

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

Management of Change Framework

1.2 Description of policy or decision

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

The document provides guidance to managers and employees in relation to Organisational Change in order to have a consistent process to support staff and the organisation through organisational change programme.

Management of Change (MoC) key aims are:

- Clarify roles and responsibilities in the management of organisational change, emphasising the need for partnership working to effectively manage change.
- Highlight the importance of good communication and engagement of staff during periods of change.
- Emphasise that change should move at a pace which allows ongoing communication, consultation and decision-making on the implementation of changes.
- Deal with organisational change in a fair, consistent, open and sensitive matter by actively engaging and communicating with staff before, during and after any significant organisational change.

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

Through time of Organisational Change the MoC Framework will provide employees and management with clear guidelines and tools to help cope with change.

Promoting a working environment which is safe, harmonious, positive and characterised by fair treatment, strong teamwork, open communication, personal accountability and development opportunities.

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

other)

Disability Discrimination Act 1995

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

Those primarily affected by the policy are:

- Current BSO employees – both those proposing organisational change and those affected by organisational change.

External

- Trade union representatives.
- BSO Agency Staff
- Statutory Enforcement bodies such as the Equality Commission for NI, Commission for Racial Equality, Fair Employment and Industrial Tribunal
- External organisations assisting with moves etc

NB: The above list is not exhaustive

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

- **what are they? (This list is not exhaustive)**

Grievance Policy

Capability Procedure

Equality, Diversity and Inclusion Policy

Equality Scheme

Code of Conduct for Staff

TUPE Regulations

Department circulars

Partial Retirement Policy

Retirement Policies

Legislative changes

Work life Balance

- **who owns them?**

BSO, HSC, DoH, NI Assembly

(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.

- Organisation wide staff equality data
- Census data (2011)
- Data from the past 5 years of an Organisational Change to affect BSO
- Engagement with representatives of all Section 75 Groups, this was conducted via Joint Negotiating forums (JNF) and other meetings with representation of the section 75 groups.
- Research Reports
<https://www.cipd.co.uk/knowledge/strategy/change/management-factsheet>
- Northern Ireland Life and Times, 2018
- Northern Ireland Pooled Household Survey (NIPHS) tables, published 2017.
- Office For National Statistics (ONS) 2019. Employment and Labour Market statistics. Available at
<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/articles/thecommutinggapwomenaremorelikelythanmentoleavetheirjoboveralongcommute/2019-09-04>

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	Male	43.94%	
	Female	55.99%	
	Unknwn	0.07%	
Age	0-15	0.07%	
	16-24	3.54%	
	25-29	8.31%	
	30-34	12.74%	
	35-39	13.56%	
	40-44	14.71%	
	45-49	13.69%	
	50-54	14.71%	
	55-59	12.40%	
	60-64	4.94%	
	>=65	1.29%	
Community Background	Perceived Protestant	2.32%	
	Protestant	25.48%	
	Perceived Roman Catholic	2.38%	
	Roman Catholic	34.33%	
	Neither	1.98%	
	Perceived Neither	0.07%	
	Not assigned	34.33%	
Given the high level of missing staff data, the following figures from the last census have been used also: <ul style="list-style-type: none">45.14% of the population were either Catholic or brought up as Catholic.48.36% stated that they were Protestant or brought up as Protestant.0.92% of the population belonged to or had been brought up in other religions and Philosophies.			

	5.59% neither belonged to, nor had been brought up in a religion. (Census 2011)	
Political Opinion	Broadly Nationalist	3.27%
	Other	3.95%
	Broadly Unionist	3.68%
	Not assigned	84.13%
	Do not wish to answer	4.97%
	<p>Population level data suggest that:</p> <p>26% see themselves as Unionist; 21% see themselves as Nationalist; 50% see themselves as Neither 50%; 1% see themselves as Other; and 2% Don't know. (Northern Ireland Life and Times, 2018)</p>	
Marital Status	Divorced	2.45%
	Mar/CP	45.84%
	Other	0.82%
	Seprart	0.95%
	Single	17.37%
	Unknwn	31.54%
	Widw/R	0.82%
	Not assigned	0.20%
Dependent Status	Yes	10.90%
	Not assigned	81.61%
	No	7.49%
	<p>Although only 7.5% of BSO staff indicated they had dependents, in reality this figure is likely to be much higher.</p> <p>Carers NI suggests that 1 in 8 people in NI are providing unpaid care. Similarly, Census data show that 11.81% 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.</p> <p>Census data also shows that 3.11% provided 50 hours care or more.</p>	

	<p>Almost 2 in 5 households (40.29%) contained a least one person with a long – term health problem or a disability.</p> <p>In the last Census, 33.86% of households contained dependent children.</p>	
Disability	No	53.81%
	Not assigned	44.75%
	Yes	1.43%
	<p>The NI Health Survey found that 43% of the NI population had a longstanding illness, with 32% describing this as limiting and 11% non-limiting illness. Also, the prevalence of disability increases with age. Limiting longstanding illness increases from 17% among young adults aged 25 -34 years to 56% among those who are 75 plus years.</p>	
Ethnicity	Not assigned	71.59%
	White	28.13%
	Other	0.21%
	Black African	0.00%
	Indian	0.07%
	Chinese	0.00%
	<p>Data from the pooled household surveys in NI show that approximately 2% of the population belong to a minority ethnic group.</p>	
Sexual Orientation	Do not wish to answer	1.63%
	Not assigned	82.56%
	Opposite sex	14.78%
	same sex	0.95%
	Both sexes	0.07%
	<p>Although there are no reliable estimates for the numbers of LGB individuals in NI, it is estimated that around 1 in 10 of the population are LGB.</p>	

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 suggests that women are less likely to want to travel longer distances from home (particularly if they have caring or childcare responsibilities) than men. As a result, redeployment involving longer travel distances may impact more on females than men. This is important, given that more than 55% of the workforce is female. (ONS (2019) The commuting gap: women are more likely than men to leave their job over a long commute. Available at https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/articles/thecommutinggapwomenaremorelikelythanmentoleavetheirjoboveralongcommute/2019-09-04
Age	A change in location and/or duties may have an impact on older employees as they may find a new team or new system change harder to deal with
Religion	There is no data to suggest that there are specific needs or experiences arising within this category.
Political Opinion	Employees from one particular religious/ political community may find it more difficult being redeployed to another location perceived to belonging to the 'opposite' religious/ political community.
Marital Status	Employees of different marital status who have children (e.g. single parents) and who have a significant change in location due to organisational change, may have an effect on family life and child care arrangements.
Dependent Status	Employees with dependants may be affected due to a significant change in location due to organisational change, which may have an effect on caring arrangements. Flexible working arrangements should be honoured to assist with caring arrangements.
Disability	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. A significant change in location and/or duties due to organisational change may have a disproportional impact on those with Autism or a mental health condition, who may find this more difficult than other population groups. Any new office location will need to take accessibility needs for people

	who have certain disabilities into account (e.g. public transport availability etc.).
Ethnicity	There is no data to suggest that there are specific needs or experiences arising within this category.
Sexual Orientation	It may be possible that given the stigma associated with LGB, individuals who may have been comfortable to disclose their sexuality to their current team, may now have to do so again in their new place of work, and this may cause undue stress.

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>Age: Formal and informal training provided on all new systems and pieces of work.</p> <p>Disability: In line with BSO's Accessible Formats Policy, BSO will provide alternative formats on request to meet the needs of people with a disability who may need information in an accessible format.</p> <p>Signposting to support mechanisms such as Inspire, Occupational Health or other forms of support.</p> <p>Religion/ Political Opinion: Ensure Confidentiality is adhered to at all times. Ensure that all individuals are aware of Bullying and Harassment</p>	<p>The Business Services Organisation (BSO) is committed to providing equality of opportunity, and strives to promote a good and harmonious working environment where every employee is treated with respect and dignity and in which no one is disadvantaged based on their age, disability, marital or civil partnership status, political opinion, race, religious belief, sex (including gender reassignment), sexual orientation, with dependants or without dependants</p>

<p>policies</p> <p>Marital Status: in management of change circumstances resulting in location change attempt to accommodate as close to original location as possible</p> <p>Dependent Status: in management of change circumstances resulting in location change attempt to accommodate as close to original location as possible</p> <p>Sexual orientation: Current mandatory training (“Making a Difference”) includes a section on Sexual Orientation awareness training.</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)

<i>Group</i>	<i>Impact</i>	<i>Suggestions</i>
Religion		Ensure that this framework is shared and promoted throughout the organisation to ensure every section 75 group are made aware of the Management of Change Framework and ensure fair and consistent approach to all.
Political opinion	As above	As above

Ethnicity	As above	As above
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(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.

Issues for any of the Section 75 groups highlighted in this screening have been mitigated against. Implementation of this Framework will give support and offer an avenue for those employees to explore should they be subject to Organisational Change.

The BSO will monitor its implementation.

(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>
All policies are developed fairly to encourage disabled people to participate in public life.	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>
None	

(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

** 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
This will be Monitored via Organisational change Initiatives, closure of services, etc. and consideration given to those employees from any of the Section 75 groups	Bi-Annual monitoring of Organisation change.	Bi-Annual monitoring of Organisation change.

Approved Lead Officer: Peter Lavery

Position: Senior HR Manager

Date: 21 August 2020

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:

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