

Equality Impact Screening

Part 1 Scoping

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 from Human Resources. Staff should complete a form for each new or revised policy for which they are responsible.

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

Freedom of Information (FOI)

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

This is a revised policy, replacing a previous Management of Information (MOI) Policy which incorporated FOI and DPA – we have replaced MOI with two separate policies.

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

To ensure that PBNI is compliant with its statutory obligations under the Freedom of Information Act 2000 (FOI). The FOI policy reflects the statutory obligations of PBNI as a public authority for staff and public.

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 is concerned primarily with how relevant non personal information held by PBNI will be made available to the public under the FOI legislation.

1.5 Who initiated or wrote the policy?

Gail McGreevy, Head of PR/Communications Department

1.6 Which Dept. owns and who implements the policy?

PR/Communications

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

Any member of the public

1.9 Other policies with a bearing on this policy

- what are they?

Data Protection Policy
Information Assurance Policy
Records Management guidance and procedures
Retention and disposal Schedule

- who owns them?

PR/Communications Department
IT Department

Evidence Base

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>Service User Data (Service Users Survey 2015)</p> <table> <tr> <td>Religion</td> <td>Roman Catholic</td> <td>50%</td> </tr> <tr> <td></td> <td>Protestant</td> <td>35%</td> </tr> <tr> <td></td> <td>Other</td> <td>4%</td> </tr> <tr> <td></td> <td>None</td> <td>10%</td> </tr> </table> <p>Workforce figures (Oct 2016)</p> <table border="1"> <thead> <tr> <th>Non-Deter</th> <th>Protestant</th> <th>Catholic</th> <th>Blank</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>158</td> <td>189</td> <td>42</td> </tr> <tr> <td>4%</td> <td>39%</td> <td>46%</td> <td>10%</td> </tr> </tbody> </table>	Religion	Roman Catholic	50%		Protestant	35%		Other	4%		None	10%	Non-Deter	Protestant	Catholic	Blank	18	158	189	42	4%	39%	46%	10%												
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Racial group	Service User Data (Service Users Survey 2015)			
	Ethnicity		White	98%
			Other	2%
	Workforce Data (Oct 2016)			
	White	Mixed Race	Not-Disclosed	Blank
	355	2	2	5
	98%	1%	1%	1%
Age	Service User Data (Service Users Survey 2015)			
	Age	18-24	26%	
		25-29	20%	
		30-39	25%	
		40-49	16%	
		50+	13%	
	Workforce Data (Oct 2016)			
	18-25	26-35	36-45	45-55
	2	43	115	118
	1%	12%	32%	32%
Marital status	Service User Data on those who started an order in 2011/12 (last time surveyed for this information)			
	Marital Status	PSRs N=2,958 (48%)	New Orders N=1,635 (45%)	
	Single (Never Married)	70%	77%	
	Married	16%	12%	
	Separated	7%	5%	
	Divorced	6%	5%	
	Widowed	1%	1%	
	Workforce Data (Oct 2016)			
	Single	Married	Widowed/SP	Separated
	92	210	3	8
	25%	58%	1%	2%
	Divorced	Cohabit	Not-Disclosed	Blank
	10	30	4	7
	3%	8%	1%	2%

Sexual orientation

Service User Data on those who started an order in 2011/12 (last time surveyed for this information)

Sexual Orientation	PSRs N=2,914 (47%)	New Orders N=1,615 (44%)
Heterosexual/ Straight	99%	99%
Gay/ Lesbian	1%	1%
Bisexual	*	*

Workforce Data (Oct 2016)

Heterosexual	Bi-Sexual	Gay/Lesbian	Not-Disclosed	Blank
301	1	3	9	50
83%	0%	1%	2%	14%

Men and women generally

Service user data (Service Users Survey 2015)

Gender	Male	88%
	Female	12%

Workforce Data (Oct 2016)

Male	Female	Total
106	258	364
29%	71%	100%

Disability

Service User Data (Service Users Survey 2015)

Disability	None	52%
	Mental Health Condition	35%
	Learning Disability / Difficulty	12%
	Long Term Illness	11%
	Physical Impairment	8%
	Other	4%
	Sensory Impairment	1%

Workforce Data (Oct 2016)

Yes	No
11	353
3%	97%

Dependants	Service User Data on those who started an order in 2011/12 (last time surveyed for this information)				
	Dependants		New Orders		
		PSRs N=2,993 (48%)	N=1,658 (45%)		
	None	53%	56%		
	Child/ Children	45%	42%		
	Person with disability	2%	2%		
	Elderly Person	2%	1%		
Workforce Data (Oct 2016)					
	A Child	Person with Disability	Elderly Person	Not-Disclosed	Blank
	144	7	6	8	199
	40%	2%	2%	2%	55%

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. The policy reflecting PBNI’s obligations under FOI legislation are applicable to all individuals regardless of what equality groups they belong to.
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above

Men and women generally	As above
Disability	As above
Dependants	As above

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. Enhanced rights of access to non-personal information held by PBNI as a public authority (?)	None
Political opinion	As above	As above
Racial group	As above. In addition, the policy, as is any information published on the PBNI web can be translated on request and/or via the Browse aloud feature on the web. (?)	As above
Age	As above	As above
Marital status	As above	As above
Sexual orientation	As above	As above
Men and women generally	As above	As above
Disability	As above. In addition, PBNI's accessibility statement on the web provides information to enable individuals with specific disability to access this policy and any other information on the PBNI web. E.g. such as providing larger print or oral translation of the information (??)	As above
Dependants	As above	As above

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 statutory responsibilities under the Freedom of information Act. Access to relevant non personal information is not dependent on any of the Section 75 categories
Political opinion	As above	As above
Racial group	As above	As above
Age	As above	As above
Marital status	As above	As above
Sexual orientation	As above	As above
Men and women generally	As above	As above
Disability	As above	As above
Dependants	As above	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	N/A	None
Political opinion	N/A	None
Racial group	N/A	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	Only insofar as the policy is reflecting the Board's Statutory obligations in respect of right of access to non-personal information under FOIA. The rationale is to improve openness and accountability to all irrespective of religious belief.	
Political opinion	As above	
Racial group	As above	e

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.

None

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 Freedom of Information Act 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.

N/A

Date Screening Completed: 1st May 2018.
Department Completing this Screening: Communications Department.