

Equality Screening Template for Procurement Policy - 2025

Date: 16 May 2025

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Equality Screening Template

Part 1: Policy Scoping

Information about the policy

Name of the policy: Procurement Policy
Is this an existing, revised or a new policy? Existing/Revised
What is it trying to achieve? (intended aims/outcomes) The policy aims to ensure that procurement in Libraries NI is in line with all relevant legislation and regulations
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. No – the policy will apply equally to all S 75 categories
Who initiated or wrote the policy? Rita Mc Namee, Finance Manager
Who owns and who implements the policy? The policy is owned by the Director of Business Support . Responsibility for implementation lies with the Procurement Officer (Goods and Services), Assets Manager (Premises-related) and ICT Manager (ICT).

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? If yes, are they:

Y	Financial
Y	Legislative
	Other, please specify: _____

Main Stakeholders Affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Y	Staff
Y	Service Users
Y	Other Public Sector Organisations
	Voluntary/Community/Trade Unions
Y	Other, please specify: 3 rd Party Suppliers

Other policies with a bearing on this policy

- What are they?
- Who owns them?

Environmental Policy – Assets Manager

Customer First Strategy - Head of Service – North & West

Available Evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

Section 75 category	Details of evidence/information
Religious belief	The policy applies to, and impacts on all section 75 categories in a fair and consistent manner, and no qualitative or quantitative evidence has been gathered in respect of this policy
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men women generally	As above
Disability	As above
Dependants	As above

Needs, Experiences and Priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

Section 75 category	Details of needs/experiences/priorities
Religious belief	The policy applies consistently to all suppliers and potential suppliers
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men women generally	As above
Disability	As above
Dependants	As above

Part 2. Screening Questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?		
Section 75 category	Details of policy impact	Level of impact? Minor/major/none
Religious belief		None
Political opinion		None
Racial group		None
Age		None
Marital status		None
Sexual orientation		None
Men women generally		None
Disability		None - provided consideration given to accessibility for those with specific needs
Dependants		None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		The policy provides that procurement is generally conducted by competition appropriate to the level of spend, in which there are no barriers to participation in relation to these categories
Political opinion		As above
Racial group		As above
Age		As above
Marital status		As above
Sexual orientation		As above
Men women generally		As above
Disability	By addressing accessibility needs as necessary	As above
Dependants		As above

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? Minor/major/none		
Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		The nature of the policy does not allow for the opportunity to promote good relations
Political opinion		NA
Racial group		NA

Additional Considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned

The policy applies fairly and consistently to all persons impacted by the policy, irrespective of their membership of a particular section 75 category, and the issues of multiple identity is already covered in the previous responses.

Part 3. Screening Decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

As The policy does not have any adverse impact on any of the Section 75 categories, provided consideration given to those with specific needs, in my view it is not necessary to conduct an EQIA.

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

The policy addresses a statutory requirement for the organisation, and so cannot be mitigated or replaced by an alternative policy.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reason

NA

Mitigation

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

NA

Timetabling and Prioritising

If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1 - 3)
Effect on equality of opportunity and good relations	NA
Social need	NA
Effect on people's daily lives	NA
Relevance to a public authority's functions	NA

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?
No

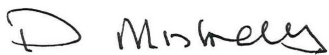
If yes, please provide details:

NA

Part 4. Monitoring

The policy will be monitored through internal reporting and review

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
Rita McNamee	Finance Manager	14.5.2025
Approved by:		
	Director of Business Support	16/05/2022

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.