

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

Policy, Procedure and Guidance on the Provision of Hospitality, Gifts and Events

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)

The purpose of this policy is to set out PBNI's policy on the provision of hospitality, gifts and events by PBNI officials and Board members. This updated document restates the importance of ensuring the appropriateness of expenditure incurred by the PBNI and will be reviewed annually to ensure that it is compliant with all relevant legislation, including the Bribery Act 2010 and is generally fit for purpose

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

The policy applies equally to all staff

1.5 Who initiated or wrote the policy?

Susan Glenn – Head of Finance

1.6 Who owns and who implements the policy?

Susan Glenn – Head of Finance

Implementation factors

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

Yes - Budget constraints

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?

Anti-Fraud and Anti-Bribery Policy
Procurement Policy

- who owns them?

Finance

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	No statistical Information is available
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

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	This group has no specific identified need in relation to the application of this policy
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men and women generally	As above
Disability	As above
Dependants	As above

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	No identified policy impact.	None
Political opinion	No identified policy impact.	None
Racial group	No identified policy impact.	None
Age	No identified policy impact.	None
Marital status	No identified policy impact.	None
Sexual orientation	No identified policy impact.	None

Men and women generally	No identified policy impact.	None
Disability	No identified policy impact.	None
Dependants	No identified policy impact.	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		This is a policy applies to all staff regardless of equality group
Political opinion		See above
Racial group		See above
Age		See above
Marital status		See above
Sexual orientation		See above
Men and women generally		See above

Disability		See above
Dependants		See 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	This document complements the Northern Ireland Civil Service “Guidance on Offers and the Acceptance of Gifts and Hospitality” which PBNI has adopted and which outlines the responsibilities of staff to exercise judgment and propriety regarding offers received for gifts and hospitality.	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	This policy is guidance to staff and is not likely to have a Good Relations Impact.	No

Political opinion		See above
Racial group		See above

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.

N/A

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?

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.

PBNI has not identified any significant equality concerns in relation to the implementation of this policy. Sufficient mitigation has been factored into the policy to ensure that equality of opportunity is promoted.

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.

Not 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.

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.

Not applicable