



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

Social Media Policy

1.2 Description of policy or decision

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

To promote good practice in the use of Social Media and adherence to acceptable standards of use

To cascade Social Media as a mechanism to engage with staff and stakeholders, receive feedback and expose to new products and innovative ideas

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

This policy lays out the good practice in the use of social media, and measures to eradicate unacceptable use.

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

The policy also ensures that freedom of expression can be maintained and balanced against reputational and information governance risks. BSO staff are the organisation’s best ambassadors so the policy aims to support the responsible use of social media, not restrict it. It should enable staff to get the best out of the available tools whilst maintaining a safe professional environment and protecting both themselves and the organisation
Non-compliance to policy

Lack of awareness as to how (private) social media use can affect the workplace

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

Current BSO Employees (including Agency staff)
Managers of all levels within BSO
Heads of Service Promoting use of Social media
BSO Human Resources
Trade unions
Service Users
Public Members

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

- **what are they?**

Conflict, Bullying and Harassment
Disciplinary Policy
Code of Conduct for Staff
Attendance at Work Policy and Procedure
Whistle Blowing Policy
Zero Tolerance Policy
Department circulars
Legal changes

- **who owns them?**

DHSSPS
BSO

(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.

Statistics:

Organisational wide equality data from HRPTS

Views of colleagues

Views of staff side

Lessons learnt

Disciplinary Statistics

<https://sproutsocial.com/insights/social-media-statistics/>

<https://www.peoplemanagement.co.uk/experts/legal/dos-donts-social-media-at-work#gref>

<https://www.cipd.co.uk/knowledge/fundamentals/people/hr/policies-factsheet#gref>


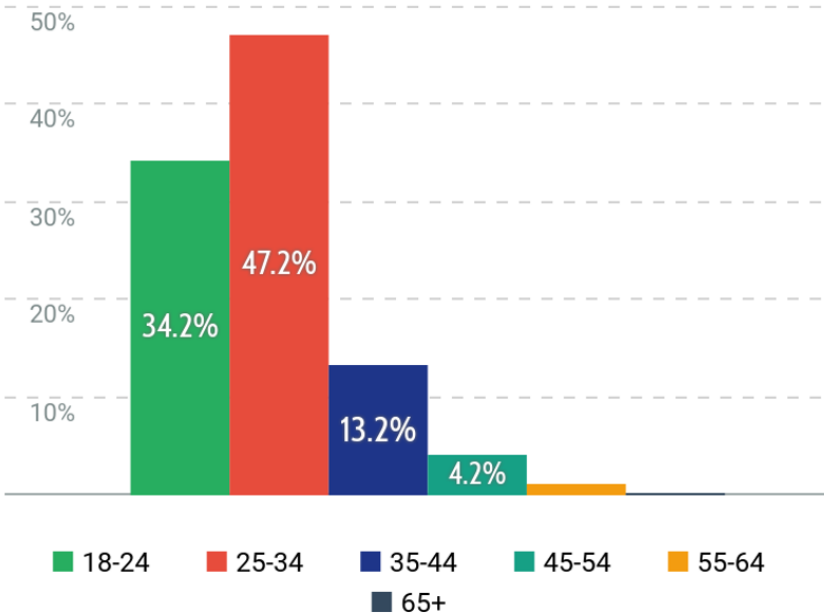
<https://www.smartinsights.com/social-media-marketing/social-media-strategy/new-global-social-media-research/>

[Social Media Usage in the UK – The Findings - Umpf](#)

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>
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	BSO Baseline Data as of 31 December 2020		
Gender	Male	26.72%	
	Female	73.28%	
Age	16-24	1.72%	
	25-29	3.45%	
	30-34	6.03%	
	35-39	12.93%	
	40-44	12.93%	
	45-49	24.14%	
	50-54	18.10%	
	55-59	15.52%	
	60-64	5.17%	
	>=65	0.00%	
	<div> <div>AGE</div>  </div>  <p>Evidence shows that the younger population and therefore younger employees use social media more frequently. However evidence shows that the increased use of social media affects all ages.</p>		
Community	Perceived Protestant	0.86%	

Background	Protestant	37.93%	
	Perceived Roman Catholic	1.72%	
	Roman Catholic	31.90%	
	Neither	7.76%	
	Perceived Neither	0.00%	
	Not assigned	19.83%	
Political Opinion	Broadly Nationalist	0.00%	
	Other	2.59%	
	Broadly Unionist	0.00%	
	Not assigned	92.24%	
	Do not wish to answer	5.17%	
Marital Status	Divorced	3.45%	
	Mar/CP	40.52%	
	Other	0.86%	
	Seprart	2.59%	
	Single	14.66%	
	Unknwn	36.21%	
	Widw/R	0.00%	
	Not assigned	1.72%	
Dependent Status	Yes	7.76%	
	Not assigned	91.38%	
	No	0.86%	
Disability	No	46.55%	
	Not assigned	53.45%	
	Yes	0.00%	
Ethnicity	Not assigned	91.38%	
	White	8.62%	
	Other	0.00%	
	Black African	0.00%	
	Indian	0.00%	
	Chinese	0.00%	

Sexual Orientation	Both Sexes	0.00%	
	Do not wish to answer	0.00%	
	Not assigned	92.24%	
	Opposite sex	6.90%	
	same sex	0.86%	

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).

Category	Needs and Experiences
Gender	Evidence shows that females use social media more in personal use, however males more for business use. Social Media policy is not to inhibit the use of social media but to promote the safe and secure use. However evidence shows that females are more expressive about personal views on social media and may be more affected by this policy. However, this policy is not to inhibit the use of social media but rather to promote the safe and secure use.
Age	Evidence shows that the younger population traditionally and therefore younger employees used social media more frequently than older people. However evidence shows that the increase use of social media affects all ages. There is no data to suggest that there are specific needs or experiences arising within this category as this policy are not to inhibit the use of social media but to promote the safe and secure use.
Religion	There is no data to suggest that there are specific needs or experiences arising within this category as this policy is not to inhibit the use of social media but to promote the safe and secure use.

Political Opinion	There is no data to suggest that there are specific needs or experiences arising within this category as this policy are not to inhibit the use of social media but to promote the safe and secure use.
Marital Status	There is no data to suggest that there are specific needs or experiences arising within this category as this policy are not to inhibit the use of social media but to promote the safe and secure use.
Dependent Status	There is no data to suggest that there are specific needs or experiences arising within this category as this policy are not to inhibit the use of social media but to promote the safe and secure use.
Disability	Individuals with learning disabilities may be more likely to share personal information on social media, and are more vulnerable to the online exploitation. 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. However, again, the aim of this policy is not to inhibit the use of social media but to promote the safe and secure use.
Ethnicity	There is no data to suggest that there are specific needs or experiences arising within this category as this policy are not to inhibit the use of social media but to promote the safe and secure use.
Sexual Orientation	There is no data to suggest that there are specific needs or experiences arising within this category as this policy are not to inhibit the use of social media but to promote the safe and secure use.

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>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>Disability: Given the additional needs of those with a Learning Disability in relation to internet safety and social media, the policy states that managers should make their staff aware of the policy, and what it contains.</p> <p>Consideration will be given to highlighting the main points/ safety issues from the policy on the front page of the BSO intranet and pop-ups to help raise awareness.</p> <p>There are strict guidelines as to when this policy applies and on what bases disciplinary action would be taken.</p>	Not applicable

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>Group</i>	<i>Impact</i>	<i>Suggestions</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

Please give reasons for your decisions.

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?

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

<i>How does the policy or decision currently promote positive attitudes towards disabled people?</i>	<i>What else could you do to promote positive attitudes towards disabled people?</i>
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	Y
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 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	N
1 st 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
10	Yes	Inhibited in line with promoting harmonious working environment and other organisational obligations.	No

** 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.

Circulate to staff
Staff inductions
Publish on intranet

(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)?

Equality & Good Relations	Disability Duties	Human Rights
Quarterly report to BSO Board on incidents and/or trends	Quarterly report to BSO Board on incidents and/or trends	Quarterly report to BSO Board on incidents and/or trends

Approved Lead Officer: Peter Lavery

Position: Senior Human Resources Manager

Date: 2/4/21

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