

DoF Screening template

Background

Screening is the first of two methods by which the necessary level of “regard” is demonstrated as being paid to the statutory equality goal, as set out in Section 75 of the Northern Ireland Act 1998. The DoF Equality Scheme commits us to screening our policies. 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/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/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 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.

This policy has been screened by:

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Date	26 June 2019

And approved by:

Name	Mark Bailey
Grade	Grade 5
Directorate	NICSHR
Contact Details	mark.bailey@finance-ni.gov.uk
Date	26 June 2019

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

This 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 on a step-by-step basis.

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

Is this a new or revised policy?

This is a change of practice to recruit rather than promote to the Staff Officer (SO) and Deputy Principal (DP) general service grades.

a) Name of the policy

Career Opportunities and Promotion Policy and the Recruitment Policy and Procedures Manual.

b) Brief Description of the policy

In the past, apart from a small number of graduate entrant SOs, it has been the practice in the NICS to use internal promotion to fill posts in the SO and DP general service grades. Internal promotion is restricted to staff in the grade immediately below i.e. staff at EO1 grade can apply for promotion to SO and staff at SO can apply for promotion to DP.

The NICS Board/EU Exit Programme Board propose external recruitment to SO and DP grades – as such, existing staff, at all grades, can apply alongside external candidates.

c) Aims of the policy/ Rationale behind the changes

There is immediate need to fill a substantial number of vacancies at these grades (approximately 300 with the potential to make further appointments, if required). Continuing to fill posts internally is leading to unacceptable and unsustainable levels of movement of existing staff, which is having an adverse impact on Departments' ability to deliver business as usual activities and the use of internal promotion would exacerbate the situation rather than resolve it.

External recruitment allows us to attract the widest possible pool of candidates: internal candidates who have valuable experience and knowledge of NICS working practices and culture, and external candidates who will have different experience and skills and bring a different perspective. Therefore, having a pool of internal and external candidates provides the broadest possible range of knowledge, skills and experience from which we can select the best candidates.

As this is external recruitment, existing staff at any grade can apply – internal promotion is usually restricted to those in the grade immediately below the grade being advertised.

External recruitment to SO grade in the past has required a degree as a minimum, however, following consultation with CTUS, it was decided that this will not be a requirement for this competition. Instead the eligibility criteria will focus on the experience required for these middle management roles and will ensure that existing staff with the relevant skills, knowledge and experience will have the opportunity to apply.

The NICS People Strategy 2018–21 places diversity and inclusion firmly at its centre and details our ambition to make the NICS a truly inclusive workplace which reflects the society we serve. In order to achieve this we wish to widen out the potential pool of candidates. External recruitment is the only method by which we can outreach to particular groups that are under-represented in the NICS workforce, including younger people, people from ethnic minority backgrounds, etc.

d) Who will the policy affect?

This change in practice will affect staff in the NICS and wider public who will have the opportunity to apply for these posts. The eligibility criteria for these posts have been set to maximise both the internal and external candidate field.

e) Is this a NICS wide policy?

Yes

f) Who will implement the policy?

NICSHR Resourcing Division in conjunction with our HRConnect partners.

g) Will this policy or revision address an existing inequality?

If yes, please give details.

Advertising these roles externally provides an opportunity to attract applications from groups that are underrepresented in our current workforce. The NICS is currently underrepresented in terms people from minority ethnic communities and people with a declared disability. The NICS also has an ageing workforce with the average age of staff being 46 – specifically 61% of general service DPs and 58% of general service SOs are aged 50+. External recruitment is the only means by which the NICS can try to redress this underrepresentation.

Marketing and outreach will encourage applications from underrepresented groups with the aim of promoting diversity and inclusion outcomes, for example:-

- The recruitment literature will state that people with disabilities, people from minority ethnic communities and people under the age of 35 are underrepresented in the NICS and therefore applications from these groups are particular welcome, although all applications will be considered strictly on the basis of merit.
- Information about the recruitment opportunities will be provided to relevant disability and minority ethnic organisations;
- As well as traditional newspaper and web based advertising, there will radio, social media and ad-shell advertising to reach as wide a pool of potential candidates, as possible.
- Marketing materials emphasising the NICS as an organisation that supports diversity and inclusion, highlighting for example our staff networks, the potential for alternative working patterns, reasonable adjustments, etc.

h) Will this policy or revision benefit any Section 75 categories?

If yes, please give details.

The NICS is currently underrepresented in terms people from minority ethnic communities and people with a disability. The NICS has an ageing workforce with the average age of staff being 46 – specifically 61% of existing general service DPs and 58% of general service SOs are aged 50+. External recruitment is the only means by which the NICS can try to redress this underrepresentation.

Marketing and outreach will encourage applications from underrepresented groups with the aim of promoting diversity and inclusion outcomes, for example:-

- The recruitment literature will state that people with disabilities, people from minority ethnic communities and people under the age of 35 are underrepresented in the NICS and therefore applications from these groups are particular welcome, although all applications will be considered strictly on the basis of merit.
- Information about the recruitment opportunities will be provided to relevant disability and minority ethnic organisations;
- As well as traditional newspaper and web based advertising, there will radio, social media and ad-shell advertising to reach as wide a pool of potential candidates, as possible.
- Marketing materials emphasising the NICS as an organisation that supports diversity and inclusion, highlighting for example our staff networks, the potential for alternative working patterns, reasonable adjustments, etc.

- 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	The following table shows the community background profile of existing NICS staff in the feeder grades for SO and DP who would be potential applicants for internal promotion and the economically active population who would be potential applicants for external recruitment (see Notes below):- <table><tr><th>Community Background</th><th>SO Feeder grade %</th><th>DP feeder grade %</th><th>Census comparator %</th></tr><tr><td>Protestant</td><td>46.9</td><td>50.7</td><td>48.9</td></tr><tr><td>Catholic</td><td>49.3</td><td>46.2</td><td>45</td></tr><tr><td>Not determined</td><td>3.7</td><td>3.1</td><td>6.1</td></tr></table> This shows that external recruitment would likely have no impact in terms of community background.	Community Background	SO Feeder grade %	DP feeder grade %	Census comparator %	Protestant	46.9	50.7	48.9	Catholic	49.3	46.2	45	Not determined	3.7	3.1	6.1
Community Background	SO Feeder grade %	DP feeder grade %	Census comparator %														
Protestant	46.9	50.7	48.9														
Catholic	49.3	46.2	45														
Not determined	3.7	3.1	6.1														
Political opinion	NISRA does not hold data in relation to this category. However, religious belief can be taken as a proxy for political opinion.																
Racial group	The following table shows the ethnic profile of existing NICS staff in the feeder grades for SO and DP who would be potential applicants for																

internal promotion and the economically active population who would be potential applicants for external recruitment (see Notes below):-

Ethnic origin	SO Feeder grade %	DP feeder grade %	Census comparator %
white	99.7	99.5	98.2
Minority ethnic	0.3	0.5	1.8

This shows that the NICS is currently underrepresented for this category and external recruitment is likely therefore to have a positive impact in that it provides the opportunity to attract potential applications from people from minority ethnic communities.

Age

The following table shows the age profile of existing NICS staff in the feeder grades for SO and DP who would be potential applicants for internal promotion and the economically active population who would be potential applicants for external recruitment (see Notes below):-

Age Group	SO Feeder grade %	DP feeder grade %	Census comparator %
16-24	Fewer than 5 people (0%)	Fewer than 5 people (0%)	16.3%
25-34	10.5%	9.3%	24.6%
35-49	44%	42.8%	36.8%
50-59	36.1%	40%	17.8%
60+	9.4%	7.8%	4.5%

The NICS age profile shows that younger people are underrepresented with the latest NICS Equality statistics showing that the average age of NICS staff is 46 - specifically 61% of general service DPs and 58% of general service SOs are aged 50+.

External recruitment is likely therefore to have a positive impact in that it provides an opportunity to attract potential applications from younger people.

Marital status

The following table shows the marital status of existing NICS staff in the feeder grades for SO and DP who would be potential applicants for internal promotion and the economically active population who would be potential applicants for external recruitment (see Notes below):-

Marital status	SO Feeder grade %	DP feeder grade %	Census comparator %
Single/cohabiting	24.7	22	41.6

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	Married/civil partnership	68.1	71.2	50.2												
	Separated/separated in a civil partnership	1.9	2.1	3.2												
	Divorced/legally dissolved civil partnership	4.3	4.0	3.8												
	Widowed/surviving partner from civil partnership	1.0	0.7	1.2												
	We are not aware of any specific needs or experiences for this category.															
Sexual orientation	Due to lack of available data, NISRA were unable to provide information in relation to the NICS workforce profile for this category. However, data on NICS staff gathered via the Rainbow project survey in 2017 was that, of 5,592 people who took part in the survey, 744 (13.08%) identified as lesbian, gay or bisexual. According to the office of national statistics 93.2% of the UK population identified as heterosexual or straight in 2017. We are not aware of any specific needs or experiences for this category.															
Men & women generally	The following table shows the gender profile of existing NICS staff in the feeder grades for SO and DP who would be potential applicants for internal promotion and the economically active population who would be potential applicants for external recruitment:- <table><tr><th>Gender</th><th>SO Feeder grade %</th><th>DP feeder grade %</th><th>Census comparator %</th></tr><tr><td>Male</td><td>53.1</td><td>51.3</td><td>52.7</td></tr><tr><td>Female</td><td>46.9</td><td>48.7</td><td>47.3</td></tr></table> The latest NICS gender review found fair representation at these grades. External recruitment is not likely therefore to have an adverse impact in terms of gender.				Gender	SO Feeder grade %	DP feeder grade %	Census comparator %	Male	53.1	51.3	52.7	Female	46.9	48.7	47.3
Gender	SO Feeder grade %	DP feeder grade %	Census comparator %													
Male	53.1	51.3	52.7													
Female	46.9	48.7	47.3													
Disability	The following table shows the disability profile of existing NICS staff in the feeder grades for SO and DP who would be potential candidates for															

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	internal promotion and the economically active population who would be potential applicants for external recruitment(see Notes below):- <table><tr><th>Disability</th><th>SO Feeder grade %</th><th>DP feeder grade %</th><th>Census comparator %</th></tr><tr><td>No disability declared</td><td>94.1</td><td>94.8</td><td>92</td></tr><tr><td>Disability declared</td><td>5.9</td><td>5.2</td><td>8</td></tr></table> The proportion of NICS staff who have declared a disability is lower than the external comparator. External recruitment is likely therefore to have a positive impact in that it provides an opportunity to attract potential applications from people with disabilities.	Disability	SO Feeder grade %	DP feeder grade %	Census comparator %	No disability declared	94.1	94.8	92	Disability declared	5.9	5.2	8
Disability	SO Feeder grade %	DP feeder grade %	Census comparator %										
No disability declared	94.1	94.8	92										
Disability declared	5.9	5.2	8										
Dependants	NISRA were unable to source data in relation to this category. According to the 2011 census, 33.86% of NI households have dependent children. We are not aware of any specific needs or experience for this category.												

Notes on internal promotion feeder grades

- Internal promotion is normally restricted to the grade immediately below i.e.
 - The feeder grade for SO general service is EO1 general service and EO1 analogous grades.
 - The feeder grade for DP general service is SO general service and SO analogous grades.

Notes on NICS figures:

- Data sourced from HRConnect databases at the 1st January 2019.
- Does not include staff who are on career break or secondment to other organisation.
- Includes only permanent and temporary staff.
- Data held on disability relates to staff who have declared a disability.

Notes on Census Comparators:

- Gender, Community Background and Age based on Northern Ireland economically active population aged 16-64 at the time of the 2011 census.
- Disability information based on Northern Ireland economically active population aged 16-74 at the time of the 2011 census and includes those whose day-to-day activities are limited a little or a lot.
- Ethnicity information is based on Northern Ireland economically active population aged 16-74 at the time of the 2011 census.
- Marital Status is based on Living Arrangements information and includes all usual residents aged 16-74 in households in the NI economically active population.

Source: NISRA Human Resource Consultancy Service.

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? (minor/major/none)
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories? (yes/no)
3. To what extent is the policy likely to impact upon good relations between people of different religious belief, political opinion or racial group? (minor/major/none)
4. Are there opportunities to better promote good relations between these three groups? (Yes/No)

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	The figures provided by NISRA for prospective internal candidates and for prospective candidates in the wider external applicant pool indicate that widening the applicant pool does not have an adverse impact. These posts will be advertised externally to try to ensure that members of both communities are made aware of and encouraged to apply for these job opportunities. These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. Panel members are trained in equality and diversity.	None
Political opinion	As above	None
Racial group	As the NICS is underrepresented for this category, advertising these competitions externally offers the opportunity to have a positive impact by attracting applications from this category. The NICS People Strategy 2018 – 21 sets out that we will deliver an NICS outreach programme focusing on disability and relevant ethnic minority groups. For this competition marketing and outreach to assist with diversity and inclusion outcomes will include for example:- • These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and	Minor positive

	also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. • Relevant disability and minority ethnic groups provided with information about the opportunities and directed to the advertisement. • Marketing materials emphasising the NICS as an organisation that supports diversity and inclusion, highlighting for example our networks, the potential for alternative working patterns, adjustments, childcare vouchers etc. • A PAA statement particularly welcoming applications from this group will be placed in the CIB for these competitions. Panel members are trained in equality and diversity.	
Age	As the NICS is underrepresented for this category, advertising these competitions externally offers the opportunity to have a positive impact by attracting applications from this category. For this competition marketing and outreach to assist with diversity and inclusion outcomes will include for example:- • These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. • Marketing materials emphasising the NICS as an organisation that supports diversity and inclusion, highlighting for example our networks, the potential for alternative working patterns, adjustments, childcare vouchers etc. • The use of social media channels and radio is being used to encourage applications from younger people.	Minor positive

	• A PAA statement particularly welcoming applications from younger people will be placed in the CIB for these competitions. • Panel members are trained in equality and diversity.	
Marital status	The figures provided by NISRA for prospective internal candidates and for prospective candidates in the wider external applicant pool indicate that widening the applicant pool does not have an adverse impact. These posts will be advertised externally to try and ensure that everyone regardless of marital status is made aware of and encouraged to apply for these job opportunities. These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. Panel members are trained in equality and diversity.	None
Sexual orientation	Due to low numbers NISRA was unable to source data in relation to this category. These posts will be advertised externally so that everyone regardless of their sexual orientation is made aware of and encouraged to apply for these job opportunities. These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. These posts will also be advertised on Proud employers' websites. Panel members are trained in equality and diversity.	None

Men and women generally	The figures provided by NISRA for prospective internal candidates and for prospective candidates in the wider external applicant pool indicate that widening the applicant pool does not have an adverse impact. These posts will be advertised externally to try to ensure that everyone regardless of their gender are made aware of and encouraged to apply for these job opportunities. These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. Panel members are trained in equality and diversity.	None
Disability	As the NICS is underrepresented for this category, advertising these competitions externally offers the opportunity to have a positive impact on this category. The NICS People Strategy 2018 – 21 sets out that we will deliver an NICS outreach programme focussing on disability and relevant ethnic minority groups. For this competition a pragmatic approach will be taken to marketing and outreach to assist with diversity and inclusion outcomes and will include for example:- • These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. • Posts advertised on the EFDNI website. • Relevant disability groups provided with information about the opportunities and directed to the advertisement. • Marketing materials emphasising the NICS as an organisation that supports diversity and inclusion, highlighting for	Minor positive

	example our networks, the potential for alternative working patterns, adjustments, childcare vouchers etc. • A PAA statement particularly welcoming applications from this group will be placed in the CIB for these competitions. The CIB will also detail that reasonable adjustments will be considered for applicants who request one. • Panel members are trained in equality and diversity.	
Dependants	We are not aware of any specific needs or experience for this category. These posts will be advertised externally to try and ensure that everyone regardless of whether or not they have dependants is made aware of and encouraged to apply for these job opportunities. The CIB for this competition makes it clear that the NICS supports a range of flexible working patterns to enable staff to balance home and work responsibilities. These opportunities will be widely advertised e.g. in the 3 main daily NI papers, on radio, via social media and also on the NICS recruitment website. Internal staff will also be advised via the weekly opportunities bulletin and in a note to all staff. Panel members are trained in equality and diversity.	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	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore	

	ensure the opportunities are open to everyone in this group.	
Political opinion	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore ensure the opportunities are open to everyone in this group.	
Racial group	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore provides the opportunity to increase the proportion of candidates from ethnic minorities. See response to screening question 1.	The recruitment literature for these competitions will state that people with disabilities, people from minority ethnic communities and people under the age of 35 are underrepresented in the NICS and therefore applications from these groups are particular welcome, although all applications will be considered strictly on the basis of merit.
Age	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore provides the opportunity to increase the proportion of younger candidates. See response to screening question1.	The recruitment literature for these competitions will state that people with disabilities, people from minority ethnic communities and people under the age of 35 are underrepresented in the NICS and therefore applications from these groups are particular welcome, although all applications will be considered strictly on the basis of merit.

Marital status	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore ensure the opportunities are open to everyone in this group.	
Sexual orientation	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore ensure the opportunities are open to everyone in this group.	These posts will be advertised on the Proud employers' websites.
Men and women generally	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore ensure the opportunities are open to everyone in this group.	
Disability	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore provides the opportunity to increase the proportion of candidates with a disability. See response to screening question1.	These posts will be advertised on the EFDNI website. The recruitment literature for these competitions will state that people with disabilities, people from minority ethnic communities and people under the age of 35 are underrepresented in the NICS and therefore applications from these groups are particular welcome, although all applications will be considered strictly on the basis of merit.
Dependants	External recruitment provides an opportunity to attract the widest possible applicant pool and therefore	

	ensure the opportunities are open to everyone in this group.	
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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	None	
Political opinion	None	
Racial group	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	None identified	
Political opinion	None identified	
Racial group	None identified	

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).

There is potential that this change in practice could positively impact on people with multiple identities, for example more younger and single people or younger people from ethnic minorities could apply.

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

As above.

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:

N/A

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?

Explain your assessment in full

The recruitment literature will state that applications are particularly welcome from people with disabilities. External recruitment, accompanied by marketing aimed at disability organisations, provides the opportunity to increase the proportion of applicants with a disability. Posts advertised on the EFDNI website. Panels will receive mandatory training on equality and diversity issues including unconscious bias.

- b) Does the proposed policy / decision provide an opportunity to actively **increase the participation** by disabled people in public life?

Explain your assessment in full

No

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

<http://www.nicshumanrightsguide.com/>

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

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

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

None

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

None

If you have identified any adverse impacts on human rights through this screening you must complete a Human Rights Impact Assessment:
<https://www.executiveoffice-ni.gov.uk/publications/human-rights-impact-assessment-proforma>.

Monitoring Arrangements

Public authorities should consider the guidance contained in the Commission's [Monitoring Guidance for Use by Public Authorities \(July 2007\)](http://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/S75MonitoringGuidance2007.pdf):

<http://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/S75MonitoringGuidance2007.pdf>

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.

Please detail proposed monitoring arrangements below:

NISRA undertakes an equality analysis of all volume corporate external and internal competitions and, these SO and DP competitions will be subject to this analysis. Any lessons learned from this analysis will be considered for any future competitions.

Further, the results of the competitions will feed into the NICS annual monitoring return (under the Fair Employment and Treatment (Northern Ireland) Order 1998) (FETO) and the next NICS review of Fair Participation (under Article 55 of FETO) and the next NICS review of gender participation.

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened:

This is not a change of policy, however, it is a change of practice to recruit rather than to use internal promotion to fill vacant posts at Staff Officer (SO) and Deputy Principle (DP) grades.

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

x	equality of opportunity and good relations
x	disabilities duties; and
x	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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x	* <u>Screened Out</u> – No EQIA necessary (no negative 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 Sonya Kilpatrick
Grade Grade 7
Date 26/6/19

approved by –

Name Mark Bailey
Grade Grade 5
Date 26/6/19

Central Support Team Notified (date)

Equality Contacts advised (date)