

# PBNI Section 75 Policy Screening Template

## 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? (Use drop down menu)

Revised

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

To regulate the process and procedures for dealing with matters of employee grievance in PBNI. To provide a framework of guidance which will allow PBNI to deal with grievance matters and consider the rights and obligations of those involved and to ensure that grievance matters within the PBNI will be dealt with in a fair and consistent manner in accordance with the policy and supporting Grievance Procedure.

### 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

**1.6** Who owns and who implements the policy?

Assistant Director - 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  
Dignity at Work Policy and Procedure

- who owns them?

Human Resources Department

**Staff breakdown in PBNI is detailed on this form under the various categories as per the PBNI Diversity Profile 2012.**

**In terms of reviewing the number of staff who have gone through the process since the implementation of the current Grievance Policy and Procedure (February 2011), the numbers are so significantly low that this would make any statistical analysis meaningless.**

**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.

| <b>Section 75 category</b> | <b>Details of evidence/information</b>  |
|----------------------------|---|
| <b>Religious belief</b>    | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Non-determined 7% Protestant 45% Catholic 47% Blank Form 1%</p> <p>The operation of this policy has no impact on religious belief</p>                          |
| <b>Political opinion</b>   | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Unionist 2% Nationalist 1% Other 1% None 5%</p> <p>Prefer not to say 25 Blank 89%</p> <p>The operation of this policy has no impact on political opinion</p>   |
| <b>Racial group</b>        | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>White 97.42% Mixed 0.70% Other 0.24% Not Disclosed 0.70% Blank Form 0.94%</p> <p>The operation of this policy has no impact on any particular racial group</p> |
| <b>Age</b>                 | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>18-25 2% 26-35 21% 36-45 30% 46-55 30% 56+ 16%</p> <p>Blank Form 1%</p> <p>The operation of this policy has no impact on any particular age group</p>          |

|                                |   |
|--------------------------------|---|
| <b>Marital status</b>          | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Single 24% Married 60% Widowed/SP 1% Separated 3%</p> <p>Divorced 3% Cohabit 6% Not Disclosed 2% Blank Form 1%</p> <p>The operation of this policy has no impact on marital status</p> |
| <b>Sexual orientation</b>      | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Heterosexual 82% Bi-sexual 1% Gay/Lesbian 1%</p> <p>Not disclosed 2% Blank Form 14%</p> <p>The operation of this policy has no impact on sexual orientation</p>                        |
| <b>Men and women generally</b> | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Male 30% Female 70%</p> <p>The operation of this policy has no impact on gender</p>  |
| <b>Disability</b>              | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Disabled Yes 4% Disabled No 96%</p> <p>The operation of this policy has no impact on those with a disability.</p>  |
| <b>Dependants</b>              | <p>Details from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Staff with children 38% Person with disability 2% Elderly person 3%</p> <p>None 56% Not disclosed 1%</p> <p>The operation of this policy has no impact on those with dependants</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

| <b>Section 75 category</b>     | <b>Details of needs/experiences/priorities</b> |
|--------------------------------|--|
| <b>Religious belief</b>        | None in relation to this policy                |
| <b>Political opinion</b>       | None in relation to this policy                |
| <b>Racial group</b>            | None in relation to this policy                |
| <b>Age</b>                     | None in relation to this policy                |
| <b>Marital status</b>          | None in relation to this policy                |
| <b>Sexual orientation</b>      | None in relation to this policy                |
| <b>Men and women generally</b> | None in relation to this policy                |
| <b>Disability</b>              | None in relation to this policy                |
| <b>Dependants</b>              | 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? <b>Minor   Major   None</b> |                          |   |
|---|--------------------------|---|
| Section 75 category   | Details of policy impact | Level of impact?<br><b>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                     |   |

## 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 <b>Yes</b> , provide details | If <b>No</b> , provide reasons   |
| Religious belief  |                                 | No. This policy is a standard HR policy which applies to all employees |
| Political opinion   |                                 | No. This policy is a standard HR policy which applies to all employees |
| Racial group  |                                 | No. This policy is a standard HR policy which applies to all employees |
| Age   |                                 | No. This policy is a standard HR policy which applies to all employees |
| Marital status  |                                 | No. This policy is a standard HR policy which applies to all employees |
| Sexual orientation  |                                 | No. This policy is a standard HR policy which applies to all employees |
| Men and women generally   |                                 | No. This policy is a standard HR policy which applies to all employees |
| Disability  |                                 | No. This policy is a standard HR policy which applies to all employees |
| Dependants  |                                 | No. This policy is a standard HR policy which applies to all           |



|  |  |           |
|--|--|-----------|
|  |  | employees |
|--|--|-----------|

## 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? <b>Minor   Major   None</b> |                          |  |
|--|--------------------------|--|
| Good relations category  | Details of policy impact | Level of impact<br><b>Minor   Major   None</b> |
| 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 <b>Yes</b> , provide details | If <b>No</b> , provide reasons   |
| Religious belief  |                                 | No however with general awareness training for all staff it is hoped individuals will know how to raise a grievance informally or making use of mediation in before deciding if formal process is necessary, irrespective of their section 75 equality identity. |



### 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.

As indicated at the start of this form, in terms of reviewing the number of staff who have gone through the process since the implementation of the current Grievance Policy and Procedure (February 2011), the numbers are so significantly low that this would make any statistical analysis meaningless.

**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.

**3.5** 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

### Timetabling and prioritising

**3.6** If the policy has been ‘**screened in**’ for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

**3.7** On a scale of 1-3, with 1 being the lowest priority 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 |              |
| 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 list of priorities will assist the public authority in timetabling. Details of the Public Authority’s Equality Impact Assessment Timetable should be included in the quarterly Screening Report.*

**3.8** Is the policy affected by timetables established by other relevant public authorities and if yes, please provide details

No

## Monitoring

*The Equality Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, Para 2.13 – 2.20 of the ECNI Monitoring Guidance 2007).*

*Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.*

## Approval and authorisation

|                     | Position/Job Title                          | Date        |
|---------------------|---|-------------|
| <b>Screened by:</b> | Joanne Wilson<br>Staff Officer (HR)         | 6 June 2013 |
| <b>Approved by:</b> | Gillian Robinson<br>Head of Human Resources | 6 June 2013 |
|                     |   |             |

*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 and made easily accessible on PBNI website as soon as possible following completion and made available on request. Completed forms must be forwarded to [equality@pbni.gsi.gov.uk](mailto:equality@pbni.gsi.gov.uk)*