

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 Fixed Term Workers Policy

1.2 Description of policy or decision

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

The Business Services Organisation (BSO) is committed where possible to:

- Offering contracts of employment on a permanent basis except where there is a clear need for a particular job to be done on a temporary basis;

Employment legislation provides protection and certain rights for staff to prevent employers using such fixed-term contracts and successive renewals as a method of avoiding liability for unfair dismissal or redundancy. Staff engaged on a fixed-term contract will be entitled to terms and conditions of employment that are not less favourable on a pro rata basis than the terms and conditions of a comparable permanent staff member, unless there is an objective reason for offering different terms

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

Showing that all staff are valued for their contribution to delivering the BSO's services. Fixed-term contracts are used only in exceptional and defined circumstances, and are clearly time limited; Fixed-term staff are treated no less favourably than comparable permanent staff unless there is an objective reason to do so; Fixed-term staff are treated in the same way as comparable permanent staff in relation to opportunities for training, promotion, transfer and appraisal and have equal access to apply for permanent vacancies and can apply for such vacancies via the HSC Recruit website.

Recruitment of a Fixed Term Contract Post

Extension of Fixed Term Contracts

Termination of Contract

Working Longer than the Contract End Date

Termination of Fixed Term Contracts on other grounds

Exceptions to the normal Terminations process

Redundancy

Appeals

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

This policy applies to all individuals who work under a contract of employment, the nature of which is fixed-term, i.e. it:

- Is for a specific term that is fixed in advance; or
- Terminates on completion of a particular task; or
- Terminates upon the occurrence or non-occurrence of any other specified event.

The following groups are out with the scope of this policy:

- Agency workers;
- Apprentices;
- Bank staff or those with zero-hours contracts (except where such staff are employees and the contract is for a fixed duration);
- Permanent employees seconded or acting into fixed-term posts;
- Students on work experience placements.

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

Potential and actual applicants for posts in the BSO
Business Service Organisation Staff and Management; Northern Ireland Executive, Trade Unions

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
Health & Well Being Strategy
Disciplinary Policy
Grievance Procedure

Code of Conduct for Staff
Attendance at Work Policy and Procedure
Department circulars
Legal changes
Fixed-term Employees (Prevention of Less Favourable Treatment)
Regulations (Northern Ireland) 2002

- **who owns them?**

Department of Health
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

<http://www.carersuk.org/northernireland/news-ni/facts-and-figures>

Northern Ireland Statistics and Research Agency

<https://www.ark.ac.uk/nilt/2018/Background/RMARST.html>

<https://www.nisra.gov.uk/statistics/births-deaths-and-marriages/registrars-general-annual-report>

[https://www.ark.ac.uk/nilt/2018/Political Attitudes/UNINATID.html](https://www.ark.ac.uk/nilt/2018/Political_Attitudes/UNINATID.html)

<https://www.nisra.gov.uk/sites/nisra.gov.uk/files/publications/MYE18-Bulletin.pdf>

McBride, Ruari Santiago (2011): Healthcare Issues for Transgender People Living in Northern Ireland. Institute for Conflict Research.

<http://www.gires.org.uk/prevalence.php>

<https://www.nisra.gov.uk/statistics/population/mid-year-population-estimates>

<https://www.ark.ac.uk/nilt/2018/Background/ANYHCOND.html>

<https://www.cso.ie/en/releasesandpublications/ep/p-cp8iter/p8iter/p8iti/>

<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2019>

BSO Workforce Data (HRPTS)

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	<p>Staff Profile</p> <table border="1"> <tr> <td>Male</td> <td>44.23%</td> </tr> <tr> <td>Female</td> <td>55.77%</td> </tr> <tr> <td>Unknown</td> <td>0.00%</td> </tr> </table> <p>BSO Fixed Term workers Gender Profile</p> <table border="1"> <tr> <td>Male</td> <td>25</td> <td>43.86%</td> </tr> <tr> <td>Female</td> <td>32</td> <td>56.14%</td> </tr> <tr style="background-color: #e6f2ff;"> <td>Total</td> <td>57</td> <td>100%</td> </tr> </table> <p>Population Profile</p> <p>The proportion of females in 2011 is 51.00% (923, 540). The male population is 49.00% (887, 323) in 2011.</p> <p>The census population of Northern Ireland on 21 March 2021 was 1,903,100 people, which was 0.2 per cent higher than our 2020 mid-year population estimate rolled forward to March 2021 (1,898,600). The Census 2021 population comprised of 967,000 females and 936,200 males, 51% and 49% respectively. This means that for every 100 women in the population there are 97 men.</p> <p>transgender</p> <p>Research suggests for the Northern Ireland population as a whole:</p> <ul style="list-style-type: none"> • 140-160 individuals are affiliated with transgender groups • 120 individuals have presented with Gender Identity Dysphoria • There are more trans women than trans men living in Northern Ireland. 	Male	44.23%	Female	55.77%	Unknown	0.00%	Male	25	43.86%	Female	32	56.14%	Total	57	100%
Male	44.23%															
Female	55.77%															
Unknown	0.00%															
Male	25	43.86%														
Female	32	56.14%														
Total	57	100%														

The Gender Identity Research and Education Society (GIRES) estimate the number of gender nonconforming employees and service users, based on the information that GIRES assembled for the Home Office (2011) and subsequently updated (2014):

- gender variant to some degree 1%
- have sought some medical care 0.025%
- having already undergone transition 0.015%

A report published by the Rainbow Project (O’Hara, 2013), based on research conducted with more than 500 individuals that identified as “LGB&T,” found that the respondents reported common experiences of invisibility, homophobia/transphobia, and a range of violence from threats to physical violence, whether direct or indirect. As a result of their actual or perceived sexual orientation and/or gender identity:

- 65.8% had been verbally assaulted at least once;
- 43.3% had been threatened with physical violence at least once;
- 33% had been threatened to be ‘outed’ at least once;
- 34.7% had experienced discrimination in accessing goods, facilities or services at least once.

It might be reasonable to assume that those on fixed-term contracts are more likely to be people who are new to the labour market or who are returning to the labour market after some time. The data does indicate that a higher proportion of fix term workers are female however there are a higher-level percentage of BSO workers that are female. Whilst the evidence shows that BSO’s profile of fixed term workers are female this would coincide of the percentage of females to male’s staff profile.

Age

Staff Profile

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%

BSO Fixed Term workers Age profile

16-24	18	31.58%
25-29	11	19.30%
30-34	7	12.28%
35-39	6	10.53%
40-44	7	12.28%
45-49	3	5.26%
50-54	3	5.26%
55-59	2	3.51%
Total	57	100.00%

Population Profile

Mid-year population estimates published by NISRA in 2021 show that:

Age band	1926 Census population	2021 Census population	Percentage change
0-14	364,400	365,200	0%
15-64	790,300	1,211,400	+53%
15-39	486,800	594,300	+22%
40-64	303,600	617,100	+103%
65+	101,800	326,500	+221%
65-84	97,000	287,100	+196%
85+	4,800	39,400	+721%
All ages	1,256,600	1,903,100	+51%

Those aged 45-64 are most likely to have a caring responsibility (Carers UK)

It might be reasonable to assume that those on fixed-term contracts are more likely to be people who are new to the labour market or who are returning to the labour market after some time. The data does indicate that a higher proportion of fix term workers

are of the younger age groups. The high percentage of fixed term workers are young according to BSOs staff profile.

Religion

Staff Profile

Perceived Protestant	2.16%
Protestant	29.00%
Perceived Roman Catholic	2.47%
Roman Catholic	40.04%
Neither	5.33%
Perceived Neither	0.00%
Not assigned	21.00%

BSO Fixed Term workers Religious profile

Neither	0.85%
Not assigned	92.37%
Perceived Protestant	0.85%
Perceived Roman Cath	0.00%
Protestant	1.69%
Roman Catholic	4.24%
Grand Total	100.00%

Population Profile

Religion or Religion brought up in

- 45.14% (817, 424) of the population were either Catholic or **brought up** as Catholic.
- 48.36% (875, 733) stated that they were Protestant or **brought up** as Protestant.
- 0.92% (16, 660) of the population belonged to or had been **brought up** in other religions and Philosophies.
- 5.59% (101, 227) neither belonged to, nor had been brought up in a religion.

(Census 2011)

Currently identifying as:

Catholic 40.76% (738, 108)

Presbyterian Church in Ireland 19.06% (345, 150)

Church of Ireland 13.74% (248, 813)
 Methodist Church in Ireland 3% (54, 326)
 Other Christian(including Christian related) 5.76% (104, 308)
 Other religions 0.82% (14, 849)
 No religion 10.11% (183, 078)
 Did not state religion 6.75% (122, 233)
 (Census 2011)

Due to the high level of religion not assigned in BSO stats, and for the staff profile of FTWs it would not be reasonable to make a determination on this group.

Political
Opinion

Staff Profile

Broadly Nationalist	4.06%
Other	5.01%
Broadly Unionist	4.57%
Not assigned	79.82%
Do not wish to answer	6.54%

BSO Fixed Term workers Political Opinion profile

Due to the high level of political opinion not assigned the staff profile of FTWs would not be reflective of the actual figures

Broadly Nationalist	0.85%
Broadly Unionist	0.00%
I do not wish to ans	1.69%
Not assigned	95.76%
Other	1.69%
Grand Total	100.00%

**Population Profile
Nationality**

- British only – 39.89% (722, 353)
- Irish only – 25.26% (457, 424)
- Northern Irish only – 20.94% (379, 195)
- British and Northern Irish only – 6.17% (111, 730)
- Irish and Northern Irish only – 1.06% (19, 195)

- British, Irish and Northern Irish – 1.02% (1847)
- British and Irish only – 0.66% (11, 952)
- Other – 5.00% (90, 543)

(Census 2011)

“Generally speaking, do you consider yourself as a unionist, a nationalist or neither?” (Northern Ireland Life and Times, 2019)

- Unionist 33%
- Nationalist 23 %
- Neither 39%
- Other 2%

Don't know 3%.

Due to the high level of political opinion not assigned in BSO stats, and for the staff profile of FTWs it would not be reasonable to make a determination on this group.

Marital Status

Staff Profile

Divorced	2.47%
Mar/CP	41.88%
Other	0.95%
Seperat	0.57%
Single	15.80%
Unknwn	37.31%
Widw/R	0.82%
Not assigned	0.19%

BSO Fixed Term workers Marital Status profile

Divorc	0.00%
Mar/CP	5.08%
Other	0.85%
Seperat	0.00%
Single	5.93%
Unknwn	88.14%
Grand Total	100.00%

Population Profile

- 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 (Census 2011)

Northern Ireland Life and Times (2018)

Single (never married) 32%
 Married and living with husband/wife 51%
 A civil partner in a legally-registered civil partnership 0%
 Married and separated from husband/wife 3%
 Divorced 6%
 Widowed 7%
 Results for males/ females; religion; age available here

Civil partnerships

Annual Reports of the Registrar General for NI show that Between 2005 to 2018 inclusive, there have been 1298 civil partnerships registered in NI. Of these, 539 have been male civil partnerships, and 571 have been female civil partnerships.

Due to the high level of religion unknown/not assigned in BSO stats, and for the staff profile of FTWs it would not be reasonable to make a determination on this group.

Dependent Status

Staff Profile

Yes	12.18%
Not assigned	79.57%
No	8.25%

BSO Fixed Term workers Marital Status profile

No	2.54%
Not Assigned	95.76%
Yes	1.69%
Grand Total	100.00%

Population Profile

- 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.

(Census 2011)

CarersNI

- 1 in every 8 adults is a carer
- 2% of 0-17 year olds are carers, based on the 2011 Census
- There are approximately 220,000 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.

Similarly, CAUSE estimates that there are over 290,000 people providing unpaid care in Northern Ireland. This includes carers across the age spectrum caring for people with learning disabilities, life-limiting illnesses and mental ill-health.

Due to the high level of dependent status not assigned in BSO stats, and for the staff profile of FTWs it would not be reasonable to make a determination on this group.

Disability

Staff Profile

No	48.41%
Not assigned	49.68%
Yes	1.90%

BSO Fixed Term work profile

No	6	10.53%
Not assigned	51	89.47%
Total	57	100.00%

Population Profile

20.69% (374, 668) regard themselves as having a disability or long – term health problem, which has an impact on their day to day activities.

68.57% (1, 241709) of residents did not have long – term health condition.

- Deafness or partial hearing loss – **5.14% (93, 078)**
- Blindness or partial sight loss – **1.7% (30, 785)**
- Communication Difficulty – **1.65% (29, 879)**
- Mobility or Dexterity Difficulty – **11.44% (207, 163)**
- A learning, intellectual, social or behavioural difficulty - **2.22% (40, 201)**
- An emotional, psychological or mental health condition - **5.83% (105, 573)**
- Long – term pain or discomfort – **10.10% (182, 897)**
- Shortness of breath or difficulty breathing – **8.72% (157, 907)**
- Frequent confusion or memory loss – **1.97% (35, 674)**
- A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy. – **6.55% (118, 612)**
- Other condition – **5.22% (94, 527)**
- No Condition – **68.57% (1, 241, 709)**

(Census 2011)

Northern Ireland Life and Times 2018:

“Do you have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?”

Yes 21%; No 79%; Breakdown by age, gender and religion

Northern Ireland Life and Times 2021:

39% of those surveyed sought help in the last three years for an emotional/Mental health problem

The data for BSO is inconclusive in regards to Disability.

Due to the high level of disability not assigned in BSO stats, and for the staff profile of FTWs it would not be reasonable to make a determination on this group.

Ethnicity

Staff Profile

Not assigned	71.51%
White	28.11%
Other	0.13%
Black African	0.00%
Indian	0.06%
Chinese	0.06%

Fix term workers ethnicity profile

Not assigned	95.76%
Other	0.00%
White	4.24%
Grand Total	100.00%

Population Profile

1.8% (32,596) of the usual resident population belonged to minority ethnic groups:

White – 98.21% (1, 778, 449)

Chinese – 0.35% (6, 338)

Irish Traveller – 0.07% (1, 268)

Indian – 0.34% (6, 157)

Pakistani – 0.06% (1, 087)

Bangladeshi – 0.03% (543)

Other Asian – 0.28% (5, 070)

Black Caribbean – 0.02% (362)

Black African – 0.13% (2354)

Black Other – 0.05% (905)

Mixed – 0.33% (5976)

Other – 0.13% (2354)

(Census, 2011)

Irish Traveller – Infographic Census 2016

Number of Irish Travellers 30.987

It might be reasonable to assume that those on fixed-term contracts are more likely to be people who are new to the labour

market or who are returning to the labour market after some time. Though the data for BSO is inconclusive in regards to Ethnicity.

Sexual Orientation

Staff Profile

Do not wish to answer	1.71%
Not assigned	80.58%
Opposite sex	16.56%
same sex	1.08%
Both sexes	0.06%

Fix term workers ethnicity profile

I do not wish to ans	0.00%
Not assigned	95.76%
Opposite sex	4.24%
Grand Total	100.00%

Population Profile

ONS Sexual Orientation 2019 (released May 2021)

- An estimated 2.7% of the UK population aged 16 years and over identified as lesbian, gay or bisexual (LGB) in 2019, an increase from 2.2% in 2018.
- Younger people (aged 16 to 24 years) were most likely to identify as LGB in 2019 (6.6% of all 16 to 24 year olds, an increase from 4.4% in 2018); older people (aged 65 years and over) also showed an increase in those identifying as LGB, from 0.7% to 1.0% of this age category.

The negative impacts of experiences of discrimination and marginalisation, both direct and indirect, on LGBTQ+ individuals and groups are also well established.

Due to the high level of sexual orientation not assigned in BSO stats, and for the staff profile of FTWs it would not be reasonable to make a determination on this group.

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	We don't have any evidence to suggest that there are specific needs or experiences arising within this category.
Age	We don't have any evidence to suggest that there are specific needs or experiences arising within this category.
Religion	We don't have any evidence to suggest that there are specific needs or experiences arising within this category.
Political Opinion	We don't have any evidence to suggest that there are specific needs or experiences arising within this category.
Marital Status	We don't have any evidence to suggest that there are specific needs or experiences arising within this category.
Dependent Status	Employees may need to leave employment due to caring responsibilities, and once in a position to return to employment may have to consider applications for Fix term contracts in order to regain employment.
Disability	Individuals with sensory disabilities will have specific requirements with regards to communication of the policy. Also, those with learning disabilities may require additional support in order to get an understanding of how the policy works and the processes involved.
Ethnicity	There may be issues relating to accessible information for people whose first language is not English.
Sexual Orientation	We don't have any evidence to suggest that there are specific needs or experiences arising within this category.

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 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>Should an employee be absent from work due to ill health adjustments will be put in place to assist employees remaining in work and also to facilitate any meetings/discussions regarding the ending of their contract of employment.</p> <p>The policy is intended to balance the rights of all.</p> <p>Gender: Consideration is given to exceptional circumstances including maternity or staff who wish to take or wish to take family leave, such as Shared Parental Leave. Promotion of permanent employment opportunities will assist in the impact to employees who may be absent from work due to family leave.</p> <p>Age: Wider promotion of permanent employment opportunities will assist in the impact to employees on fixed term contracts</p>	<p>N/A</p>

<p>Dependent: consideration is given to exceptional circumstances for maternity. However promotion of permanent employment opportunities will assist in the impact to employees returning form longer term career break due to caring responsibilities</p>	
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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)

Group	Impact	Suggestions
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>
	BSO plan to liaise and explore policy development with the Tapestry, Disability Staff Network to help encourage disabled people to participate in public life

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
Quarterly report to BSO Board on Fixed term workers categorised by section 75 groups	Quarterly report to BSO Board on Fixed term workers categorised by section 75 groups	Quarterly report to BSO Board on Fixed term workers categorised by section 75 groups

Approved Lead Officer: Peter Lavery
Position: Senior HR Manager
Date: _____
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