

# **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.

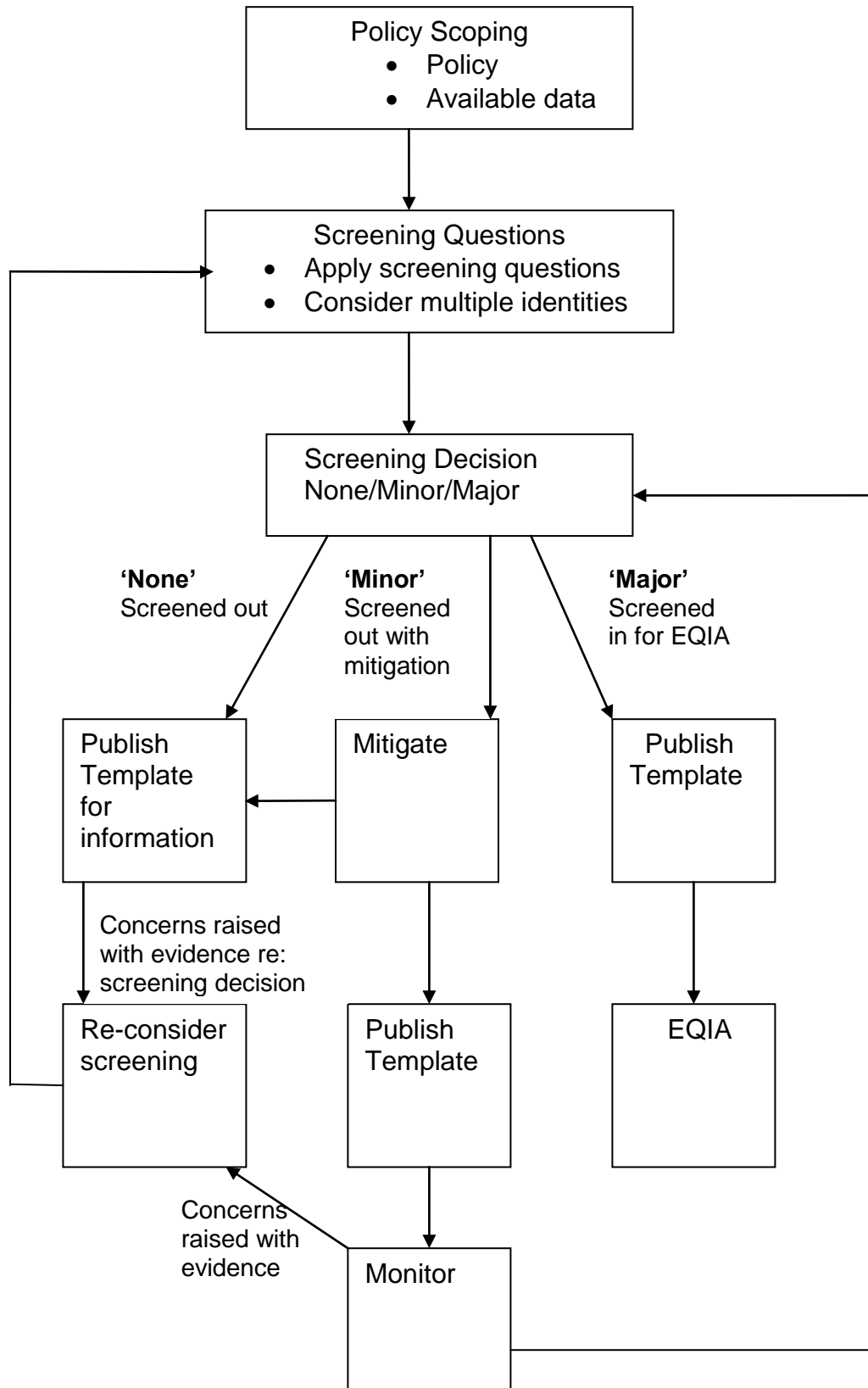
**Part 2. Screening questions** – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations 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 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.

**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.



## 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

Banbridge Bus Facility Development (07/150-03/16)

Is this an existing, revised or a new policy?

New Development

What is it trying to achieve? (intended aims/outcomes)

Improve passenger facilities including a new ticket office, bus departure/ arrival stands

Are there any Section 75 categories which might be expected to benefit from the intended policy?

If so, explain how.

Disability Groups via additional ease of access

Who initiated or wrote the policy?

The project was identified as a Ministerial priority and included in Translink's capital investment plan. The Plan is approved by Translink's and accepted by DRD/Dfl.

Translink Executive and Board approve the project business case with DRD/Dfl issuing a Letter of Offer for funding.

DRD/Dfl review the business case. A Letter of Offer is required for funding before implementation. Priority is constrained by land availability and development cost /space.

Who owns and who implements the policy?

Translink undertake the role of Senior Responsible Owner in managing the approved business case and delivery of the project.

## Implementation factors

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

If yes, are they

financial

legislative

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

## Main stakeholders affected

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

staff

service users

other public sector organisations

voluntary/community/trade unions

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

## Other policies with a bearing on this policy

Adherence to 'The Regional Development Strategy 2035' which is the overarching spatial planning strategy and includes Strategic Planning Guidance which promotes greater consideration of where people live and work,' <https://www.infrastructure-ni.gov.uk/articles/new-approach-regional-transportation>

The accompanying Equality Impact Assessment that covers our Capital Plan is also attached and available via link below:

<https://www.infrastructure-ni.gov.uk/sites/default/files/publications/drd/ensuring-a-sustainable-transport-future-a-new-approach-to-regional-transportation-equality-impact-assessment.pdf>

Construction projects are managed in accordance with the principles of the 'Achieving Excellence in Construction' policy framework adopted by the Government Client Group (GCCG).

<https://www.finance-ni.gov.uk/articles/achieving-excellence-construction-initiative>

Non-monetary benefits are considered in the Business Case and approved Economic Appraisal process in adherence to the Northern Ireland Guide to Expenditure, Appraisal and Evaluation (NIGEAE) published by DFP/DoF . This requires all projects to have an **Economic Appraisal** to justify any public expenditure. The objective of the Appraisal is to assess Value for Money (VfM) from a broad NI perspective. It assesses needs, objectives, options, costs, benefits, risks, funding, affordability and other factors relevant to decisions.

<https://www.finance-ni.gov.uk/articles/what-economic-appraisal-and-when-it-required>

## 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.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	Current geo ethnic sectarian divisions including census data.
Political opinion	Current geo ethnic divisions.
Racial group	NISMP Community profiles for Local Government Districts (2014) Recent attitudinal surveys via Life and Times Surveys
Age	General use of DRD Smart Passes used by NIR customer base reflects the approximate number of passengers over 60.
Marital status	No evidence exists regarding this category within the context of the project.
Sexual orientation	No evidence exists regarding this category within the context of the project.
Men and women generally	NISRA Census data.

Disability	<p>General use of the Smart Half Fare pass and Blind Pass giving free travel provides an indicative idea of what percentage of NIR passengers may have a registered disability.</p> <p>Translink Access Guide plus Disability Action Plan</p>
Dependants	NISRA statistics.

### Overarching Equality Evidence

DFI's Ensuring a Sustainable Transport Future, states that:  
 'The Regional Development Strategy 2035 is the Executive's overarching spatial planning strategy and includes Strategic Planning Guidance which promotes greater consideration of where people live and work,'  
<https://www.infrastructure-ni.gov.uk/articles/new-approach-regional-transportation>

The accompanying Equality Impact Assessment that covers our Capital Plan is also attached and available via link below:  
<https://www.infrastructure-ni.gov.uk/sites/default/files/publications/drd/ensuring-a-sustainable-transport-future-a-new-approach-to-regional-transportation-equality-impact-assessment.pdf>



## 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

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
Religious belief	<p>Strategic Objectives outlined within OFMdFM 'Together: Building a United Community' to reduce division</p> <p>All elements of signage, design, etc. are community neutral in order to be as inclusive as possible.</p>
Political opinion	<p>Strategic Objectives outlined within OFMdFM 'Together: Building a United Community' to reduce division.</p> <p>(See additional details as above)</p>
Racial group	<p>Strategic Objectives outlined within OFMdFM draft Racial Equality Strategy to reduce racial prejudice and discrimination.</p>
Age	<p>Commissioner for Older People Priorities for Action especially point 3 - Promote the provision of opportunities for, and the elimination of discrimination against, older people.</p>
Marital status	<p>To ensure equal treatment for those who are married or in civil partnerships, or not.</p>
Sexual orientation	<p>Strategic Objectives outlined within OFMdFM draft Sexual Orientation Strategy to homophobic prejudice and discrimination</p>
Men and	<p>Strategic Objectives outlined within OFMdFM Gender</p>

women generally	Equality Strategy to homophobic prejudice and discrimination
Disability	Strategic Objectives outlined within OFMdFM strategy to improve the lives of people with disabilities particularly desire to “Drive improved performance of service delivery leading to improved outcomes for persons with a disability” plus goal “to ensure that people with disabilities receive the appropriate support so that they can empower themselves to make choice and exercise control over their own lives.”
Dependants	General objective to ensure people with dependants are accommodated and enabled, where possible.

## 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 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

- 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.

### **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.

### **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.

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 impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival stands	None
Political opinion	No impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival stands	None
Racial group	No impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival stands	None
Age	No impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival stands	None
Marital status	No impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival stands	None
Sexual	No impact – current service provision continues, Improve passenger	None

orientation	facilities including a new ticket office, bus departure/ arrival stands	
Men and women generally	No impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival stands	None
Disability	No impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival	None
Dependants	No impact – current service provision continues, Improve passenger facilities including a new ticket office, bus departure/ arrival	None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No, there is no evidence to suggest category will be impacted upon by this new facility.
Political opinion		No, there is no evidence to suggest category will be impacted upon by this new facility.
Racial group		No, there is no evidence to suggest category will be impacted upon by this new facility.
Age	<p>The new modern facility will provide a more comfortable waiting environment for customers, featuring, covered bus stands with seating, a ticket and information kiosk, and a small passenger waiting facility. The bus facility is located in a more accessible and convenient location as it is an off-street bus facility.</p> <p>Improvements in the transport system will have a positive impact on all ages. However an enhanced provision of public transport, including improved access and the enhancement</p>	

	of services, particularly at community level will positively impact elderly and school children. According to our Smart Pass statistics in 2015 those over the age of 60 accounted for 22% of journeys.	
Marital status		No, there is no evidence to suggest category will be impacted upon by this new facility.
Sexual orientation		No, there is no evidence to suggest category will be impacted upon by this new facility.
Men and women generally		No, there is no evidence to suggest category will be impacted upon by this new facility.
Disability	<p>The new modern facility will provide a more comfortable waiting environment for customers, featuring, covered bus stands with seating, a ticket and information kiosk, and a small passenger waiting facility and a disable access compliant Ticket Desk.</p> <p>Improvements in the transport system will have a positive impact on persons with or without a disability. However an enhanced provision of public transport, including improved access and the enhancement of services, particularly at community level will positively impact on persons with a</p>	



	<p>disability.</p> <p>The bus facility is located in a more accessible and convenient location as it is an off-street bus facility. Specified parking bays with disabled access will also be available nearby</p>	
<p>Dependants</p>	<p>The bus facility is located in a more accessible and convenient location as it is an off-street bus facility. This will have a positive impact on the safe drop off and collection of dependents utilizing the service.</p>	

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	No, there is no evidence to suggest category will be impacted upon by this project.	None
Political opinion	No, there is no evidence to suggest category will be impacted upon by this project.	None
Racial group	No, there is no evidence to suggest category will be impacted upon by this project.	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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No, there is no evidence to suggest category will be impacted upon by this project.
Political opinion		No, there is no evidence to suggest category will be impacted upon by this project.
Racial group		No, there is no evidence to suggest category will be impacted upon by this project.

## **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).*

Disabled elderly may find this new facility of particular benefit.

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

There is no evidence to suggest that any person of multiple identities would be at a disadvantage from the implementation of this development.

### Part 3. Screening decision

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

There is no negative impact identified for any for the S75 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.

Mitigation is not required as no negative impact has been identified for any for the S75 Groups.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

Not applicable.

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.

Minor impacts are all positive.

## 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	Screened Out - NA
Social need	Screened Out - NA
Effect on people's daily lives	Screened Out - NA
Relevance to a public authority's functions	Screened Out - NA

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 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

<b>Screened by:</b>	<b>Position/Job Title</b>	<b>Date</b>
Lynne Farr	Project Control Manager	
<b>Approved by:</b>		
Brendan Harkin	Head of Projects & Planning	

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.