

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

Information Assurance Policy and related procedures

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

Existing

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

The aim of this policy is to ensure that PBNI's information systems will protect the information they handle and function as they need to, under the control of authorised users. The policy applies to all information held by PBNI, whether manual or electronic, current or archived and all recorded information, in any form, created, received or maintained by PBNI.

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

None

1.5 Who initiated or wrote the policy?

PBNI IT Department

1.6 Which Dept. owns and who implements the policy?

PBNI IT Department

Implementation factors

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

Yes

If yes, are they

- financial
- legislative
- other, please specify

Lack of knowledge about the policy and procedures

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?

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The Data Protection Act 1998
The Freedom of Information Act 2000
The Information Commissioner's Office
HM Government – Cabinet Office guidance
The National Archives
The Public Records Office Northern Ireland (PRONI)

- who owns them?

N/A

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	Workforce figures Non-Deter Protestant Catholic Other Blank 7% 45% 47% 1%
Political opinion	Workforce Data Unionist Nationalist Other None Prefer Not to Say Blank 2% 1% 1% 5% 2% 89%
Racial group	Workforce Data White Mixed Other Not Disclosed Blank 97.42% 0.70% 0.24% 0.70% 0.94%
Age	Workforce Data Age Bands 18-25 26-35 36-45 46-55 56+ Blank 2% 21% 30% 30% 16% 1%
Marital status	Workforce Data Single Married Widowed/SP Separated Divorced 24% 60% 1% 3% 3% Civil Partner Cohabit Not Disclosed Blank 6% 2% 1%

Sexual orientation	<p>Workforce Data</p> <table border="0"> <tr> <td>Heterosexual</td> <td>Bi-Sexual</td> <td>Gay/Lesbian</td> <td>Not Disclosed</td> <td>Blank</td> </tr> <tr> <td>82%</td> <td>1%</td> <td>1%</td> <td>2%</td> <td>14%</td> </tr> </table>	Heterosexual	Bi-Sexual	Gay/Lesbian	Not Disclosed	Blank	82%	1%	1%	2%	14%
Heterosexual	Bi-Sexual	Gay/Lesbian	Not Disclosed	Blank							
82%	1%	1%	2%	14%							
Men and women generally	<p>Workforce Data</p> <table border="0"> <tr> <td>Male</td> <td>Female</td> </tr> <tr> <td>30%</td> <td>70%</td> </tr> </table>	Male	Female	30%	70%						
Male	Female										
30%	70%										
Disability	<p>Workforce Data</p> <table border="0"> <tr> <td>Disability Yes</td> <td>No</td> </tr> <tr> <td>4%</td> <td>96%</td> </tr> </table>	Disability Yes	No	4%	96%						
Disability Yes	No										
4%	96%										
Dependants	<p>Staff with children 38% Person with disability 2% Elderly person 3%</p> <p>None 56% Not disclosed 1%</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	<p>This policy is technical in nature and is designed to set out the organisational arrangements for managing information held effectively and securely in by PBNi accordance with statute, common law and regulatory requirements, subordinate guidance and procedures, will thereby contribute to public confidence in the work of the Probation Board.</p> <p>This Policy forms a central part of the Probation Board’s internal control and corporate governance arrangements. This policy will be equally applicable to all employees of the Probation Board for Northern Ireland regardless of equality characteristics.</p>
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

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	This policy and its related guidance and procedures are applicable to all PBNI staff and is believed to have no differential impact either positive or negative in its application.	None
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	

2.6 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 policy and its related guidance and procedures are applicable to all PBNI staff and is believed to have no differential impact either positive or negative in its application.	
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		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 informational and applicable to all PBNI staff and is believed to have no differential impact either positive or negative in its application.
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).

Not applicable

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

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Part 3 Screening decision

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

PBNI will take all reasonable steps to ensure compliance with current and future legislation covering the following areas: Information Assurance, Information Security, Data Protection, Freedom of Information and Records Management. In order to do so, it is necessary for all PBNI's records to be secure, authentic, reliable and accessible. Additionally, they must support business functions and activities and be retained only as long as they are required by law. This policy is driven by legislation PBNI has not identified any equality issues requiring further assessment.

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: 18.11.2015
Department Completing this Screening: IT & Human Resources