

# 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 the 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?

Deputy Principal - Human Resources

### 1.6 Who 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?

Bullying and Harassment Policy  
Disciplinary Policy

- 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
<b>Religious belief</b>	<p>Details from the last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>Non-determined 6% Protestant 45% Catholic 49%</p> <p>The operation of this policy has no impact on religious belief</p>
<b>Political opinion</b>	<p>The operation of this policy has no impact on political opinion</p>
<b>Racial group</b>	<p>Details from the last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>White 98%. Mixed 1% Not Disclosed 1%</p> <p>The operation of this policy has no impact on any particular racial group</p>
<b>Age</b>	<p>Details from the last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>18-25 = 1.5% 26-35 = 23% 36-45 = 29% 46-55 = 31% 56+ = 15% Blank = 0.5%</p> <p>The operation of this policy has no impact on any particular age group</p>
<b>Marital status</b>	<p>Details from the last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>Single = 23% Married = 62% Widowed = 1% Separated = 3% Divorced = 3% Civil Partnership = 1% Cohabit = 5% Not Disclosed = 1% Blank = 1%</p> <p>The operation of this policy has no impact on marital status</p>
<b>Sexual orientation</b>	<p>Details from the last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>Heterosexual = 82% Bisexual = 1% Gay/Lesbian = 1%</p>

	<p>Not Disclosed = 2 % Blank 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 last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>Male = 31% Female = 69%</p> <p>The operation of this policy has no impact on gender</p>
<b>Disability</b>	<p>Details from the last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>Disabled = 4% Not Disclosed = 96%</p> <p>The operation of this policy has no impact on those with a disability.</p>
<b>Dependants</b>	<p>Details from the last Section 75 report (May 2011) indicated that the PBNI workforce is as follows:</p> <p>Staff with Children = 23% Person with Disability = 2% Elderly Person = 3% No Dependents = 56% Not Disclosed = 1%</p> <p>The operation of this policy has no effect 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

<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? <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
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## 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 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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief	None	
Political opinion	None	
Racial group	None	

## **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).*

**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.

**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

## 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: Joanne Wilson</b>	Deputy Principal	19/07/12
<b>Approved by: Gillian Robinson</b>	Head of HR	19/07/12

*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)*