



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

Adverse Weather Protocol

1.2 Description of policy or decision

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

BSO recognises the vital contribution that staff play in delivering the organisation’s objectives and would want to consider initiatives that support staff unable to travel to work because of adverse weather conditions. It also describes the process where managers can consider the early release of staff, or respond to staff requests to leave work early, due to adverse weather conditions.

It is acknowledged that individual circumstances will vary greatly and therefore it is unlikely that this policy/protocol will cover all eventualities. Therefore, management will have the authority to make reasonable decisions when there are exceptional circumstances.

It is recognised that during periods of inclement weather in the past, employees have gone to extraordinary measures, often above and beyond the call of duty, to ensure that patient and client care is not compromised.

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

This Protocol will apply to all current staff and it is intended that the Protocol will be implemented with immediate effect as we enter into the winter period.

It is anticipated that the application of the Adverse Weather Protocol will have the potential to be applied more often during the winter months.

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

Each case should be considered on its own merits whilst ensuring a locally fair and consistent approach, ensuring business continuity where the health & safety of staff is not compromised.

Where travel to an alternative facility is not possible due to the weather conditions, or if working from another site is not feasible given the nature of the work that the staff member carries out, then leave should be recorded as below:

Employees who do not have access to the flexi scheme and TOIL, who are prevented from reaching their normal place of work or alternative facility due to adverse weather, may be granted a day's leave without loss of pay, which should be worked back in full within a period of 4 weeks.

Annual leave / Flexi / TOIL
Unpaid Leave

In exceptional cases, managers can consider the early release of staff, or respond to staff requests to leave work early, due to adverse weather conditions if for example, the staff member is concerned that their route home could become difficult to travel on or if public transport services which they normally avail of have indicated that they will cease at a certain time.

If an employee has genuine travel difficulties and there is no impact on service continuity, then they may be allowed to leave earlier. Employees will be expected to make up this time by using annual leave/flexi time/TOIL.

In very exceptional circumstances where services are affected by severe adverse weather and employees are sent home by the organisation due to safety advice, staff will not suffer a financial detriment, or a loss in their leave allowance.

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

Current BSO employees

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

- **what are they?**

BSO Leave Policy

- **who owns them?**

BSO HR

(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.

Staff monitoring data

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	Male: 56.23% Female: 43.77%		
Age	16-24	2.73%	
	25-29	8.19%	
	30-34	13.10%	
	35-39	13.80%	
	40-44	14.92%	
	45-49	15.48%	
	50-54	13.80%	
	55-59	11.55%	
	60-64	5.39%	
	>=65	1.05%	
Religion	Neither	1.47%	
	Not assigned	33.26%	
	Perceived Neither	0.07%	

	Perceived Protestant	2.17%	
	Perceived Roman Cath	2.87%	
	Protestant	25.84%	
	Roman Catholic	34.31%	
Political Opinion	Broadly Nationalist	1.89%	
	Broadly Unionist	2.10%	
	Do not wish to answer	2.80%	
	Not assigned	91.32%	
	Other	1.89%	
Marital Status	Divorce	2.45%	
	Mar/CP	47.90%	
	Not assigned	0.14%	
	Other	0.77%	
	Separated	0.98%	
	Single	19.12%	
	Unknown	27.73%	
	Widow/R	0.91%	
Dependent Status	No	3.78%	
	Not Assigned	89.08%	
	Yes	7.14%	
Disability	No	52.38%	
	Not assigned	46.71%	
	Yes	0.91%	
Ethnicity	Not assigned	78.70%	
	White	21.43%	
	Other	0.00%	
	Black African	0.00%	
	Indian	0.07%	
	Chinese	0.00%	
Sexual Orientation	Both sexes	0.07%	
	I do not wish to answer	0.70%	
	Not assigned	90.34%	

	Opposite sex	8.26%
	Same sex	0.63%

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 the needs and experiences of service users differ on the basis of gender
Age	There is no data to suggest that the needs and experiences of service users differ on the basis of age
Religion	There is no data to suggest that the needs and experiences of service users differ on the basis of religion
Political Opinion	There is no data to suggest that the needs and experiences of service users differ on the basis of political opinion
Marital Status	There is no data to suggest that the needs and experiences of service users differ on the basis of marital status
Dependent Status	There is no data to suggest that the needs and experiences of service users differ on the basis of dependent status
Disability	Issues relating to accessible information for people with disabilities are considered where applicable. Issues relating to those who suffer from a Physical Disability and access to their own / public transport.
Ethnicity	Issues relating to accessible information for people whose first language is not English are considered where applicable
Sexual Orientation	There is no data to suggest that the needs and experiences of service users differ on the basis 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	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)

Group	Impact	Suggestions
Religion		
Political Opinion		
Ethnicity		alternative formats for those with a disability or whose first

		language is not English if applicable
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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	
No further impact	N

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

Please tick:

Yes	
No	N

Please give reasons for your decisions.

This policy is technical in nature and has no impact on equality of opportunity and/or good relations for people within the equality and good relations categories.

(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	

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	

(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.

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
This will be Monitored via employee uptake, reports can potentially be produced were Annual Leave and flexi is availed of however these reports will cover “normal” Annual Leave and Flexi.	N/A	N/A

Approved Lead Officer: Peter Lavery

Position: Senior Human Resources Manager

Date: 11/11/19

Policy/Decision Screened by: Peter Lavery

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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