

PBNI Equality Impact Screening

Part 1 Policy Scoping

Information about the policy

This form should be read in conjunction with the Equality Commission's revised Section 75, "A Guide for Public Authorities" April 2010 and available via the following link [S75 Guide for Public Authorities April 2010](#). Staff should complete a form for each new or revised policy for which they are responsible (see page 6 for a definition of policy in respect of section 75).

The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations and so determine whether an Equality Impact Assessment (EQIA) is necessary. Screening should be introduced at an early stage when developing or reviewing a policy.

1.1 Name of the policy

Career Break Policy and Procedure

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

Revised

1.3 What is it trying to achieve? (Intended aims/outcomes)

The aim of the policy and procedure is to ensure that employees of when a career break is appropriate, the normal terms and conditions that apply to such breaks and to provide a consistent and equitable approach to the management of career breaks.

1.4 Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.

No

1.5 Who initiated or wrote the policy?

Staff Officer Human Resources Department

1.6 Which Dept. owns and who implements the policy?

Human Resources Department

Implementation factors

1.7 Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

No

If yes, are they

financial

legislative

other, please specify

Main stakeholders affected

1.8 Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

staff

service users

other public sector organisations

voluntary/community/trade unions

other, please specify

1.9 Other policies with a bearing on this policy

- what are they?

Special Leave Guidance
Annual Leave
Family Friendly Policy and Procedure
Flexible Working Policy and Procedure
Workforce Planning Group Guidelines

- who owns them?

Human Resources Department

Available evidence

1.10 What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

| Section 75 category | Details of evidence/information |
|---------------------------|--|
| Religious belief | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Non-determined 7% Protestant 45% Catholic 47% Blank 1%</p> <p>The operation of this policy has no impact on religious belief.</p> |
| Political opinion | <p>The operation of this policy has no impact on political opinion</p> |
| Racial group | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>White 97.42% Mixed 0.7% Other 0.235 Not disclosed 0.7%</p> <p>The operation of this policy has no impact on Racial Group</p> |
| Age | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>18-25 = 2% 26-35 =21% 36-45 = 30% 46-55 = 30% 56+ = 16%</p> <p>Blank = 1%</p> <p>The operation of this policy has no impact on age groups</p> |
| Marital status | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Single = 24% Married – 60% Widowed = 1% Separated = 3% Divorced = 3% Civil Partnership 0% Cohabit 6% Not disclosed 2% Blank 1%</p> <p>The operation of this policy has no impact on marital status</p> |
| Sexual orientation | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Heterosexual = 82% Bisexual = 1% Gay/Lesbian = 1% Not disclosed = 2% Blank 14%</p> <p>The operation of this policy has no impact on sexual orientation</p> |

| | |
|---------------------------------------|---|
| <p>Men and women generally</p> | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Male = 30% Female = 70%</p> <p>As PBNI has a higher percentage of women in the workforce more female staff may apply. However applications will be considered on its merits.</p> |
| <p>Disability</p> | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Disabled = 4% Not disabled = 96%</p> <p>The operation of this policy has no impact on those with a disability</p> |
| <p>Dependants</p> | <p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Staff with children = 38% Person with disability = 2% Elderly person = 3% No dependents = 56% Not disclosed = 1%</p> <p>The operation of this policy has no impact on those with dependents</p> |

Needs, experiences and priorities

1.11 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 | None in relation to this policy |
| Age | None in relation to this policy |
| Marital status | None in relation to this policy |
| Sexual orientation | None in relation to this policy |
| Men and women generally | A higher proportion of women may be impacted with this policy given the breakdown of 30% male and 70% female PBNI workforce. |
| Disability | None in relation to this policy |
| Dependants | None in relation to this policy |

Part 2 Equality Screening Questions

SCREENING QUESTIONS

- 2.1** In making a decision as to whether or not there is a need to carry out an equality impact assessment, consider questions 2.5 -2.8 listed below.
- 2.2** If the conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the decision may to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, give details of the reasons for the decision taken.
- 2.3** 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:
- i.measures to mitigate the adverse impact; or
 - ii.the introduction of an alternative policy to better promote equality of opportunity and/or good relations.
- 2.4** 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.

2.5 Equality Impact

| 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 | |
| Political opinion | None | |
| Racial group | None | |
| Age | None | |
| Marital status | None | |
| Sexual orientation | None | |
| Men and women generally | None | |
| Disability | None | |
| Dependants | None | |

2.6 Promotion of Equality

| 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 | | No, the policy applies to all employees of PBNI. |
| Political opinion | | No as above |
| Racial group | | No as above |
| Age | | No as above |
| Marital status | | No as above |
| Sexual orientation | | No as above |
| Men and women generally | | No as above |
| Disability | | No as above |
| Dependants | | No as above |

2.7 Good Relation Impact

| 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 | | |
|--|--------------------------|---|
| Good relations category | Details of policy impact | Level of impact Minor Major None |
| Religious belief | None | |
| Political opinion | None | |
| Racial group | None | |

2.8 Promotion of Good Relations

| 4 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 | | None given nature of policy |
| Political opinion | | None given nature of policy |
| Racial group | | None given nature of policy |

Additional considerations

Multiple identities

2.9 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 women; young Protestant men; and young lesbians, gay and bisexual people).

| |
|------|
| None |
|------|

2.10 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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2.11 Is there an opportunity through this policy for PBNI to promote positive attitudes towards disabled people or encourage the participation of disabled people in public life?

Yes

No

| |
|---|
| If answered yes detail how this will be achieved: - |
| |

Part 3 Screening decision

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

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

3.2 If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

Not applicable

3.3 If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

No applicable

Mitigation

3.4 When the likely impact is 'minor' an equality impact assessment is not to be conducted, mitigation may 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 and if so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

Not applicable

Date Screening Completed: 2 June 2016

Department Completing this Screening: Human Resources Department