**Screening flowchart and template *(taken from Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities April 2010 (Appendix 1)).***

**Introduction**

**Part 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.

**Part 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.

**Part 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.

**Part 4. Monitoring** –provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

**Part 5. Approval and authorisation** – verifies the public authority’s approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided overleaf.

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

**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 the policy  The Civil Service Commissioners for Northern Ireland website  Is this an existing, revised or a new policy?  Revised  What is it trying to achieve? (intended aims/outcomes)  Commissioners’ website has been in existence for around 12 years. Commissioners commissioned a new logo and colour scheme which has been incorporated into all documents used by the Secretariat and the Commissioners’ Twitter/X page has also been updated with the new logo.  When considering amendments to the Commissioners’ website, to replace the old black and burgundy colour scheme and logo with the new logo and colour scheme, Commissioners agreed to commission a new, more modern, website. This new website aims to enhance accessibility to all Section 75 groups and complies with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. The new website will provide more easily accessible information on the work of Commissioners and include easy-read versions of key documents.  Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.  The policy is expected to benefit persons whose first language is not English and persons with a disability.  Who initiated or wrote the policy?  The Civil Service Commissioners for Northern Ireland  Who owns and who implements the policy?  The Civil Service Commissioners for Northern Ireland |

**Implementation factors**

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

If yes, are they

x

financial

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

**X**

service users

other public sector organisations

**x**

**x**

voluntary/community/trade unions

other, please specify ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* what are they?

None

* who owns them?

**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 | The 2021 Northern Ireland Census results demonstrate that 42.3% of residents identify as being of a Catholic religious belief, 16.6% Presbyterian Church in Ireland, 11.55% Church of Ireland, 2.35% Methodist, 6.85% other Christian. 17.3% were of no religion and 1.6% did not state a religion. |
| Political opinion | The 2022 Northern Ireland Life and Times (NILT) survey found that 31% of respondents identified themselves as Unionist, 26% as Nationalist and 38% as Neither. |
| Racial group | According to the 2021 Northern Ireland Census, 96.55% of respondents described themselves as White, 0.76% as Mixed, 0.52% as Indian, 0.5% as Chinese, 0.42% as Black African, 0.28% as Other Asian, 0.23% as Filipino. |
| Age | The 2021 Northern Ireland Census identifies 22.86% of the population as under 18, 33.98% aged between 18 and 45, 25% aged between 45-64 and 17.46% aged over 65. |
| Marital status | The 2021 Census in Northern Ireland reported that 45.77% of the population were married or in a registered same-sex civil partnership, 38.07% of the population were single, and 16.16% were separated, divorced or widowed. |
| Sexual orientation | The 2022 Northern Ireland Life and Times Survey found that 93% of the population identify as heterosexual, 3% as bisexual and 3% as gay or lesbian. |
| Men and women generally | According to the 2021 Northern Ireland Census results, 50.81% of the population are female and 49.19% are male. |
| Disability | The 2021 Census in Northern Ireland reported that 75.67% of the population consider their day-to-day activities are not limited by a long-term health problem or disability, compared to 24.33% who responded that it was limited a little or a lot. |
| Dependants | The 2021 Census in Northern Ireland reported that 69.33% of households have no dependent children, and 30.67% of households had one or more dependent children. 87.58% of the population provided no unpaid care, and 12.42% of the population provided unpaid care. |

**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 | No known needs/experiences/priorities. |
| Political opinion | No known needs/experiences/priorities. |
| Racial group | Persons seeking information on the work of Commissioners or how to contact them may find this more difficult if English is not their first language. |
| Age | No known needs/experiences/priorities. |
| Marital status | No known needs/experiences/priorities. |
| Sexual orientation | No known needs/experiences/priorities. |
| Men and women generally | No known needs/experiences/priorities. |
| Disability | People with a disability may find it hard to access information if it is not accessible. People with a learning difficulty may find it more difficult to understand information on the work of Commissioners. |
| Dependants | No known needs/experiences/priorities. |

**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 11 - 16 of this Guide.

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.

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.

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 a ‘major’ impact**

1. The policy is significant in terms of its strategic importance;
2. 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;
3. 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;
4. 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;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

**In favour of ‘minor’ impact**

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. 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;
3. 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;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

**In favour of none**

1. The policy has no relevance to equality of opportunity or good relations.
2. 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.

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.**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 | No differential impact | None |
| Political opinion | No differential impact | None |
| Racial group | No negative differential impact. The new website will be user friendly with clearer navigation. Our two main documents – the Recruitment Code and our guidance on Raising a Concern under the NICS Code of Ethics - will have Easy Read versions to make them more accessible to people whose first language is not English. | Minor (+) |
| Age | No negative differential impact. The new website will be user friendly with clearer navigation. Our two main documents – the Recruitment Code and our guidance on Raising a Concern under the NICS Code of Ethics - will have Easy Read versions to make them more accessible to young people. | Minor (+) |
| Marital status | No differential impact | None |
| Sexual orientation | No differential impact. | None |
| Men and women generally | No differential impact. | None |
| Disability | No negative differential impact. The new website will be user friendly with clearer navigation. Our two main documents – the Recruitment Code and our guidance on Raising a Concern under the NICS Code of Ethics - will have Easy Read versions to make them more accessible to people with a learning disability. | Minor (+) |
| Dependants | No differential impact. | None |

|  |  |  |
| --- | --- | --- |
| **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 |  | The policy does not impact on the equality of opportunity for this category. |
| Political opinion |  | The policy does not impact on the equality of opportunity for this category. |
| Racial group | The new website will be user friendly with clearer navigation. Our two main documents – the Recruitment Code and our guidance on Raising a Concern under the NICS Code of Ethics - will have Easy Read versions to make them more accessible to people whose first language is not English. |  |
| Age | The new website will be user friendly with clearer navigation. Our two main documents – the Recruitment Code and our guidance on Raising a Concern under the NICS Code of Ethics - will have Easy Read versions to make them more accessible to young people. |  |
| Marital status |  | The policy does not impact on the equality of opportunity for this category. |
| Sexual orientation |  | The policy does not impact on the equality of opportunity for this category. |
| Men and women generally |  | The policy does not impact on the equality of opportunity for this category. |
| Disability | The new website will be user friendly with clearer navigation. It will conform to the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This means that, for example, users should be able to:   * Change colours, contrast levels and fonts using browser or device settings; * Zoom in up to 400% without the text spilling off the screen; * Navigate the website using a keyboard or speech recognition software; * Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVD and VoiceOver.   We have also ensured the website text is as simple as possible to understand.  Our two main documents – the Recruitment Code and our Guidance on Raising a Concern under the NICS Code of Ethics - will have Easy Read versions to make them more accessible to people with a learning disability. |  |
| Dependants |  | The policy does not impact on the equality of opportunity for this category |

|  |  |  |
| --- | --- | --- |
| **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 | The policy does not impact on good relations between people of different religious beliefs. | None |
| Political opinion | The policy does not impact on good relations between people of different religious beliefs | None |
| Racial group | The policy does not impact on good relations between people of different religious beliefs | 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 |  | This policy relates to the provision of a new website for CSCNI and does not provide opportunities to promote good relations. |
| Political opinion |  | This policy relates the provision of a new website for CSCNI and does not provide opportunities to promote good relations. |
| Racial group |  | This policy relates to the provision of a new website for CSCNI and does not provide opportunities to promote good relations. |

**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).*

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

None identified.

**Part 3. Screening decision**

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

|  |
| --- |
| The policy is not likely to have an adverse impact on any of the section 75 categories, indeed it will have a positive impact for all service users and all Section 75 groups. |

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.

|  |
| --- |
| As no adverse impact on any Section 75 categories has been identified there is no need for mitigation or an alternative policy. |

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 Equality 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 Equality 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?

**N/A**

If yes, please provide details

**Part 4. Monitoring**

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

The Equality 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**

**Screened by**:

Name: Heather Caulfield

Title: Deputy Principal

Date: 08/04/2024

|  |  |
| --- | --- |
| Signature: |  |

**Approved by:**

Name: Amanda Martin

Title: Secretary

Date: 11/04/2024

|  |  |
| --- | --- |
| Signature: |  |

**Endorsed by:**

Name: Deirdre Toner

Title: Chairperson, Civil Service Commissioners for Northern Ireland

Date: 11/4/2024

|  |  |
| --- | --- |
| Signature: |  |

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.