

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

Special Leave Guidance Document (amendment to guidance in relation to marriage leave)

1.2 Is this an existing, revised or a new policy? (Use drop down menu)

Existing

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

Provide guidance to managers about equality of treatment in the provision of Special Leave

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

Marital Status – To provide clarity to managers about approval of special leave for marriage

1.5 Who initiated or wrote the policy?

Human Resources

1.6 Who owns and who implements the policy?

Human Resources

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?

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Equal Opportunities, Equality Scheme

- who owns them?

Business Planning & Development

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 from the PBNI Diversity Profile 2012 indicated that the workforce is as follows:</p> <p>Non-determined 7% Protestant 45% Catholic 47% Blank Form 1%</p>
Political opinion	<p>Unionist 2% Nationalist 1% Other 1% None 5%</p> <p>Prefer not to say 25 Blank 89%</p>
Racial group	<p>White 97.42% Mixed 0.70% Other 0.24% Not Disclosed 0.70% Blank Form 0.94%</p>
Age	<p>18-25 2% 26-35 21% 36-45 30% 46-55 30% 56+ 16%</p> <p>Blank Form 1%</p>
Marital status	<p>Single 24% Married 60% Widowed/SP 1% Separated 3%</p> <p>Divorced 3% Cohabit 6% Not Disclosed 2% Blank Form 1%</p>
Sexual orientation	<p>Heterosexual 82% Bi-sexual 1% Gay/Lesbian 1%</p> <p>Not disclosed 2% Blank Form 14%</p>
Men and women generally	<p>Male 30% Female 70%</p>
Disability	<p>Disabled Yes 4% Disabled No 96%</p>
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	Marriage ceremonies may vary considerably in length dependent on religion and national customs. These cultural and religious customs will require time away from work.
Political opinion	None
Racial group	Marriage ceremonies may vary considerably in length dependent on ethnic and national customs. These cultural and religious customs may require time away from work.
Age	This will affect younger people more frequently than older people
Marital status	This 'policy' will affect single people who are marrying for the first time, who are seeking time off work for their wedding/civil partnership.
Sexual orientation	None
Men and women generally	As PBNI staff are 70% female this will affect mostly women.
Disability	None
Dependants	None

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	While those observing religious and non-religious marriage ceremonies will be affected by the withdrawal of special leave, there remains sufficient provision of leave available to all staff.	Minor
Political opinion		None
Racial group	Different nationalities and ethnic groups have differing customs in relation to the length of marriage ceremonies and will be affected by the withdrawal of special leave; there remains sufficient provision of leave available to all staff.	Minor
Age	This policy decision is likely to impact more on younger people however the employer provides a generous annual leave policy which provides sufficient mitigation.	Minor
Marital status	Those who are getting married and those who decide to live together will receive equal treatment.	None
Sexual orientation		None
Men and women generally		None

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 Yes , provide details	If No , provide reasons
Religious belief		This policy change will promote equality to those who are religious and those who are not equally.
Political opinion		There are no specific equality issues for this equality category
Racial group		This policy change is designed to promote equality of opportunity to all racial groups
Age		People will be treated equally regardless of age
Marital status		This policy change is designed to ensure equality of treatment regardless of marital status. It takes away anomalies in relation to those who are divorced or those who decide to live together without a marriage or civil ceremony.

Sexual orientation		People will be treated equally regardless of sexual orientation
Men and women generally		People will be treated equally regardless of gender
Disability		People will be treated equally regardless of disability
Dependants		People will be treated equally regardless of dependant status

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		Changes brought about by this policy change will affect staff working for PBNI
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)

This policy change will be applicable to all staff regardless of equality characteristics who wish to get married during the working week.

2.10 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 decision to withdraw special leave for marriage brings PBNI in line with NICS and Probation Trusts in England and Wales. Special leave is awarded in emergency situations and therefore is not appropriate that marriage leave is considered under these provisions. All staff are entitled to generous annual leave provisions. All marriages are planned events. PBNI will look favourably on requests to carry over, or anticipate leave to facilitate longer periods of leave.

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.

Managers have sufficient discretion to approve annual leave to accommodate marriage leave under existing provisions; therefore no further mitigation is necessary.

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.

Not applicable

Date of Screening:
23/05/2014