

## Policy Screening Form

**Policy Scoping**

**Policy Title: Flexible Working Hours Scheme**

**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 flexi working hours and the procedure to be followed by employees participating in the scheme.

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

The policy aims to:

- outline the purpose of the FWH Scheme;
- set out clearly the basic principles and conditions of the FWH Scheme;
- outline the procedure to be followed by employees participating in the FWH Scheme and their roles and responsibilities;
- provide employees with clear and consistent information in relation to the FWH Scheme.

**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? | Who is responsible for implementation?        |
|--------------------------------|---|
| Aisling Knipe                  | 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.

| <b>Section 75 category</b> | <b>Evidence</b>  |
|----------------------------|--|
| 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?

| <b>Section 75 category</b> | <b>Needs, experiences and priorities</b>   |
|----------------------------|--|
| 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        | There are no specific impacts on any of the equality categories. | None                               |
| Political opinion       |  |                                    |
| Racial group            |  |                                    |
| Age                     |  |                                    |
| Marital status          |  |                                    |
| Sexual orientation      |  |                                    |
| Men and women generally |  |                                    |
| Disability              |  |                                    |
| Dependants              |  |                                    |

#### 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              |  |                        |
| 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  |                          | 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.

| Priority 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

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 | <input checked="" type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Adopting a                 | Policy | <input checked="" type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Implementing a             | Policy | <input checked="" type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Revising a                 | Policy | <input type="checkbox"/>            | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Designing a Public Service |        | <input type="checkbox"/>            |          |                          |      |                          |
| Designing a Public Service |        | <input type="checkbox"/>            |          |                          |      |                          |

### 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

Flexible Working Hours Scheme

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

The policy aims to:

- outline the purpose of the FWH Scheme;
- set out clearly the basic principles and conditions of the FWH Scheme;
- outline the procedure to be followed by employees participating in the FWH Scheme and their roles and responsibilities;
- provide employees with clear and consistent information in relation to the FWH Scheme.

**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> . |
|-----|--|----|-------------------------------------|--|

**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 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> . |
|-----|--|----|---|--|

**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.**

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

|  |
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|  |
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**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> . |
|-----|--|----|---|--|

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.**

## **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

|   |                       |
|---|-----------------------|
| <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>  | 20.10.2020            |
| <b>Rural Needs Impact Assessment approved by:</b>   |                       |
| <b>Position/Grade:</b>                              |                       |
| <b>Department/Directorate</b>                       |                       |
| <b>Signature:</b>                                   |                       |
| <b>Date:</b>  | 20.10.2020            |