

# **Section 75 Policy Screening Form**

## **Part 1. Policy scoping**

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

## **Information about the policy**

Name of the policy  
Invest NI Agile Working Strategy

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

What is it trying to achieve? (intended aims/outcomes)  
To increase the flexibility, efficiency and agility of Invest NI and make a positive effect in terms of staff development and movement.

The programme aims to :-  
Enable Invest NI to respond more rapidly and effectively to the changing demands it is likely to face through a number of initiatives and projects.

Are there any Section 75 categories which might be expected to benefit from the intended policy?  
If so, explain how.  
It is anticipated that the policy will apply to all members of staff fairly and consistently irrespective of which equality group(s) they belong to.

Who initiated or wrote the policy?  
Strategy Division

Who owns and who implements the policy?  
It will be an Invest NI wide policy implemented by the Executive Leadership Team.

Imp

### Implementation factors

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

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

X staff

X service users

other public sector organisations

voluntary/community/trade unions

other, please specify \_\_\_\_\_

## Other policies with a bearing on this policy

- what are they?  
Recruitment and Selection EQIA  
Digital Strategy  
Transfer Policy
- who owns them?  
Strategy Division & HR Division

## Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	25 staff workshops and 9 best practice interviews with other businesses and organisations were conducted to gain views on how this could be implemented.
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

### **Needs, experiences and priorities**

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

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>

Religious belief	No specific needs identified
Political opinion	No specific needs identified
Racial group	No specific needs identified
Age	There is a possibility that younger members of staff may not be as fully engaged into the process as they have less perceived experience to contribute. Having considered this as a possible detriment to staff, efforts will be made to offer equal opportunities to all staff e.g. no standard years of experience will be required.
Marital status	No specific needs identified
Sexual orientation	No specific needs identified
Men and women generally	As more women are part-time we will work to ensure no potential bias exists and commit to projects accommodating part-time hours.
Disability	No specific needs identified
Dependants	No specific needs identified

## Part 2. Screening questions

### Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of this Guide.

If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

If the public authority's 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.

If the public authority's 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:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

### **In favour of a 'major' impact**

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

### **In favour of 'minor' impact**

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

### **In favour of none**

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

## Screening questions

1 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	N/A	None
Political opinion	N/A	None
Racial group	N/A	None
Age	There is a possibility that younger members of staff may not be as fully engaged into the process as they have less perceived experience to contribute. Having considered this as a possible detriment to staff, efforts will be made to offer equal opportunities to all staff e.g. no standard years of experience will be required.	Minor
Marital status	N/A	None
Sexual orientation	N/A	None
Men and women	As more women are part-time we will work to ensure no potential bias exists	Minor

generally	and commit to projects accommodating part-time hours.	
Disability	N/A	None
Dependants	N/A	None
<p><b>2</b> Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?</p>		
Section 75 category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief	A clear guidance document/procedure will be developed that will set out the principles for the selection and release of staff to carry out project work, according to the type of project and the relative priority and urgency of the project. It is planned to pilot this new procedure by applying it to the pilot projects that require resources and are due to be initiated. This will provide the basis for feedback and update as necessary. Further screening will take place on this document to ensure equality of opportunity.	
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	

3 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		None
Political opinion		None
Racial group		None

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		There is no indication that the policy can have an effect on good relations over and above the existing Good Relations Action Plan.
Political opinion		There is no indication that the policy can have an effect on good relations over and above the existing Good

		Relations Action Plan.
Racial group		There is no indication that the policy can have an effect on good relations over and above the existing Good Relations Action Plan.

## **Additional considerations**

### **Multiple identity**

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 minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).*

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Young women working part time would fall into this category however this will be considered as part of the guidance procedure.

### **Part 3. Screening decision**

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

The policy will be monitored and necessary adjustments made after the first two projects have been completed to ensure equality of opportunity.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

N/A see above.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

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N/A

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All public authorities' equality schemes must state the authority's arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

### **Mitigation**

When the public authority concludes that the likely impact is 'minor' and an equality impact assessment is not to be conducted, the public authority may consider mitigation to 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?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

As stated above the policy will be reviewed after completion of the first two projects and any necessary amendments made.

## Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority's Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details

N/A

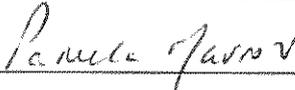
## Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

## Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
	MANAGER	8/7/17
Approved by:		
	Equality Manager	8/7/17

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.