

# 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

## (1) INFORMATION ABOUT THE POLICY OR DECISION

### 1.1 Title of policy or decision

Environmental Management 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)**

The BSO recognises that concern for the environment is an integral and fundamental part of business. BSO is aware of the impact of our day to day operations on the environment.

Our objective is to balance the need to achieve business aims with an effort towards sustainable environmental improvement which can be measured and monitored on a regular basis.

Our principles are to set clear objectives and targets with the aim of ensuring continual improvement of the company's environmental performance and management system.

- Conduct all operations to ensure compliance in line with relevant environmental legislation and other regulations that BSO conform to.
- Show a continual commitment to the prevention of pollution through the use of operational controls, training and risk assessments.
- Make efficient use of resources – reuse rather than dispose of where possible and promote the use of recycled materials.
- Improve waste management and reduce waste to landfill where possible.
- Continually aim to minimise energy consumption through effective energy management.
- Reduce wherever practical the level of uncontrolled atmospheric emissions.
- Manage and control effluent discharges arising from all operations.

Everyone in BSO shall be committed to the fulfilment of this policy in order to achieve the objectives of this policy.

The BSO aims to ensure that its core business activities are aligned with its commitment to reducing the environmental impact.

To facilitate the achievement of this overall objective, the BSO will fully comply with all environmental regulations as a minimum level of performance in adopting and implementing principles of environmental protection and sustainability. BSO will foster environmental awareness within all staff and encourage the education and training of staff in environmental issues and the effects of activities. BSO will monitor progress and review environmental performances on an annual basis by application of the Environmental Management controls assurance standard (or equivalent return to the Department of Health) and strive to improve our performance against this standard.

### **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**

HSC Service Users  
Business Service Organisation Staff  
BSO Board Members  
Arm's Length Bodies  
Contractors

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

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

Health & Safety Policy  
Fire Safety Policy  
Incident Reporting Policy

All owned by BSO Corporate Services

## (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.**

BSO Workforce Data (HRPTS) from June 2020 was used to inform this screening and obtained from BSO Human Resources.

**The Gender Identity Research and Education Society (GIRES):**

Northern Ireland Life and Times Survey -

[https://www.ark.ac.uk/nilt/2019/Political\\_Attitudes/POLPART2.html](https://www.ark.ac.uk/nilt/2019/Political_Attitudes/POLPART2.html)

**Carers Uk State of caring Report 2019:**

[http://www.carersuk.org/images/Newscampaigns/CUK\\_State\\_of\\_Caring\\_2019\\_Report.pdf](http://www.carersuk.org/images/Newscampaigns/CUK_State_of_Caring_2019_Report.pdf)

<https://www.nisra.gov.uk/statistics/uk-national-wellbeing-measures-northern-ireland-data/h>

### 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?	
Gender	Staff Profile	
	Male	44.45%
	Female	55.55%
	TRANSGENDER	

	<p><b>The Gender Identity Research and Education Society (GIRES):</b></p> <p>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):</p> <ul style="list-style-type: none"> <li>• gender variant to some degree 1%</li> <li>• have sought some medical care 0.025%</li> <li>• having already undergone transition 0.015%</li> </ul>																				
Age	<p><b>Staff Profile</b></p> <table> <tr><td>16-24</td><td>3.51%</td></tr> <tr><td>25-29</td><td>8.27%</td></tr> <tr><td>30-34</td><td>12.82%</td></tr> <tr><td>35-39</td><td>13.30%</td></tr> <tr><td>40-44</td><td>14.89%</td></tr> <tr><td>45-49</td><td>13.58%</td></tr> <tr><td>50-54</td><td>14.47%</td></tr> <tr><td>55-59</td><td>13.09%</td></tr> <tr><td>60-64</td><td>4.89%</td></tr> <tr><td>&gt;=65</td><td>1.17%</td></tr> </table>	16-24	3.51%	25-29	8.27%	30-34	12.82%	35-39	13.30%	40-44	14.89%	45-49	13.58%	50-54	14.47%	55-59	13.09%	60-64	4.89%	>=65	1.17%
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>=65	1.17%																				

Religion	<p><b>Staff Profile</b></p> <table> <tr><td>Perceived Protestant</td><td>2.34%</td></tr> <tr><td>Protestant</td><td>30.46%</td></tr> <tr><td>Perceived Roman Catholic</td><td>2.76%</td></tr> <tr><td>Roman Catholic</td><td>42.59%</td></tr> </table>	Perceived Protestant	2.34%	Protestant	30.46%	Perceived Roman Catholic	2.76%	Roman Catholic	42.59%
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Roman Catholic	42.59%								

	Neither	5.72%
	Perceived Neither	0.00%
	Not assigned	16.13%
Political Opinion	<b>Staff Profile</b>	
	Broadly Nationalist	2.89%
	Other	3.79%
	Broadly Unionist	3.65%
	Not assigned	84.91%
	Do not wish to answer	4.76%
	Population profile	
	DUP/Democratic Unionist Party	14
	Sinn Fein	9
	Ulster Unionist Party (UUP)	9
	Social Democratic and Labour Party (SDLP)	10
	Alliance Party	15
	Other party	6
	None of these	15
	Other answer	8
	Don't know	15
	(from Northern Ireland Life and Times Survey 2019)	
Marital Status	<b>Staff Profile</b>	
	Divorced	2.69%
	Mar/CP	45.62%
	Other	0.76%
	Seprart	0.83%
	Single	17.30%

	<table> <tr> <td>Unknwn</td><td>31.70%</td></tr> <tr> <td>Widw/R</td><td>0.90%</td></tr> <tr> <td>Not assigned</td><td>0.21%</td></tr> </table>	Unknwn	31.70%	Widw/R	0.90%	Not assigned	0.21%				
Unknwn	31.70%										
Widw/R	0.90%										
Not assigned	0.21%										
Dependent Status	<b>Staff Profile</b> <table> <tr> <td>Yes</td><td>10.54%</td></tr> <tr> <td>Not assigned</td><td>82.43%</td></tr> <tr> <td>No</td><td>7.03%</td></tr> </table> <p>Carers UK has suggested there could now be as many as 8.8 million adult carers in the UK<sup>1</sup>, compared to 6.3 million adult carers recorded in the 2011 Census.</p>	Yes	10.54%	Not assigned	82.43%	No	7.03%				
Yes	10.54%										
Not assigned	82.43%										
No	7.03%										
Disability	<b>Staff Profile</b> <table> <tr> <td>No</td><td>52.10%</td></tr> <tr> <td>Not assigned</td><td>46.45%</td></tr> <tr> <td>Yes</td><td>1.45%</td></tr> </table> <p>The Labour Force Survey stated that: 21.7% of respondents aged 16-64 in Northern Ireland (Apr-Jun 2017) reported a long-term illness and a disability.</p>	No	52.10%	Not assigned	46.45%	Yes	1.45%				
No	52.10%										
Not assigned	46.45%										
Yes	1.45%										
Ethnicity	<b>Staff Profile</b> <table> <tr> <td>Not assigned</td><td>72.71%</td></tr> <tr> <td>White</td><td>27.08%</td></tr> <tr> <td>Other</td><td>0.14%</td></tr> <tr> <td>Black African</td><td>0.00%</td></tr> <tr> <td>Indian</td><td>0.07%</td></tr> </table>	Not assigned	72.71%	White	27.08%	Other	0.14%	Black African	0.00%	Indian	0.07%
Not assigned	72.71%										
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Black African	0.00%										
Indian	0.07%										

	Chinese	0.00%	
Sexual Orientation	<b>Staff Profile</b>		
	Do not wish to answer	1.65%	
	Not assigned	83.32%	
	Opposite sex	13.99%	
	same sex	96.00%	
	Both sexes	0.07%	

## 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>Needs and Experiences</b>
Gender	There is no evidence of a differential impact on the grounds of gender.
Age	There is no evidence of a differential impact on the grounds of age.
Religion	There is no evidence of a differential impact on the grounds of religion.
Political Opinion	There is no evidence of a differential impact on the grounds of political opinion.
Marital Status	There is no evidence of a differential impact on the grounds of marital status.
Dependent Status	There is no evidence of a differential impact on the grounds of dependent status.
Disability	'Issues relating to accessible information for people with disabilities are considered in our Accessible Formats Policy'
Ethnicity	'Issues relating to accessible information for people whose first language is not English are considered in our Accessible Formats Policy'
Sexual Orientation	There is no evidence of a differential impact on the grounds of sexual orientation.

## 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>
N/A	Contractors will be informed of the policy and associated procedures.

## 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)

<b>Group</b>	<b>Impact</b>	<b>Suggestions</b>
Religion	Nil	
Political Opinion	Nil	
Ethnicity	Nil	

**(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

This Policy is administrative. It is driven primarily by legislation and staff safety.

A range of actions to be delivered as part of the overarching BSO Business Plan will be Equality Screened and where appropriate, Equality Impact Assessed.

#### **(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**

<b>ARTICLE</b>	<b>Yes/No</b>
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 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	No
1 <sup>st</sup> 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)?**

<b>Equality &amp; Good Relations</b>	<b>Disability Duties</b>	<b>Human Rights</b>
Issues raised by all colleagues will be monitored	Issues raised by all colleagues will be monitored	Issues raised by all colleagues will be monitored

Approved Lead Officer: Bill Harvey

Position: Senior Corporate Services Manager

Date: 29/09/2020

Policy/Decision Screened by: Bill Harvey

**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