

## 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**

Corporate Improvement Plan 2018-19 (Draft for Consultation).

**Is this an existing, revised or a new policy?**

New.

**What is it trying to achieve? (intended aims/outcomes)**

- The Council's Corporate Improvement Plan 2018-19 (Draft for Consultation) sets out what we will do in the year ahead to deliver on our statutory duty, as listed in Part 12 of the Local Government Act 2014. Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a new framework to support the continuous

<p>improvement of Council services, in the context of strategic objectives that are important to those whom who receive those services.</p> <ul style="list-style-type: none"> <li>• The Plan confirms our commitment to make a difference to services and outcomes for the people of our Borough. It has been aligned with the Community Plan and the Council's Corporate Plan to ensure the Borough of Antrim and Newtownabbey is 'A Prosperous Place, Inspired by our People; Driven by Ambition.'</li> <li>• Sevens areas for improvement, balancing the need to improve services such as leisure and waste management, with our determination to continue to improve the cleanliness of our Borough and achieve excellence in terms of customer satisfaction. We want to increase staff attendance, encourage entrepreneurship and streamline processes and systems to ensure that suppliers receive payments more promptly.</li> </ul>
<p><b>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</b></p> <p>None.</p>
<p><b>Who initiated or wrote the policy?</b></p> <p>Head of Performance and Transformation.</p>
<p><b>Who owns and who implements the policy?</b></p> <p>Head of Performance and Transformation.</p>

**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)

<input checked="" type="checkbox"/>	financial
<input checked="" type="checkbox"/>	legislative
<input type="checkbox"/>	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)

<input checked="" type="checkbox"/>	Citizens and Stakeholders
<input checked="" type="checkbox"/>	Local Businesses and, where appropriate, potential businesses
<input checked="" type="checkbox"/>	Statutory and other community planning partners

✓	Other bodies with
✓	Staff and Trade unions
	Other, please specify

**Other policies with a bearing on this policy**

- a. Performance Improvement Plan
- b. Managing Attendance
- c. Capability Policy
- d. Disciplinary Policy
- e. Grievance Policy
- f. Rehabilitative Return to Work

**Who owns them?**

- Finance and Governance; Human Resources

### 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.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	<p>In developing the Corporate Improvement Plan 2018-19 (Draft for Consultation), cognisance has been taken of the objectives and outcomes outlined in the Community Plan and the Council's Corporate Plan.</p> <p>In addition to this, Officers reviewed information collated through the following sources:                      On-going work with Elected Members; Medium Term Financial Plan; Digital Transformation Strategy; Performance data and the draft Programme for Government.</p> <p>The functions selected and the corresponding improvement objectives were selected on the basis that the improvements would enhance the sustainable quality of life and environment for ratepayers and communities and contribute to the delivery of the Council's overall vision.</p>
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

### 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.

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
Religious belief	No evidence of adverse impact.
Political opinion	No evidence of adverse impact.
Racial group	No evidence of adverse impact.
Age	No evidence of adverse impact.
Marital status	No evidence of adverse impact.
Sexual orientation	No evidence of adverse impact.
Men and women generally	No evidence of adverse impact.
Disability	No evidence of adverse impact.
Dependants	No evidence of adverse impact.

## **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.

<b>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</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? minor/major/none</b>
Religious Belief		None.
Political opinion		None.
Racial Group		None.
Age		None.
Marital Status		None.
Sexual orientation		None.
Men and women generally		None.
Disability		None.
Dependants		None.

<b>2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>If YES, provide details</b>	<b>If NO, provide reasons</b>
Religious Belief		No. The Corporate Improvement Plan 2018-19 (Draft for Consultation), is applicable to all Section 75 categories equally.
Political opinion		
Racial Group		
Age		
Marital Status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

<b>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</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? minor/major/none</b>
Religious Belief		None.
Political opinion		None.
Racial Group		None.

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Section 75 category</b>	<b>If YES, provide details</b>	<b>If NO, provide reasons</b>
Religious Belief		No. The Corporate Improvement Plan 2018-19 (Draft for Consultation) has no implications for Good Relations.
Political opinion		
Racial Group		

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

No.
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## 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**

Comments

## 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? **No**

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

The Corporate Improvement Plan 2018-19 (Draft for Consultation) has no implications to the equality of opportunity or good relations of the Section 75 equality categories. The Plan is applicable to all Section 75 categories equally.
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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	N/A
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 Not answered in 2017-18**

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?

Feedback from stakeholders on the implementation and delivery of the Corporate Improvement objectives.

**PART 5 - AUTHORISATION AND APPROVAL**

**Screened by:**

Signature \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_

**Signature of Director/Head of Service:**

Signature \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_

Approving Committee \_\_\_\_\_  
(Name and date):

Date of Council ratification \_\_\_\_\_

File ref: \_\_\_\_\_

**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.**