

## 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

Performance Capability Policy and Procedure

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

Revised

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

The Performance Capability Policy and Procedure seeks to establish a clear course of action which will ensure the fair, supportive and consistent treatment of employees should they fail to meet the required standards of performance for their role.

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

Yes. Section 75 category; persons with a disability and persons without:  
Section 10.5 advises line manager to be alert to possible contributing factors in underperformance and to consider the provisions of the Disability Discrimination Act, in particular the obligation to make reasonable adjustments when dealing with an employee with a disability.

Yes. Section 75 category; Dependents:  
Section 10.5 advises line managers to be alert to domestic pressures as contributing factor in underperformance and considering whether flexible working could be offered as a supportive measure.

#### 1.5 Who initiated or wrote the policy?

Executive Officer, Human Resources Department

#### 1.6 Which Dept. 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?

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?

Sick Absence Policy  
Substance Abuse Policy  
Disciplinary Policy  
Flexible Working 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 of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Non-determined 7% Protestant 45% Catholic 47% Blank 1%</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 of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>White 97.42% Mixed 0.7% Other 0.235 Not disclosed 0.7%</p> <p>The operation of this policy has no impact on Racial Group</p>
<b>Age</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>18-25 = 2% 26-35 =21% 36-45 = 30% 46-55 = 30% 56+ = 16%</p> <p>Blank = 1%</p> <p>The operation of this policy has no impact on age groups</p>
<b>Marital status</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Single = 24% Married – 60% Widowed = 1% Separated = 3% Divorced = 3% Civil Partnership 0% Cohabit 6% Not disclosed 2% Blank 1%</p> <p>The operation of this policy has no impact on marital status</p>
<b>Sexual orientation</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Heterosexual = 82% Bisexual = 1% Gay/Lesbian = 1% Not disclosed = 2% Blank 14%</p>

	The operation of this policy has no impact on sexual orientation
<b>Men and women generally</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Male = 30% Female = 70%</p> <p>As PBNI has a higher percentage of women in the workforce the policy may impact more on female staff.</p>
<b>Disability</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Disabled = 4% Not disabled = 96%</p> <p>The operation of this policy has no impact on those with a disability</p>
<b>Dependants</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Staff with children = 38% Person with disability = 2% Elderly person = 3% No dependents = 56% Not disclosed = 1%</p> <p>The operation of this policy has no impact 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

Section 75 category	Details of needs/experiences/priorities
Religious belief	None in relation to this policy
Political opinion	None in relation to this policy
Racial group	None in relation to this policy
Age	None in relation to this policy
Marital status	None in relation to this policy
Sexual orientation	None in relation to this policy
Men and women generally	A higher proportion of women may be impacted with this policy given the breakdown of 30% male and 70% female PBNI workforce.
Disability	None in relation to this policy
Dependants	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	A higher proportion of women may be impacted with this policy given the breakdown of 30% male and 70% female PBNI workforce.	Minor
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, the policy applies to all employees of PBNI and seeks to ensure the fair, supportive and consistent treatment of employees should they fail to meet the required standards of performance for their role.
Political opinion		No as above
Racial group		No as above
Age		No as above
Marital status		No as above
Sexual orientation		No as above
Men and women generally		No as above
Disability	Section 10.5 advises line managers to be alert to possible contributing factors in underperformance and to consider the provisions of the Disability Discrimination Act, in particular the obligation to make reasonable adjustments when dealing with an employee with a disability.	Minor
Dependants	As above, Section 10.5 advises line managers to be alert to domestic pressures as contributing factor in underperformance and considering whether flexible working could be	Minor



	offered as a supportive measure.	
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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 <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		None given nature of policy
Political opinion		None given nature of policy
Racial group		None given nature of policy

## 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).

None

**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.

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.

Not applicable

**3.3** If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

No 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. 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

**Date Screening Completed: 2 February 2016**

**Department Completing this Screening: Human Resources Department**