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Equality Screening Template for Records Management Policy

Date: March 2023

Equality Screening Template

Part 1: Policy Scoping

Information about the policy

Name of the policy: Records Management Policy
Is this an existing, revised or a new policy? Reviewed policy.
What is it trying to achieve? (intended aims/outcomes) The purpose of the policy is to establish a framework for the management of records, in all formats and media, created or received and maintained by Libraries NI in the conduct of its business. It applies to records generated as a result of collaboration with partners, whether those records are held by Libraries NI or the partner organisation
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. No specific impacts in terms of S75 categories
Who initiated or wrote the policy? The Director of Business Support
Who owns and who implements the policy? The Director of Business Support has responsibility for developing strategy to ensure that records are managed well within the organisation. The Head of ICU and ICT is responsible for the records management function overseeing policy implementation; review and compliance.

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?

The following policies, which have a bearing, are listed: • Data Protection Policy   • Freedom of Information Policy   • Information Technology Security Policy   • Network Security Policy   • Server Security Policy

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 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
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	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.

Political opinion	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.
Racial group	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.
Age	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.
Marital status	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.
Sexual orientation	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.
Men women generally	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.
Disability	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.
Dependants	No data or evidence to suggest there are different needs, experiences or priorities in relation to records management.

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 is given to those whose first language is not English	None
Age		None
Marital status		None
Sexual orientation		None
Men women generally		None
Disability		None
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 does not impact on the equality of opportunity for this category
Political opinion		The policy 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 does not impact on the equality of opportunity for this category
Marital status		The policy does not impact on the equality of opportunity for this category
Sexual orientation		The policy does not impact on the equality of opportunity for this category
Men women generally		The policy does not impact on the equality of opportunity for this category
Disability		The policy does not impact on the equality of opportunity for this category
Dependants		The policy 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 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 applies fairly and consistently to all members of staff and persons using our services 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.

> There is no evidence of adverse impact on any of the S75 categories.

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.

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

> N/A

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.

> N/A

Timetabling and Prioritising

If the policy has be '**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.

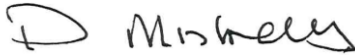Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

N/A

Part 4. Monitoring

Compliance with the requirements of the policy will be monitored at a local level

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
Desi Curry	Head of ICU/ICT	06 March 2023
Approved by:		
Desi Miskelly	Director of Business Support	07 March 2023

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.