

Equality Screening Template for Hybrid Working Policy

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Equality Screening Template

Part 1: Policy Scoping

Information about the policy

Name of the policy: Hybrid Working Policy
Is this an existing, revised or a new policy? Revised
What is it trying to achieve? (intended aims/outcomes) The purpose of the Policy is to provide information and outline the hybrid working arrangements for Libraries NI employees, ensuring that those working under a hybrid arrangement are treated fairly and equally to employees based in the workplace and that hybrid working is carried out safely and in accordance with Libraries NI policies and current legislation.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. The policy offers the same benefits to all persons irrespective of their status in relation to section 75 categories.
Who initiated or wrote the policy? The policy was initiated to support the formalisation of hybrid working within Libraries NI following the Coronavirus pandemic in consideration of flexible working and best practice and was written by the Head of Human Resources
Who owns and who implements the policy? The Policy owner is the Head of Human Resources and is also responsible for its implementation.

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: _____

Other policies with a bearing on this policy

- What are they?
- Who owns them?

- Capability
- Code of Conduct for Staff Policy
- Cyber Security and Appropriate Use of IT Policies
- Data Protection Policy
- Discipline Policy
- Health and Safety Policy
- Job Transfer Policy
- Managing Attendance at Work
- Menopause Policy

The Head of Human Resources is the policy owner for all the above policies.

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	As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this procedure
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 fairly and consistently to all members of staff and persons impacted by this procedure irrespective of religious belief
Political opinion	The policy applies fairly and consistently to all members of staff and/or persons impacted by this policy irrespective of political opinion
Racial group	Where necessary the policy may require to be translated into alternative languages.
Age	The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of age
Marital status	The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of marital status
Sexual orientation	T The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of sexual orientation
Men women generally	The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of gender
Disability	Need to reasonably consider use of specialist equipment within the disabled employees' home to support the application of the policy, as required.
Dependants	The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of dependants

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	Provided consideration to those whose first language is not English and translate policy if required/requested.	
Age	None	
Marital status	None	
Sexual orientation	None	
Men women generally	None	
Disability	Provided consideration to employees and give reasonable consideration reasonable adjustments/specialist equipment as required.	
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 and procedure does not impact on the equality of opportunity for this category
Political opinion		The policy and procedure does not impact on the equality of opportunity for this category
Racial group	By addressing language needs and translation of any relevant material	
Age		The policy and procedure does not impact on the equality of opportunity for this category
Marital status		The policy and procedure does not impact on the equality of opportunity for this category
Sexual orientation		The policy and procedure does not impact on the equality of opportunity for this category
Men women generally		The policy and procedure does not impact on the equality of opportunity for this category
Disability	By addressing needs and giving reasonable consideration to any recommended reasonable adjustment/specialist requirement to support the disabled employee to avail of the policy.	
Dependants		The policy and procedure does not impact on the equality of opportunity for this category

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 scope of the policy and procedure does not offer the opportunity to promote good relations.
Political opinion		As above
Racial group		As above

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

As the policy and procedure applies fairly and consistently to all persons employed by Libraries NI irrespective of their membership of a particular section 75 category 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.

The policy does not have any adverse impact on any of the Section 75 categories - provided proper consideration is given to those who may have particular needs e.g. staff who do not speak English as a first language, disability.

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 derived from and addresses responsibilities for flexible working and best practice and as such cannot be mitigated or replaced by an alternative

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.

The policy derived from and addresses flexible working and best practice and as such cannot be mitigated or replaced by an alternative

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)].

The policy will be monitored by internal review and formally reviewed in January 2028.

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
Lorraine Hart	Deputy HR Manager	17/01/2025
Approved by:		
Jacqueline McKinstry	Head of Human Resources	17/01/2025

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.