

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

Grievance Policy

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

Revised

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

The Grievance Policy and Procedure aims to promote good working relations and deliver fair and equal treatment of all employees. The PBNI recognizes its obligation to deal with grievance in a fair and consistent manner with due regard for the rights of all concerned. Grievance matters will be dealt with in a fair and consistent manner in accordance with the Policy and supporting Grievance Procedure. The Grievance Procedure seeks to establish a clear course of action to ensure the fair, consistent and supportive treatment of individuals should a complaint arise.

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?

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?

Disciplinary Policy and Procedure

- 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 from 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. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff.</p>
Political opinion	<p>The operation of this policy has no impact on political opinion. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff.</p>
Racial group	<p>Details from 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. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff.</p>
Age	<p>Details from 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% Blank = 1%</p> <p>The operation of this policy has no impact on any particular age group. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff.</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. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff.</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. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff</p>
Men and women generally	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Male = 30% Female = 70%</p> <p>The operation of this policy has no impact on gender. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff</p>
Disability	<p>Details of the 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. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff</p>
Dependants	<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. All employees are entitled to use the Grievance Policy/Procedure and the process set out should ensure a fair, consistent course of action for all staff</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	With the higher percentage of female employees this in turn may mean that the majority of part-time employees are female. Any meetings held within the process will be arranged within the part-time work pattern. This would be the case for all staff who work part-time irrespective of whether male or female.
Sexual orientation	None in relation to this policy
Men and women generally	None in relation to this policy
Disability	Reasonable adjustments may be required for individual employees with a disability to ensure that they are supported and assisted with the process. This will be on a case by case basis depending on the level of support required.
Dependants	Staff with dependants may work on a part-time basis. Any meetings held within the process will be arranged within the part-time work pattern. This would be the case for all staff who work part-time irrespective of whether the employee has dependants.

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. All PBNI staff are entitled to use this policy and it applies to all staff.
Political opinion		No. All PBNI staff are entitled to use this policy and it applies to all staff.
Racial group		No. All PBNI staff are entitled to use this policy and it applies to all staff.
Age		No. All PBNI staff are entitled to use this policy and it applies to all staff.
Marital status		No. All PBNI staff are entitled to use this policy and it applies to all staff.
Sexual orientation		No. All PBNI staff are entitled to use this policy and it applies to all staff.
Men and women generally		No. All PBNI staff are entitled to use this policy and it applies to all staff.
Disability		No. All PBNI staff are entitled to use this policy and it applies to all staff.
Dependants		No. All PBNI staff are entitled to use this policy and it applies to all staff.

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		No. This policy aims to promote good working relations generally within PBNI. The process for dealing with grievances should be fair and consistent for all.
Political opinion		No. This policy aims to promote good working relations generally within PBNI. The process for dealing with grievances should be fair and consistent for all.
Racial group		No. This policy aims to promote good working relations generally within PBNI. The process for dealing with grievances should be fair and consistent for all.

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.

N/A

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

N/A

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.

N/A

Date Screening Completed: 15 September 2017
Department Completing this Screening: Human Resources Department