

Equality and Human Rights Screening Template

Equality of Opportunity

The NIGALA is required to address the 4 questions below in relation to all its policies. This template sets out a proforma to document consideration of each question.

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)
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
3. To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group?
(minor/major/none)
4. Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

SCREENING TEMPLATE

See [Guidance Notes](#) for further information on the ‘why’ ‘what’ ‘when’, and ‘who’ in relation to screening, for background information on the relevant legislation and for help in answering the questions on this template.

1. INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

Equality of Opportunity

1.2 Description of policy or decision:

- **What is it trying to achieve (aims and objectives)?**
- **How will this be achieved (key elements)?**
- **What the key constraints (for example financial, legislation or other)?**

The aim of this policy is to communicate the commitment of the Chief Executive, Board and Senior Management Team to the promotion of opportunity in and by the NIGALA.

NIGALA is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equality of opportunity policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equality of opportunity policy as misconduct which could lead to disciplinary proceedings.

In order to implement this policy NIGALA will:

- Communicate the policy to employees, job applicants and relevant others (such as contract or temporary/agency workers);
- Incorporate specific and appropriate duties in respect of implementing the Equality of Opportunity Policy into job descriptions and work objectives of all staff;
- Provide equality/diversity training and guidance as appropriate, including training on induction and management courses;
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques;
- Regularly update staff on equality issues through a variety of communication channels e.g. staff newsletters, intranet);
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce;
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

1.3 Main stakeholders affected (internal and external)

For example staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others

All staff regardless of the nature of their appointment (permanent, fixed term, sessional, part-time, agency, or other), self-employed contractors, Board members.

1.4 Other policies or decisions with a bearing on this policy or decision.

- **What are they?**
- **Who owns them?**

- Grievance Policy
- Equality Scheme

- Zero Tolerance Policy
- Whistleblowing Policy
- Working Well Together Policy

2. CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data Gathering

What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, services users, staff side or other stakeholders.

To date there have been no complaints/grievances that were as a result of direct or indirect discrimination or harassment. Anonymised information on grievances will be analysed in the future to ascertain if one or more section 75 groups is adversely impacted.

2.2 Quantitative Data

Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both.

| | |
|-----------------|---|
| Category | What is the makeup of the affected group (%)? Are there any issues or problems? For example, a lower update that needs to be addressed or greater involvement of a particular group? |
|-----------------|---|

| | |
|---------------|----------------------------------|
| Gender | NIGALA staff data at March 2018: |
|---------------|----------------------------------|

| | |
|--------|--------|
| Male | 12.50% |
| Female | 87.50% |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|----------------------|----|------------|-------|--------------------------|-------|----------------|--------|---------|-------|-------|--------|-------|--------|-------|--------|-------|-------|------|----|------|---------|--------|-------|---------|-------|-------|---------|-------|-------|---------|-------|-------|---------|--------|-------|---------|--------|-------|--------|-------|-------|---------|-------|-------|--------|-------|-------|--------|-------|-------------|--------|-------|
| | Census 2011 figures for NI report just over 50% of the 16-64 age group is female whilst 49.52% is male. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Age | <p>NIGALA staff data at March 2018:</p> <table border="1"> <tr><td>16-24</td><td>0%</td></tr> <tr><td>25-29</td><td>1.56%</td></tr> <tr><td>30-34</td><td>4.69%</td></tr> <tr><td>35-39</td><td>10.94%</td></tr> <tr><td>40-44</td><td>9.38%</td></tr> <tr><td>45-49</td><td>15.63%</td></tr> <tr><td>50-54</td><td>26.56%</td></tr> <tr><td>55-59</td><td>25.00%</td></tr> <tr><td>60-64</td><td>6.25%</td></tr> <tr><td>>=65</td><td>0%</td></tr> </table> <p>2011 Census figures for NI are as follows:</p> <table border="1"> <tr><td>0-15</td><td>379,378</td><td>20.95%</td></tr> <tr><td>16-19</td><td>101,589</td><td>5.61%</td></tr> <tr><td>20-24</td><td>126,036</td><td>6.96%</td></tr> <tr><td>25-29</td><td>124,044</td><td>6.85%</td></tr> <tr><td>30-44</td><td>373,943</td><td>20.65%</td></tr> <tr><td>45-49</td><td>347,687</td><td>19.21%</td></tr> <tr><td>60-64</td><td>94,346</td><td>5.21%</td></tr> <tr><td>65-74</td><td>145,593</td><td>8.04%</td></tr> <tr><td>75-84</td><td>86,740</td><td>4.79%</td></tr> <tr><td>85-89</td><td>21,187</td><td>1.17%</td></tr> <tr><td>90 and over</td><td>10,141</td><td>0.56%</td></tr> </table> | 16-24 | 0% | 25-29 | 1.56% | 30-34 | 4.69% | 35-39 | 10.94% | 40-44 | 9.38% | 45-49 | 15.63% | 50-54 | 26.56% | 55-59 | 25.00% | 60-64 | 6.25% | >=65 | 0% | 0-15 | 379,378 | 20.95% | 16-19 | 101,589 | 5.61% | 20-24 | 126,036 | 6.96% | 25-29 | 124,044 | 6.85% | 30-44 | 373,943 | 20.65% | 45-49 | 347,687 | 19.21% | 60-64 | 94,346 | 5.21% | 65-74 | 145,593 | 8.04% | 75-84 | 86,740 | 4.79% | 85-89 | 21,187 | 1.17% | 90 and over | 10,141 | 0.56% |
| 16-24 | 0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25-29 | 1.56% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30-34 | 4.69% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35-39 | 10.94% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40-44 | 9.38% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45-49 | 15.63% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50-54 | 26.56% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 55-59 | 25.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60-64 | 6.25% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| >=65 | 0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0-15 | 379,378 | 20.95% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16-19 | 101,589 | 5.61% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20-24 | 126,036 | 6.96% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25-29 | 124,044 | 6.85% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30-44 | 373,943 | 20.65% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45-49 | 347,687 | 19.21% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60-64 | 94,346 | 5.21% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 65-74 | 145,593 | 8.04% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75-84 | 86,740 | 4.79% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 85-89 | 21,187 | 1.17% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 90 and over | 10,141 | 0.56% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion | <p>NIGALA staff data at March 2018:</p> <table border="1"> <tr><td>Perceived Protestant</td><td>0%</td></tr> <tr><td>Protestant</td><td>1.56%</td></tr> <tr><td>Perceived Roman Catholic</td><td>4.69%</td></tr> <tr><td>Roman Catholic</td><td>10.94%</td></tr> <tr><td>Neither</td><td>9.38%</td></tr> </table> | Perceived Protestant | 0% | Protestant | 1.56% | Perceived Roman Catholic | 4.69% | Roman Catholic | 10.94% | Neither | 9.38% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Perceived Protestant | 0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Protestant | 1.56% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Perceived Roman Catholic | 4.69% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Roman Catholic | 10.94% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neither | 9.38% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|--|---|---------|--------|
| | Perceived Neither | 15.63% | |
| | Not assigned | 26.56% | |
| | Population - Census 2011 figures on religion: | | |
| | Catholic | 738,033 | 40.76% |
| | Presbyterian Church in Ireland | 345,101 | 19.06% |
| | Church of Ireland | 248,821 | 13.74% |
| | Methodist Church in Ireland | 54,253 | 3% |
| | Other Christian (including Christian related) | 104,380 | 5.76% |
| Other Religions | 183,164 | 10.11% | |
| Religion not stated | 122,252 | 6.75% | |
| Political Opinion | NIGALA staff data at March 2018: | | |
| | Broadly Nationalist | 1.56% | |
| | Other | 0% | |
| | Broadly Unionist | 1.56% | |
| | Not assigned | 90.63% | |
| | Do not wish to answer | 6.25% | |
| | NI Population Statistics * (Census 2011) | | |
| | British only | 722,379 | 39.89% |
| | Irish only | 457,482 | 25.26% |
| | Northern Irish only | 379,267 | 20.94% |
| | British and Irish only | 11,877 | 0.66% |
| | British and Northern Irish only | 111,748 | 6.17% |
| | Irish and Northern Irish only | 19,132 | 1.06% |
| British, Irish and Northern Irish only | 18,406 | 1.02% | |
| Other | 90,572 | 5.00% | |
| Marital Status | NIGALA staff data at March 2018: | | |
| | Divorced | 0% | |
| | Married/Civil Partnership | 57.81% | |
| | Other | 3.13% | |

| | |
|--------------|--------|
| Separated | 0% |
| Single | 28.13% |
| Unknown | 10.94% |
| Widow/er | 0% |
| Not Assigned | 0% |

NI Population Statistics * (2011)

- 47.56% (680,840) of those aged 16 or over were married
- 36.14% (517,359) were single
- 0.09% (1288) were registered in same-sex civil partnerships
- 9.43% (134,994) were either divorced, separated or formerly in a same-sex partnership
- 6.78% (97,058) were either widowed or a surviving partner

Dependent Status

NIGALA staff data at March 2018

| | |
|--------------|--------|
| Yes | 4.69% |
| Not assigned | 92.19% |
| No | 3.13% |

NI Census Statistics

- 11.81% (213,863) of the usually resident population provide unpaid care to family members, friends, neighbours or others because of long-term physical or mental ill-health/disabilities or problems related to old age.
- 3.11% (56,318) provided 50 hours care or more.
- 33.86% (238,129) of households contained dependent children.
- 40.29% (283,350) contained a least one person with a long – term health problem or a disability

Carers NI Statistics:

- 1 in every 8 adults is a carer

- There are approximately 207,000 carers in Northern Ireland
- Any one of us has a 6.6% chance of becoming a carer in any year
- One quarter of all carers provide over 50 hours of care per week
- People providing high levels of care are twice as likely to be permanently sick or disabled than the average person
- 64% of carers are women; 36% are men.

Disability

NIGALA staff data at March 2018:

| | |
|--------------|--------|
| Yes | 1.56% |
| Not assigned | 10.94% |
| No | 87.50% |

NI Population Statistics*

More than one person in five (300,000) people in Northern Ireland has a disability.

Census 2011 data for the population as a whole highlights a wide range of disabilities and long-term conditions, taking on board, however, that some of these will be less prevalent amongst younger age brackets. The data is not yet available broken down by age group.

| Long-term health problem or disability | | | |
|--|---------------------|--|---------|
| | All usual residents | | Number |
| Northern Ireland | 1,810,863 | Day-to-day activities limited a lot | 215,232 |
| | | Day-to-day activities limited a little | 159,414 |

| | | | |
|------------------|---|-----------------------------------|-----------------|
| | | Day-to-day activities not limited | 1,436,217 |
| | Type of long-term condition | | % of population |
| | Deafness or partial hearing loss | | 5.14 |
| | Blindness or partial sight loss | | 1.7 |
| | Communication Difficulty | | 1.65 |
| | Mobility of Dexterity Difficulty | | 11.44 |
| | A learning, intellectual, social or behavioural difficulty. | | 2.22 |
| | An emotional, psychological or mental health condition | | 5.83 |
| | Long – term pain or discomfort | | 10.10 |
| | Shortness of breath or difficulty breathing | | 8.72 |
| | Frequent confusion or memory loss | | 1.97 |
| | A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy). | | 6.55 |
| | Other condition | | 5.22 |
| | No Condition | | 68.57 |
| Ethnicity | NIGALA staff data at March 2018: | | |
| | Not assigned | 89.06% | |
| | White | 10.94% | |
| | Other | | |
| | Black African | | |
| | Indian | | |
| | Chinese | | |
| | NI Population Statistics* (Census 2011) | | |
| | | N | % |
| | White | 1778449 | 98.21% |
| | Chinese | 6303 | 0.35% |
| | Irish Traveller | 1301 | 0.07% |
| | Indian | 6198 | 0.34% |

| | | | | | | | | | | | | | |
|---------------------------|--|------|-------|-----------------------|-------|--------------|--------|--------------|-------|------------|--|----------|--|
| | Pakistani | 1091 | 0.06% | | | | | | | | | | |
| | Bangladeshi | 540 | 0.03% | | | | | | | | | | |
| | Other Asian | 4998 | 0.28% | | | | | | | | | | |
| | Black Caribbean | 372 | 0.02% | | | | | | | | | | |
| | Black African | 2345 | 0.13% | | | | | | | | | | |
| | Black other | 899 | 0.05% | | | | | | | | | | |
| | Mixed | 6014 | 0.33% | | | | | | | | | | |
| | Other | 2353 | 0.13% | | | | | | | | | | |
| Sexual Orientation | <p>NIGALA staff data at March 2018:</p> <table border="1"> <tr> <td>Do not wish to answer</td> <td>1.56%</td> </tr> <tr> <td>Not assigned</td> <td>90.63%</td> </tr> <tr> <td>Opposite sex</td> <td>7.81%</td> </tr> <tr> <td>Both Sexes</td> <td></td> </tr> <tr> <td>Same sex</td> <td></td> </tr> </table> <p>There is disputed data relating to the estimated size of the LGBT population in Northern Ireland. For the purposes of costing the Civil Partnership Act the UK Government estimate between 5-7% LGBT people in the population. The Office of National Statistics estimates 1.5-2% of the adult population are LGBT, however this document is disputed by numerous LGBT organisations.</p> | | | Do not wish to answer | 1.56% | Not assigned | 90.63% | Opposite sex | 7.81% | Both Sexes | | Same sex | |
| Do not wish to answer | 1.56% | | | | | | | | | | | | |
| Not assigned | 90.63% | | | | | | | | | | | | |
| Opposite sex | 7.81% | | | | | | | | | | | | |
| Both Sexes | | | | | | | | | | | | | |
| Same sex | | | | | | | | | | | | | |

2.3 Qualitative Data

What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both.

| Category | Needs and Experiences |
|---------------|---|
| Gender | Women may be more likely than men to raise an equality complaint as some may also work part-time and be the primary carer for dependants. The |

| | |
|---------------------------|---|
| | <p>majority of NIGALA's workforce is female.</p> <p>NIGALA has in place a Gender Identity and Expression Policy.</p> |
| Age | If a complaint is age-related (e.g. alleged age discrimination) those considering complaint should be where possible balanced in terms of age. |
| Religion | Should a staff member allege sectarianism for example, it would be important to ensure those considering the complaint are balanced in terms of religion and community background. |
| Political Opinion | There is no data to suggest that the needs and experiences of services users differ on the basis of political opinion. |
| Marital Status | Possible issues for those with dependants may be particularly significant for single parents. |
| Dependent Status | Staff who work part-time to care for dependants may have particular needs in terms of timing of meetings etc. |
| Disability | <p>Staff with a disability may need additional support to help them pursue their complaint (e.g. signer) and may need written materials in alternate formats.</p> <p>If a person has a physical disability, NIGALA should ensure that adjustments are made to accommodate the staff member's needs.</p> |
| Ethnicity | Staff whose first language is not English may require an interpreter and translation of materials into their own language. |
| Sexual Orientation | Promoting LGB issues and agenda will be important to engender trust among staff. |

2.4 Multiple Identities

Are there any potential impacts of the policy or decision on people with multiple identities? For example: disability minority ethnic people; young Protestant men; and young lesbians, gay and bisexual people.

As stated above.

2.5 Making Changes

Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to policy or decision in order to promote equality of opportunity?

In developing the policy or decision what did you do or change to address the equality issues you identified?

What do you intend to do in future to address the quality issues you identified?

The Policy has been revised to reinforce the legislation which protects individuals from discrimination.

Review S75 composition in relation to complaints/grievances from staff.

Gather section 75 data on all staff.

Encourage staff to complete equality data on HRPTS.

2.6 Good Relations

What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (Refer to guidance notes for guidance on impact.)

| Group | Impact | Suggestions |
|-------------------|---------------|--------------------|
| Religion | None | None |
| Political Opinion | None | None |
| Ethnicity | None | None |

3. SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity.

How would you categorise the impacts of this decision or policy? (Refer to guidance notes for guidance on impact.)

Please tick:

| | |
|-------------------|---|
| Major impact | |
| Minor impact | x |
| No further impact | |

Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?

Please tick:

| | |
|-----|---|
| Yes | |
| No | x |

Please give reasons for your decisions:

Information on complaints/grievances from staff to date have not been Section 75 related and does not reflect any particular irregularities. NIGALA is committed equality and diversity to all individuals regardless of their section 75 identity.

It is not thought that subjecting the policy to an EQIA will present further opportunities to promote equality of opportunity.

4. CONSIDERATION OF DISABILITY DUTIES

| | |
|--|---|
| 4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so? | |
| How does the policy or decision currently encourage disabled people to participate in public life? | What else could you do to encourage disabled people to participate in public life? |

| | |
|--|--|
| All staff regardless of whether they have a disability will be equally treated under the policy and be able to apply the policy as required. | |
|--|--|

| | |
|---|---|
| 4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so? | |
| How does the policy or decision currently promote positive attitudes towards disabled people? | What else could you do to promote attitudes towards disabled people? |
| This policy promotes equality of opportunity and reminds all staff of their rights to equal treatment. | |

5. CONSIDERATION OF HUMAN RIGHTS

| | |
|---|---------------|
| 5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles. | |
| Article | Yes/No |
| Article 2: Right to Life | No |
| Article 3: Right to freedom from torture, inhuman or degrading treatment or punishment. | No |
| Article 4: Right to freedom from slavery, servitude and forced or compulsory labour. | No |
| Article 5: Right to liberty and security of person. | No |
| Article 6: Right to a fair and public trial within a reasonable time. | No |
| Article 7: Right to freedom from retrospective criminal law and no | No |

| | |
|--|----|
| punishment without law. | |
| Article 8: Right to respect for private and family life, home and correspondence. | No |
| Article 9: Right to freedom of thought, conscience and religion. | No |
| Article 10: Right to freedom of expression. | No |
| Article 11: Right to freedom of assembly and association. | No |
| Article 12: Right to marry and found a family. | No |
| Article 14: Prohibition of discrimination in the enjoyment of the convention rights. | No |
| 1 st protocol Article 1: Right to a peaceful enjoyment of possessions and protection of property. | No |
| 1 st protocol Article 2: Right of access to education. | No |

If you have answered no to all of the above please move on to Question 6 on Monitoring.

| 5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon? | | | |
|---|--------------------------------|--|--|
| List the Article Number | Interfered with? Yes/No | What is the interference and who does it impact upon? | Does this raise legal issues?* Yes/No |
| | | | |

*It is important to speak to your line management on this and if necessary seek legal opinion to clarify this.

5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.

6. MONITORING

6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity or good relations, disability duties and human rights)?

| Equality & Good Relations | Disability Duties | Human Rights |
|---|--|--------------|
| Encourage staff to complete equality information on HRPTS better understand the composition of the NIGALA workforce | Encourage staff to declare disability on HRPTS to better understand the composition of the NIGALA workforce. | |

Approved Lead Officer: Sean Brown

Position: Head of Corporate Services

Date: 3 April 2019

Policy/Decisions Screened by: Sinéad Casey, Facilities & Complaints Officer

Any request for this document in another format or language will be considered.