

## 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

Staff Transfer 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 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.

#### 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?

Flexible Working 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
<b>Religious belief</b>	<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. All staff can apply for a transfer irrespective of religious belief.</p>
<b>Political opinion</b>	<p>The operation of this policy has no impact on political opinion. All staff can apply for a transfer irrespective of political opinion.</p>
<b>Racial group</b>	<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. All staff can apply for a transfer irrespective of racial group.</p>
<b>Age</b>	<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% Blank = 1%</p> <p>The operation of this policy has no impact on any particular age group. All staff can apply for a transfer irrespective of age.</p>
<b>Marital status</b>	<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. All staff can apply for a transfer irrespective of marital status.</p>

<p><b>Sexual orientation</b></p>	<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. All staff can apply for a transfer irrespective of sexual orientation.</p>
<p><b>Men and women generally</b></p>	<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. All staff can apply for a transfer irrespective of gender.</p>
<p><b>Disability</b></p>	<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. All staff can apply for a transfer irrespective of disability. Prior to making any decisions on mobility PBNI will consider the circumstances of employees under the relevant disability legislation.</p>
<p><b>Dependants</b></p>	<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. All staff can apply for a transfer irrespective of whether or not they have dependents. Prior to making any decisions on mobility PBNI will consider the circumstances of employees under the relevant employment legislation.</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
<b>Religious belief</b>	None in relation to this policy
<b>Political opinion</b>	None in relation to this policy
<b>Racial group</b>	None in relation to this policy
<b>Age</b>	None in relation to this policy
<b>Marital status</b>	With the higher percentage of female employees this in turn means that the majority of part-time employees are female. Mobility transfers will normally be considered on the basis of longest serving in the current role or the number of hours required for the post. Therefore part-time staff will only be moved to other part-time posts. This would be the case for all staff who work part-time irrespective of whether male or female.
<b>Sexual orientation</b>	None in relation to this policy
<b>Men and women generally</b>	None in relation to this policy
<b>Disability</b>	The Procedure actively allows employees to raise disability/health issues when they have been identified for a transfer. Reasonable adjustments may be required for individual employees with a disability to ensure that they are supported and assisted with a transfer. In some instances, the transfer may actually be the reasonable adjustment recommended. As indicated prior to making any decisions PBNI will consider the circumstances of employees under the relevant employment legislation. This will be on a case by case basis depending on the level of support required.

## Dependants

Staff with dependents may work on a part-time basis. As indicated above those staff who work part-time will only be moved to other part-time posts. This would be the case for all staff who work part-time irrespective of whether the employee has dependents. As previously indicated prior to making any decisions PBNI will consider the circumstances of employees under the relevant employment legislation. The procedure also allows employees to raise any personal/welfare issues when they have been identified for a transfer.

## 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? <b>Minor   Major   None</b>		
Section 75 category	Details of policy impact	Level of impact? <b>Minor   Major   None</b>
Religious belief		None – see above
Political opinion		None – see above
Racial group		None – see above
Age		None – see above
Marital status		None – see above
Sexual orientation		None – see above
Men and women generally		None – see above
Disability		None – see above
Dependants		None –see 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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No. All staff can apply for a transfer and all probation grades (as identified in the procedure) will be considered for a mobility move throughout their career.
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 and assistance and support will be provided to staff as appropriate under the relevant employment legislation.
Dependants		No. As above and circumstances will be taken into consideration for staff as appropriate under the relevant employment legislation.

## 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? <b>Minor   Major   None</b>		
Good relations category	Details of policy impact	Level of impact <b>Minor   Major   None</b>
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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No.
Political opinion		No.
Racial group		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
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**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: -
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### 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.

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 July 2018  
**Department Completing this Screening:** Human Resources Department