

Equality and Human Rights Screening

Travel and Subsistence Policy

The Children's Court Guardian Agency for NI is required to address the 4 questions below in relation to all its policies. This template sets out a proforma to document consideration of each question.

1. 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)
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
3. 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)
4. 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 and Human Rights Information Bank on the Equality Unit Portal: [BSO Equality Unit - Home](#)

1. INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

Travel and Subsistence 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 the key constraints (for example financial, legislation or other)?**

The Children's Court Guardian Agency (CCGANI) has developed a Travel and Subsistence Policy to help ensure the most efficient, effective and economical use of its travel budget. CCGANI aims to be cost-effective in its use of public sector monies.

The Policy is underpinned by three important public sector service principles:

- **Accountability:** The Agency must be capable of standing the test of scrutiny and propriety.
- **Probity:** The Agency must demonstrate honesty through its Travel and Accommodation procedures. Staff must show accuracy and compliance when claiming reimbursement for travel, or related travel expenses.
- **Openness:** There must be transparency in all the Agency's activities in relation to this policy.

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

- All Children's Court Guardian Agency staff (permanent, fixed-term, part-time, self-employed CCGs, recruitment agency staff.

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

- **What are they?**
- **Who owns them?**
 - Agenda for Change Handbook
 - HRPTS Procedures
 - Terms and Conditions
 - <https://www.gov.uk/government/publications/490-employee-travel-a-tax-and-nics-guide>

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, services users, staff side or other stakeholders.**

- CCGANI Workforce Data – December 2025
- NI Census 2021
- HSC Guidance and DoH Finance Circular HSC(F) 24-2024

- HSC (AfC) (5) 2024

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.

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	Children's Court Guardian Agency staff data December 2025: <table border="1"> <tr> <td>Male</td><td>14.47%</td></tr> <tr> <td>Female</td><td>85.53%</td></tr> </table> Population Profile The population of Northern Ireland based on NISRA Census Data as at 2021 was 1,903,175 Male 936,131 (49.2%) Female 967,044 (50.8%) No questions relating to gender identity were asked in the NI Census.	Male	14.47%	Female	85.53%								
Male	14.47%												
Female	85.53%												
Age	Children's Court Guardian Agency staff data December 2025: <table border="1"> <tr> <td>16-24</td><td>0.00%</td></tr> <tr> <td>25-29</td><td>1.32%</td></tr> <tr> <td>30-34</td><td>2.63%</td></tr> <tr> <td>35-39</td><td>7.89%</td></tr> <tr> <td>40-44</td><td>21.05%</td></tr> <tr> <td>45-49</td><td>10.53%</td></tr> </table>	16-24	0.00%	25-29	1.32%	30-34	2.63%	35-39	7.89%	40-44	21.05%	45-49	10.53%
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	50-54	19.74%	Population Profile The population demographic by age within Northern Ireland (NISRA 2021) <table><tr><td>0-4</td><td>113,820</td><td>6%</td></tr><tr><td>5-9</td><td>124,475</td><td>7%</td></tr><tr><td>10-14</td><td>136,918</td><td>7%</td></tr><tr><td>15-19</td><td>113,203</td><td>5.95%</td></tr><tr><td>20-24</td><td>111,386</td><td>5.85%</td></tr><tr><td>25-29</td><td>116,409</td><td>6.12%</td></tr><tr><td>30-34</td><td>126,050</td><td>6.62%</td></tr><tr><td>35-39</td><td>127.313</td><td>6.69%</td></tr><tr><td>40-44</td><td>122,163</td><td>6.42%</td></tr><tr><td>45-49</td><td>121,670</td><td>6.39%</td></tr><tr><td>50-54</td><td>130,967</td><td>6.88%</td></tr><tr><td>55-59</td><td>129,276</td><td>6.79%</td></tr><tr><td>60-64</td><td>113,049</td><td>5.94%</td></tr><tr><td>65-69</td><td>93,464</td><td>4.91%</td></tr><tr><td>70-74</td><td>83,467</td><td>4.39%</td></tr><tr><td>75-79</td><td>66,377</td><td>3.49%</td></tr><tr><td>80-84</td><td>43,776</td><td>2.30%</td></tr><tr><td>85-89</td><td>25,879</td><td>1.36</td></tr><tr><td>90 and over</td><td>13,512</td><td>0.71</td></tr></table>	0-4	113,820	6%	5-9	124,475	7%	10-14	136,918	7%	15-19	113,203	5.95%	20-24	111,386	5.85%	25-29	116,409	6.12%	30-34	126,050	6.62%	35-39	127.313	6.69%	40-44	122,163	6.42%	45-49	121,670	6.39%	50-54	130,967	6.88%	55-59	129,276	6.79%	60-64	113,049	5.94%	65-69	93,464	4.91%	70-74	83,467	4.39%	75-79	66,377	3.49%	80-84	43,776	2.30%	85-89	25,879	1.36	90 and over	13,512	0.71
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	Roman Catholic	39.47%		
	Neither	0.00%		
	Perceived Neither	0.00%		
	Not assigned	27.63%		
	Population Profile from Census 2021:			
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				
Political Opinion	Children’s Court Guardian Agency staff data December 2025:			
	Broadly Nationalist	7.89%		
	Other	3.95%		
	Broadly Unionist	6.58%		
	Not assigned	67.11%		
	Do not wish to answer	14.47%		
	Population Profile (Census 2021)			
	Total NI Residents: 1,903,178			
	British only	606,263	31.86%	
	Irish only	554,415	29.13%	
	Northern Irish only	376,444	19.78%	
	British and Irish only	11,768	0.62%	
	British and Northern Irish only	151,327	7.95%	
	Irish and Northern Irish only	33,581	1.76%	
	British, Irish and Northern Irish only	28,050	1.47%	
Other	141,327	7.43%		

Marital Status	Children’s Court Guardian Agency staff data December 2025:			
	Divorced		2.63%	
	Married/Civil Partnership		42.11%	
	Other		3.95%	
	Separated		0.00%	
	Single		10.53%	
	Unknown		40.79%	
	Widow/er		0.00%	
	Not Assigned		0.00%	
	Population Profile (Census 2021)			
Total NI Residents (over the age of 16: 1,514,743				
	Single (never married)		576,708	38.07%
	Married		690,509	45.59%
	In a civil partnership		2,472	0.18%
	Separated (bt still legally married or still legally in a civil partnership)		57,272	3.78%
	Divorced or formerly I a civil partnership which is now legally dissolved		91,128	6.02%
	Widowed or surviving partner from a civil partnership		96,384	6.36%
Dependent Status	Children’s Court Guardian Agency staff data December 2025:			
	Yes		21.05%	
	Not assigned		67.11%	
	No		11.84%	

	Population Profile (Census 2021)		
	Total Households with dependent children 768,809		
	No children in household	423,956	55.14%
	No dependent children in household/All children in household non-dependent	120,314	15.65%
	One dependent child aged 0-4	27,233	3.54%
	One dependent child aged 5-11	21,123	2.75%
	One dependent child aged 12-18	39,203	5.10%
	Two dependent children, youngest aged 0-4	32,598	4.24%
	Two dependent children, youngest aged 5-11	36,534	4.75%
	Two dependent children, youngest aged 12-18	18,532	2.41%
	Three or more dependent children, youngest aged 0-4	24,120	3.14%
	Three or more dependent children, youngest aged 5-11	21,677	3.14
	Three or more dependent children, youngest aged 12-18	3,519	0.46
Disability	Children’s Court Guardian Agency staff data December 2025		
	No	59.21%	
	Not assigned	39.47%	
	Yes	1.32%	
NI Population Profile 2021 Census			

	Total NI Household 768,810		
	No residents have a limiting long-term health problem or disability	423,945	55.14%
	1 resident has a limiting long-term health problem or disability	258,537	33.63%
	2 or more residents have a limiting long-term health problem or disability	86,328	11.23%
Ethnicity	Children's Court Guardian Agency staff data December 2025		
	Not assigned	64.47%	
	White	35.53%	
	Other	0.00%	
	Black African	0.00%	
	Indian	0.00%	
	Chinese	0.00%	
	Population Profiles (Census 2021)		
	Total NI Residents: 1,903,178		
	White	1,837,575	96.55%
	Irish Traveller	2,609	0.14%
	Roma	1,529	0.08%
	Indian	9,881	0.52%
	Chinese	9,495	0.50%
	Filipino	4,451	0.23%
	Pakistani	1,596	0.08%
	Arab	1,817	0.10%
	Other Asian	5,244	0.28%
	Black African	8,069	0.42%
	Black Other	2,963	0.16%
	Mixed	14,382	0.76%
	Other ethnicities	3,568	0.19%
Sexual	Children's Court Guardian Agency staff data December 2025:		

Orientation		
	Do not wish to answer	1.32%
	Not assigned	67.11%
	Opposite sex	30.26%
	Both Sexes	0.00%
	Same sex	1.32%
	Population Profile (Census 2021):	
	Total NI Residents: 1,514,743	
	Straight or heterosexual	1,363,859 90.04%
	Gay or Lesbian	17,713 1.17%
	Bisexual	11,306 0.75%
	Other sexual orientation	2,597 0.17%
	Prefer not to say	69,307 4.58%
	Not stated	49,961 3.30%

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.

Category	Needs and Experiences
Gender	There are no identified different needs or experiences on the basis of gender.
Age	There are no identified different needs or experiences on the basis of age.
Religion	There are no identified different needs or experiences on the basis of religion.

Category	Needs and Experiences
Political Opinion	There are no identified different needs or experiences on the basis of political opinion.
Marital Status	There are no identified different needs or experiences on the basis of marital status.
Dependent Status	There are no identified different needs or experiences on the basis of dependent status.
Disability	The most competitive rates of travel may not meet the needs of staff with a disability. Some people with a disability may need to be accompanied by a carer/support person and therefore require payments for travel/accommodation for the carer/support person. Consideration will be given to how people with a disability can be supported in their travel arrangements. Consideration will be given to the provision of this policy in alternative formats if required.
Ethnicity	Consideration will be given to translated copies of the policy if required.
Sexual Orientation	There are no identified different needs or experiences 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 policy or decision in order to promote equality of opportunity?

In developing the policy or decision what did you do or change to	What do you intend to do in future to address the quality
--	--

address the equality issues you identified?	issues you identified?
Disability: Those with a disability will be supported in their travel arrangements to enable them to undertake their role within the organisation. The Agency will consider any requests for reasonable adjustments from disabled members of staff who may be travelling for Agency business.	We will ensure our services are accessible by all

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	None	
Political Opinion	None	
Ethnicity	None	

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:

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?	
How does the policy or decision currently encourage disabled people to participate in public life?	What else could you do to encourage disabled people to participate in public life?
None identified	

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?	
How does the policy or decision currently promote positive attitudes towards disabled people?	What else could you do to promote attitudes towards disabled people?
None identified	

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 and forced or compulsory labour.	No
Article 5: Right to liberty and security of person.	No
Article 6: Right to a fair and public trial within a reasonable time.	No
Article 7: Right to freedom from retrospective criminal law and no punishment without law.	No
Article 8: Right to respect for private and family life, home and correspondence.	No
Article 9: Right to freedom of thought, conscience and religion.	No
Article 10: Right to freedom of expression.	No
Article 11: Right to freedom of assembly and association.	No
Article 12: Right to marry and 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 and 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
N/A			

*It is important to speak to your line management 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.
None identified

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 or good relations, disability duties and human rights)?

Equality & Good Relations	Disability Duties	Human Rights
We will monitor relevant data on an ongoing basis		

Approved Lead Officer: Jennifer Ferguson

Position: Head of Corporate Services

Date: 15 June 2026

Policy/Decisions Screened by: Sinéad Casey

Any request for this document in another format or language will be considered.