



## **Policy Screening Template for Managing Unacceptable Behaviour**

**Date:** *20 July 2020*



## LNI Policy Screening Template

### Part 1. Policy Scoping

Information about the policy

<b>Name of the policy</b>  Managing Unacceptable Behaviour
<b>Is this an existing, revised or a new policy?</b>  Revised
<b>What is it trying to achieve? (intended aims/outcomes)</b>  The purpose of this policy is to: <ul style="list-style-type: none"><li>• establish Libraries NI's expectations in relation to customer behaviour</li><li>• indicate the types of behaviours that are considered unacceptable</li><li>• set out Libraries NI's approach to managing and dealing with unacceptable behaviour.</li></ul>
<b>Are there any Section 75 categories which might be expected to benefit from the intended policy?</b> <b>If so, explain how.</b>  The policy treats all persons using the library service equally. Potentially all Section 75 categories might be expected to benefit from the policy by provision of safe and welcoming environments and a consistent and transparent approach to managing unacceptable behaviour.
<b>Who initiated or wrote the policy?</b>  The policy has been drafted by Libraries NI Assistant Director on behalf of the organisation.
<b>Who owns and who implements the policy?</b>  The policy is owned and managed by Libraries NI Assistant Director. Responsibility for implementation lies with all employees of the organisation.

## 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

- Managing Unacceptable Behaviour: Exclusion Procedures
- Byelaws
- Code of Conduct for Staff
- Customer Feedback Policy
- Customer Service Standards
- Health and Safety Policy
- Library Computers Conditions of Use Policy and Staff Guidance
- Lone Working Policy and Procedures
- Managing Unacceptable Behaviour: Staff Guidelines

## 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

<b>Section 75 category</b>	<b>Details of evidence/information</b>
<b>Religious belief</b>	Libraries NI does not gather evidence of religious belief. As the policy 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 policy
<b>Political opinion</b>	Libraries NI does not gather evidence of political opinion. As above
<b>Racial group</b>	As above
<b>Age</b>	As above
<b>Marital status</b>	As above
<b>Sexual orientation</b>	As above
<b>Men women generally</b>	As above
<b>Disability</b>	As above
<b>Dependants</b>	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.

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
<b>Religious belief</b>	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
<b>Political opinion</b>	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
<b>Racial group</b>	Where necessary the policy may require to be translated into alternative languages for those whose first language is not English
<b>Age</b>	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
<b>Marital status</b>	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
<b>Sexual orientation</b>	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
<b>Men women generally</b>	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
<b>Disability</b>	Need to consider use of different formats when communicating the policy in order to allow a full understanding of the policy to be gained
<b>Dependants</b>	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities.

## Part 2. Screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? Minor/major/none</b>
<b>Religious belief</b>		None
<b>Political opinion</b>		None
<b>Racial group</b>	Provided consideration is given to those whose first language is not English	None
<b>Age</b>		None
<b>Marital status</b>		None
<b>Sexual orientation</b>		None
<b>Men women generally</b>		None
<b>Disability</b>	Provided consideration is given to the needs of people with disabilities	None
<b>Dependants</b>		None

<b>2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>		The policy does not impact on the equality of opportunity for this category
<b>Political opinion</b>		The policy does not impact on the equality of opportunity for this category
<b>Racial group</b>	By addressing language needs and translation of any relevant material	
<b>Age</b>		The policy does not impact on the equality of opportunity for this category
<b>Marital status</b>		The policy does not impact on the equality of opportunity for this category
<b>Sexual orientation</b>		The policy does not impact on the equality of opportunity for this category
<b>Men women generally</b>		The policy does not impact on the equality of opportunity for this category
<b>Disability</b>	By the use of different formats when communicating the policy in order to allow a full understanding of the policy to be gained	The policy does not impact on the equality of opportunity for this category
<b>Dependants</b>		The policy does not impact on the equality of opportunity for this category

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

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>		The scope of the policy does not offer the opportunity to promote good relations.
<b>Political opinion</b>		As Above
<b>Racial group</b>		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 applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities irrespective of their membership of a particular section 75 category the issues of multiple identities 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 an adverse impact on any of the Section 75 categories - provided proper consideration is given to those who may have particular needs e.g. people with a disability or those whose first language is not English.

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 requirement to consider mitigation or an alternative policy.

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.

Not applicable

## 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?

If yes, please provide details:

## 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 for effectiveness and impact by statistical evidence and analysis of:-

- Customer Feedback quarterly returns
- Number of untoward incidences
- Number of sanctions/exclusions implemented

## Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
 Ciara Gault	Services Development Manager	20 July 2020
 Marie Gavin	Area Manager	20 July 2020
Approved by:		
 Helen Osborn	Director of Library Services	20 July 2020

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.