

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

Management of Information policy (MOI)

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

Revised

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

The MOI policy is intended to reflect the Board's commitment to process information in accordance with the Data Protection Act 1998 and other relevant laws and regulations and to ensure that PBNI staff are aware of their statutory responsibilities in this regard.

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

N/A This is considered as a technical policy and concerns how information is handled within PBNI

1.5 Who initiated or wrote the policy?

Gail McGreevy, Head of Communications

1.6 Which Dept. owns and who implements the policy?

PR/Communications (Compliance section)

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

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?

Information Assurance policy
Email and internet usage policy
Protective Marking policy
Information Security policy

- who owns them?

Information Technology (IT)

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	Not Applicable – This policy on the storage and handling of information will apply to equally all staff with PBNI regardless of which equality groups they belong to.
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

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	No different needs, experiences and priorities have been identified for any of the 9 categories
Political opinion	No different needs, experiences and priorities have been identified for any of the 9 categories
Racial group	No different needs, experiences and priorities have been identified for any of the 9 categories
Age	No different needs, experiences and priorities have been identified for any of the 9 categories
Marital status	No different needs, experiences and priorities have been identified for any of the 9 categories
Sexual orientation	No different needs, experiences and priorities have been identified for any of the 9 categories
Men and women generally	No different needs, experiences and priorities have been identified for any of the 9 categories
Disability	No different needs, experiences and priorities have been identified for any of the 9 categories
Dependants	No different needs, experiences and priorities have been identified for any of the 9 categories

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 specific policy impact for this group alone	None
Political opinion	No specific policy impact for this group alone	None
Racial group	No specific policy impact for this group alone	None
Age	No specific policy impact for this group alone	None
Marital status	No specific policy impact for this group alone	None
Sexual orientation	No specific policy impact for this group alone	None
Men and women generally	No specific policy impact for this group alone	None
Disability	No specific policy impact for this group alone	None
Dependants	No specific policy impact for this group alone	None

n/a???

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	No	This policy articulates PBNI's employees responsibilities under Freedom of information, Data Protection Act and Public Records Act etc.
Political opinion	No	
Racial group	No	
Age	No	
Marital status	No	
Sexual orientation	No	
Men and women generally	No	
Disability	No	
Dependants	No	

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 policy is directed at staff and describes compliance with legislatives requirements	None
Political opinion	As above?	None
Racial group	As above?	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 directed at staff and describes compliance with legislatives requirements
Political opinion		This policy is directed at staff and describes compliance with legislatives requirements
Racial group		This policy is directed at staff and describes compliance with legislatives requirements

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).

N/A

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?

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.

This policy presents PBNI's statutory obligations in relation to the management of information and is viewed as a technical policy with little or no equality considerations.

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.

Date Screening Completed: 10.07.14

Department Completing this Screening: Communications and Business Planning