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| **INITIAL EQUALITY SCREENING FORM** | | | | | | |
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| DIVISION**:** | People & Culture | | | **TEAM:** | Human Resources | |
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| **Name of Policy/Decision/Practice to be Equality Screened** | | | | | | |
| Temporary Promotion Policy | | | | | | |
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| **Is it New or Revised?** | | Revised | | | | |
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| **Who Does the Policy Effect, e.g Service Users/Staff:** | | | All staff equally | | | |
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| **Question 1** – Define the aim of the Programme or . What is it trying to achieve? (Intended aims/outcomes) | | | | | | |
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| The purpose of the policy is to provide guidance about when a temporary promotion (TP) may be applicable, the eligibility, how roles should be filled, how to manage a fixed term promotion, and how the TP should be paid. | | | | | | |
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| **Question 2** – Does the Programme or have the potential to have an impact on the promotion of equality impact for any of the Section 75 groupings? (See Question 4 for list of equality groups.) | | | | | |  |
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| If no go to Question 6 – Good Relations. | | | | If yes please continue. | | |
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| Whilst the policy will be applied to all staff equally, those working part time hours may be more greatly impacted as most TP opportunities are full time. This could therefore impact employees who have reduced their working hours due to caring responsibilities or to ease into retirement, i.e. those with dependants and older employees. There may also be an indirect impact on females as there is a greater percentage of them working part time hours. | | | | | | |
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| **Consideration of Available Data/Research** | | | | | | |
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| **Question 3** – What  is there available – statistics or perception – to help you decide who the Programme or might affect the most? i.e. What evidence, qualitative or quantitative, have you gathered to inform your decision making process? | | | | | | |
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| The table below shows that 12.5% of employees are working personalised hours, and 4% are partially retired:   |  |  |  |  | | --- | --- | --- | --- | | **Hours** | **F** | **M** | **Grand Total** | | Compressed hours | 8 | 2 | 10 | | Full time | 245 | 244 | 489 | |  |  |  |  | | Partial retirement | 12 | 12 | 24 | | Personalised hours | 66 | 9 | 75 | | **Grand Total** | **331** | **267** | **598** | | | | | | | |

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| **Assessment of Impact** | | | | |
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| **Question 4** – Explain if what you plan to do is likely to be perceived as having a high, medium or low impact upon the 9 Equality groupings according to their needs. Also if what you are planning to do is likely to be perceived as having a positive or negative effect upon the 3 different groups in relation to the promotion of good relations. | | | | |
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| **9 Equality Groups** | **Perceived Impact**  **High – (H)**  **Medium - (M)**  **Low – (L)** | **Why this rating?** | **Promotion of Good Relations**  **(Yes/No)** | **Why this rating?** |
| Religious Belief | Low | No perceived impact | N/A | N/A |
| Racial/Ethnic Group | Low | No perceived impact | N/A | N/A |
| Political Opinion | Low | No perceived impact | N/A | N/A |
| Age | Low | Mitigations in place | N/A | N/A |
| Gender | Low | Mitigations in place | N/A | N/A |
| Marital Status | Low | No perceived impact | N/A | N/A |
| Sexual Orientation | Low | No perceived impact | N/A | N/A |
| Disability | Low | No perceived impact | N/A | N/A |
| Dependants | Low | Mitigations in place | N/A | N/A |
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| **Opportunities to better promote Equality of Opportunity** | | | | |
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| **Question 5** – Are there steps which could be taken to reduce any adverse impact upon the Section 75 groups as identified in Question 4? | | | | |
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| An employee must be able to work the hours for the TP post, which is usually on a full-time basis. However, an employee who is job sharing/working personalised hours can also be considered for temporary promotion, and they can discuss the possibility of working personalised hours with the hiring manager; however, there is no obligation for this to be facilitated, and business needs will take priority.  This allows the employee to discuss their working hours with the hiring manager before applying for the role and this compels the line manager to consider if the role could be completed on a part time basis. | | | | |  |
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| **Good Relations** | | | | |
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| **Question 6** – Is there an opportunity in what you are trying to do to better promote Good Relations between the groups relating to Religious Belief or Racial/Ethnic Group or Political Opinion? | | | | |
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| N/A | | | | |  |

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| **Consultation** | | | | | | | |
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| **Question 7** – Tell us about who have talked to about your proposals internally or externally to help you decide if the needs further or no further equality investigation. | | | | | | | |
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| NIPSA, Equality Team, HR Colleagues. | | | | | | | |
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| **Question 8** – In light of the above should the be | | | | | | | |
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| X | | Screened Out – No Equality Issues – Please provide rationale for this decision. | | | | | |
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|  | | Screened Out with some adjustments. – What adjustments have you made? | | | | | |
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|  | | Screened In for a deeper level of analysis of what is being considered or intended to be undertaken. (EQIA) – Please provide rationale for this decision. | | | | | |
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| Signed: | | |  | | | Date: | 3rd October 2025 |
|  | | | Policy /Programme Owner | |  | |  |
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| Approved | | |  | | | Date: |  |
|  | | | Equality Manager | |  | |  |
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| Modifications made. | | | | | | Date: |  |
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| Date: |  | | |
| Approved by Equality Manager | | | | |  | |  |