

# 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

Learning and Development Policy and Procedures

### 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 ensure that the mechanisms are in place to equip PBNI staff with the necessary knowledge, skills and attributes required to deliver the objectives identified in the Corporate Plan, Business Plan, team plans and individual objectives.

To have in place a workforce with the necessary knowledge, skills and attributes required to deliver the objectives identified.

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

No - the Policy will generally apply to all staff and not targeted to any specific Section 75 category

### 1.5 Who initiated or wrote the policy?

Head of Learning and Development

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

Head of Human Resources

### 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?

Human Resource Strategy 2012-2015  
Performance Capability Policy

- who owns them?

PBNI, 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.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
<b>Religious belief</b>	
<b>Political opinion</b>	
<b>Racial group</b>	
<b>Age</b>	
<b>Marital status</b>	
<b>Sexual orientation</b>	
<b>Men and women generally</b>	
<b>Disability</b>	
<b>Dependants</b>	

## 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
<b>Religious belief</b>	None identified
<b>Political opinion</b>	None identified
<b>Racial group</b>	None identified
<b>Age</b>	None identified
<b>Marital status</b>	None identified
<b>Sexual orientation</b>	None identified
<b>Men and women generally</b>	None identified
<b>Disability</b>	Parking provision at L&D centre; accessibility to building; consideration given to staff members with dyslexia with regard to font type etc used in powerpoint presentations.
<b>Dependants</b>	Times of training generally arranged for 9.45 am to allow sufficient time in the morning to leave children to school for example; training events usually arranged for a variety of days to cater for different working patterns of part-time staff.

## 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	The policy will not affect any one group	
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	

## 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	Clear procedures are in place to allocate training to staff	
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	

## 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 <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
Political opinion		No
Racial group		No

## 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.

No potential impacts on the policy in relation to people with multiple identities.

**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.

The policy and its associated procedures are not thought to have any significant equality or good relations issues.

**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.

## 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:</b>	Leslie McAllister	10 Sept 2013
<b>Approved by:</b>	Gillian Robinson	10 September

*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)*