



Room Hire Policy Screening Form

Date: 18 July 2019

LNI Policy Screening Template

Part 1. Policy Scoping

Information about the policy

<p>Name of the policy</p> <p>Room Hire Policy.</p>
<p>Is this an existing, revised or a new policy?</p> <p>This is a revised policy.</p>
<p>What is it trying to achieve? (intended aims/outcomes)</p> <p>The policy aims to define the conditions that need to be met to facilitate the use and/or hire of library premises.</p>
<p>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</p> <p>Libraries NI has:</p> <ul style="list-style-type: none"> • more than 40 libraries with dedicated meetings rooms • IT suites in libraries and • library spaces that can be used flexibly. <p>Libraries are accessible and inclusive environments however in recognition of the sensitivities regarding religion and politics in the Northern Ireland context, meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted, for example if the primary purpose of the meeting or event could be perceived as political or religious.</p>
<p>Who initiated or wrote the policy?</p> <p>The Director of Library Services initiated the policy. Assistant Directors are policy sponsors.</p>
<p>Who owns and who implements the policy?</p> <p>The Service Development Managers own this policy and the Area Managers are policy contacts.</p>

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

- ☒ **financial**
- ☒ **legislative**
- ☐ **other, please specify** _____

Main stakeholders affected

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

- ☒ **staff**
- ☒ **service users**
- ☒ **other public sector organisations**
- ☒ **Voluntary/community/trade unions**
- ☒ **Other, please specify:** Partner organisations

Other policies with a bearing on this policy

What are they?	Who owns them?
1. Safeguarding Children and Vulnerable Adults 2. Data Protection 3. Health and Safety 4. Libraries NI Byelaws 5. Information and Learning 6. Engaging with Culture and Creative Policy 7. Reading and Reader Development 8. Heritage and Digitisation 9. Children and Young People's Services. 10. Community Information 11. Digital Inclusion Policy 12. Managing Unacceptable Behaviour	1. Director of Library Services 2. Head of ICU/ICT 3. Assets Manager 4. Chief Executive Officer 5 - 9 Assistant Directors

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	No qualitative or quantitative data has been collected for this category to inform this policy.
Political opinion	No qualitative or quantitative data has been collected for this category to inform this policy.
Racial group	No qualitative or quantitative data has been collected for this category to inform this policy.
Age	No qualitative or quantitative data has been collected for this category.
Marital status	No qualitative or quantitative data has been collected for this category to inform this policy.
Sexual orientation	No qualitative or quantitative data has been collected for this category to inform this policy.
Men women generally	No qualitative or quantitative data has been collected for this category to inform this policy.
Disability	No qualitative or quantitative data has been collected for this category to inform this policy.
Dependants	No qualitative or quantitative data has been collected for this category to inform this policy.

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	In relation to this particular policy meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted e.g. if the primary purpose of the meeting or event could be perceived as religious.
Political opinion	In relation to this particular policy meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted e.g. if the primary purpose of the meeting or event could be perceived as political.
Racial group	To ensure people whose first language is not English have information about the policy, for example, by using translation services.
Age	No evidence of different needs.
Marital status	No evidence of different needs.
Sexual orientation	No evidence of different needs.
Men women generally	No evidence of different needs.
Disability	To ensure people with disabilities have information about the policy by taking account of the need to make information about the policy available in a variety of formats.
Dependants	No evidence of different needs.

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	In relation to this particular policy meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted e.g. if the primary purpose of the meeting or event could be perceived as religious.	Minor
Political opinion	In relation to this particular policy meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted e.g. if the primary purpose of the meeting or event could be perceived as political.	Minor
Racial group	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction promoting awareness of cultural diversity.	None
Age	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction.	None
Marital status	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction.	None
Sexual orientation	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction.	None
Men women generally	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction.	None
Disability	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction.	None
Dependants	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction.	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		In relation to this particular policy meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted e.g. if the primary purpose of the meeting or event could be perceived as religious.
Political opinion		In relation to this particular policy meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted e.g. if the primary purpose of the meeting or event could be perceived as political.
Racial group	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction promoting awareness of cultural diversity.	
Age	The policy improves access to library services, programmes and opportunities to participate in community activity and social interaction.	
Marital status	As above	
Sexual orientation	As above	
Men women generally	As above	
Disability	As above	
Dependants	As above	

3. To what extent is the policy likely to impact on good relations between people of different religious beliefs, political opinion or racial group?

Minor / Major / None

Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief		None
Political opinion		None
Racial group		Minor

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	Libraries are neutral venues which may be used by communities as shared space to raise awareness and promote understanding of cultural differences.	
Political opinion	As above.	
Racial group	Use and/or hire of library premises provides access to library services and programmes creating opportunities to participate in community activity and social interaction to promote awareness of cultural diversity.	

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

Issues relating to multiple identities are covered by responses to the screening questions above.

Part 3. Screening decision

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

The policy has been screened out with no requirement to conduct an Equality Impact Assessment as measures to mitigate potential adverse impacts and better promote equality of opportunity and/or good relations have been taken into account.

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

No. However mitigation measures are detailed in the Mitigation section below.

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

Not applicable.

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.

Libraries are accessible and inclusive environments, however in recognition of the sensitivities regarding religion and politics in the Northern Ireland context, meetings and events which might compromise the perception of libraries as open and welcoming spaces for all will not be permitted, for example if the primary purpose of the meeting or event could be perceived as political or religious.

The use and/or hire of library premises would be permitted for

- cross community purposes which could promote a shared understanding of our cultural heritage
- events or activities which create opportunities to participate in community activity and social interaction to promote awareness and understanding of cultural diversity.

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	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

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:

N/A

Part 4. Monitoring

[Specify details of how the policy will be monitored for effectiveness / impact. See the Commission's Monitoring Guidance For Use By Public Authorities (July, 2007)].

Analysis of bookings recorded on the Room Hire database and associated income.

Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
 Margaret Bell	Service Development Manager	18/07/2019
 Helen Poston	Service Development Manager	18/07/2019
Approved by:		
 Helen Osborn	Director of Library Services	19/07/2019

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.