

### PBNI Equality Screening Report July to December 2018

The Probation Board for Northern Ireland (PBNI) wishes to keep our consultees regularly informed about what we are doing to assess the impact of our policies, regarding the promotion of equality of opportunity and good relations.

The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations. The screening form asks a number of questions to identify and measure the impact or likely impact of the proposed policy on the Section 75 categories and/or the impact or likely impact on good relations. There are 3 outcomes from this equality screening.

No Impact	Minor Impact	Major Impact
Where no impact is identified, the policy is “screened out”, which means we do not consider that a full equality impact assessment (EQIA) is required.	Where a minor impact is identified, we may need to review the policy to see if anything can be done to mitigate that impact.	Where a major impact is identified, we are required to carry out an equality impact assessment (an in-depth review of the policy).

Please find below details of equality impact screening work carried out by PBNI during the period **July to December 2018**.

You can view PBNI’s Equality Scheme and Action Plans [here](#).

#### Policy Equality Screenings

Name of Policy	Brief Description	Outcome
<b>Staff Transfer Policy and Procedure</b>	The aim Staff Transfer and Mobility Policy and Procedure is to ensure that employee requested transfers and mobility moves are dealt with in a fair, equitable, and transparent manner so that as an organisation PBNI has the right people, in terms of qualification, competence, ability and potential, in the right place at the right time to meet organisational need. Whilst the primary responsibility is to ensure the provision of services across the community, staffing decisions will be made to take account of the circumstances of individual employees.	<b>Revised Policy – Screened Out</b>
<b>Disciplinary Policy and Procedure</b>	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	<b>Revised Policy – Screened Out</b>

Name of Policy	Brief Description	Outcome
	disciplinary matters and consider the rights and obligations of those involved.	
<b>Secondment Policy and Procedure</b>	The Secondment Policy and Procedure outlines the organisational approach to be adopted for both inward and outward secondments. The overarching aim is to provide definitive guidance about both inward and outward secondments and to regulate the arrangements in PBNI.	<b>Revised Policy – Screened Out</b>
<b>Substance Abuse Policy and Procedure</b>	<p>The Substance Abuse Policy and Procedure seeks to establish clear guidelines to ensure that:</p> <p>Employees identified as having substance abuse problems are treated fairly, sensitively and supportively with due regard to confidentiality. Employees who have an alcohol or drug related problem are encouraged to seek help at an early stage</p> <p>Managers understand their role and responsibilities.</p>	<b>Revised Policy – Screened Out</b>
<b>Policy, Procedure and Guidance on the Provision of Hospitality, Gifts and Events</b>	The purpose of this policy is to set out PBNI’s policy on the provision of hospitality, gifts and events by PBNI officials and Board members. This updated document restates the importance of ensuring that gifts including alcohol are not accepted under any circumstances.	<b>This policy is considered a technical policy – Screened Out</b>

If you or your organisation is interested in receiving any draft policy documents, or have any queries in relation our equality work please contact us at [equality@pbni.gsi.gov.uk](mailto:equality@pbni.gsi.gov.uk)

**Consultees may also wish to follow PBNI via our Social Media**



<http://www.twitter.com/PBNINews>



<https://www.youtube.com/user/ProbationBoardNI>



<https://www.linkedin.com/company/probation-board-for-northern-ireland>

### Where to find Equality Information on PBNI's Website

You can visit the Probation Board website at [www.pbni.org.uk](http://www.pbni.org.uk) to access equality information and review current and previous Section 75 reports/policy screening forms. Equality information including Screening reports are posted on the website within the **'Guide to Information'** tab and select **'What are our priorities and how are we doing'** link to access our Equality and Diversity pages.

