



**Policy Screening Template for
Digital Inclusion Policy**

Date: *18 February 2019*

LNI Policy Screening Template

Part 1. Policy Scoping

Information about the policy

<p>Name of the policy</p> <p>Digital Inclusion Policy</p>
<p>Is this an existing, revised or a new policy?</p> <p>New Policy</p>
<p>What is it trying to achieve? (intended aims/outcomes)</p> <p>The purpose of this policy is to outline Libraries NI's approach to promoting digital inclusion through its services and facilities.</p>
<p>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</p> <p>People at risk of digital exclusion through provision of services and facilities to promote inclusion</p>
<p>Who initiated or wrote the policy?</p> <p>The Service Development Manager (SDM) with responsibility for Digital Inclusion.</p>
<p>Who owns and who implements the policy?</p> <p>The Service Development Manager with responsibility for Digital Inclusion owns the policy and is responsible for its implementation. It is implemented by a range of front line staff and through programmes delivered by the Information and Learning Team.</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 _____

Other policies with a bearing on this policy

- Children's and Young Peoples Service Policy (SDM with responsibility for the service)
- Heritage Policy (SDM with responsibility for the service)
- Information and Learning Services Policy (SDM with responsibility for Digital Inclusion)
- Library Computers Conditions of Use Policy and Guidelines (Director of

Business Support)

- Partnership Policy (Director of Library Services)
- Reading and Reader Development Policy (SDM with responsibility for the service)
- Promoting Positive Health and Wellbeing Policy (SDM with responsibility for the service)

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 evidence in relation to digital inclusion; evidence from Continuous Household Survey (2016/17) of adult use of generic library services indicates people who identify as Catholic (27%) are more likely to use services than Protestants (24%)
Political opinion	No evidence in relation to digital inclusion or generic library use
Racial group	No evidence in relation to digital inclusion or from Continuous Household Survey (2016/17) of adult use in relation to generic library services but survey in relation to experience of IT services (2015) suggests that majority of customers are of white ethnic origin and 80% were born in NI.
Age	No quantitative evidence in relation to digital inclusion in a library context however there is evidence that older people have greater need of support e.g. Citizens Online/Ofcom reports; Evidence from Continuous Household Survey (2016/17) of adult use of generic library services indicates higher use by younger people.
Marital status	No evidence in relation to digital inclusion; evidence from Continuous Household Survey (2016/17) of adult use of generic library services indicates that people who are widowed are less likely to be regular users.
Sexual orientation	No evidence in relation to digital inclusion or of use of generic library services
Men women generally	No evidence in relation to digital inclusion; evidence from Continuous Household Survey(2016/17) of adult use of generic library services indicates higher use by females (31%) than males (21%)
Disability	No evidence in relation to digital inclusion; evidence from Continuous Household Survey (2016/2017) of adult use of generic library services indicates that use is higher by

	people without disabilities (28%) than those with disabilities (21%).
Dependants	Evidence Continuous Household Survey (2016/17) of adult use of generic library services is 30% of those who have dependents as compared to 21% of those who don't have dependents.

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 evidence of different needs/experiences
Political opinion	No evidence of different needs/experiences
Racial group	There is evidence that people from some minority ethnic groups do have different needs if they do not have English as a first or main language.
Age	Evidence that older adults are less likely to have digital skills and therefore more likely to need support
Marital status	No evidence of different needs/experiences
Sexual orientation	No evidence of different needs/experiences
Men women generally	No evidence of different needs/experiences
Disability	Evidence that needs of people with disabilities in relation to digital inclusion are different e.g. may have greater need of digital skills or may require different skills (Ofcom Digital resilience 2017 report)
Dependants	Anecdotal evidence that needs of people with dependents in relation to digital inclusion are different e.g. may have greater need of digital skills

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	No evidence of different impact	None
Political opinion	No evidence of different impact	None
Racial group	Minor impact of provision of digital inclusion support in English however online translation could be used to mitigate this	Minor
Age	Provision of support positively impacts on older people	Minor
Marital status	No evidence of different impact	None
Sexual orientation	No evidence of different impact	None
Men women generally	No evidence of different impact	None
Disability	Provision of support positively impacts on people with disabilities	Minor
Dependants	Provision of support (including provision of resources online) positively impacts on people with dependents	Minor

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		Purpose of policy is to improve better access for all but difficult to demonstrate how it could be promote equality for individual groups by religious belief
Political opinion		Purpose of policy is to improve better access for all but difficult to demonstrate how it could promote equality for individual groups by political opinion
Racial group	Provision of services online can positively impact on equality of opportunity by mitigating language issues	
Age	Provision of service can positively impact older people through improved digital skills	
Marital status		Purpose of policy is to improve better access for all but difficult to demonstrate how it could promote equality for individual groups by political opinion
Sexual orientation		Purpose of policy is to improve better access for all but difficult to demonstrate how it could promote equality for people of differing sexual orientation
Men women generally		Purpose of policy is to improve better access for all but difficult to demonstrate how it could promote equality for people of different genders
Disability	Provision of service can positively impact people with disabilities	
Dependants	Provision of service can positively impact people	

	with dependents through improved digital skills	
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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	The purpose of this policy is to ensure a consistent approach to digital inclusion services. It will have limited impact on good relations.	Minor
Political opinion	The purpose of this policy is to ensure a consistent approach to digital inclusion services. It will have limited impact on good relations.	Minor
Racial group	The purpose of this policy is to ensure a consistent approach to digital inclusion services. It will have limited impact on good relations.	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	Yes through greater access to information and opportunities for people of different beliefs to learn together	
Political opinion	Yes through greater access to information and opportunities for people of different opinions to learn together	
	Yes through greater access	

Racial group	to information and opportunities for people of different racial groups to learn together	
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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

There is no evidence of impact on people with multiple identities however this policy seeks to be inclusive.

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 section 75 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.

No

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

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

Libraries NI collates data on participation by age and in some cases forms monitoring and reporting for formal learning opportunities only.

Trisha Ward

Some information is available annually through the Continuous Household Survey.

Libraries NI monitors customer feedback and uses this information to inform policy development and revision.

Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
<i>Trisha Ward</i> <i>Margaret S. Bell</i>	Assistant Director Service Development Manager	11 March 2019
Approved by:		
<i>Helen Osborn</i>	Director of Library Services	25 March 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.