

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

Disciplinary 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 policy and supporting procedure are seeking to ensure that the accepted standards of conduct for employees are observed by providing a clear course of action which will ensure the fair and consistent treatment of employees if disciplinary action is taken. The policy and procedure provide a framework of guidance to allow PBNI to deal with disciplinary matters and consider the rights and obligations of those involved.

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?

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?

- Performance Capability Policy
- Sickness Absence Policy
- Grievance Policy
- Dignity at Work Policy
- Counter-Fraud Policy
- Internet and Email Usage Policy
- Social Media Policy
- Information Assurance Policy
- Information Security Policy
- Data Protection Policy
- Management of Information Policy
- Protective Marking Policy
- Substance Abuse Policy
- Domestic Violence and Abuse Policy (Staff)
- Best Practice Framework

- who owns them?

Human Resources Department
 Finance Department
 IT Department
 Compliance 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
<p>Religious belief</p>	<p>Details from 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>
<p>Political opinion</p>	<p>The operation of this policy has no impact on political opinion.</p>
<p>Racial group</p>	<p>Details from 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>
<p>Age</p>	<p>Details from 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 any particular age group.</p>
<p>Marital status</p>	<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 women generally	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Male = 30% Female = 70%</p> <p>The operation of this policy has no impact on gender.</p>
Disability	<p>Details of the 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>
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
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	None in relation to this policy
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 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		None. This policy is a standard HR policy which applies to all staff.
Political opinion		None. This policy is a standard HR policy which applies to all staff.
Racial group		None. This policy is a standard HR policy which applies to all staff.
Age		None. This policy is a standard HR policy which applies to all staff.
Marital status		None. This policy is a standard HR policy which applies to all staff.
Sexual orientation		None. This policy is a standard HR policy which applies to all staff.
Men and women generally		None. This policy is a standard HR policy which applies to all staff.

Disability		None. This policy is a standard HR policy which applies to all staff.
Dependants		None. This policy is a standard HR policy which applies to all staff.

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. As above
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		<p>None however the Disciplinary Policy and Procedure is linked to the Dignity at Work and Grievance Policy and Procedure.</p> <p>PBNI does not tolerate unacceptable behaviour, discrimination or victimisation of someone due to religious belief/political opinion or racial group. One of the examples of major and gross misconduct provided in the Disciplinary procedure is “Where an allegation made under the Dignity at Work or Grievance Policy has been upheld”.</p> <p>Whilst the Disciplinary Policy and Procedure may not have an impact on good relations “in a positive way” it does however set out the consequences of not treating others with dignity and respect irrespective of their religious /political or racial background.</p>

Political opinion		None. As above
Racial group		None. As above

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		No. As above
Political opinion		No. As above
Racial group		No. As 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).

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

No equality issues have been identified that warrant a further inspection of equality issues in relation to this policy. Since the implementation of current Disciplinary Policy and Procedure in October 2013 to present a total of 16 staff have gone or are going through the disciplinary process. In terms of breakdown the breakdown is 8 males and 8 females over a 5-year period. The numbers are so low that this would make any further statistical analysis meaningless.

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.

N/A

Date Screening Completed: 20 September 2018
Department Completing this Screening: Human Resources Department