

## Appendix 5 Policy Screening Form

### Policy Scoping

Policy Title:

**Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.**

This is a new policy which sets out the expectations of Armagh City, Banbridge and Craigavon Borough Council in relation to the dress and appearance of employees. The Council believes that the adoption of standards of dress (including uniform) and personal appearance is an important aspect of portraying a corporate and professional image as well as delivering high standards of service to all our customers.

**Intended aims/outcomes. What is the policy trying to achieve?**

This policy is intended to provide guidance to managers and employees on acceptable standards of dress and appearance and on the rationale for provision of corporate uniforms. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should adhere to the key principle of the policy portraying a corporate and professional image.

### Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

N/A

**Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.**

This policy has been developed to ensure that all staff members adhere to the key principle of the policy portraying a professional image. The policy states that a sensitive approach will be taken when cultural, religious or disability, medical (including menopause symptoms) related factors affect dress or corporate clothing requirements.

**Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?**

Who initiated or wrote the policy?	Martina McNulty, Head of Department, Strategy & Performance
Who is responsible for implementation?	Council, Managers and all staff

**Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?**

Financial constraints including increase cost of uniforms and requirement to identify efficiency savings within Council.

## Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, customers, other statutory bodies, community or voluntary sector, private sector)

Staff members, members of the public.

**Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.**

Corporate Health and Safety Policy  
Disciplinary Policies  
Customer Care Strategy  
Customer Charter

### Available Evidence

Council should ensure that its screening decisions are 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. For up to date [S75 Borough Statistics](#)

Section 75 Category	Evidence
Religious belief	Equality Commission Guidance
Political opinion	Equality Commission Guidance
Racial group	Equality Commission Guidance
Age	None available
Marital status	None available
Sexual orientation	None available
Men and women generally	None available
Disability	None available
Dependents	None available

### Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	The policy has been informed by anti-discrimination legislation and equality guidance issued by the Equality Commission. It states that a sensitive approach will be taken when cultural, religious or disability related factors affect dress or corporate clothing requirements. It also acknowledges that the Council will adhere to the Equality Commission's Guide on 'Promoting a Good and Harmonious Working Environment' in determining which emblems, symbols, items of clothing have the potential to make those of a different identity feel uncomfortable or unwelcome.
Political opinion	The policy is consistent in its approach to the management of uniform and appearance at work regardless of an employee's Political opinion, Racial Group, Age, Marital status or Dependents.
Racial group	As Above
Age	As Above
Marital status	As Above
Dependants	As Above
Sexual orientation	As Above
Men and women generally	Reference to removal of male/female uniforms which will ensure availability of uniform for staff members regardless of gender.
Disability	The policy will allow for reasonable adjustments where disability related factors may impact on uniform or dress code for disabled employees.

## Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief		None
Political opinion		None
Racial group		None
Age		None
Marital status		None
Sexual orientation		None
Men and women generally		None
Disability		None
Dependents		None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		No, the policy states that managers will adopt a sensitive approach and exercise discretion when religious factors, political opinion and cultural factors affect dress and uniform requirements.
Political opinion		As Above
Racial group		As Above
Age		N/A
Marital status		N/A
Sexual orientation		N/A
Men and women generally		We have removed gender specific references to uniform allocation/ordering.
Disability		No, the policy states that managers will adopt a sensitive approach and exercise discretion when disability factors affect dress and uniform requirements.
Dependents		N/A

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	This policy has the potential to have a positive impact on staff and members of the public in providing guidance to all staff on Council expectations in relation to uniform and dress code to promoting good relations and a harmonious working environment.	None
Political opinion	As Above	None
Racial group	As Above	None

**4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Category	If yes, provide details	If no, provide reasons
Religious belief		No, the policy states that managers will adopt a sensitive approach and exercise discretion when religious factors, political opinion and cultural factors affect dress and uniform requirements.
Political opinion		As Above
Racial group		As Above

**Multiple Identity**

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

This may impact on disabled staff with particular religious and/or cultural beliefs. A sensitive approach will be taken when cultural, religious or disability related factors affect dress or corporate clothing requirements.

**Disability Discrimination (NI) Order 2006**

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

No, the policy states that managers will adopt a sensitive approach and exercise discretion when disability factors affect dress and uniform requirements.

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

**Screening Decision**

**A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY**

Please identify reasons for this below

**B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED**

Where the impact is likely to be minor, you should consider if the policy can be mitigated, or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

This policy sets out clear guidance in relation to the expectations of Council in relation to Uniform and Dress code for all staff. This policy will provide clear guidance for everyone concerned and is likely to result in a positive impact on equality and good relations.

This policy has been developed to ensure that all staff members adhere to the key principle of the policy portraying a corporate and professional image. However, the policy states that a sensitive approach will be taken when cultural, religious or disability related factors affect dress or corporate clothing requirements. It also acknowledges that the Council will adhere to the Equality Commission's Guide on 'Promoting a Good and Harmonious Working Environment' in determining which emblems, symbols and clothing have the potential to make those of a different identity feel uncomfortable or unwelcome. These are the mitigating factors which will ensure that those with a disability and those of different religion and politics do not experience a negative impact.

### C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

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

#### Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, 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.

#### **Policy Criterion**

Effect on equality of opportunity and good relations

Social need

Effect on people's daily lives

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 council in timetabling its EQIAs.

#### **Rating (1-3)**

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

#### **Monitoring**

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring ([www.equalityni.org](http://www.equalityni.org)).

Identify how the impact of the policy is to be monitored

## Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

<b>Screened by</b>	<b>Position/Job title</b>	<b>Date</b>
Mary Hanna	Policy, Equality & Diversity Manager	25/04/2024
<b>Approved by</b>	<b>Position/Job Title</b>	<b>Date</b>
Martina McNulty	Strategy and Performance & Joint Acting Strategic Director (Strategy & Performance)	25/04/2024

Please forward a copy of the completed policy and form to:

[equality@armaghbanbridgecraigavon.gov.uk](mailto:equality@armaghbanbridgecraigavon.gov.uk)

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

## Appendix 6 Rural Needs Impact Assessment (RNIA)

### SECTION 1

#### Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge and Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Development of organisational Uniform and Dress Code Policy

1C Please indicate which category the activity specified in Section 1B above relates to:

Developing a Policy

Adopting a Policy

Implementing a Policy

Revising a Policy

Designing a Public Service

Delivering a Public Service

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Uniform and Dress Code Policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

This policy sets out the expectations of Armagh City, Banbridge and Craigavon Borough Council in relation to the dress and appearance of employees. The Council believes that the adoption of standards of dress (including uniform) and personal appearance is an important aspect of portraying a corporate and professional image as well as delivering high standards of service to all our customers. This policy has no rural impact.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition)

Other Definition (Provide details and the rationale below)

A definition of 'rural' is not applicable

Details of alternative definition of 'rural' used.

Rationale for using alternative definition of 'rural.'

Reasons why a definition of 'rural' is not applicable.

This policy sets out the expectations of Armagh City, Banbridge and Craigavon Borough Council in relation to the dress and appearance of employees. There will be no differential impact on people in rural areas as a result of the implementation of this policy.

## **SECTION 2**

### **Understanding the impact of the Policy, Strategy, Plan or Public Service**

**2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?**

Yes                            No                            If response is No go to 2E

**2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.**

**2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.**

**2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.**

- |   |                          |
|---|--------------------------|
| Rural Businesses                                    | <input type="checkbox"/> |
| Rural Tourism                                       | <input type="checkbox"/> |
| Rural Housing                                       | <input type="checkbox"/> |
| Jobs or Employment in Rural Areas                   | <input type="checkbox"/> |
| Education or Training in Rural Areas                | <input type="checkbox"/> |
| Broadband or Mobile Communications in Rural Areas   | <input type="checkbox"/> |
| Transport Services or Infrastructure in Rural Areas | <input type="checkbox"/> |
| Health or Social Care Services in Rural Areas       | <input type="checkbox"/> |
| Poverty in Rural Areas                              | <input type="checkbox"/> |
| Deprivation in Rural Areas                          | <input type="checkbox"/> |
| Rural Crime or Community Safety                     | <input type="checkbox"/> |
| Rural Development                                   | <input type="checkbox"/> |
| Agri-Environment                                    | <input type="checkbox"/> |
| Other (Please state)                                | <input type="checkbox"/> |

**If the response to Section 2A was YES GO TO Section 3A.**

**2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.**



This is an internal staff policy. It will not have a differential impact on people in rural areas.

### **SECTION 3**

#### **Identifying the Social and Economic Needs of Persons in Rural Areas**

**3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?**

Yes  No  If response is No go to 3E

**3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.**

- Consultation with Rural Stakeholders
- Consultation with Other organisations
- Published Statistics
- Research Papers
- Surveys or Questionnaires
- Other Publications
- Other Methods or Information Sources (include details in Question 3C below)

**3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.**

**3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?**

If the response to Section 3A was YES GO TO Section 4A.

**3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?**

This is an internal staff policy. It will not have a differential impact on people in rural areas.

### **SECTION 4**

#### **Considering the Social and Economic Needs of Persons in Rural Areas**

**4A. Please provide details if the issues considered in relation to the social and economic needs of people in rural areas.**

N/A

### **SECTION 5**

#### **Influencing the Policy, Strategy, Plan or Public Service**

**5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?**

Yes  No  If response is No go to 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES go to 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

This is an internal staff policy. It will not have a differential impact on people living in rural areas.

**SECTION 6**  
**Documenting and Recording**

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained, and relevant information compiled.

Rural Needs Impact Assessment undertaken by:

Position:

Department / Directorate:

Signature: 

Date: 25/04/2024

Rural Needs Impact Assessment approved by:

Position:

Department / Directorate:

Signature: 

Date: 25/04/2024

