

DoF Screening template

Section 1. Policy scoping

DoF has a statutory duty to screen. This includes our strategies and plans, policies, legislative developments; and new ways of working such as – the introduction, change or end of an existing service, procedure, policy etc. This screening template is designed to help business areas consider the likely equality and human rights impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Detailed information about the Section 75 equality duties and what they mean in practice is available on the Equality Commission's website. <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>

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 DoF website as soon as possible following completion and made available in alternative formats on request.

All Section 75 consultees should be advised of the screening exercise once the final policy decision has been taken. A list of consultees is available on the DoF website <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/Equality%20consultee%20%20list.pdf>

This policy has been screened by

Name	Peter Cusack
Grade	Staff Officer
Branch	Pay, Allowances and Grading Unit
Contact Details	02890 251767
Date	19/02/21

And approved by

Name	Alison Welsh
Grade	Deputy Principal
Directorate	Pay, Allowances and Grading Unit
Contact Details	02890 277650
Date	23/02/21

The screening template has 4 sections to complete. These are:

Section A - asks you to provide details about the policy / decision that is being screened.

Section B - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

Section C - has 4 key questions in relation to obligations under the Disability Discrimination Order and the Human Rights Act.

Section D - is the formal record of the screening decision.

SECTION A - Information about the policy

Is this a new or revised policy?

Revised in so far as the policy is being removed from the NICS HR Handbook and the Employee Services Portal on 31 March 2021.

a) Name of the policy

Special Bonus Scheme.

b) Brief Description of the policy

The policy set out the arrangements for the Special Bonus Scheme, which was open to both industrial and non-industrial staff below the Senior Civil Service.

c) Aims of the policy/ Rationale behind the changes

The aim of the policy was to allow departments to reward exceptional performance in particularly demanding tasks or situations at any time of the year.

One of the 2019 pay award conditions was the removal of the Special Bonus Scheme and both NIPSA and FDA trade unions have subsequently agreed to the proposal.

d) Who will the policy affect?

The policy applied to all NICS staff below the Senior Civil Service.

Previous reviews of the policy, which were completed by staff in NICS HR with relevant working knowledge of the policy and Section 75 categories, and by the recognised trade unions, revealed *no equality issues*.

If this policy has no adverse impact on any of the Section 75 groups, please go to Section C.

e) Is this a NICS wide policy?

Yes.

f) Who will implement the policy?

NICSHR will be responsible for removing the policy from the HR Handbook and the Employee Services Portal.

g) Will this policy or revision address an existing inequality?
If yes, please give details.

No.

h) Will this policy or revision benefit any Section 75 categories.
If yes, please give details.

No.

i) Will this policy or revision have an adverse differential impact upon any of the Section 75 groupings?
If yes, please give details

No.

Section B

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? Set out all evidence below along with details of the different groups you have met and / or consulted with to help inform your screening assessment.

Please also provide details of priorities and needs identified for each group

Section 75 category	Details of evidence / information and engagement / needs and priorities								
Religious belief	<p>The NICS Equality Statistics for the Northern Ireland Civil Service for 2020 shows at 1st January 2020 excluding those with a community background recorded as 'not determined':</p> <table border="1" data-bbox="416 1503 1469 1789"> <thead> <tr> <th data-bbox="416 1503 948 1686">Data</th> <th data-bbox="948 1503 1214 1686">Protestant Community Background</th> <th data-bbox="1214 1503 1469 1686">Catholic Community Background</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1686 948 1789">All NICS staff</td> <td data-bbox="948 1686 1214 1789">50.6%</td> <td data-bbox="1214 1686 1469 1789">49.4%</td> </tr> </tbody> </table> <p>The same policy treatment is being applied equally across all staff.</p>			Data	Protestant Community Background	Catholic Community Background	All NICS staff	50.6%	49.4%
Data	Protestant Community Background	Catholic Community Background							
All NICS staff	50.6%	49.4%							

Political opinion	The NICS does not collect data on the political opinion of staff.										
Racial group	<p>The NICS Equality Statistics for the Northern Ireland Civil Service for 2020 shows that 0.4% of NICS staff were from an ethnic minority (including members of mixed ethnic groups and the Irish Travelling Community).</p> <p>The same policy treatment is being applied equally across all staff.</p>										
Age	<p>The table below shows information included in NICS Equality Statistics for the Northern Ireland Civil Service for 2020.</p> <table border="1"> <thead> <tr> <th>Data</th> <th>16-34</th> <th>35-49</th> <th>50-59</th> <th>60+</th> </tr> </thead> <tbody> <tr> <td>All NICS staff</td> <td>12.8%</td> <td>44.5%</td> <td>33.9%</td> <td>8.9%</td> </tr> </tbody> </table> <p>The same policy treatment is being applied equally across all staff.</p>	Data	16-34	35-49	50-59	60+	All NICS staff	12.8%	44.5%	33.9%	8.9%
Data	16-34	35-49	50-59	60+							
All NICS staff	12.8%	44.5%	33.9%	8.9%							
Marital status	<p>The NICS Equality Statistics for the Northern Ireland Civil Service for 2020 states that information on marital status are missing or unknown for 6.9% of NICS staff. For those staff for whom data are available, 29.5% are recorded as single and 61.6% as married.</p> <p>The same policy treatment is being applied equally across all staff.</p>										
Sexual orientation	The NICS Equality Statistics for the Northern Ireland Civil Service for 2020 states that information on sexual orientation is missing for 85.6% of staff. Of those staff for whom data are available 2.6% described their orientation as towards someone of the same sex, 1.0% towards both sexes and 96.4% towards										

	<p>someone of a different sex.</p> <p>The same policy treatment is being applied equally across all staff.</p>						
Men & women generally	<p>The table below shows information included in the NICS Equality Statistics for the Northern Ireland Civil Service for 2020.</p> <table border="1" data-bbox="416 618 1430 824"> <thead> <tr> <th data-bbox="416 618 954 723">Data</th> <th data-bbox="954 618 1222 723">Male</th> <th data-bbox="1222 618 1430 723">Female</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 723 954 824">All NICS staff</td> <td data-bbox="954 723 1222 824">49.5%</td> <td data-bbox="1222 723 1430 824">50.5%</td> </tr> </tbody> </table> <p>The same policy treatment is being applied equally across all staff.</p>	Data	Male	Female	All NICS staff	49.5%	50.5%
Data	Male	Female					
All NICS staff	49.5%	50.5%					
Disability	<p>NICS Equality Statistics for the Northern Ireland Civil Service for 2020 at 1st January 2020 showed at 1st January 2020 the proportion of employees declaring a disability was 5.7%. For the purposes of the equality report, anyone whose disability information was missing (56.2%) has been allocated to the 'no disability declared' category. Therefore the true proportion of staff with a disability is likely to be higher.</p> <p>The same policy treatment is being applied equally across all staff.</p>						
Dependants	<p>The NICS Equality Statistics for the Northern Ireland Civil Service for 2020 states that information on dependants is missing for 83.9% of staff. For those staff with data on dependants, 60.3% identify as having no dependants, with 39.7% stating they have dependents.</p> <p>The same policy treatment is being applied equally across all staff.</p>						

No evidence held? Outline how you will obtain it:

Screening questions

There are 4 essential screening questions:

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the nine Section 75 categories?
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?
3. Will the policy impact upon good relations between people of different religious belief, political opinion or racial group?
4. Are there opportunities to better promote good relations between these three groups?

Category	Q1. Impact upon Equality of opportunity within the Section 75 categories	Level of impact: None/ Minor/ Major	Q2. Opportunities to promote Equality Of opportunities within the Section 75 categories	Level of impact: None/ Minor/ Major
Religious Belief	The same policy treatment is being applied equally across all staff.	None	The same policy treatment is being applied equally across all staff.	None
Political	As above.	None	As above.	None

opinion				
Racial group	As above.	None	As above.	None
Age	As above.	None	As above.	None
Marital status	As above.	None	As above.	None
Sexual orientation	As above.	None	As above.	None
Men and women generally	As above.	None	As above.	None
Disability	As above.	None	As above.	None
Dependants	As above.	None	As above.	None

Category	Q3. Impact upon good relations between people of different religious belief, political opinion or racial group	Level of impact: None/ Minor/ Major	Q4. Promotion of good relations between people of different religious belief, political opinion or racial group	Level of impact: None/ Minor/ Major
Religious Belief	No impact on good relations between people of different religious belief.	None	No opportunity to promote good relations between people of different religious belief.	None
Political opinion	No impact on good relations between people of different political opinion.	None	No opportunity to promote good relations between people of different political opinion.	None
Racial group	No impact on good relations between	None	No opportunity to promote good	None

	people of different racial group.		relations between people of different racial group.	
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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.

Alternatively there may already be policies in place which would mitigate any adverse impact identified.

Please provide details in the box below:

There is no need to introduce any mitigating measures as there is no equality impact.

Section C

DoF also has legislative obligations to meet under the [Disability Discrimination Order](#) and the [Human Rights Act](#) . The following questions relate to these two areas.

Consideration of Disability Duties

- a) Does the proposed policy / decision provide an opportunity for DoF to better **promote positive attitudes** towards disabled people?
No.

Explain your assessment in full

This policy applied equally to all NICS staff below the Senior Civil Service.

- b) Does the proposed policy / decision provide an opportunity to actively **increase the participation** by disabled people in public life? No.

Explain your assessment in full

This policy applied equally to all NICS staff below the Senior Civil Service.

Consideration of Human Rights

- c) The Human Rights Act (HRA) 1998 brings the European Convention on Human Rights (ECHR) into UK law and it applies in N Ireland. Articles 3 and 4 are classified as “absolute” rights ie the State can never withhold or take away these rights. All others are either “qualified” or “limited”. Further information is available via the following link

<https://www.justice.gov.uk/downloads/human-rights/human-rights-making-sense-human-rights.pdf>

Indicate any potential *adverse impacts* that the policy / decision may have in relation to human rights issues.

		<u>Adverse impact</u>
Right to Life	Article 2	Yes/no
Prohibition of torture, inhuman or degrading treatment	Article 3	Yes/no
Prohibition of slavery and forced labour	Article 4	Yes/no
Right to liberty and security	Article 5	Yes/no
Right to a fair and public trial	Article 6	Yes/no
Right to no punishment without law	Article 7	Yes/no
Right to respect for private and family life, home and correspondence	Article 8	Yes/no
Right to freedom of thought, conscience and religion	Article 9	Yes/no
Right to freedom of expression	Article 10	Yes/no
Right to freedom of peaceful assembly and association	Article 11	Yes/no

Right to marry and to found a family	Article 12	Yes/no
The prohibition of discrimination	Article 14	Yes/no
Protection of property and enjoyment of possessions	Protocol 1 Article 1	Yes/no
Right to education	Protocol 1 Article 2	Yes/no
Right to free and secret elections	Protocol 1 Article 3	Yes/no

Consideration of Human Rights (cont)

Please indicate any ways which you consider the policy positively promotes human rights.

N/A.

Please explain any adverse impacts on human rights that you have identified.

None.

If you have identified any adverse impacts on human rights please consider these further by using the toolkit provided by The Executive Office which can be found on pages 63-71 of the Policy toolkit at <https://www.executiveoffice-ni.gov.uk/publications/effective-policy-making-workbook-four-practical-guide-impact-assessment-pdf>

Monitoring Arrangements

Section 75 requires DoF to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; to help identify barriers to fair participation; and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties
<p>NICSHR has responsibility for keeping pay policies under review, updating to reflect case law, and considering any feedback from stakeholders on an ongoing basis.</p> <p>No equality or human rights impacts have been identified in the decision making process to have the Special Bonus Scheme policy removed.</p>		

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened:

I can confirm that the proposed policy / decision has been screened for –

✓	equality of opportunity and good relations
✓	disabilities duties; and
✓	human rights issues

On the basis of the answers to the screening questions, I recommend that this policy / decision is –

	* <u>Screened In</u> – Necessary to conduct a full EQIA
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✓	* <u>Screened Out</u> – No EQIA necessary (no impacts)
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	* <u>Screened Out</u> - Mitigating Actions (minor impacts) Provide a brief note here to explain how this decision was reached:
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**Screening assessment
completed by -**

Name: Peter Cusack
Grade: Staff Officer
Date: 19/02/21

approved by –

Name: Alison Welsh
Grade: Deputy Principal
Date: 23/02/21

Strategic Equality Branch Notified (date) 12/03/21
Equality Contacts advised (date) 12/03/21