

## Policy Screening Form

### Policy Scoping

**Policy Title: Recognition Proposal**

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

This is a recognition proposal to recognise staff who worked during the initial covid lockdown period.

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

This is a recognition proposal that is a one off discretionary reward for staff who worked during the initial covid lockdown period.

### 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?

This has been developed following an instruction from Elected Members.  
Other councils have also implemented same.

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

Not directly.  
This is a one off discretionary award for staff who worked during the initial covid lockdown period. Although it is based on their job function, where they worked and the role they played during the covid lockdown period and is therefore not applicable to all staff members, staff that receive the award will be largely representative of the nine equality categories.

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

**Who initiated or wrote policy?**

There was a working group established to draw up the proposal which involved management, a cross section of staff and the trade union

**Who is responsible for implementation?**

HR&OD Department

**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. staff, service users, other statutory bodies, community or voluntary sector, private sector)

Staff

**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	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Political opinion	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Racial group	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Age	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Marital status	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a

	range of roles both frontline and support and are largely representative of the nine equality categories.
Sexual orientation	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Men and women generally	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Disability	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.
Dependants	The recognition proposal has to be reflective of whole workforce and provide equality of opportunity for all staff. Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories.

### 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	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Political opinion	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Racial group	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Age	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil

	partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Marital status	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Sexual orientation	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Men and women generally	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.
Disability	<p>The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.</p> <p>Also council has given consideration to those staff who were instructed to shield during the initial lockdown period and unable to work. They continued to receive full pay in this period and were not disadvantaged.</p>
Dependants	<p>The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.</p> <p>Consideration has been given to the staff who had caring responsibilities and were unable to work. However, they continued to receive full pay in this period and were not disadvantaged.</p>

## 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	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Political opinion	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Racial group	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Age	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None

Marital status	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Sexual orientation	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Men and women generally	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	None
Disability	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	Minor. Consideration has been given re those staff who were instructed to shield during the initial lockdown period and unable to work. They continued to receive full pay in this period and were not disadvantaged.
Dependents	The Council will ensure that the proposal is implemented fairly within the relevant staff groups and that it does not discriminate against any employee because of their	Minor. Consideration has been given to the staff who had caring responsibilities and were unable to work. However, they continued to

	age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.	receive full pay in this period and were not disadvantaged.
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**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	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A
Age	N/A	N/A
Marital status	N/A	N/A
Sexual orientation	N/A	N/A
Men and women generally	N/A	N/A
Disability	N/A	N/A
Dependents	N/A	N/A

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

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

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

The policy applies to staff across a range of Section 75 Categories
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**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

### **Screening Decision**

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

Please identify reasons for this below

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

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

This is a recognition proposal that is a one off discretionary reward for staff who worked during the initial covid lockdown period. Not all staff members will receive the award.

Those that are due to receive the award have performed a range of roles both frontline and support and are largely representative of the nine equality categories. Consideration has been given to the impact of this proposal on those staff who were instructed to shield during the initial lockdown period or had caring responsibilities and were unable to work. However, they continued to receive full pay in this period and were not disadvantaged.

#### **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.

<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

This is a one off recognition proposal.

## 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
Niamh Shannon	Acting Head of HR & OD	27 November 2020
Approved by	Position/Job Title	Date

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

[mary.hanna@armaghbanbridgescraigavon.gov.uk](mailto:mary.hanna@armaghbanbridgescraigavon.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.