

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

Recruitment 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 purpose the Recruitment Policy and accompanying Recruitment Procedure is to provide a standardised approach to recruiting staff, to ensure that everyone is treated in a fair and consistent way and that processes are open and transparent to all involved. The Recruitment Procedures will also ensure that recruitment processes are provided efficiently and effectively.

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

No

1.5 Who initiated or wrote the policy?

Staff 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?

No

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

Applicants for posts within PBNI. Staff involved in recruitment processes within PBNI.

1.9 Other policies with a bearing on this policy

• what are they?

- PBNI Equal Opportunities Policy
- Mobility Policy and Procedure
- Secondment Policy and Procedure

• 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
Religious belief	<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>
Political opinion	<p>The operation of this policy has no impact on political opinion</p>
Racial group	<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>
Age	<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>
Marital status	<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>
Sexual orientation	<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> <p>The operation of this policy has no impact on sexual orientation</p>
Men and	<p>Details of the latest Section 75 report indicate that PBNI workforce is as</p>

women generally	<p>follows:</p> <p>Male = 30% Female = 70%</p> <p>As PBNI has a higher percentage of women in the workforce however in specific posts the percentage may have a lower female gender uptake. Overall however PBNI will issue a positive action statement as and when required. Appointment will be on the merit principle.</p>
Disability	<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. Reasonable adjustments may be applied both to applicants throughout the selection process and if successful in obtaining offer of employment, reasonable adjustments may be made to assist individuals in the role.</p>
Dependants	<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. Appointment will be on the merit principle.
Political opinion	None in relation to this policy. Appointment will be on the merit principle.
Racial group	None in relation to this policy. Appointment will be on the merit principle.
Age	None in relation to this policy. Appointment will be on the merit principle.
Marital status	None in relation to this policy. Appointment will be on the merit principle.
Sexual orientation	None in relation to this policy. Appointment will be on the merit principle.
Men and women generally	A higher proportion of women are currently in PBNI workforce however as indicated above where specific roles are identified as being under represented by either male or female, a positive action statement will be advertised. Appointment will be on the merit principle.
Disability	Reasonable adjustments may be made for applicants throughout the selection process and successful applicants appointed to posts. Appointment will be on the merit principle.
Dependants	None in relation to this policy. Appointment will be on the merit principle.

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	<p>Decisions about recruitment and selection, will be made on an objective basis and without unlawful discrimination as per PBNI's Equal Opportunities Policy.</p> <p>Affirmative positive action statements will be included in job advertisements when an examination, by grade, determines that the grade to be recruited is significantly under-represented. All applications for employment will be considered strictly on the basis of merit thereafter.</p>	None
Political opinion	As above	None
Racial group	As above	None
Age	As above	None
Marital status	As above	
Sexual orientation	As above	None
Men and women generally	As above	None
Disability	As above. Additionally reasonable adjustments may be made during the selection process and upon appointment if required.	None
Dependants	As above	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		No. All posts will be publicly advertised and will continue a positive action statement if required.
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		No as above
Dependants		No 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? 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	<p>PBNI is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be unlawfully discriminated against (either directly or indirectly) or receive less favourable treatment. It is the Probation Board's policy to comply with its duties under the anti-discrimination legislation.</p> <p>Decisions about recruitment and selection will be made on an objective basis and without unlawful discrimination.</p>	No
Political	As above	No

opinion		
Racial group	As above	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).

None

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

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.

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. 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: 11 February 2016

Department Completing this Screening: Human Resources Department