 

**Northern Ireland Transport Holding Company and Translink**

**EQUALITY IMPACT ASSESSMENTS AND SCREENING OUTCOME REPORT**

**October - December 2020**

22 Great Victoria Street

Belfast

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**Access to documents**

This publication is a summary of Equality Impact Assessments (EQIA) and screening reflective of the period October-December 2020 and summarises all the key findings and conclusions of each EQIA and the final decision of all screening. It can be made available in large-print, on disk, on audiocassette and in Braille and in other languages on request. For information about obtaining a copy in any of these formats – or to request a copy in any other accessible format – please contact:

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This document and other documentation relating to the Equality Scheme can be accessed on the Translink website at www.translink.co.uk.

Various references to earlier reports may be made throughout this document. Each of the earlier reports is available upon request if not still accessible on the Translink website. Hard copies and copies in alternative formats can be made available on request.

**Section 75**

Under Section 75 of the Northern Ireland Act 1998, the Northern Ireland Transport Holding Company (NITHCo) is required **to have due regard to the need to promote equality of opportunity** –

* between persons of different;

o religious belief

o political opinion

o racial group

o age

o marital status

o sexual orientation

* between men and women generally;
* between persons with a disability and persons without; and
* between persons with dependants and persons without.

Without prejudice to the obligations set out above, NITHCo is also required **to have regard to the desirability of promoting good relations between persons of different religious beliefs, political opinion or racial group**.

Schedule 9 of the Act sets out the detailed procedure for the implementation of this duty including the publication of an Equality Scheme and the conduct of Equality Impact Assessments (EQIA) of selected policies. In response to the Act, NITHC has an active Equality Scheme approved by the Equality Commission. The Equality Scheme can be accessed on the Translink website at [www.translink.co.uk](http://www.translink.co.uk).

**NITHCo and Translink**

NITHCo is a public corporation established under the Transport Act (NI) 1967 to oversee the provision of public transport in Northern Ireland. It is responsible for the operation of its subsidiary companies, Citybus (which operates Metro bus services), NI Railways and Ulsterbus, which operate together under the brand name Translink to deliver scheduled bus and rail services in Northern Ireland, including cross-border and cross-channel links. NITHCo is accountable to the Department for Infrastructure (DFI) which develops transport strategies for Northern Ireland and determines public transport policy.

The NITHCo Board is responsible for approving the strategies of its subsidiary companies and the annual Corporate Plan and for their proper governance. It meets on a regular basis to review the implementation of policy objectives and to monitor financial performance. NITHCo also owns a portfolio of property investments that generate funds for capital investment throughout the Group.

The responsibilities of the various bodies which together deliver public transport services in Northern Ireland can best be illustrated as follows:

**Screening of policies**

The Equality Scheme includes a commitment to applying a systematic screening process. If the conclusion reached at the end of the screening process is that the policy has (or is likely to have) a significant impact on equality of opportunity, then consideration will be given to undertaking an Equality Impact Assessment (EQIA). This is a thorough review of a policy, including consultation with everyone affected by it, which can result in suggestions for change.

**Screening Outcome**

The screening outcomes are outlined in the table below. Three possible outcomes are recorded:

If Major – an Equality Impact Assessment may be carried out. EQIA - subject to further scrutiny under Section 75 of the NI Act 1998 to determine the impact upon those directly affected, which in turn will require informal and formal consultation with a wide range of stakeholders.

If Minor – consider mitigation or alternative policy and screen out.

If None – screen out and give reasons.

Screening Outcome Options

Major= In

Minor= Out with mitigation

None= Out without mitigation

# **Equality Screening Outcome report**

NITHCo and Translink undertook screening within the last quarter on the following policies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Policy / Proposal** | **Policy Information** | **Policy Status** | **Screening Decision** |
| Asset Management | This policy has been developed to assist Translink Group’s commitment to Asset Management, support the Group’s vision and delivery of the Corporate Strategy. | New | Screened out – without mitigation |
| Career Break Policy | This policy outlines the scheme to take long term time off for personal reasons such as caring for a dependant, travel or education, without risk to employment status. | Revised | Screened out – with mitigation |
| Induction Policy | This policy outlines the processes ensuring all new employees receive an appropriate and consistent induction to Translink and the role of Human Resources and line managers in that process | Revised | Screened out – without mitigation |
| Social Media Policy | This policy outlines rules of conduct when using social media and highlights responsibility for the affect and/or impact an individual’s social media usage may have on Translink or individual employees/customers of Translink. | Revised | Screened out – without mitigation |
| Time off for Dependents Policy | This policy outlines the provision to take time off for emergencies involving dependant family members i.e. when they become suddenly ill and need care or a carer/childminder cancels last minute. | Revised | Screened out – without mitigation |
| No Change Policy | This policy outlines the approach to reducing the amount of cash handled by passengers and staff on vehicles to improve safety in light of Covid 19. | New | Screened out – with mitigation |
| Redeployment Process and HR Guidance | This policy outlines the process for people applying for redeployment opportunities | New | Screened out – without mitigation |
| Face Coverings | To encourage the safe use of face coverings in Translink premises and on services during the Covid-19 pandemic. | New | Screened out – with mitigation |
| Safe Workplace Guidance & Best Practice for Workplace Meetings | To convey to staff the Covid-safety measures in place and encourage safe behaviours in Translink premises during the Covid-19 pandemic. | New | Screened out – with mitigation |
| Parental Leave | 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. | Revised | Screened out – without mitigation |
| Maternity Leave | This policy outlines the entitlement and process regarding pay and leave to new and expectant employees of Translink. | Revised | Screened out – without mitigation |
| Cash Handling Policy | Effective internal controls for handling cash including, protect cash, reconciliation of cash sales, ensure accurate accounting data, and prevent, detect and correct error or fraud. | Revised | Screened out – without mitigation |
| Procedure for the use of on-body CCTV | This document is designed to outline the procedure for the use of on-body CCTV. | New | Screened out – without mitigation |
| Print Policy | Delivery of printing across the organisation to ensure that there is consistency on procurement and with the aim to consolidate the number of printers across the estate. | New | Screened out – without mitigation |
| User Access Policy | Ensure that accounts and access to IT network, systems and services is controlled and appropriate for the user. | New | Screened out – without mitigation |