

# 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](#).**

For advice and support on screening contact:  
Equality Unit/ BSO /James House/ 2-4 Cromac Avenue/ Belfast/  
BT7 2JA/ Tel:02895 363961

# 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

BSO Acceptance of Gifts & Hospitality Guidance

### 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 purpose of the BSO Acceptance of Gifts & Hospitality Guidance is to enact robust operational controls to enable all staff within the Business Services Organisation (BSO) to follow clear processes when offered gifts, hospitality, awards or other benefits in connection with their work to ensure with the highest standards of integrity, impartiality and transparency at all times.

The objective is to:

- Protect staff and the organisation from any real or perceived conflict of interest.
- Maintain public confidence in the integrity of BSO’s operations.
- Comply with relevant standards of public accountability and good governance.

It has been drafted in operational support of Department of Health and Department of Finance circulars on Guidance on the acceptance of Gifts and Hospitality and Awards and the BSO Gifts and Hospitality 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**

Public and all those working for BSO.

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

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

Dept of Health and Dept of Finance guidance on the acceptance of Gifts and Hospitality and Awards, MPMNI and the BSO Gifts and Hospitality Policy.

**(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.**

- To inform this equality screening, recent statistics were taken from Census 2021 Report.
- To inform the BSO staff data HR department were engaged to obtain the data provided below which was the most recent BSO staff data from September 2025.

**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.**

<b>Category</b>	<b>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?</b>	
	<b>Population NI</b>	<b>BSO Staff</b>
Gender	Male – 49.2% (936,132) Female – 50.8% (967,043) (total population of 1,903,175) <b>No questions relating to gender identity were asked in the NI Census.</b>	Male – 47.34% Female – 52.66% Transgender - 0
Age	Age band / Population Percentage 0-14 365,200 19.2% 15-39 594,400 31.2% 40-64 617,100 32.4% 65-84 287,100 15.1% 85+ 39,400 2.1% All ages 1,903,200 100%	16-24 = 4.21% 25-29 = 9.72% 30-34 = 11.15% 35-39 = 14.44% 40-44 = 13.88% 45-49 = 13.70% 50-54 = 12.54% 55-59 = 11.66% 60-64 = 6.48% 65+ = 2.22%
Religion	Current Religion • ‘no religion’ (17.4%)	Perceived Protestant 1.71% Protestant 24.25% Perceived Roman Catholic

	<ul style="list-style-type: none"> <li>• 'religion not stated' (1.6%)</li> <li>• Catholic (42.3%)</li> <li>• Presbyterian Church in Ireland (16.6%)</li> <li>• Church of Ireland (11.5%)</li> <li>• Methodist (2.4%)</li> <li>• Other Christian denominations (6.9%)</li> <li>• Other non-Christian Religions (1.3%).</li> </ul> <p>Religion/religion of upbringing (Number / Percentage)</p> <p>Catholic 869,800 45.7%</p> <p>Current religion 805,200 42.3%</p> <p>Religion of upbringing 64,600 3.4%</p> <p>Protestant and other Christian (including Christian related) 827,500 43.5%</p> <p>Current religion 711,000 37.4%</p> <p>Religion of upbringing 116,600 6.1%</p> <p>Other religions 28,500 1.5%</p> <p>Current religion 25,500 1.3%</p> <p>Religion of upbringing 3,000 0.2%</p> <p>None 177,400 9.3%</p> <p>All usual residents 1,903,200 100%</p>	<p>1.43%</p> <p>Roman Catholic 36.46%</p> <p>Neither 6.39%</p> <p>Perceived Nether 0.05%</p> <p>Not assigned 29.71%</p>
<p><b>Political Opinion</b></p>	<p>National identity (nationality based) (Number - Percentage)</p> <ul style="list-style-type: none"> <li>• British 814,600 42.8%</li> <li>• Irish 634,000 33.3%</li> <li>• Northern Irish 598,800 31.5%</li> <li>• English 16,800 0.9%</li> <li>• Scottish 10,200 0.5%</li> <li>• Welsh 2,000 0.1%</li> <li>• Other national identities 113,400 6.0%</li> </ul> <p>National identity (person based) (Number / Percentage)</p> <ul style="list-style-type: none"> <li>• British only 606,300 31.9%</li> <li>• Irish only 554,400 29.1%</li> <li>• Northern Irish only 376,400 19.8%</li> <li>• British &amp; Northern Irish only 151,300 8.0%</li> <li>• Irish &amp; Northern Irish only 33,600 1.8%</li> <li>• British, Irish &amp; Northern Irish only 28,100 1.5%</li> <li>• British &amp; Irish only 11,800 0.6%</li> <li>• English only/Scottish only/Welsh only 16,200 0.9%</li> <li>• Other combination of British/Irish/Northern Irish/English/Scottish/Welsh only 11,700 0.6%</li> <li>• Other national identities 113,400 6.0%</li> <li>• Polish only 23,900 1.3%</li> <li>• Lithuanian only 11,900 0.6%</li> <li>• Romanian only 7,100 0.4%</li> <li>• Portuguese only 6,900 0.4%</li> </ul>	<p>Broadly Nationalist 3.56%</p> <p>Other 4.53%</p> <p>Broadly Unionist 3.42%</p> <p>Not assigned 82.55%</p> <p>Do not wish to answer 5.92%</p>

	<ul style="list-style-type: none"> <li>• Bulgarian only 4,300 0.2%</li> <li>• Indian only 4,100 0.2%</li> <li>• Other national identity with one or more of British/Irish/Northern Irish/English/Scottish/Welsh only 12,700 0.7%</li> <li>• Other national identities 42,600 2.2%</li> <li>• All usual residents 1,903,200 100.00%</li> </ul>	
<b>Marital Status</b>	<ul style="list-style-type: none"> <li>• 45.59% (690, 509) of those aged 16 or over were married</li> <li>• 38.07% (576, 708) were single</li> <li>• 0.18% (2,742) were registered in civil partnerships (more than double since 2011)</li> <li>• 6.02% (91,128) were either divorced or formerly in a civil partnership which is now legally dissolved</li> <li>• 6.36% (96, 384) were either widowed or a surviving partner from a civil partnership</li> <li>• 3.78% (57, 272) were separated (but still legally married or still legally in a civil partnership)</li> </ul>	<p>Divorced 1.53%</p> <p>Married/CP 32.53%</p> <p>Other 1.02%</p> <p>Separated 0.28%</p> <p>Single 10.50%</p> <p>Unknown 53.40%</p> <p>Widow/R 0.56%</p> <p>Not assigned 0.19%</p>
<b>Dependent Status</b>	<p>('Provision of unpaid care' covers looking after, giving help or support to anyone because they have long-term physical or mental health conditions or illnesses, or problems related to old age. It excludes any activities carried out in paid employment.)</p> <p>Northern Ireland All usual residents aged 5 and over 1,789,348</p> <p>Percentage of usual residents aged 5 and over who provide:</p> <p>No unpaid care 87.58%</p> <p>1-19 hours unpaid care per week 5.63%</p> <p>20-34 hours unpaid care per week 1.38%</p> <p>35-49 hours unpaid care per week 1.57%</p> <p>50+ hours unpaid care per week 3.84%</p>	<p>Yes 11.06%</p> <p>Not assigned 81.49%</p> <p>No 7.45%</p>
<b>Disability</b>	<p>Out of all usual residents (n=1,903,179), the Percentage of usual residents whose day-to-day activities are:</p> <p>Limited a lot – 11.45%</p> <p>Limited a little – 12.88%</p> <p>Not limited – 75.67%</p> <p>('Day-to-day activities limited' covers any health problem or disability (including problems related to old age) which has lasted or is expected to last for at least 12 months.)</p> <p>The breakdown of the various long-term conditions as outlined in the 2021 Census is:</p>	<p>No 31.47%</p> <p>Not assigned 66.64%</p> <p>Yes 1.90%</p>

	<table border="1"> <thead> <tr> <th>Type of long-term condition</th> <th>Percentage of population with condition %</th> </tr> </thead> <tbody> <tr> <td>Deafness or partial hearing loss</td> <td>5.75</td> </tr> <tr> <td>Blindness or partial sight loss</td> <td>1.78</td> </tr> <tr> <td>Mobility of Dexterity Difficulty that requires wheelchair use</td> <td>1.48</td> </tr> <tr> <td>Mobility of Dexterity Difficulty that limits basic physical activities</td> <td>10.91</td> </tr> <tr> <td>Intellectual or learning disability</td> <td>0.89</td> </tr> <tr> <td>Learning difficulty</td> <td>3.5</td> </tr> <tr> <td>Autism or Asperger syndrome</td> <td>1.86</td> </tr> <tr> <td>An emotional, psychological or mental health condition</td> <td>8.68</td> </tr> <tr> <td>Frequent periods of confusion or memory loss</td> <td>1.99</td> </tr> <tr> <td>Long – term pain or discomfort.</td> <td>11.58</td> </tr> <tr> <td>Shortness of breath or difficulty breathing</td> <td>10.29</td> </tr> <tr> <td>Other condition</td> <td>8.81</td> </tr> </tbody> </table>	Type of long-term condition	Percentage of population with condition %	Deafness or partial hearing loss	5.75	Blindness or partial sight loss	1.78	Mobility of Dexterity Difficulty that requires wheelchair use	1.48	Mobility of Dexterity Difficulty that limits basic physical activities	10.91	Intellectual or learning disability	0.89	Learning difficulty	3.5	Autism or Asperger syndrome	1.86	An emotional, psychological or mental health condition	8.68	Frequent periods of confusion or memory loss	1.99	Long – term pain or discomfort.	11.58	Shortness of breath or difficulty breathing	10.29	Other condition	8.81	
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<b>Ethnicity</b>	<p>In the general population the 2021 Census indicated that 3.4% (65,600) of the usual resident population belonged to minority ethnic groups.</p> <p><b>Ethnic Group</b></p> <p>Ethnic Group / Ethnic Group Number Percentage</p> <p>White 1,837,600 96.6%</p> <p>Minority Ethnic Group 65,600 3.4%</p> <p>Black 11,000 0.6%</p> <p>Indian 9,900 0.5%</p> <p>Chinese 9,500 0.5%</p> <p>Filipino 4,500 0.2%</p> <p>Irish Traveller 2,600 0.1%</p> <p>Arab 1,800 0.1%</p> <p>Pakistani 1,600 0.1%</p> <p>Roma 1,500 0.1%</p> <p>Mixed Ethnicities 14,400 0.8%</p> <p>Other Asian 5,200 0.3%</p> <p>Other Ethnicities 3,600 0.2%</p> <p>All usual residents 1,903,200 100.0%</p> <p><b>Country of birth</b></p> <p>Country of birth / Number Percentage</p> <p>Northern Ireland 1,646,300 86.5%</p> <p>Great Britain 92,300 4.8%</p>	<p>Not assigned 77.09%</p> <p>White 22.30%</p> <p>Other 0.09%</p> <p>Black African 0.05%</p> <p>Indian 0.28%</p> <p>Filipino 0.05%</p> <p>Mixed Ethnic Group 0.09%</p> <p>Chinese 0.05%</p>																										

	<p>England 72,900 3.8%  Scotland 16,500 0.9%  Wales 2,800 0.2%  Republic of Ireland 40,400 2.1%  Outside United Kingdom and Ireland 124,300 6.5%  Europe (other EU countries) 67,500 3.5%  Europe (other non-EU countries) 3,700 0.2%  Other Countries in the World 53,100 2.8%  All usual residents 1,903,200 100.0%</p> <p><b>Main language of usual residents aged 3 and over</b>  Main language / Number Percentage  English 1,751,500 95.4%  Main language not English 85,100 4.6%  Polish 20,100 1.1%  Lithuanian 9,000 0.5%  Irish 6,000 0.3%  Romanian 5,600 0.3%  Portuguese 5,000 0.3%  Arabic 3,600 0.2%  Bulgarian 3,600 0.2%  Other languages 32,200 1.8%  All usual residents aged 3 and over 1,836,600 100%.</p>	
<b>Sexual Orientation</b>	<p>Straight or heterosexual: 90.04% (1,363,859)</p> <ul style="list-style-type: none"> <li>• Gay or lesbian: 1.17% (17,713)</li> <li>• Bisexual: 0.75% (11,306)</li> <li>• Other sexual orientation: 0.17 (2,597)</li> <li>• Prefer not to say: 4.58% (69,307)</li> <li>• Not stated: 3.3% (49,961)</li> </ul>	<p>Do not wish to answer 1.34%  Not assigned 82.28%  Opposite sex 15.50%  Both sexes 0.19%  Same sex 0.69%</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).**

<b>Category</b>	<b>Needs and Experiences</b>
Gender	No issues have been identified
Age	No issues have been identified
Religion	No issues have been identified
Political Opinion	No issues have been identified
Marital Status	No issues have been identified
Dependent Status	No issues have been identified
Disability	Communication needs – staff who has disability with regards accessibility of the document/ attachments. 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	No issues have been identified

## 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?**

<b><i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i></b>	<b><i>What do you intend to do in future to address the equality issues you identified?</i></b>
Communication needs with regards accessibility of the document/ attachments.	No equality issues were identified in the review and screening of the guidance

<p>The individual will be supported, if they have any difficulties due to the disability. We will ensure that a member of staff would be able to access /submit the form in another format.</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)**

<b><i>Group</i></b>	<b><i>Impact</i></b>	<b><i>Suggestions</i></b>
Religion	N/A across all areas.	N/A
Political Opinion	N/A	N/A
Ethnicity	N/A	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	
Minor impact	
No further impact	x

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

**Please tick:**

Yes	
No	x

No. A full equality impact assessment is not required.

This process is technical in nature and no significant or disproportionate impact on any protected group has been identified through the initial screening.

The BSO Acceptance of G&H Guidance has been screened out with minor impact. Any potential equality considerations are mitigated through the provision of reasonable adjustments, accessible information and fair, evidence-based processes. The mitigating measure commitments are set out in Section 2.3 and Section 2.4.

#### **(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

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 <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)?

Equality & Good Relations	Disability Duties	Human Rights
Accessibility issue – Any issues or requests raised by the staff with disability will be monitored and addressed.	Policy has been reviewed in line with guidance from DoH and DoF.	N/A

Approved Lead Officer: Hannah Francis

Position: Assistant Director of Finance

Contact Details Hannah.Francis@hscni.net

Date: 06/01/2026

Policy/Decision Screened by: Hannah Francis

**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:02895 363961