

# Equality Screening Template for Engagement of Agency Workers Policy

Date: 15 January 2024

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# Equality Screening Template

## Part 1: Policy Scoping

### Information about the policy

<b>Name of the policy:</b> Engagement of Agency Workers Policy
<b>Is this an existing, revised or a new policy?</b>  Revised
<b>What is it trying to achieve? (Intended aims/outcomes)</b>  The policy aims to:  To provide a framework for the engagement of agency workers on a temporary short term need basis from approved suppliers under Libraries NI Agency Worker contract and to allow for appropriate flexibility to ensure effective delivery of services.
<b>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</b>  The policy offers the same benefits to all persons irrespective of their status in relation to section 75 categories.
<b>Who initiated or wrote the policy?</b>  The policy was initiated to support business needs for the supply of temporary agency workers from approved suppliers listed under the contract awarded by the Education Authority Procurement Services on behalf of Libraries NI.
<b>Who owns and who implements the policy?</b>  Head of Human Resources

## Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? If yes, are they:

	<b>Financial</b>
x	<b>Legislative</b>
	<b>Other, please specify:</b>

## Main Stakeholders Affected

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

x	<b>Staff</b>
	<b>Service Users</b>
	<b>Other Public Sector Organisations</b>
	<b>Voluntary/Community/Trade Unions</b>
x	<b>Other, please specify:</b> <u>contracted recruitment agencies</u>

## Other policies with a bearing on this policy

- What are they?
- Who owns them?

The following policies have a bearing;

- Code of Conduct for Staff - HR
- Data Protection Policy - IT
- Policy on Recruitment and Selection - HR
- Health & Safety at Work Policy - Assets
- Induction Policy - HR
- Lone Working Policy - HR
- Safeguarding Policy – Library Services
- Information Technology and Security Policy - IT

## 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>	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>	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 persons impacted by this policy irrespective of religious belief
<b>Political opinion</b>	The policy applies fairly and consistently to all persons impacted by this policy irrespective of political opinion
<b>Racial group</b>	Where necessary the policy may require to be translated into alternative languages.
<b>Age</b>	The policy applies fairly and consistently to all persons impacted by this policy irrespective of age
<b>Marital status</b>	The policy applies fairly and consistently to all persons impacted by this policy irrespective of marital status
<b>Sexual orientation</b>	The policy applies fairly and consistently to all persons impacted by this policy irrespective of sexual orientation
<b>Men women generally</b>	The policy applies fairly and consistently to all persons impacted by this policy irrespective of gender
<b>Disability</b>	Where necessary the use of different formats when communicating the policy to support understanding may be required.
<b>Dependants</b>	The policy applies fairly and consistently to all persons impacted by this policy irrespective of dependents.

## 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>		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 procedure does not impact on the equality of opportunity for this category
<b>Political opinion</b>		The procedure 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 procedure does not impact on the equality of opportunity for this category
<b>Marital status</b>		The procedure does not impact on the equality of opportunity for this category
<b>Sexual orientation</b>		The procedure does not impact on the equality of opportunity for this category
<b>Men women generally</b>		The procedure does not impact on the equality of opportunity for this category
<b>Disability</b>	The Policy reflects the current legislative provisions for agency workers. Libraries NI will take into account the needs of those with disabilities, including consideration of the use of different formats when communicating the policy.	
<b>Dependants</b>		The 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**

<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

**4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

<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 procedure 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 temporary agency workers 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. workers who do not speak English as a first language or for those with disabilities that require consideration of the use of different formats when communicating the policy.

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 procedure derived from and addresses a range of legislative requirements 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.

N/A

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

*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?


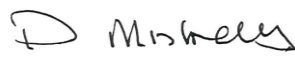
If yes, please provide details:

No

## Part 4. Monitoring

The policy will be monitored internally and reviewed every three years.

## Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
	Head of Human Resources	15 January 2024
Approved by:		
	Director of Business Support	15 January 2024

*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.*