



Rehabilitation and
Retraining Trust

Equality Screening Form

Title of Policy:

Continuous Professional Development Policy

The PRRT has a statutory duty to screen. This includes our strategies, plans, policies, legislative developments and new ways of working such as the introduction, change or end of an existing service. This screening template is designed to help departments consider the likely equality impacts of their proposed decisions.

Before carrying out an equality screening exercise it is important that you have received the necessary training first. To find out about the training needed or any other queries on screening, contact Claire Murray, HR Manager at cmurray@prrt.org.

This form should also be read in conjunction with the Equality Commission's guidance entitled "Effective Section 75 Equality Assessments: Screening and Equality Assessment", available at <http://www.equalityni.org>.

The screening template has 5 sections to complete.

These are:

Part 1. Policy scoping – provides details about the policy / decision being screened and details the evidence that you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

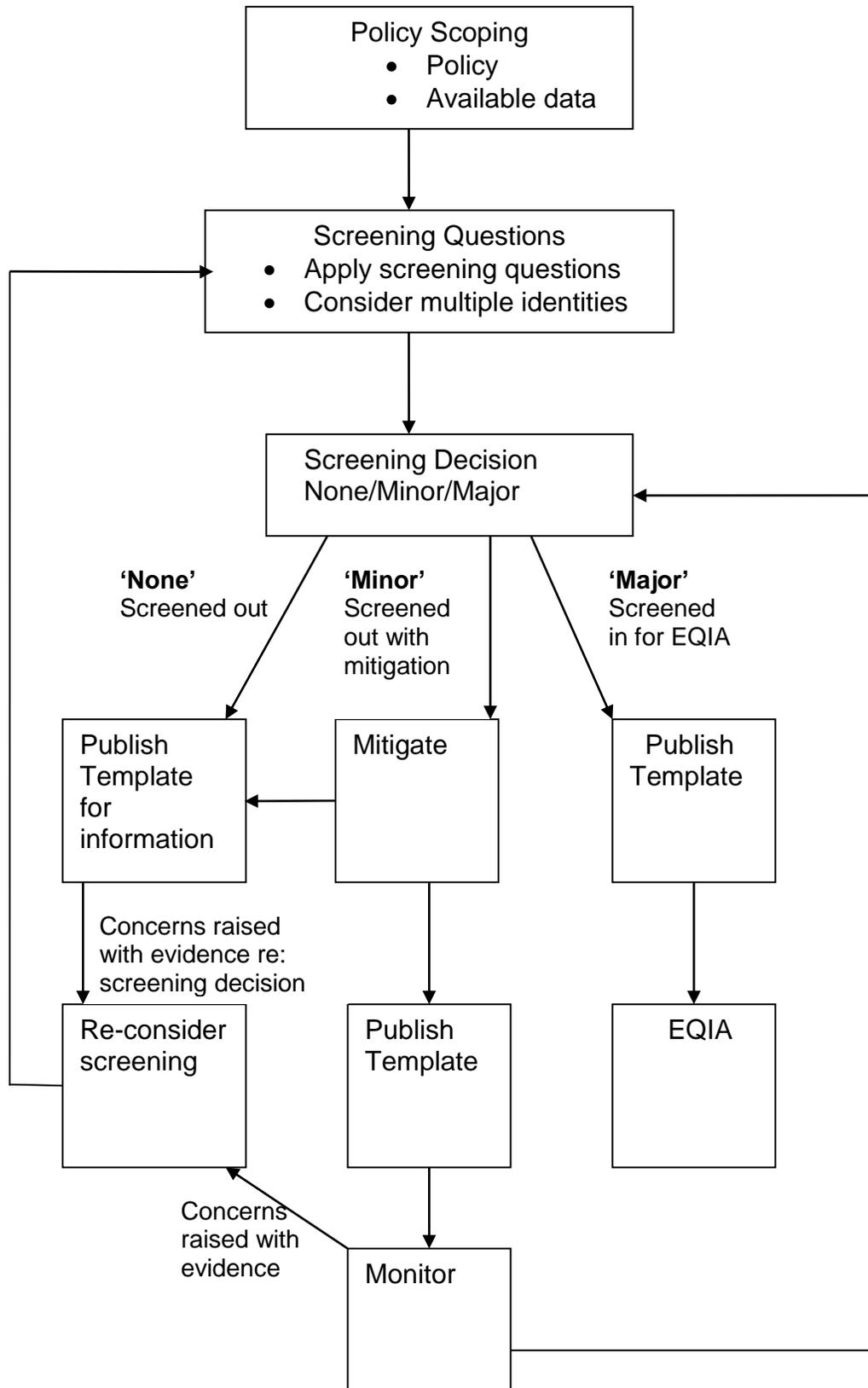
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

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/policies

Continuous Professional Development Policy

Is this an existing, revised or a new policy?

Revised

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

This policy is intended to ensure that mechanisms are in place to equip PRRT staff with the necessary knowledge, skills and attributes required to deliver PRRT's objectives. It provides the context within which CPD is undertaken by staff working for PRRT and outlines the arrangements in place for the support of relevant CPD activity. Although it is not intended to replace professional, technical or clinical guidelines, the CPD policy provides a basis for staff and their Heads of Department to plan and execute CPD throughout their time as staff members of the Trust.

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

Not directly though the policy assists in driving equality of opportunity within the trust as CPD and learning and development opportunities are available to all employees irrespective of section 75 category. The provision of CPD is governed by the criteria of need, relevance to organisational and departmental objectives, the requirements of relevant professional bodies and cost effectiveness.

Who initiated or wrote the policy?

HR Manager

Who owns and who implements the policy?

HR Department

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

- what are they?

No

- who owns them?

n/a

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.

It is important to record information gathered from a variety of sources such as: monitoring information, complaints, research surveys, consultation exercise from other public authorities.

Section 75 category	Details of evidence/information
Religious belief	<p>Details from PRRT employment profile 2018 indicates that the workforce is as follows:</p> <p>(Source 2017/18 monitoring return)</p> <p>Protestant background: 74%</p> <p>Roman Catholic background: 20%</p> <p>Undetermined background: 6%</p>
Political opinion	No relevant data
Racial group	No relevant data
Age	<p>PRRT Staff:</p> <p>18-25: 0%</p> <p>26-35: 25%</p> <p>36-45: 25%</p> <p>46-55: 22%</p> <p>56-65: 25%</p> <p>65+: 3%</p>

Marital status	No relevant data
Sexual orientation	No relevant data
Men and women generally	PRRT staff (HR report October 2018): Male: 22% Female: 78%
Disability	No relevant data
Dependants	No relevant data

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	None identified
Political opinion	None identified
Racial group	None identified
Age	None identified
Marital status	None identified
Sexual orientation	None identified
Men and women generally	None identified
Disability	Reasonable adjustments need to be considered for staff members as required, for example utilising induction loop in training suite, accessibility to buildings.
Dependants	Times of internal training generally arranged for a variety of days to cater for different working patterns and start time is generally from 9.30am to allow sufficient time in the morning, for example to leave children to school.

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 1-6 below.

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	The policy will not affect any one group	None
Political opinion	The policy will not affect any one group	None
Racial group	The policy will not affect any one group	None
Age	The policy will not affect any one group	None
Marital status	The policy will not affect any one group	None
Sexual orientation	The policy will not affect any one group	None
Men and women generally	The policy will not affect any one group	None
Disability	The policy will not affect any one group	None
Dependants	The policy will not affect any one group	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, these policies apply equally to all employees.
Political opinion		No, these policies apply equally to all employees.
Racial group		No, these policies apply equally to all employees.
Age		No, these policies apply equally to all employees.
Marital status		No, these policies apply equally to all employees.
Sexual orientation		No, these policies apply equally to all employees.
Men and women generally		No, these policies apply equally to all employees.
Disability		No, these policies apply equally to all employees.
Dependants		No, these policies apply equally to all employees.

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 reason to believe that these policies will have adverse impacts on the needs, experiences or priorities of persons in this category.	None
Political opinion	There is no reason to believe that these policies will have adverse impacts on the needs, experiences or priorities of persons in this category.	None
Racial group	There is no reason to believe that these policies will have adverse impacts on the needs, experiences or priorities of persons in this category.	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 opportunities to better promote good relations to people in this group have been identified.
Political opinion		No opportunities to better promote good relations to people in this group have been identified.

Racial group		No opportunities to better promote good relations to people in this group have been identified.
--------------	--	---

5 Is there an opportunity to better promote positive attitudes towards people with disabilities by altering the policy or working with others in government or the wider community	
If Yes , provide details	If No , provide reasons
	No opportunities to better promote positive attitudes towards people with disabilities by altering the policy or working with others in government or the wider community have been identified.

6 Is there an opportunity to encourage people with disabilities to participate in public life by altering the policy or working with others in government or the wider community?	
If Yes , provide details	If No , provide reasons
	No opportunities to better promote positive attitudes towards people with disabilities by altering the policy or working with others in government or the wider community have been 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).

No potential impacts on people with multiple identities have been identified in these policies

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

Screened out – No Equality Impact Assessment Necessary

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

No equality issues have been identified that warrant a further inspection of equality issues in relation to this policy. The policies provide procedures for the fair and consistent treatment of staff and are applicable to all employees.

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.

n/a

Screened in – Necessary to conduct a full Equality Impact Assessment

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

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.

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

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

Screened by:	Position/Job Title	Date
Claire Murray	HR Manager	01/02/19
Approved by:		
Una Buchanan	Head of Finance and Shared Services	04/02/19

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.