

# Equality and Human Rights Screening Template

The BSO is required to address the 4 questions below in relation to all its policies.

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)

Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

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)

Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

As part of the audit trail documentation needs to be made available for all policies and decisions examined for equality and human rights implications. The screening template is a pro forma to document consideration of each screening question.

**For information (evidence, data, research etc.) on the Section 75 equality groups see the Equality Portal - [Screening Resources & Evidence](#).**

# 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

BSO Annual Leave Procedure

### 1.2 Description of policy or decision

- **what is it trying to achieve? (aims and objectives)**

The aim of this policy is to provide a standard and equitable approach to the management of annual leave and Public Holiday entitlement for employees. The broad principles of this policy apply to all employees on Agenda for Change (AFC) Terms & Conditions with the exception of employees on Medical & Dental and Civil Service Terms & Conditions who will need to refer to the relevant sections of their handbooks.

- **how will this be achieved? (key elements)**

This policy applies to employees in the BSO subject to Agenda for Change Terms & Conditions and is for the purpose of encouraging the correct usage of annual leave.

- **what are the key constraints? (for example financial, legislative or other)**

The BSOs annual leave calendar year begins on the 1st April and runs until the 31st March.

Employees are generally expected to take their annual leave proportionately throughout the year e.g. 25% before the end of June, 50% by the end of September, 75% by the end of December and the remaining 25% between January – March. It is the responsibility of line managers to manage annual leave in accordance with their employees ensuring that employees receive appropriate rest time throughout the calendar year.

### 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**

Business Service Organisation Staff and Management

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

- **what are they?**

Leave Pack - Flexible Working Policy, Special Leave Policy, Employment break Scheme, Term Time Working Scheme  
Leave Policy (Work Life Balance)  
Working From Home Policy  
Health & Well Being Strategy  
Health & Safety Policy  
Disciplinary Policy  
Code of Conduct for Staff  
Attendance at Work Policy and Procedure  
Whistle Blowing Policy  
Department circulars  
Legal changes  
Working Time Regulations (Northern Ireland) 2016

- **who owns them?**

DHSSPS  
BSO  
NI Executive

## (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, service users, staff side or other stakeholders.**

Census 2011

Equality Commission NI, 2006

Workforce Data (HRPTS)

<https://www.cipd.co.uk/knowledge/fundamentals/emp-law/holidays#gref>

<https://www.economy-ni.gov.uk/working-time-regulations-ni-2016>

<http://hrnews.co.uk/4-4-million-people-have-to-use-annual-leave-for-caring-duties/>

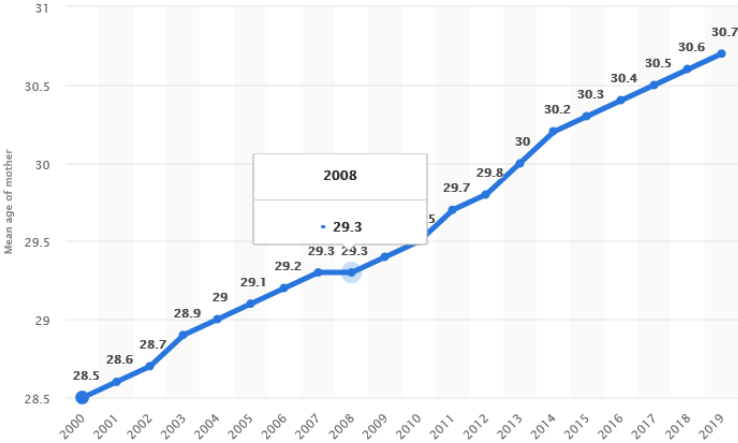
<https://www.belfasttelegraph.co.uk/news/northern-ireland/northern-ireland-mums-having-fewer-babies-and-later-in-life-report-finds-36299577.html>

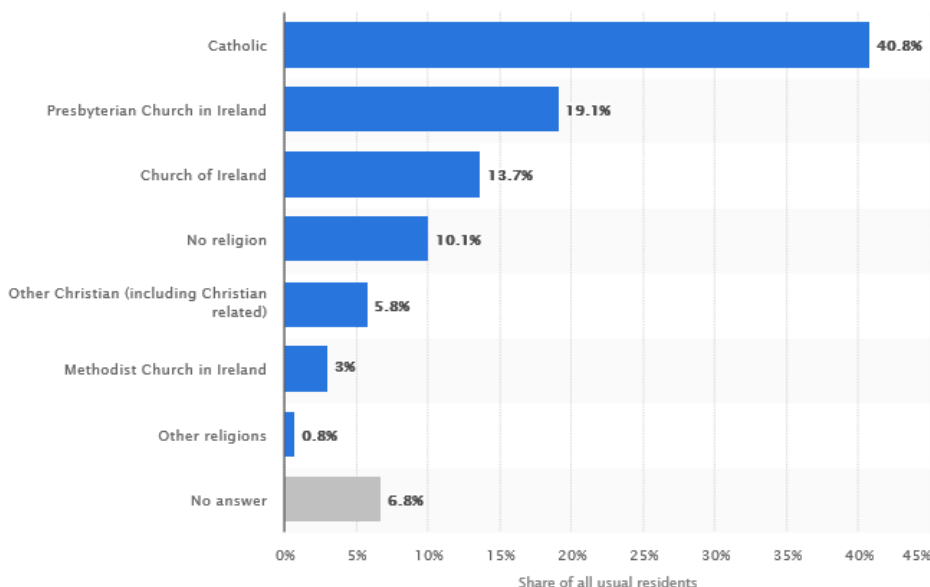
[4.4 million people have to use annual leave for caring duties - HR News](#)

### 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. Also give consideration to multiple identities.**

Category	<i>What is the makeup of the affected group? ( %) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?</i>	
Gender	<b>Staff Profile</b>	
	Male	44.23%
	Female	55.77%

	<table> <tr> <td>Unknwn</td><td>0.00%</td></tr> </table> <p><b>Population Profile</b></p> <p>The population of Northern Ireland on Census Day 2011 was 1,810,900</p> <p>Males 887,300 (49%) Females 923,500 (51%)</p>	Unknwn	0.00%																																																														
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Age	<p><b>Staff Profile</b></p> <table> <tr><td>0-15</td><td>0.06%</td></tr> <tr><td>16-24</td><td>3.55%</td></tr> <tr><td>25-29</td><td>9.26%</td></tr> <tr><td>30-34</td><td>12.94%</td></tr> <tr><td>35-39</td><td>13.45%</td></tr> <tr><td>40-44</td><td>14.91%</td></tr> <tr><td>45-49</td><td>12.75%</td></tr> <tr><td>50-54</td><td>14.28%</td></tr> <tr><td>55-59</td><td>12.31%</td></tr> <tr><td>60-64</td><td>4.95%</td></tr> <tr><td>&gt;=65</td><td>1.52%</td></tr> </table> <p><b>Population Profile</b></p> <p>The population demographic by age within Northern Ireland (Census Data, 2011)</p> <p>Average age of mothers at childbirth in the United Kingdom from 2000 to 2019</p>  <table border="1"> <caption>Average age of mothers at childbirth in the United Kingdom (2000-2019)</caption> <thead> <tr> <th>Year</th> <th>Mean age of mother</th> </tr> </thead> <tbody> <tr><td>2000</td><td>28.5</td></tr> <tr><td>2001</td><td>28.6</td></tr> <tr><td>2002</td><td>28.7</td></tr> <tr><td>2003</td><td>28.9</td></tr> <tr><td>2004</td><td>29.0</td></tr> <tr><td>2005</td><td>29.1</td></tr> <tr><td>2006</td><td>29.2</td></tr> <tr><td>2007</td><td>29.3</td></tr> <tr><td>2008</td><td>29.3</td></tr> <tr><td>2009</td><td>29.4</td></tr> <tr><td>2010</td><td>29.5</td></tr> <tr><td>2011</td><td>29.7</td></tr> <tr><td>2012</td><td>29.8</td></tr> <tr><td>2013</td><td>30.0</td></tr> <tr><td>2014</td><td>30.2</td></tr> <tr><td>2015</td><td>30.3</td></tr> <tr><td>2016</td><td>30.4</td></tr> <tr><td>2017</td><td>30.5</td></tr> <tr><td>2018</td><td>30.6</td></tr> <tr><td>2019</td><td>30.7</td></tr> </tbody> </table>	0-15	0.06%	16-24	3.55%	25-29	9.26%	30-34	12.94%	35-39	13.45%	40-44	14.91%	45-49	12.75%	50-54	14.28%	55-59	12.31%	60-64	4.95%	>=65	1.52%	Year	Mean age of mother	2000	28.5	2001	28.6	2002	28.7	2003	28.9	2004	29.0	2005	29.1	2006	29.2	2007	29.3	2008	29.3	2009	29.4	2010	29.5	2011	29.7	2012	29.8	2013	30.0	2014	30.2	2015	30.3	2016	30.4	2017	30.5	2018	30.6	2019	30.7
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<p><b>Political Opinion</b></p>																		
<p><b>Staff Profile</b></p> <table><tr><td>Broadly Nationalist</td><td>4.06%</td></tr><tr><td>Other</td><td>5.01%</td></tr><tr><td>Broadly Unionist</td><td>4.57%</td></tr><tr><td>Not assigned</td><td>79.82%</td></tr><tr><td>Do not wish to answer</td><td>6.54%</td></tr></table>	Broadly Nationalist	4.06%	Other	5.01%	Broadly Unionist	4.57%	Not assigned	79.82%	Do not wish to answer	6.54%								
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Ethnicity	<b>Staff Profile</b> <table> <tr> <td>Not assigned</td><td>71.51%</td></tr> <tr> <td>White</td><td>28.11%</td></tr> <tr> <td>Other</td><td>0.13%</td></tr> <tr> <td>Black African</td><td>0.00%</td></tr> <tr> <td>Indian</td><td>0.06%</td></tr> <tr> <td>Chinese</td><td>0.06%</td></tr> </table>	Not assigned	71.51%	White	28.11%	Other	0.13%	Black African	0.00%	Indian	0.06%	Chinese	0.06%
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## 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. Also give consideration to multiple identities (such as single parents for example).**

<b>Category</b>	<b><i>Needs and Experiences</i></b>
Gender	Although BSO provide a number of flexible working options and family friendly initiatives Females are generally the primary carer and may require utilising annual leave to cover caring responsibilities. However this procedure provides guidance and encourages use of annual leave. Evidence Suggests that Females are more inclined to utilise annual leave for caring responsibilities therefore may not be able to adhere to the parameters set by this procedure as easily as other employees.
Age	There is no data to suggest that there are specific needs or experiences arising within this category, as this procedure provides clear guidance on the usage and encourage staff to avail of annual leave appropriately.
Religion	There is no data to suggest that there are specific needs or experiences arising within this category, as this procedure provides clear guidance on the usage and encourage staff to avail of annual leave appropriately.
Political Opinion	There is no data to suggest that there are specific needs or experiences arising within this category, as this procedure provides clear guidance on the usage and encourage staff to avail of annual leave appropriately.
Marital Status	There is no data to suggest that there are specific needs or experiences arising within this category, as this procedure provides clear guidance on the usage and encourage staff to avail of annual leave appropriately.
Dependent Status	<p>Although BSO provide a number of flexible working options and family friendly initiatives employees with dependents may be required to use annual leave to cover school holidays and this may have an impact on how and when annual leave is utilised.</p> <p>Evidence suggests that a high proportion of employees with dependents utilise annual leave. Evidence also suggests, staff may also utilise annual leave for other caring commitments such as vulnerable adults.</p>
Disability	Individuals with sensory problems will have specific requirements with regards to communication of the policy. Also, those with learning difficulties may require additional support in order to get an understanding of how the policy works and the processes



	involved.
Ethnicity	There is no data to suggest that there are specific needs or experiences arising within this category, as this procedure provides clear guidance on the usage and encourage staff to avail of annual leave appropriately.
Sexual Orientation	There is no data to suggest that there are specific needs or experiences arising within this category, as this procedure provides clear guidance on the usage and encourage staff to avail of annual leave appropriately.

## 2.4 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 the policy or decision in order to promote equality of opportunity?**

<i><b>In developing the policy or decision what did you do or change to address the equality issues you identified?</b></i>	<i><b>What do you intend to do in future to address the equality issues you identified?</b></i>
<p>Disability: Given the additional needs of those with a Learning Disability in relation to those employees with sensory problems, the policy states that managers should make their staff aware of the procedure, and what it contains. The procedure can also be provided in different formats</p> <p>There are strict guidelines as to when this policy applies and on what bases disciplinary action would be taken.</p> <p>The policy is intended to balance the rights of all.</p>	N/A

## 2.5 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)**

<i><b>Group</b></i>	<i><b>Impact</b></i>	<i><b>Suggestions</b></i>
Religion	N/A	
Political Opinion	N/A	
Ethnicity	N/A	

**(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

It is not felt that a full EQIA will highlight any further issues with regards to equality of opportunity for the Section 75 groups.

#### **(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?**

<b><i>How does the policy or decision currently encourage disabled people to participate in public life?</i></b>	<b><i>What else could you do to encourage disabled people to participate in public life?</i></b>
N/A	N/A

##### **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?**

<b><i>How does the policy or decision currently promote positive attitudes towards disabled people?</i></b>	<b><i>What else could you do to promote positive attitudes towards disabled people?</i></b>
N/A	N/A

## (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	N
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	N
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour	N
Article 5 – Right to liberty & security of person	N
Article 6 – Right to a fair & public trial within a reasonable time	N
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	N
Article 8 – Right to respect for private & family life, home and correspondence.	N
Article 9 – Right to freedom of thought, conscience & religion	N
Article 10 – Right to freedom of expression	N
Article 11 – Right to freedom of assembly & association	N
Article 12 – Right to marry & found a family	N
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights	N
1 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	N
1 <sup>st</sup> protocol Article 2 – Right of access to education	N

*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*
N/A	N/A	N/A	N/A

*\* It is important to speak to your line manager 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.**

N/A

## (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 and good relations, disability duties and human rights)?**

<b>Equality &amp; Good Relations</b>	<b>Disability Duties</b>	<b>Human Rights</b>
Quarterly report to BSO Board on Annual Leave Usage and/or trends	Quarterly report to BSO Board on Annual Leave Usage and/or trends	Quarterly report to BSO Board on Annual Leave Usage and/or trends

Peter Lavery

Approved Lead Officer:

Position:

Senior HR Manager

Date:

7<sup>th</sup> June 2021

Policy/Decision Screened by:

Richard McGoldrick

**Please note that having completed the screening you are required by statute to publish the completed screening template, as per your organisation's equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.**

**Please forward completed template to:  
Equality.Unit@hscni.net**

Any request for the document in another format or language will be considered.  
Please contact the Equality Unit:

Equality Unit/ BSO /James House/ 2-4 Cromac Avenue/ Belfast/ BT7 2JA

Tel: 028 9536 3961