>36-45yrs- 15%</p> <p>46-55yrs 15%</p> <p>56-65yrs 16%</p>

	<p>66-75yrs- 6%</p> <p>Unknown- 1%</p>
Marital status	<p>The martial status of the staff of Mid Ulster District Council who have been entered into the Jobs Retention Scheme can currently be broken down as follows:</p> <p>Married 41%</p> <p>Single 53%</p> <p>Unknow 4%</p> <p>Divorced/Separated/Widowed 3%</p>
Sexual orientation	<p>The sexual orientation of the staff of Mid Ulster District Council who have been entered into the Jobs Retention Scheme can currently be broken down as follows:</p> <p>Heterosexual- 17%</p> <p>Did not want to disclose- 1%</p> <p>Unknown- 82%</p>
Men and women generally	<p>The gender of the staff of Mid Ulster District Council who have been entered into the Jobs Retention Scheme can currently be broken down as follows:</p> <p>Men- 53%</p> <p>Women- 47%</p>
Disability	<p>0%</p>
Dependants	<p>The breakdown of the Mid Ulster District Council staff who have dependents can currently be broken down as follows:</p> <p>No Dependents- 13%</p> <p>Child/Children- 4%</p> <p>Unknown- 83%</p>

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	No adverse impacts anticipated	None
Political opinion	No adverse impacts anticipated	None
Racial group	No adverse impacts anticipated	None
Age	No adverse impacts anticipated	None
Marital status	No adverse impacts anticipated	None
Sexual orientation	No adverse impacts anticipated	None

Men and women generally	No adverse impacts anticipated	None
Disability	No adverse impacts anticipated	None
Dependants	No adverse impacts 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		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Political opinion		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.

Racial group		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Age		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Marital status		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Sexual orientation		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with

		respect to any Section 75 groups.
Men and women generally		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Disability		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.
Dependants		Mid Ulster District Council has assessed the potential impact of using the Jobs Retention Scheme to furlough staff who are unable to work from home. Council has determined it does not unlawfully directly discriminate in any way with respect to any Section 75 groups.

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*).

Members of staff from all S75 groups (excluding people with disabilities), have been placed on the Jobs Retention Scheme. However Mid Ulster District Council considers that the impacts are justified and a proportionate means of achieving the legitimate aim of protecting jobs during the Coronavirus pandemic.

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

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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>	X
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.

N/A

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:

It has not been identified that mitigation is required in relation to this 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:

The implementation of this practice will be monitored against the timeframe of Council being able to reopen all areas of service delivery. The Jobs Retention Scheme will be in place until 31st October 2020. Any further action in relation to the implementation of the Scheme will require further screening at that point.

Section 6 – Approval and authorisation

Screened by:	Position/ Job Title	Date
Ann McAleer	Corporate Policy & Equality Officer	20/5/2020
Approved by:	Position/ Job Title	Date
	Director of Organisational Development	26/05/2020

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

