

## Appendix 1 Equality Screening Form

### Policy Scoping

Policy Title:  Equality, Diversity & Inclusion Policy 

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

This is a new Council Policy.

Council is committed to providing and promoting equality of opportunity, good relations and respect for diversity for all i.e. all persons will be afforded equality of opportunity with regard to recruitment and selection, training, promotion etc. being purely on the basis of merit and ability. It seeks to be a place where all employees feel safe and welcome regardless of their identity or background and is opposed to all forms of unlawful or unfair discrimination.

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

The purpose of this policy is to:

- Set out the Council's commitment to equality, diversity and inclusion to employees and applicants for employment
- Define responsibility and the actions needed to ensure a culture of equality, diversity and inclusion.

### 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 The Council to amend the policy?

The Council is committed to ensuring compliance with its duties under current anti-discrimination legislation:-

- Equal Pay Act (NI) 1970;
- Sex Discrimination (NI) Order 1976;
- Sex Discrimination (Gender Re-assignment) Regulations (NI) 1999;
- Fair Employment & Treatment (NI) Order 1998;
- Disability Discrimination Act 1995;
- Disability Discrimination (NI) Order 2006;
- Race Relations (NI) Order 1997;
- Employment Equality (Sexual Orientation) Regulations (NI) 2003;
- Employment Equality (Age) Regulations (NI) 2006
- Section 75 (Northern Ireland) Act 1998
- Human Rights Act 1998

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

There are no specific Section 75 groups who will benefit from this policy however the Council strives to ensure that this policy will assist in removing barriers to access for the nine Section 75 groups.

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

Who initiated or wrote the policy?	Lisa Rogan, Organisational Development & Performance Manager
Who is responsible for implementation?	Council

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

We are currently undertaking a People & Culture Improvement journey and have identified an EDI workstream as part of this programme of work. We feel this will contribute to the impact of this policy. We are not aware of anything that will detract at present.

**Main stakeholders in relation to the policy**

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

Staff, Elected members, customers and Citizens of the Borough

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

All relevant Employment Policies, the Unreasonable Customer Behaviour Policy and the Uniform and Dress Code Policy.

## Available Evidence

The 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																					
Political opinion	As at 1 Jan 23: <table><tr><td></td><td>Protestant</td><td>Roman Catholic</td><td>Non Determined</td><td>Total</td></tr><tr><td>Male</td><td>401</td><td>363</td><td>57</td><td>821</td></tr><tr><td>Female</td><td>250</td><td>263</td><td>26</td><td>539</td></tr><tr><td>Total</td><td><u>651</u></td><td><u>626</u></td><td><u>83</u></td><td><u>1360</u></td></tr></table>		Protestant	Roman Catholic	Non Determined	Total	Male	401	363	57	821	Female	250	263	26	539	Total	<u>651</u>	<u>626</u>	<u>83</u>	<u>1360</u>
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Racial group																					
Age	Evidence available on request																				
Marital status																					
Sexual orientation																					
Men and women generally	Evidence available on request																				
Disability																					
Dependants																					

## 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	<p>The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of religious belief.</p> <p>Staff are required to complete mandatory equality &amp; diversity training during induction and updated every 3yrs.</p>
Political opinion	<p>The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of political opinion.</p> <p>Staff are required to complete mandatory equality &amp; diversity training during induction and updated every 3yrs.</p>
Racial group	<p>The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of racial group.</p> <p>Staff are required to complete mandatory equality &amp; diversity training during induction and updated every 3yrs.</p>

Age	The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of age. Staff are required to complete mandatory equality & diversity training during induction and updated every 3yrs.
Marital status	The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of marital status. Staff are required to complete mandatory equality & diversity training during induction and updated every 3yrs.
Sexual orientation	The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of sexual orientation. Staff are required to complete mandatory equality & diversity training during induction and updated every 3yrs.
Men and women generally	The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of gender. Staff are required to complete mandatory equality & diversity training during induction and updated every 3yrs.
Disability	The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of Disability. Staff are required to complete mandatory equality & diversity training during induction and updated every 3yrs.
Dependants	The policy identifies the commitment of Council to provide equality of opportunity and treatment for all including on the grounds of having dependants. Staff are required to complete mandatory equality & diversity training during induction and updated every 3yrs.

### 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	Positive	Minor
Political opinion	Positive	Minor
Racial group	Positive	Minor
Age	Positive	Minor
Marital status	Positive	Minor
Sexual orientation	Positive	Minor
Men and women generally	Positive	Minor
Disability	Positive	Minor
Dependants	Positive	Minor

**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	The policy makes it explicitly clear that any alleged harassment or bullying at work on any of the protected characteristics including religions belief will be dealt with under the Dignity at Work Policy & procedure. Any alleged harassment or bullying of customers will be dealt with via the Corporate Complaints Procedure. Promotion of this policy internally would reinforce Council as a welcoming employer for all.	
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 and promotion of flexible working/reasonable adjustments.	
Dependants	As Above and promotion of flexible working initiatives, carers support, Leave Entitlement policy	

**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	The policy is likely to have a positive impact on good relations between people of different religious beliefs, including those of none. The policy is likely to have a positive impact.	None
Political opinion	As Above for Political Opinion	None
Racial group	As Above for Racial Group	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	Promotion of this policy and delivery of associated equality & diversity training for staff will reinforce the importance of good relations. The policy is likely to have a positive	

	impact on good relations between people of different religious belief, political opinion or racial group.	
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.

Council is committed to providing and promoting equality of opportunity, good relations and respect for diversity for all i.e. all persons will be afforded equality of opportunity with regard to recruitment and selection, training, promotion etc. being purely on the basis of merit and ability. It seeks to be a place where all employees feel safe and welcome regardless of their identity or background and is opposed to all forms of unlawful or unfair discrimination. This policy seeks to protect staff from discriminatory practices and behaviours and recognises the multiple forms of discrimination that staff could face due to race, religion, disability etc. We do not currently hold any data that would show the impact on people with multiple identities.

### **Disability Discrimination (NI) Order 2006**

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

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

The policy seeks to prevent any form of direct or indirect discrimination, associative discrimination, perceived discrimination, disability discrimination or victimisation, bullying or harassment.  
This policy will seek to inform Disability Actions in the EDI Action Plan as part of Our People Programme.

### **Screening Decision**

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

Please identify reasons for this below

Council is committed to providing and promoting equality of opportunity, good relations and respect for diversity for all i.e. all persons will be afforded equality of opportunity with regard to recruitment and selection, training, promotion etc. being purely on the basis of merit and ability. It seeks to be a place where all employees feel safe and welcome regardless of their identity or background and is opposed to all forms of unlawful or unfair discrimination.

The purpose of this policy is to:

- Set out the Council's commitment to equality, diversity and inclusion to employees and applicants for employment

- Define responsibility and the actions needed to ensure a culture of equality, diversity and inclusion.

We are currently engaged in a People & Culture Improvement Programme (Our People Programme) and have identified Equality, Diversity and Inclusion as one of the key workstreams of this programme.

We would foresee that in the promotion of this policy there is likely to be a positive impact on equality, diversity and inclusion generally.

## **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.

## **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**

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

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.

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

This policy will be reviewed every 3yrs as per the policy review schedule.

## 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/The Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Lisa Rogan	Organisational Development & Performance Manager	27/09/2024
Approved by	Position/Job Title	Date
Niamh Shannon	Head of Human Resources & Organisational Development	27/09/2024

A copy of the completed screening form should be signed off and approved by the senior manager responsible for that policy. The completed screening form should be attached to the relevant Committee paper when the policy is submitted for approval.

Following approval by Council please forward a copy of the completed approved policy and screening form to:

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

The policy and completed screening form will be made available on the Council's website.



## Appendix 2 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 & Craigavon Borough The 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.**

Equality, Diversity & Inclusion Policy

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

Developing a Policy

Adopting a

Implementing a

Revising a

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**

Equality, Diversity and Inclusion Policy

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

The purpose of this policy is to:

- Set out the Council's commitment to equality, diversity and inclusion to employees and applicants for employment
- Define responsibility and the actions needed to ensure a culture of equality, diversity and inclusion.

**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.

**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 which is not likely to impact on people in rural areas. This is an Equality, Diversity & Inclusion policy and will be applied equitably and consistently to all regardless of where they live or work. As this is a HR related staff policy, we continue to consider the different needs of staff living or working 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  | <input type="checkbox"/> |
| Consultation with Other organisations | <input type="checkbox"/> |
| Published Statistics                  | <input type="checkbox"/> |
| Research Papers                       | <input type="checkbox"/> |
| Surveys or Questionnaires             | <input type="checkbox"/> |
| Other Publications                    | <input type="checkbox"/> |
| 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 which is not likely to impact on people in rural areas. This is an Equality, Diversity and Inclusion policy and will be applied equitably and consistently to all regardless of where they live or work. As this is a HR related staff policy, we continue to consider the different needs of staff living or working in rural area.

#### **SECTION 4**

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

**4A. Please provide details of 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 which is not likely to impact on people in rural areas. This is an Equality, Diversity and Inclusion policy and will be applied equitably and consistently to all regardless of where they live or work. As this is a HR related staff policy, we continue to consider the different needs of staff living or working 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: 27/09/2024

Rural Needs Impact Assessment approved by:

Position:

Department / Directorate:

Signature:

Date: 27/09/2024