



**Armagh City, Banbridge and Craigavon Joint Consultation and Negotiation Forum  
Wednesday 26 February 2020.**

**At the meeting held on the above date, the policy was agreed.**

\_\_\_\_\_  
**Alan Perry**

**Regional Rep, GMB**

**Date 26.02.2020**

\_\_\_\_\_  
**Kevin Kelly**

**Regional Rep, NIPSA**

**Date 26.02.2020**

\_\_\_\_\_  
**Gareth Scott**

**Regional Rep, UNITE**

**Date 26.02.2020**

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## **1. Introduction**

The aim of this policy is to provide employees with information on the types of leave of absence from work and to clarify the associated practical arrangements for booking and taking leave.

- Annual Leave
- Public and Bank Holiday Leave
- Time in Lieu
- Bereavement Leave
- Medical Appointments
- Special Leave
- Time off for Dependants
- Jury Service
- Services with non-regular Crown Services
- Marriage Leave
- Sport-International/National Representation/Assistance
- Court Appearance
- Election Duties
- Volunteer-Emergency Services

## **2. Scope**

This policy applies to all Council employees. The policy takes account of the provisions set out in the National Agreement on Pay and Conditions and the Working Time Regulations (NI) 1998. Casual workers will avail of paid annual leave on a monthly basis.

## **3. Aim**

**The policy aims to:-**

- Provide employees with clear and consistent information on leave they may be entitled to, within and outside the normal annual leave provision.
- Ensure a fair approach to the support of employees in balancing domestic and work responsibilities.
- Assist managers with information and guidance in dealing with requests for leave.
- Ensure the Council is aware of its obligations within the relevant employment legislation.

#### 4. Responsibilities

##### Managers: -

Responsible for the dissemination and implementation of the policy within the team they are responsible for recording all leave granted in accordance with the guidelines within the policy.

Responsible for planning and authorising leave and ensuring that service delivery is maintained.

##### 5. Employees: -

Responsible for submitting applications for leave in accordance with this policy and seeking approval from their line manager for the granting of leave including any supporting documentation, as requested by management, when applying for leave.

Employees are advised to take their annual leave throughout the leave year, so that, excessive amounts are not outstanding at the end of the leave year. This may not be able to be accommodated as this may result in service disruption or the granting of which may be to the detriment of service delivery.

#### 6. Annual Leave

- The annual leave year runs from 1 April to 31 March. It is a contractual entitlement and is paid leave. Annual leave entitlement is calculated in days and hours for employees with varying days. Human Resources will calculate the entitlement and present this to employees on a leave card. The annual leave entitlement is shown below: -

Length of Service	Annual Leave Entitlement **
Under 5 years' service	21 days
Over 5 years' continuous service*	25 days
Over 10 years' continuous service*	28 days

\*continually working for the Council without a break in service (Statutory Rule 1999 No. 409 – (Modification) Order (Northern Ireland) 1999

\*\* Pro rata for Part Time employees

- Annual leave is accrued in full months and if you commence or leave during the annual leave year, the annual leave will be calculated on a pro rata basis. This calculation is undertaken by HR. Annual leave entitlement of employees leaving or joining the Council is proportionate to their completed service during the leave year. (Green book). (\*Seasonal employees will be calculated on accrued full months).

The calculation is worked as follows:-

Number of days/12 months' x number of months – converted to hours for

applicable employees as stated above.

- Annual leave unused at the time of leaving will normally be paid in the final salary.
- Overused annual leave will be deducted from the final salary.
- The minimum period of annual leave that can be taken is one half day of an individual employees working day eg:-
  - An employee who works 9 hours day - half day equates to 4.5 hours annual leave.
  - An employee who works 4 hours per day – half day equates to 2 hours annual leave.
- Employees who work weekends will be granted 6 weekends annual leave in one leave year. Leave requested beyond this will be paid at basic rate.
- Where an employee changes their contracted hours part way through the leave year, the leave entitlement of the current year will be the sum of the proportion of the leave due (pro rata) for the rest of the leave year. Leave entitlement already taken will be deducted from this figure and the balance will be the remaining entitlement due for the rest of the year.
- Where an employee undertakes casual hours they will be paid as per the casual working arrangements.
- Where regular overtime is undertaken annual leave accrued for this work will be calculated and paid on an annual basis in the month of June.
- It is the responsibility of the **employee** to ensure that their annual leave entitlement is correct and that all annual leave taken must be requested, recorded and approved.
- If an employee takes sick whilst on annual leave normal reporting absence notifications will apply. A note from their doctor will be required and the entitlement added back to their annual leave balance.
- Annual leave should normally be taken by the end of the leave year (31 March). Carryover of 10 days' maximum is permitted (pro rata for part time Employees). Any additional carry over beyond 10 days is only permitted in exceptional circumstances and subject to approval by EMT.
- All requests for annual leave must be approved by the employees line manager prior to the leave being taken. Requests for annual leave should be made as early as possible. All requests should be entered on the annual leave card and submitted for authorisation. Arrangements should not be made to use annual leave in anticipation of it being approved.

- No payment will be made for unused annual leave, except where stated previously in relation to leaving the Council.
- It may be necessary at certain peak times to limit the number of employees who can take leave at one time. The line manager will confirm at the time of the request for annual leave whether it can be approved and if not, the reason for this.
- Occasions may arise when an employee wishes or needs to take an extended period of annual leave, that is, all or most of their annual leave at once. Approval will be dependent on the needs of the service and will only be approved by the line manager in exceptional circumstances in consultation with HR.
- In line with the Council's Attendance Management Policy employees will continue to accrue their contractual annual leave during sickness. Employees who return from a long period of sick leave and who have unused annual leave entitlement will need to speak with their line manager to discuss how any outstanding leave from this period will be planned and how it will be used. Accrued annual leave as a result of being absent from one leave year to the next will have to be used within 18 months of returning to work.
- Annual leave will not be accrued during career breaks.

## **7. Public and Bank Holiday Leave**

- The Public and Bank Holiday entitlement runs from 1 April to 31 March.
- All employees are entitled to statutory public holidays in addition to annual leave, as they occur.
- Entitlements for employees who work part time or shift patterns are calculated on a pro rata basis according to the number of hours worked.
- The Council recognises 13 statutory public and bank holidays:-

New Years Day  
 St Patrick's Day  
 Good Friday  
 Easter Monday  
 Easter Tuesday  
 May Day (first Monday in May)  
 Spring Bank Holiday (last Monday in May)  
 12 July  
 13 July  
 August Bank Holiday  
 Christmas Eve  
 Christmas Day  
 Boxing Day.

- On occasions an additional public holiday may be awarded and this will be made known to employees in the leave year that it has been granted.
- Employees who are requested to work on public holidays will receive entitlements as outlined in the National Agreement on pay and conditions of service. It should be noted that calculation for working on public holidays is as follows: -

Time worked less than half the normal working hours on that day will receive a half day. (for eg if an employee works 8 hours, half the normal day is hours worked up to and including 3.59 hours)

Time worked more than half the normal working hours on that day will receive a full day (for eg if an employee works 8 hours, more than half the normal day is hours worked over 4 hours)

## **8. Time in Lieu (TIL)**

- This is applicable to employees who are remunerated above spinal point 22 (top of Scale 6) and who are not entitled to overtime payments for hours worked in excess of their normal working week.
- Employees who work additional hours outside normal working hours (37 hours) will be entitled to accrue time in lieu calculated at plain time for all hours worked.
- Employees, over SCP 22 who do not work 37 hours per week will be entitled to calculate additional hours worked at plain time up to 37 hours.
- Employees will only be permitted to carry over 20 hours TIL at the end of the leave year. Any hours beyond this will be lost. However, should the Easter Public Holidays fall close to the end of the leave year arrangements will be made to facilitate this. This will have to be agreed in advance with Management and Trade Unions in early Autumn if circumstances require this.
- It is the employee's responsibility to ensure that they use their entitlement as it is accrued.
- It is not permitted to accrue more than a working weeks balance at any one time.

## **9. Bereavement Leave**

- The Council will grant 5 working days (ie, equivalent of 1 working week/pro rata for part time employees) paid leave in the event of the death of a husband, wife, partner, son, daughter, parent, grandparent, grandchild, brother or sister or any relative who is a member of an employee's immediate household. Where "any other relative" is not a member employee's immediate household and it is established that the employee has sole responsibility for the funeral arrangements, the entitlement to bereavement leave will also apply after consultation with HR.



- The Council will grant 3 working days paid leave (pro-rata for part time employees) in the event of a death of a mother-in-law, father-in-law, brother-in-law, sister-in-law, stepmother or stepfather.
- The Council will grant time off to attend the funeral in the event of the death of an aunt, uncle, niece or nephew, of 1 working day.
- Days granted in all cases must be taken at the time of the bereavement.
- Requests for bereavement leave must be submitted, in writing, to your Head of Department for approval, and will then be forwarded to Human Resources for information/recording purposes.

## **10. Medical Appointments**

- The Council acknowledges that employees will need to attend medical appointments.
- Planned appointments such as attendance at the Doctor or Dentist must be arranged outside core hours where possible to avoid disruption to the service.
- Unplanned appointments must be treated in the same way as outlined above as far as is reasonably practicable.
- Attendance at hospital appointments must be confirmed with HR by bringing in details of your appointment. The employee must also confirm the appointment with the line manager. The Council understands that these appointments must be attended and will support employees by permitting up to 4 hours working time for the appointment. Time beyond this must be taken from TIL or annual leave. Should the employee need to attend for a day procedure this should be taken as sick leave.
- The employee should return to work as soon as the appointment has completed.

## **11. Special Leave**

- The Council recognises that there may be occasions when employees need to take time off work for emergency reasons that do not necessarily fall under normal leave provisions. In this instance the Council will grant up to one day's paid leave per year. The employee must apply normal reporting arrangements for non attendance at work and then apply for this in writing to the line manager for approval and provide details to HR for recording (retrospectively).
- This leave is intended to enable an employee to make an immediate response to a case of urgent domestic distress, such as: -

- an emergency admission to hospital of a dependant

- an unexpected breakdown in care arrangements,
  - a child is taken ill at school
- It is expected that this type of leave will normally be of short duration, of no more than one day so that appropriate arrangements can be made to deal with the issue.
  - However, if there are one or more episodes of this nature of instances further leave may be granted unpaid, and line managers may permit the individual to initially respond to the emergency, but agree for them to repay the owed time at a later date, normally within 4 weeks of the date of the instance. This should be recorded appropriately.
  - When time off is requested for dependants who have a planned admission to hospital, the leave will be unpaid.

## **12. Time off for dependants**

All employees have the right to take a reasonable amount of unpaid time off to deal with certain emergencies involving people they care for. This is known as 'time off for dependants'.

There is no qualifying period. You can take this leave for a child or an adult with whom you have caring responsibilities This could be: -

- Husband
- Wife
- Partner
- Child
- Parent
- Anyone living in your household as a member of the family
- A dependant may also be someone who is unrelated but who relies on you for assistance. In these cases you would be deemed to be their primary carer.

An emergency could be any unexpected or sudden problem involving someone who depends on your help or care.

The request should be made in writing, retrospectively, giving the reason for the request, to your line manager and the decision to approve will be in conjunction with HR.

## **Parental leave – refer to separate policy**

## **13. Jury Service**

- An employee who receives a summons to serve on a jury should report this immediately to the line manager, along with accompanying documents. The line manager, will inform HR.

- Deductions will not be made from employee's salary in this instance.
- Employees must claim the allowance for loss of earnings, following completion on jury, by providing the form which is given with the documentation to attend jury. This form should be provided to the Payroll Department who will complete the form on employee's behalf and return to the employee for processing. Once recouped this must be repaid to the Payroll Department.
- Failure to comply with this procedure will result in the monies being deducted from the employee's salary.

#### **14. Services with non-regular Crown Services**

- An employee who is a member of part-time branch of the Crown Services may be granted additional leave with pay for the purposes of attendance at annual camp or another recognised purpose eg requirement to undertake training.
- The maximum paid leave applicable in any one year will be 10 working days. Application for this leave must be made in writing to your line manager along with accompanying written evidence and agreed with HR.

#### **15. Marriage Leave**

- Employees who have completed one year's service will be granted 3 days paid leave at the time of the marriage. Application for marriage leave should be submitted to the line manager one month before the wedding. Once approved the information should be passed to HR for recording.

#### **16. Sport-International/National Representation /Volunteer**

- The Council recognises that there may be an occasion when an employee will be requested to represent or volunteer in a recognised sporting activity at national level.
- Application for this type of leave must be made in writing to the line manager giving the date of the event, the duration of the event, the venue and sport along with written evidence from the national body governing the sport.
- If there is remuneration associated with an employee representing, attention should be drawn to the Code of Conduct for Local Government Employees.
- A maximum of 5 working days may be granted on these occasions. Only one application per year will be permitted.

#### **17. Court Appearance**

- An employee receiving notification that they are required to attend court as a witness or defendant must report this to their line manager.

- The attendance at court will be unpaid unless the employee is requested to attend court on behalf of the Council.

### **18. Election Duties**

- If an employee applies to undertake election duties, they will not be paid by the Council to attend. This must be taken from leave entitlement. The line manager must approve this period of absence prior to the employee applying for the duty.

### **19. Volunteer-Emergency Services**

- The Council acknowledges employees who are associated to respond to emergency call-outs of the emergency services for example, firefighters, mountain rescue, lifeboat. These employees can only be released if their role permits to such emergencies.
- Permission must be sought from the line manager in conjunction with HR and agreed prior to anyone requesting permission to apply for such roles.
- The Council is aware that attendance at an emergency call-out, if the employees are part of the workforce, can be paid or unpaid.
- Time away from the place of work will be granted to attend the call-outs. The employee must record the time away from work and state how the leave is going to be paid back. A record must be kept by the employee and reviewed monthly by the line manager. The time absent from work to attend the response must be made up within a 4-week period.
- Reasonable time off to attend volunteering-emergency service will be monitored.

## Policy Screening Form

### Policy Scoping

**Policy Title:** Leave Entitlement Policy

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

Introduction of Armagh, Banbridge and Craigavon Council to clearly set out the rules applicable to types of leave of absence from work.

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

The policy aims to:

- Provide employees with clear and consistent information on leave they may be entitled to, within and outside the normal annual leave provision.
- Ensure a fair approach to the support of employees in balancing domestic and work responsibilities.
- Assist managers with information and guidance in dealing with requests for leave.
- Ensure the Council is aware of its obligations within the relevant employment legislation.

### 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.**

N/A

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

**Who initiated or wrote policy?**

Aisling Knipe

**Who is responsible for implementation?**

The Council is responsible for implementation

**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 (e.g. employee, service users, other statutory bodies, community or voluntary sector, private sector)

The procedure applies to all employees of the Council.

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

N/A

## 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.

Section 75 category	Evidence
Religious belief	There is no evidence/information that the policy has an impact on any Section 75 category.
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	There is no evidence/information that the policy has an impact on any Section 75 category.
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

Political opinion	There are no specific impacts on any of the equality categories.	
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependents		

**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	There are no specific impacts on any of the equality categories.	No
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependents		

**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		None
Political opinion		
Racial group		

**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
Political opinion		
Racial group		

**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 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?

N/A – internal use only policy.

**Screening Decision**

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

Please identify reasons for this below

N/A

**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.

<b>Priority criterion</b>	<b>Rating (1-3)</b>
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

As this is a new ABC policy it will be reviewed in 6 months.

## 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.

Screened by	Position/Job title	Date
Aisling Knipe	HR Operations Manager	02.10.2020
Approved by	Position/Job Title	Date

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

[mary.hanna@armaghbanbridgecraigavon.gov.uk](mailto:mary.hanna@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.**

# 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, 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

Local Authority

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

Developing a	Policy	x	Strategy		Plan	
Adopting a	Policy	x	Strategy		Plan	
Implementing a	Policy	x	Strategy		Plan	
Revising a	Policy		Strategy		Plan	
Designing a Public Service						
Designing 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

Leave entitlement policy

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

**The policy aims to:-**

- Provide employees with clear and consistent information on leave they may be entitled to, within and outside the normal annual leave provision.
- Ensure a fair approach to the support of employees in balancing domestic and work responsibilities.
- Assist managers with information and guidance in dealing with requests for leave.
- Ensure the Council is aware of its obligations within the relevant employment legislation.

**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.	x

*Details of alternative definition of 'rural' used.*

n/a

*Rationale for using alternative definition of 'rural'.*

n/a

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

n/a

## 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	<input checked="" type="checkbox"/>	If the response is <b>NO</b> GO TO Section <b>2E</b> .
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**2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.**

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**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 policy applicable to employees only and has no 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	x	If the Response is <b>NO</b> GO TO Section <b>3E</b> .
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**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		Published Statistics	
Consultation with Other Organisations		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.**

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**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 policy applicable to employees only.

**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	x	If the response is <b>NO</b> GO TO Section <b>5C</b> .
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If the response to Section **5A** was **YES** GO TO Section **6A**.

**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.**

**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.**

<b>Rural Needs Impact Assessment undertaken by:</b>	Aisling Knipe
<b>Position/Grade:</b>	HR Operations Manager
<b>Department/Directorate</b>	HR & OD
<b>Signature:</b>	
<b>Date:</b>	20.01.2020
<b>Rural Needs Impact Assessment approved by:</b>	
<b>Position/Grade:</b>	
<b>Department/Directorate</b>	
<b>Signature:</b>	
<b>Date:</b>	20.01.2020

**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.	Yes
--	-----