**Equality Screening Template**

**Introduction**

**Part 1- Policy Scoping**

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

**Information about the policy**

|  |  |
| --- | --- |
| **Name of Policy** | Parental Leave Policy |
| **Is it existing, revised or a new policy?** | Existing |
| **What is it trying to achieve?** **(Intended aims/outcomes)** | To outline the criteria and process for an employee to take unpaid leave from work to spend time or care for child dependant(s). This policy offers some flexibility to parents who want or require additional time with their children, but do not or cannot use their annual leave to do so.  |
| **Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.**  | Those employees with child dependants will directly benefit from this policy as it is specifically aimed at that category of employee.  |
| **Who initiated or wrote the policy?**  | HR Services Manager |
| **Who owns and who implements the policy?** | Human Resources |

**Implementation Factors**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | X | No |  |

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they: (Select all applicable)

|  |  |
| --- | --- |
|  | Financial |
| X | Legislative |
|  | Other – please specify:  |  |

**Main stakeholders affected**

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

|  |  |
| --- | --- |
| X | Staff |
|  | Service Users |
|  | Other Public Sector Organisations |
|  | Voluntary/ Community/ Trade Unions |
|  | Other – please specify: |  |

##### [Other policies with a bearing on this policy](#Onefour):

|  |
| --- |
| Shared Parental Leave PolicyTime Off for Dependants PolicyFlexible Working PolicyMaternity PolicyPaternity/Partners Leave PolicyAdoption Policy |

**Available Evidence**

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is 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** | **Details of evidence/information** |
| Religious belief | No evidence available to indicate correlation between this category and requirement to request Parental Leave |
| Political opinion | No evidence available to indicate correlation between this category and requirement to request Parental Leave |
| Racial group | No evidence available to indicate correlation between this category and requirement to request Parental Leave |
| Age | **Internal data report on those registered as having taken Parental Leave in 2017-2019**. This data shows 29 individual requests with age range data:

|  |  |  |  |
| --- | --- | --- | --- |
| 20-34 | 35-45 | 46-54 | 55+ |
| 3 | 19 | 3 | 4 |

76% of employees who availed of the Parental Leave Policy were aged between 20-45. This age range typically has a greater likelihood of having child dependants under 18.41% of current employees are in the age range 20-45.  |
| Marital status | **Internal data register of employees who took parental leave between 2017-2019** does not provide full data regarding marital status as this is an optional question on Fair Employment monitoring.The **NI Census data** details that the population is registered as:

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship Status | Married/Civil Partnership | Cohabiting | Not living in couple (even if their marital status is legally married/civil partnered) |
| Percentage (%) | 47.03 | 6.20 | 46.76 |
| % with dependant children | 19.72 | 2.30 | 11.83 |

 |
| Sexual orientation | Sexual orientation is an optional question on the equality questionnaire. **NI national statistics from the Dept of Communities** showing that 1.2% household population identifies as LGB. On **the internal data of those who have taken individual periods of parental leave during 2017-2019**, none had registered their sexual orientation.  |
| Men and women generally | From the **internal data of those that took individual periods of Parental Leave between 2017-2019**: 17 were male (59%) and 12 were female (41%).Of the total Translink employee population 86% are males and 14% are females.  |
| Disability | No evidence available to indicate correlation between this category and requirement to request Parental Leave |
| Dependants | There is no internal data relating to those employees who have and have not got any child dependants. However, as detailed above in ‘Marital Status’ **the NI Census data** shows that 33.85% of households in the NI population have dependant children. |

**Needs, Experiences and Priorities**

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision?

Specify details for each of the Section 75 categories

|  |  |
| --- | --- |
| **Section 75 category** | **Details of needs/experiences/priorities** |
| Religious belief | There is no information to indicate that this category has any needs or priorities in relation to the Parental Leave Policy.   |
| Political opinion | There is no information to indicate that this category has any needs or priorities in relation to the Parental Leave Policy.   |
| Racial group | There is no information to indicate that this category has any needs or priorities in relation to the Parental Leave Policy.   |
| Age | As the policy is specifically applicable to those with child dependants (up to the age of 18 years) it is expected to have a greater impact on younger employees who are more likely to have children under 18. This is demonstrated by the data that most parental leave requests received in 2017-2019 were made by those in the age range of 20-45. However, there is no age limitation on those who can make a request for parental leave so long as their child dependant is under 18 years in accordance with the legislation.  |
| Marital status | The internal data relating to those who have taken periods of parental leave in 2017-2019 is insufficient to ascertain any relation to marital status and the parental leave policy. Census data does show a significantly higher percentage of those who are married or in a civil partnership have children, compared to those of any other marital status which indicates that it is more likely to be married/civil partner couples with children who will most likely avail of the Parental Leave policy. However, there is no restriction on the policy to any particular marital status.  |
| Sexual orientation | The internal data relating to those who have taken periods of parental leave in 2017-2019 is insufficient to ascertain any relation to sexual orientation and the parental leave policy. However, census data shows that only 1.2% of the general NI population identify as LGBT so it is expected that it would most likely impact those who are determined as heterosexual.  |
| Men and women generally | The internal data shows that whilst a higher number of men took parental leave than women, this represented 0.5% of all male employees and 2% of all female employees so was utilised by a greater percentage of female employees. There is no restriction in the policy regarding who can make a request for parental leave regarding male or female requests.  |
| Disability | There is no information to indicate that this category has any needs or priorities in relation to the Parental Leave Policy.   |
| Dependants | As the policy is specifically applicable only to those with child dependants then it will only benefit those in that category. In following the percentage census data for NI this could be expected to be approximately 33% of the overall Translink workforce.  |

**Part 2 - Screening Questions**

**Introduction**

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of the Guide: <https://www.equalityni.org/S75duties>

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

**Impact: Major / Minor / None**

If the public authority’s conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

**In favour of ‘MAJOR’ impact**

|  |  |
| --- | --- |
| **A** | The policy is significant in terms of its strategic importance; |
| **B** | Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them; |
| **C** | Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged; |
| **D** | Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities; |
| **E** | The policy is likely to be challenged by way of judicial review; |
| **F** | The policy is significant in terms of expenditure. |

If the public authority’s conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

* Measures to mitigate the adverse impact; or
* The introduction of an alternative policy to better promote equality of opportunity and/or good relations.

**In favour of ‘MINOR’ impact**

|  |  |
| --- | --- |
| **A** | The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible; |
| **B** | The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures; |
| **C** | Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people; |
| **D** | By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations. |

If the public authority’s conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is ‘screened out’ as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

**In favour of ‘NONE’**

|  |  |
| --- | --- |
| **A** | The policy has no relevance to equality of opportunity or good relations. |
| **B** | The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.  |

**Screening Questions**

|  |
| --- |
| **1** What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none |
| Section 75 category | Details of policy impact | Level of impact? Minor/Major/None |
| Religious belief | There is no identified content that would affect a person’s religious belief in order to adhere to or apply the Parental Leave Policy.   | None |
| Political opinion | There is no identified content that would affect a person’s political opinion in order to adhere to or apply the Parental Leave Policy.   | None |
| Racial group | There is no identified content that would affect a person’s racial group in order to adhere to or apply the Parental Leave Policy.   | None |
| Age | Whilst it is expected to likely impact a large percentage group of employees who are within the age range of 20-45 because of the age range of their children, there is no criterion that limits or impacts any other age range of employee availing of the policy (as long as their children are within the legislative age range to apply the policy).  | None |
| Marital status | Whilst is it expected that it may have a greater impact on those with a marital status of married or civil partnered as they are possibly more likely to have children, there is no criterion that limits or impacts those with any other marital status.  | None |
| Sexual orientation | There is no identified content that would affect a person’s sexual orientation in order to adhere to or apply the Parental Leave Policy.   | None |
| Men and women generally | There is no identified content that would affect a person’s gender in order to adhere to or apply the Parental Leave Policy.   | None |
| Disability | There is no identified content that would affect a person with disability in adhering to or applying the Parental Leave Policy.   | None |
| Dependants | As the policy is specifically aimed to benefit those with child dependants it does mean that there is discrimination against those without child dependants. However, as the policy is in accordance with legislative entitlements it is not unlawful and any negative impact on those without child dependants is expected to be negligible.  | Minor (A) |

|  |
| --- |
|  **2** Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories? |
| Section 75 category | If **Yes**, provide details | If **No**, provide reasons |
| Religious belief |  | No, as the policy has no impact on this category. |
| Political opinion |  | No, as the policy has no impact on this category. |
| Racial group |  | No, as the policy has no impact on this category. |
| Age |  | No, as the policy has no impact on this category. |
| Marital status |  | No, as the policy has no impact on this category. |
| Sexual orientation |  | No, as the policy has no impact on this category. |
| Men and women generally |  | No, as the policy has no impact on this category. |
| Disability |  | No, as the policy has no impact on this category. |
| Dependants |  | No, as the policy is following legal entitlements and therefore unable to promote any equality of opportunity to those without child 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? minor/major/none |
| Good relations category | Details of policy impact | Level of impact Minor/Major/None |
| Religious belief | There is no identified content that would affect a person’s religious belief in order to adhere to or apply the Parental Leave Policy.   | None |
| Political opinion | There is no identified content that would affect a person’s political opinion in order to adhere to or apply the Parental Leave Policy.   | None |
| Racial group | There is no identified content that would affect a person’s racial group in order to adhere to or apply the Parental Leave Policy.   | None |

|  |
| --- |
| **4** Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group? |
| Good relations category | If **Yes**, provide details | If **No**, provide reasons |
| Religious belief |  | No, as the policy has no impact on this group |
| Political opinion |  | No, as the policy has no impact on this group |
| Racial group |  | No, as the policy has no impact on this group |

**Additional Considerations**

**Multiple Identity**

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?  (For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

|  |
| --- |
| No impact identified for anyone that falls into multiple categories. |

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

|  |
| --- |
| N/A |

**Part 3 - Screening Decision**

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

|  |
| --- |
| No impact assessment required as little to no impact on any category was identified in relation to the Parental Leave Policy.  |

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

|  |
| --- |
| No mitigation has been identified as required and an alternative policy is not required. The current policy is acceptable.   |

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

|  |
| --- |
| N/A |

All public authorities’ equality schemes must state the authority’s arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

**Mitigation**

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

|  |
| --- |
| N/A |

**Timetabling and Prioritising**

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been **‘screened in’** for equality impact assessment, then 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 |  |
| Relevance to a public authority’s functions |  |

Note: 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 public authority in timetabling. Details of the Public Authority’s Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

|  |
| --- |
| N/A |

**Part 4 - Monitoring**

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

**Part 5 - Approval and authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy Title:** | **Parental Leave Policy** | **Version No:** | **3.4** |
| **Print Name** | **Signature** | **Position/Job Title**  | **Date** |
| **Screened By:** |
| Kerri Adams |  | HR Compliance & Governance Officer | 22.07.2020 |
| **Approved by:** |
| Paula Ludlow |  | HR Services Manager | 27.08.20 |

Note: A copy of the Screening Template, for each policy screened should be ‘signed off’ and approved by a senior manager responsible for the policy, made easily accessible on the public authority’s website as soon as possible following completion and made available on request.

|  |  |  |
| --- | --- | --- |
| **Part**  | **Part Title** | **Description** |
| **1** | **Policy Scoping** | Asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations |
| **2** | **Screening Questions** | Asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.  |
| **3** | **Screening Decision** | Guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or tointroducemeasures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations. |
| **4** | **Monitoring** | Provides guidance to public authorities on monitoring for adverse impact and broader monitoring. |
| **5** | **Approval and Authorisation** | Verifies the public authority’s approval of a screening decision by a senior manager responsible for the policy. |

Policy Scoping

* + Policy
	+ Available data

Screening Questions

* Apply screening questions
* Consider multiple identities

Screening Decision None/Minor/Major

Mitigate

 Publish Template

Re-consider screening

Publish Template for information

Publish Template

 EQIA

Monitor

**‘None’**

Screened out

**‘Major’**

Screened in for EQIA

**‘Minor’**

Screened out with mitigation

Concerns raised with evidence

Concerns raised with evidence re: screening decision