

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](#).

For advice and support on screening contact:

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Tel: 028 9536 3961

SCREENING TEMPLATE

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

BSO Gifts and Hospitality Policy

1.2 Description of policy or decision

- **what is it trying to achieve? (aims and objectives)**
- **how will this be achieved? (key elements)**
- **what are the key constraints? (for example financial, legislative or other)**

This policy sets out the BSO approach to dealing with Gifts and Hospitality. It provides advice to staff, who either receive offers of gifts and hospitality or provide gifts and hospitality to others on behalf of the BSO.

This policy is derived from the BSO Standing Financial Instructions. It is supported by the law and guidance from DoH and ensures compliance with the 7 Nolan Principles.

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 those working for, or doing business with the BSO

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

- **what are they?**
- **who owns them?**

This Policy will form part of the BSO Standing Orders, BSO Fraud policy, Fraud response plan, BSO Whistleblowing policy, BSO Disciplinary Policy, The Bribery Act 2010 and DoH circulars and guidance in relation to regional approach to gifts and hospitality spend.



(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.

To inform this equality screening, statistics were gathered from a range of different websites that contained relative data. To inform the BSO staff data I engaged with the HR department to obtain the data provided below which was the most recent BSO staff data November 2023. Websites that information was obtained from were:

<https://www.nisra.gov.uk/sites/nisra.gov.uk/files/publications/MYE20-Bulletin.PDF>

<https://www.ark.ac.uk/nilt/2021/Background/ORIENT2.html>

<http://www.niassembly.gov.uk/globalassets/documents/raise/publications/2015/general/3415.pdf>

<https://www.nisra.gov.uk/publications/census-2021-main-statistics-for-northern-ireland-phase-3>

www.gires.org.uk.

[Northern Ireland Life and Times Survey: 2022 \(ark.ac.uk\)](#)

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	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?	
	Population NI	BSO Staff
Gender	Male – 49.3% Female – 50.7% Transgender - 0	Male – 46% Female – 54% Transgender - 0
Age	0-15 = 20.9% 16-64 = 62.2% 65+ = 16.9%	16-24 = 4.2% 25-29 = 10.86% 30-34 = 12.44%

		35-39 = 14.81% 40-44 = 12.93% 45-49 = 13.18% 50-54 = 13.72% 60-64 = 5.08% 65+ = 1.83%
Religion	Roman Catholic Background – 45.7% Protestant or other Christian background – 43.5% Other (non-christian)– 1.3% No Religion – 17.4%	Perceived Protestant 1.58% Protestant 19.94% Perceived Roman Catholic 1.53% Roman Catholic 26.41% Neither 4.10% Perceived Nether 0.05% Not assigned 46.40%
Political Opinion	<u>Of the 1,373,731 registered voters in Northern Ireland, there was a turnout of 63%. Below is the 1st preference vote share by political party from the May 2022 election</u> Sinn Fein – 29% Democratic Unionist Party – 21.3% Alliance Party – 13.5% Ulster Unionist Party – 11.2% Social Democratic & Labour Party – 9.1% Traditional Unionist Voice – 7.6% Green Party – 1.9% Aontu – 1.5% People Before Profit – 1.1% Other – 3.7%	Broadly Nationalist 3.60% Other 4.29% Broadly Unionist 3.75% Not assigned 82.13% Do not wish to answer 6.22%
Marital Status	Single 36.14% Married/CP 47.65% Separated 3.98% Divorced 5.45% Widowed 6.78%	Divorced 1.53% Married/CP 32.58% Other 1.04% Separated 0.54% Single 11.70% Unknown 51.83% Widow/R 0.59% Not assigned 0.20%

Dependent Status	20% of the NI General Public aged 18 and over are currently caring for someone.	Yes 11.90% Not assigned 81.34% No 6.76%
Disability	Yes – 20.6% No – 79.4%	No 34.75% Not assigned 63.33% Yes 1.92%
Ethnicity	White – 96.77% Asian – 1.61% Black – 0.58% Mixed – 0.76% Other – 0.29%	Not assigned 76.26% White 23.35% Other 0.10% Black African 0% Indian 0.10% Chinese 0.05%
Sexual Orientation	According to NILT 2021: https://www.ark.ac.uk/nilt/2021/Background/ORIENT2.html Gay or Lesbian (homosexual) – 2% Heterosexual (straight) – 93% Bi-sexual – 4% Other answer – 0%	Do not wish to answer 1.63% Not assigned 82.03% Opposite sex 15.30% Both sexes 0.25% Same sex 0.79%

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	Gift and Hospitality Policy applies to all BSO Employees
Age	Gift and Hospitality Policy applies to all BSO Employees
Religion	Gift and Hospitality Policy applies to all BSO Employees
Political Opinion	Gift and Hospitality Policy applies to all BSO Employees
Marital Status	Gift and Hospitality Policy applies to all BSO Employees
Dependent Status	Gift and Hospitality Policy applies to all BSO Employees
Disability	Gift and Hospitality Policy applies to all BSO Employees
Ethnicity	Gift and Hospitality Policy applies to all BSO Employees
Sexual Orientation	Gift and Hospitality Policy applies to all BSO Employees

2.4 Multiple Identities

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

None identified

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 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</i>	<i>What do you intend to do in future to address the equality issues you</i>
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<i>address the equality issues you identified?</i>	<i>identified?</i>
<p>This is a required cyclical review of the existing Gifts & Hospitality Policy, the last review was carried out in 2017 and there have been no updates made. The Policy is to be reviewed and updated every 3 years.</p> <p>No equality issues were identified in the review and screening of the policy and as such no changes will be made to the policy.</p>	<p>This is a required cyclical review of the existing Gifts & Hospitality Policy, the last review was carried out in 2017 and there have been no updates made. The Policy is to be reviewed and updated every 3 years.</p> <p>No equality issues were identified in the review and screening of the policy and as such no changes will be made to the policy.</p>

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)

<i>Group</i>	<i>Impact</i>	<i>Suggestions</i>
Religion	N/A	N/A
Political Opinion	N/A	N/A
Ethnicity	N/A	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	<input type="checkbox"/>
Minor impact	<input type="checkbox"/>
No further impact	X

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

Please tick:

Yes	<input type="checkbox"/>
No	X

Please give reasons for your decisions.

There were no equality impacts identified from implementation and review of the gifts and hospitality policy.

(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>
Accessible formats will be made available if required	Accessible formats will be made available if 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?

<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>
Accessible formats will be made available if required	Accessible formats will be made available if required

(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 & forced or compulsory labour	NO
Article 5 – Right to liberty & security of person	NO
Article 6 – Right to a fair & public trial within a reasonable time	NO
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	NO
Article 8 – Right to respect for private & family life, home and correspondence.	NO
Article 9 – Right to freedom of thought, conscience & religion	NO
Article 10 – Right to freedom of expression	NO
Article 11 – Right to freedom of assembly & association	NO
Article 12 – Right to marry & 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 & 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 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.

(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
Policy has been reviewed in line with Policy review cycle (every 3 years)	Policy has been reviewed in line with Policy review cycle (every 3 years)	Policy has been reviewed in line with Policy review cycle (every 3 years)

Approved Lead Officer: Hannah Francis

Position: Assistant Director of Finance

Date: 07/12/2023

Policy/Decision Screened by: 

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:

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