

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.

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

Business Services Organisation (BSO) Equality, Diversity and Inclusion Governance Framework

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 Framework seeks to

- To provide assurance to the Board and Executive Leadership Team that the organisation is compliant with its statutory requirements as a public body;
- To ensure equality, diversity and inclusion is being properly considered in all organisational decision making;
- To ensure robust and routine reporting of all equality, diversity and inclusion activity supported by a clear evidence base

The Framework establishes clear lines of accountability with specified roles for BSO Board, the Business Development Committee, Executive Leadership Team, Directors, the BSO Equality, Diversity and Inclusion Forum, Human Resources, and the BSO Equality Unit.

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

BSO staff

BSO board members

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

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

BSO Equality Scheme

(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 staff equality data (Sept 2023)

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	BSO staff	
	Male	46.00%
	Female	54.00%
Age	BSO staff	
	Age Group	%
	16-24	4.20%
	25-29	10.86%
	30-34	12.44%
	35-39	14.81%
	40-44	12.93%
	45-49	13.18%
	50-54	13.72%
	55-59	10.96%
	60-64	5.08%
	>=65	1.83%
Religion	BSO staff data	
	Perceived Protestant	1.58%
	Protestant	19.94%

	Perceived Roman Catholic	1.53%
	Roman Catholic	26.41%
	Neither	4.10%
	Perceived Neither	0.05%
	Not assigned	46.40%
Political Opinion	BSO staff data	
	Broadly Nationalist	3.60%
	Other	4.29%
	Broadly Unionist	3.75%
	Not assigned	82.13%
	Do not wish to answer	6.22%
Marital Status	BSO staff data	
	Divorced	1.53%
	Mar/CP	32.58%
	Other	1.04%
	Seperat	0.54%
	Single	11.70%
	Unknwn	51.83%
	Widw/R	0.59%
	Not assigned	0.20%
Dependent Status	BSO staff data	
	Yes	11.90%
	Not assigned	81.34%
	No	6.76%
Disability	BSO staff data	
	No	34.75%
	Not assigned	63.33%
	Yes	1.92%
Ethnicity	BSO staff data	
	Not assigned	76.26%
	White	23.35%
	Other	0.10%
	Black African	0.00%
	Indian	0.10%
	Chinese	0.05%
Sexual Orientation	BSO staff data	
	Do not wish to answer	1.63%
	Not assigned	82.03%
	Opposite sex	15.30%
	Both sexes	0.25%
	same sex	0.79%

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 are no indications that staff are likely to have particular needs in relation to this policy based on their gender or gender identity.
Age	There are no indications that staff are likely to have particular needs in relation to this policy based on their age.
Religion	There are no indications that staff are likely to have particular needs in relation to this policy based on their religion.
Political Opinion	There are no indications that staff are likely to have particular needs in relation to this policy based on their political opinion.
Marital Status	There are no indications that staff are likely to have particular needs in relation to this policy based on their marital status.
Dependent Status	Staff who have caring responsibilities might have particular needs in relation to the timing of quarterly BSO Equality Forum meetings.
Disability	Staff and Board members with a disability might have particular needs in relation to <ul style="list-style-type: none"> • the format of reports (the need for accessible formats) • the technology used for submitting information electronically (including accessible websites and applications) • the technology used for online meetings.
Ethnicity	There are no indications that staff are likely to have particular needs in relation to this policy based on their ethnicity.
Sexual Orientation	There are no indications that staff are likely to have particular needs in relation to this policy based on their 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>
	<p>Disability</p> <p>the format of reports – an accessible format will be developed and user tested with people with a disability</p> <p>the technology used for submitting information electronically – decisions on what technology and tools will be used will be informed by accessibility considerations and user testing with people with a disability</p> <p>the technology used for online meetings - decisions on what technology will be used will be informed by accessibility considerations and put to Forum members</p>

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	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"/>

Please give reasons for your decisions.

The mitigation outlined is likely to address the equality issues identified in this screening.

(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>
	People with a disability will be involved in decisions around the technologies and tools

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>

(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.

(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
<p>Disability (Qualitative Monitoring):</p> <p>Accessibility and Readability of reports and tools to create these will be monitored through feedback sought from target audiences – particular prompts will be included for people with a disability</p>		

Approved Lead Officer: Robin Arbuthnot

Position: Assistant Director People & Place

Contact Details _____

Date: 06/02/2024

Policy/Decision Screened by: Anne Basten

Any request for the document in another format or language will be considered. Please contact the Equality Unit:2 Franklin Street; Belfast; BT2 8DQ; Email: Equality.Unit@hscni.net Phone: 028 9536 3961