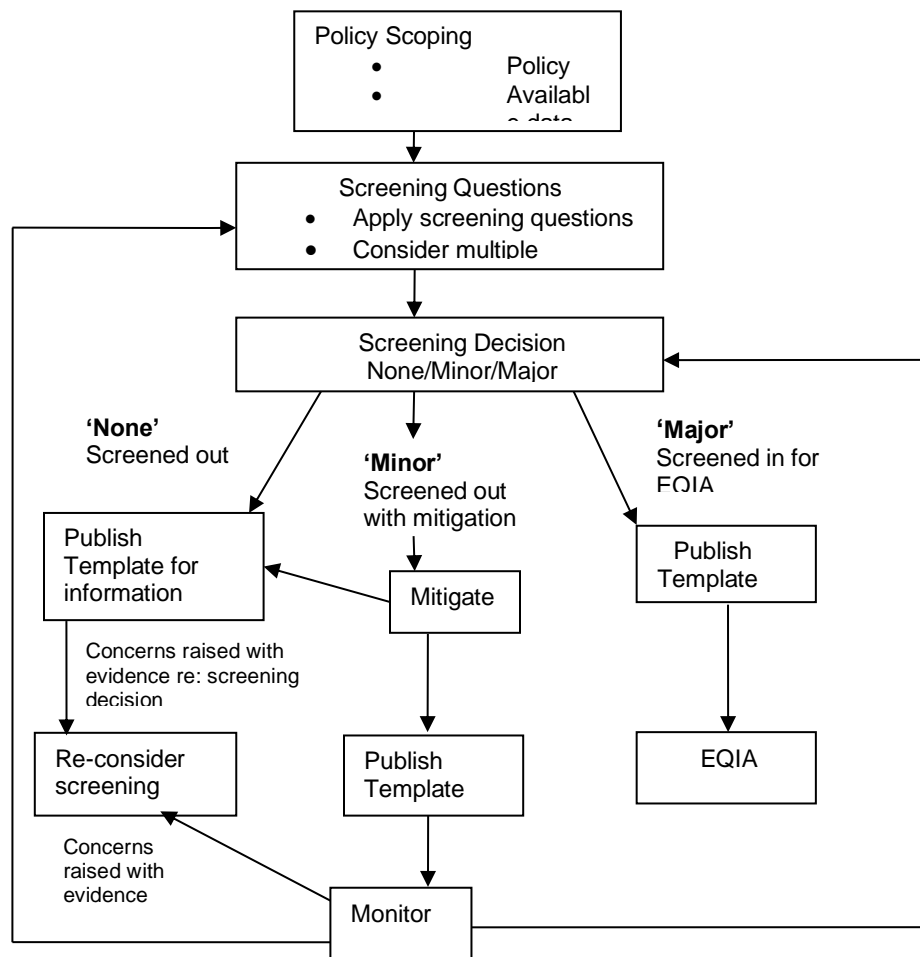


Equality Screening Template

Introduction

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 to introduce measures 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.



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	Reservist – Annual Camp & Mobilisation Policy (Reservist Policy)
Is it existing, revised or a new policy?	Revised
What is it trying to achieve? (Intended aims/outcomes)	This policy is outlining processes and entitlements for Translink employees who are also a military reservist.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.	The category of religious belief/political opinion may have some benefit as detailed below, however the policy is not designed to provide any specific benefit to this category.
Who initiated or wrote the policy?	HR Services Manager
Who owns and who implements the policy?	Human Resources

Implementation Factors

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, are they: (Select all applicable)

<input checked="" type="checkbox"/>	Financial
<input type="checkbox"/>	Legislative
<input type="checkbox"/>	Other – please specify:

Main stakeholders affected

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

<input checked="" type="checkbox"/>	Staff
<input type="checkbox"/>	Service Users
<input type="checkbox"/>	Other Public Sector Organisations
<input type="checkbox"/>	Voluntary/ Community/ Trade Unions
<input type="checkbox"/>	Other – please specify:

Other policies with a bearing on this policy:

- Career Break 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	<p>Internal data of Translink employees who are recorded as having taking Annual Camp leave between 2017-2019: 22 Employees</p> <p>Of the 2 main religious beliefs in NI:</p> <p>Protestant – 17</p> <p>Roman Catholic – 2</p> <p>Unknown – 3</p>
Political opinion	<p>This data is not specifically obtained, but the data of religious belief would be deemed a proxy for political opinion.</p>
Racial group	<p>No evidence available to indicate correlation between this category and requirement to request Reservist/ Annual Camp Leave.</p>
Age	<p>Internal data of Translink employees who are recorded as having taking Annual Camp leave between 2017-2019: 22 Employees</p> <p>20-34 = 2</p> <p>35-44 = 11</p> <p>45 – 54 = 9</p> <p>55+ = 0</p> <p>Average age of employee reservists = 43</p> <p>House of Commons Briefing Paper (Sept 2019): https://researchbriefings.files.parliament.uk/documents/CBP-7930/CBP-7930.pdf</p>

	<p>Details that at 1 April 2019 24% of UK Regular Forces personnel were under the age of 25. The average age of all Officers was 37, while the average age of all other ranks was 30. The overall average age was 31.</p> <p>Age restrictions (gov.uk) to apply to become a reservist are in place – these age limits vary dependent on force (e.g. RAF/ Royal Navy/ Army) but are approximately between 48-52 years old. https://www.gov.uk/government/publications/armed-forces-reserves-a-quick-guide/armed-forces-reserves-a-quick-guide#army-reserve</p>
Marital status	No evidence available to indicate correlation between this category and requirement to request Reservist/ Annual Camp Leave.
Sexual orientation	No evidence available to indicate correlation between this category and requirement to request Reservist/ Annual Camp Leave.
Men and women generally	<p>House of Commons Briefing Paper (Sept 2019): https://researchbriefings.files.parliament.uk/documents/CBP-7930/CBP-7930.pdf</p> <p>Shows that 11% of military reservists in the UK are women.</p> <p>Internal data of Translink employees who are recorded as having taking Annual Camp leave between 2017-2019: shows that only 1 was female, i.e. 4.5% of all 22 employees who attended Annual Camp over the reference period.</p> <p>Fair employment data showing current employees has gender breakdown of:</p> <p>Male – 3640</p> <p>Female - 603</p>
Disability	<p>The military services do not currently recruit anyone new who has a disability as part of the joining criteria.</p> <p>Fair employment data of Translink employees who are recorded as having taking Annual Camp leave between 2017-2019: One was identified as having declared a disability, however 18 had not declared that they did or not have a disability on the fair employment monitoring.</p>
Dependants	No evidence available to indicate correlation between this category and requirement to request Reservist/ Annual Camp Leave.

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	<p>The internal data shows that a significantly higher number of those having used the Reservist policy are considered to be of protestant religious belief.</p> <p>The history of NI has indicated political and religious beliefs are commonly treated as an alternative/proxy to each other. It is widely accepted that in Northern Ireland due to religious and political history that those of protestant religious belief are more likely expected to apply for position of military reservists within the UK Armed Forces. Therefore, the internal data provides some confirmation of this expectation. There is no external data publicly available regarding religious/political breakdown in NI regarding those within Armed Forces Reserves.</p> <p>However, there is no criterion within the Reservist Policy to affect anyone of any particular religious belief/political opinion being able to use the policy.</p>
Political opinion	As appropriate religious belief would be seen to be a proxy of this category.
Racial group	There is no information to indicate that this category has any needs or priorities in relation to the Reservist Policy.
Age	<p>The internal data shows that the majority of those Translink employees who have taken Reservist annual leave are in the age bracket of 35-44 which is higher age bracket compared to the average age of the Armed Forces statistics showing 31. The data indicates that the policy is more likely to be utilised by younger employees, however as demonstrated by the slightly older (middle) age bracket having made more use of the policy with current employees it shows there is no criterion that would restrict or limit the usage of the policy to an older employee.</p>
Marital status	There is no information to indicate that this category has any needs or priorities in relation to the Reservist Policy.
Sexual orientation	There is no information to indicate that this category has any needs or priorities in relation to the Reservist Policy.
Men and women generally	Data provided shows that the majority of those expected to require the Reservist policy are men with both internal recognition of those identified as reservists and the general armed forces population having a majority of men. Along with a larger

	<p>ratio of male vs female employees at Translink, there would be further expectation for men to avail of the policy.</p> <p>However, there is no criterion within the policy to restrict or limit its usage only to men.</p>
Disability	<p>The data shows that a majority of those identified as reservists internally had no declared disability, which is in accordance with the armed forces strict joining criteria which will often rule out disabled applicants for entry. Therefore, this policy is expected to be required typically for those without a disability, however there is no criterion to restrict employees from using the policy if they have a disability.</p>
Dependants	<p>There is no information to indicate that this category has any needs or priorities in relation to the Reservist Policy.</p>

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.
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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	Whilst information shows that the policy is likely to be needed more by one particular religion than any other, there is no identified impact to affect good relations or equality of	None

	opportunity to use the policy by someone of any religious belief.	
Political opinion	There is no identified content that would affect a person's political opinion in order to adhere to the Flexible Working Policy.	None
Racial group	There is no impact identified regarding any racial group in adhering to the Reservist Policy.	None
Age	As the data shows and is further demonstrated by those that have required the policy, there is no impact identified for any age range in good relations or equality of opportunity of this policy.	None
Marital status	There is no impact identified regarding any marital status in adhering to the Reservist Policy.	None
Sexual orientation	There is no impact identified regarding any sexual orientation in adhering to the Reservist Policy.	None
Men and women generally	Although the policy has more impact on men than women, this is only technical in nature by general analysis that more men than women will become military reservists and make use of the policy. There is no identified impact on equality of opportunity between those genders generally and the policy allows for use by either men or women as required.	None
Disability	Any impact on those with a disability would be technical in nature due to the criterion set by the armed forces and are not affected by the Translink Reservist Policy.	None
Dependants	There is no impact identified regarding any employees with or without dependants in adhering to the Reservist Policy.	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		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 has no impact on 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	There is no identified content that would affect a person's religious belief in order to adhere to or apply the Reservist 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 Reservist 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 Reservist 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 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.

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 Reservist – Annual Camp 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

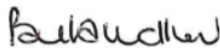
Part 4 - Monitoring

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:	Reservists- Annual Camp Policy	Version No:	
Print Name	Signature	Position/Job Title	Date
Screened By:			
Kerri Adams		HR Compliance & Governance Officer	12.05.20
Approved by:			
Paula Ludlow		HR Services Manager	28.05.20

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.