



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:

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

Tel: 028 9536 3961

SCREENING TEMPLATE

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

BSO Secondment Guidance

1.2 Description of policy or decision

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

The aim of this policy is to outline the clear arrangements that are in place for employees accessing a secondment and the roles and responsibilities of all stakeholders within the secondment process. The guidance will provide a standard and equitable approach for line managers in the management of secondments for their 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 guidance applies to employees and managers in the BSO and is for the purpose of instructing them on the correct management, decision making, monitoring on the secondment process, clearly outlines each stakeholders' roles and responsibilities within.

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

To be eligible to be considered for a secondment, BSO employees must also:

- Have satisfactorily completed their probationary period;
- Have at least twelve month's continuous service with the BSO;
- Have a satisfactory record of performance and conduct and not subject to any ongoing performance/ conduct processes.

Where a secondment is for a period exceeding 1-2 years the employees substantive post may be filled on a permanent basis by the line manager. In this event, the manager must ensure that the employee understands the arrangement and is advised accordingly in writing when agreeing the terms of the secondment.

It is the responsibility of line managers to consider all secondment requests from employees and only refuse a request if there are clear demonstrable business reasons why it is not practical.

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)

Disciplinary Policy

Code of Conduct for Staff

Attendance at Work Policy and Procedure

HSC Regional Recruitment Framework

- **who owns them?**

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.

Equality Commission NI, 2006

Workforce Data (HRPTS)

<https://www.hr-inform.co.uk/templates-and-tools/secondment>

<https://www.lra.org.uk/about/what-we-do>

<https://www.inbrief.co.uk/employees/employee-secondment/>

Phone call discussions with Labour relations agency NI & Equality Commission NI

Partnership meeting held with Trade Union Representatives an HR on Monday 3rd October 2022. Copy of guidance was circulated in advance and after for comments.

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. **Staff Profile data retrieved from HRPTS ‘Staff in Post’ report as at 31 December 2022*

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	Staff Profile	
	Male	46.46%
	Female	53.54%
	Unknwn	0.00%

	<p>Population Profile The population of Northern Ireland based on NISRA Census Data as at 2021 was 1,903,175</p> <p>Males 936,131 (49.2%) Females 967,044 (50.8%)</p>
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Age	<p>Staff Profile</p> <table border="1"> <tr><td>0-15</td><td>0.11%</td></tr> <tr><td>16-24</td><td>3.91%</td></tr> <tr><td>25-29</td><td>9.59%</td></tr> <tr><td>30-34</td><td>12.38%</td></tr> <tr><td>35-39</td><td>14.52%</td></tr> <tr><td>40-44</td><td>13.61%</td></tr> <tr><td>45-49</td><td>13.34%</td></tr> <tr><td>50-54</td><td>13.83%</td></tr> <tr><td>55-59</td><td>11.68%</td></tr> <tr><td>60-64</td><td>5.04%</td></tr> <tr><td>>=65</td><td>1.98%</td></tr> </table> <p>Population Profile The population demographic by age within Northern Ireland (NISRA Census Data, 2021)</p> <table border="1"> <thead> <tr> <th rowspan="2">All usual residents</th> <th colspan="17">Percentage of usual residents aged:</th> </tr> <tr> <th>0-4</th><th>5-9</th><th>10-14</th><th>15-19</th><th>20-24</th><th>25-29</th><th>30-34</th><th>35-39</th><th>40-44</th><th>45-49</th><th>50-54</th><th>55-59</th><th>60-64</th><th>65-69</th><th>70-74</th><th>75-79</th><th>80-84</th><th>85-89</th><th>90+</th> </tr> </thead> <tbody> <tr> <td>1,903,175</td> <td>5.98</td><td>6.54</td><td>6.67</td><td>5.95</td><td>5.85</td><td>6.12</td><td>6.62</td><td>6.69</td><td>6.42</td><td>6.39</td><td>6.88</td><td>6.79</td><td>5.94</td><td>4.91</td><td>4.39</td><td>3.49</td><td>2.30</td><td>1.36</td><td>0.71</td> </tr> </tbody> </table>	0-15	0.11%	16-24	3.91%	25-29	9.59%	30-34	12.38%	35-39	14.52%	40-44	13.61%	45-49	13.34%	50-54	13.83%	55-59	11.68%	60-64	5.04%	>=65	1.98%	All usual residents	Percentage of usual residents aged:																	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90+	1,903,175	5.98	6.54	6.67	5.95	5.85	6.12	6.62	6.69	6.42	6.39	6.88	6.79	5.94	4.91	4.39	3.49	2.30	1.36	0.71
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Religion	<p>Staff Profile</p> <table border="1"> <tr><td>Perceived Protestant</td><td>1.55%</td></tr> <tr><td>Protestant</td><td>22.29%</td></tr> <tr><td>Perceived Roman Catholic</td><td>1.66%</td></tr> <tr><td>Roman Catholic</td><td>30.39%</td></tr> <tr><td>Neither</td><td>4.07%</td></tr> <tr><td>Perceived Neither</td><td>0.00%</td></tr> <tr><td>Not assigned</td><td>40.03%</td></tr> </table> <p>Population Profile 42.31% of population from a Catholic background 37.36% of population from Protestant and other Christian background 20.33% of population from other religions, no religion or religion not stated (2021 Census data)</p>	Perceived Protestant	1.55%	Protestant	22.29%	Perceived Roman Catholic	1.66%	Roman Catholic	30.39%	Neither	4.07%	Perceived Neither	0.00%	Not assigned	40.03%
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Political Opinion	<p>Staff Profile</p> <table border="1" data-bbox="333 280 973 488"> <tr> <td>Broadly Nationalist</td> <td>3.64%</td> </tr> <tr> <td>Other</td> <td>4.29%</td> </tr> <tr> <td>Broadly Unionist</td> <td>3.86%</td> </tr> <tr> <td>Not assigned</td> <td>81.67%</td> </tr> <tr> <td>Do not wish to answer</td> <td>6.54%</td> </tr> </table> <p>Population Profile NISRA Census data 2021 does not provide Political opinion information but please refer to Religious data in the previous section.</p>	Broadly Nationalist	3.64%	Other	4.29%	Broadly Unionist	3.86%	Not assigned	81.67%	Do not wish to answer	6.54%						
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Marital Status	<p>Staff Profile</p> <table border="1" data-bbox="333 788 973 1120"> <tr> <td>Divorced</td> <td>1.82%</td> </tr> <tr> <td>Mar/CP</td> <td>35.26%</td> </tr> <tr> <td>Other</td> <td>0.80%</td> </tr> <tr> <td>Seperat</td> <td>0.64%</td> </tr> <tr> <td>Single</td> <td>12.86%</td> </tr> <tr> <td>Unknwn</td> <td>47.75%</td> </tr> <tr> <td>Widw/R</td> <td>0.70%</td> </tr> <tr> <td>Not assigned</td> <td>0.16%</td> </tr> </table> <p>Population Profile NISRA Census data 2021 does not provide Martial Status information</p>	Divorced	1.82%	Mar/CP	35.26%	Other	0.80%	Seperat	0.64%	Single	12.86%	Unknwn	47.75%	Widw/R	0.70%	Not assigned	0.16%
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Dependent Status	<p>Staff Profile</p> <table border="1" data-bbox="333 1377 973 1503"> <tr> <td>Yes</td> <td>11.79%</td> </tr> <tr> <td>Not assigned</td> <td>81.03%</td> </tr> <tr> <td>No</td> <td>7.18%</td> </tr> </table> <p>Population Profile NISRA Census data 2021 does not provide Dependent status information</p>	Yes	11.79%	Not assigned	81.03%	No	7.18%										
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Disability	<p>Staff Profile</p> <table border="1" data-bbox="333 1718 973 1843"> <tr> <td>No</td> <td>38.48%</td> </tr> <tr> <td>Not assigned</td> <td>59.70%</td> </tr> <tr> <td>Yes</td> <td>1.82%</td> </tr> </table> <p>Population Profile NISRA Census data 2021 does not provide Disabiliy information</p>	No	38.48%	Not assigned	59.70%	Yes	1.82%										
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Yes	1.82%																

Ethnicity	Staff Profile											
	Not assigned	75.08%										
	White	24.54%										
	Other	0.05%										
	Black African	0.00%										
	Indian	0.50%										
	Chinese	0.50%										
NISRA Census data 2021 of Ethnic Groups is below:												
Percentage of usual residents with ethnic group:												
White	Irish Traveller	Roma	Indian	Chinese	Filipino	Pakistani	Arab	Other Asian	Black African	Black Other	Mixed	Other ethnicities
96.55	0.14	0.08	0.52	0.50	0.23	0.08	0.10	0.28	0.42	0.16	0.76	0.19
Sexual Orientation	Staff Profile											
	Do not wish to answer	1.61%										
	Not assigned	81.94%										
	Opposite sex	15.38%										
	same sex	0.91%										
	Both sexes	0.16%										
Population Profile												
NISRA Census data 2021 does not provide sexual orientation information												

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	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 management and process for requesting a secondment to staff and management appropriately.
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 management and process for requesting a secondment to staff and management 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 management and process for requesting a secondment to staff and management 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 management and process for requesting a secondment to staff and management 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 management and process for requesting a secondment to staff and management appropriately.
Dependent 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 management and process for requesting a secondment to staff and management appropriately.
Disability	Individuals with sensory problems will have specific requirements with regards to communication of the guidance. Also, those with learning difficulties may require additional support in order to get an understanding of how the guidance 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 management and process for requesting a secondment to staff and management 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 management and process for requesting a secondment to staff and management 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>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 those employees with sensory problems, the guidance 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>The guidance 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>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	<input type="checkbox"/>
Minor impact	<input checked="" type="checkbox"/>
No further impact	<input type="checkbox"/>

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	<input checked="" type="checkbox"/>

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	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	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 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
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)?

Equality & Good Relations	Disability Duties	Human Rights
Secondment uptake is captured in monthly Staff in post reports ran by HR. Secondments are also included in annual equality monitoring return.	Secondment uptake is captured in monthly Staff in post reports ran by HR. Secondments are also included in annual equality monitoring return.	Secondment uptake is captured in monthly Staff in post reports ran by HR. Secondments are also included in annual equality monitoring return.

Approved Lead Officer: Peter Laverty

Position: Senior HR Manager

Date: 20th December 2022

Policy/Decision Screened by: Clare Rush

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@hscni.net