

## Appendix 1 Equality 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.**

ABC is committed to supporting employees who are affected in any way by the menopause and to support and inform managers so that employees reporting issues are treated fairly and given appropriate support.

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

The policy aims to:

- To support employees to remain at work
- To raise awareness of menopause, the related issues and how this can affect employees.
- To break the stigma and taboo surrounding the menopause at work and to promote an environment in which employees feel confident in discussing Menopausal issues and ask for support and adjustments, if required.
- To provide guidance and direction on how to support employees who raise menopausal issues.
- To inform managers of the potential symptoms of menopause, how this can affect employees and what can be done to support individuals including reasonable adjustments.

### 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?

N/A

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

Women generally

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

<b>Who initiated or wrote the policy?</b>	<b>Aisling Knipe</b>
<b>Who is responsible for implementation?</b>	<b>The Council</b>

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

N/A

### **Main stakeholders in relation to the policy**

Please list main stakeholders affected by the policy (Tick all that apply)

- Staff
- Customers
- Other Statutory Bodies
- Community or Voluntary Sector
- Private sector
- Other *Click or tap here to enter text.*

**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

### **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](#)

<b>Section 75 category</b>	<b>Evidence</b>
Religious belief	This policy is applicable to female employees. There is 40% (525 employees) females in the workforce. Research on the effects of the menopause was taken into account in drafting the policy as well as the following legislation;

	<p>The Health &amp; Safety at Work (NI) Order 1978 (Amended 1998)</p> <p>The Sex Discrimination (N.I) Order as amended protects discrimination against people on the grounds of sex</p> <p>Employment Equality (Age) Regulations (N.I) 2006 protects discrimination against people on the grounds of age.</p> <p>Disability Discrimination Act (DDA) 1995 as amended protects discrimination against people on the grounds of disability. It is important to note that conditions linked to the menopause may meet the definition of an 'impairment' under the DDA and require reasonable adjustments</p>
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
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>There is no evidence/information that the policy will have an adverse impact on any Section 75 category. Instead, the policy will have a positive impact on equality of opportunity for women in the workplace.</p> <p>However, this policy applies to all Council employees because we recognise that while we predominantly refer to 'women', we also appreciate that the menopause and menopausal symptoms can impact people of all genders. Anyone can be affected by hormonal changes during their lives for a number of reasons, including pregnancy, fertility treatment, gender transitioning, conditions requiring hormone treatment as well as the menopause.</p> <p>Menopause usually happens between the ages of 45 – 55 and for many can be positively managed through lifestyle adjustments.</p>

	Where symptoms cause a more severe impact on the daily life of a woman, this may satisfy the definition of a disability under the Disability Discrimination Act (DDA) 1995. This policy will ensure that support is available for female staff and managers are informed on what can be done to support individuals including when to apply reasonable adjustments.
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

### 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	Positive minor
Political opinion	None	Positive minor
Racial group		Positive minor
Age	Menopause usually happens between the ages of 45-55 and for many can be positively managed through lifestyles adjustments	Positive minor
Marital status		Positive minor
Sexual orientation		Positive minor
Men and women generally	<p>There are no adverse impacts on any of the equality categories. Instead, the policy will have a positive impact on equality of opportunity for women in the workplace.</p> <p>However, this policy applies to all Council employees because we recognise that while we predominantly refer to</p>	Positive minor

	<p>'women', we also appreciate that the menopause and menopausal symptoms can impact people of all genders. Anyone can be affected by hormonal changes during their lives for a number of reasons, including pregnancy, fertility treatment, gender transitioning, conditions requiring hormone treatment as well as the menopause.</p> <p>Where symptoms cause a more severe impact on the daily life of a woman, this may satisfy the definition of a disability under the Disability Discrimination Act (DDA) 1995. This policy will ensure that support is available for female staff and managers are informed on what can be done to support individuals including when to apply reasonable adjustments.</p>	
Disability		Positive minor
Dependants		Positive minor

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

<b>Category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
Religious belief		There are no adverse impacts on any of the equality categories. Instead, the policy will have a positive impact on equality of opportunity for women in the workplace.
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		

Disability		
Dependants		

**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		Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input checked="" type="checkbox"/>
Political opinion		Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input checked="" type="checkbox"/>
Racial group		Major <input type="checkbox"/> Minor <input type="checkbox"/> None <input checked="" type="checkbox"/>

**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		N/A
Political opinion		N/A
Racial group		N/A

### **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.

No specific impacts have been identified for people with multiple identity. The policy will affect all female employees regardless of what equality category they fall within.

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

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

N/A

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

Yes  No

Please explain

Internal use only policy.

### Screening Decision

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

Please identify reasons for this below

There are no adverse impacts on any of the equality categories. Instead, the policy will have a positive impact on equality of opportunity for women in the workplace. It will support both female staff and inform managers on what can be done to support individuals including when to apply adjustments.

#### **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.

N/A

#### **C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED**

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

N/A

## **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.

Yes  If yes give details *Click or tap here to enter text.*

No

## **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

Regular monitoring of the policy implementation by HR

## **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.

<b>Screened by</b>	<b>Position/Job title</b>	<b>Date</b>
Lisa McAleer	Senior HR Manager	24/11/2025
<b>Approved by</b>	<b>Position/Job Title</b>	<b>Date</b>
Charlene Stoops	Deputy Chief Executive	24/11/2025

**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 3 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.**

Menopause Policy

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

**Developing a Adopting a Implementing a**

**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**

Menopause Policy

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

The policy aims to:

- To support employees to remain at work
- To raise awareness of menopause, the related issues and how this can affect employees.
- To break the stigma and taboo surrounding the menopause at work and to promote an environment in which employees feel confident in discussing Menopausal issues and ask for support and adjustments, if required.
- To provide guidance and direction on how to support employees who raise menopausal issues.

To inform managers of the potential symptoms of menopause, how this can affect employees and what can be done to support individuals including reasonable adjustments.

**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 is an internal staff policy which is not likely to impact on people in rural areas. The policy will be applied equitably and consistently to all regardless of where they live or work.

**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
- Rural Tourism
- Rural Housing
- Jobs or Employment in Rural Areas
- Education or Training in Rural Areas
- Broadband or Mobile Communications in Rural Areas
- Transport Services or Infrastructure in Rural Areas
- Health or Social Care Services in Rural Areas
- Poverty in Rural Areas
- Deprivation in Rural Areas
- Rural Crime or Community Safety
- Rural Development
- Agri-Environment Other (Please state)

**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. The policy will be applied equitably and consistently to all regardless of where they live or work.

**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 which is not likely to impact on people in rural areas. The policy will be applied equitably and consistently to all regardless of where they live or work.

#### **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.**

**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: Lisa McAleer

Date: 24/11/2025

Rural Needs Impact Assessment approved by:  Position:

Department / Directorate:

Signature:

Date: 24/11/2025