



**Media Handling Policy
Screening Form**

Date: 15 March 2021

Policy Screening

Part 1. Policy Scoping

Information about the policy

<p>Name of the policy</p> <p>Media Handling Policy</p>
<p>Is this an existing, revised or a new policy?</p> <p>Revised</p>
<p>What is it trying to achieve? (intended aims/outcomes)</p> <p>The policy aims to ensure a consistent approach to working with the media (broadcast, print and online) in a way that:</p> <ul style="list-style-type: none"> • achieves the objectives of Libraries NI • promotes participation in library services • promotes understanding of its work and the ways in which Libraries NI supports the community in Northern Ireland.
<p>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</p> <p>This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions with the aim of improving access and increasing participation by all including those from the Section 75 categories.</p>
<p>Who initiated or wrote the policy?</p> <p>Chief Executive</p>
<p>Who owns and who implements the policy?</p> <p>Head of Strategic Marketing and Communications owns and implements the policy.</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:

- Libraries NI Board Members
- Partner organisations

Other policies with a bearing on this policy:

- What are they?
- Who owns them?

Social Media Policy and Guidance Filming Policy	<u>Policy owner:</u> Head of Strategic Marketing and Communications
Code of Conduct for Staff Code of Practice for Board Members	<u>Policy owner:</u> Chief Executive Officer

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 has been gathered to inform this policy.
Political opinion	No evidence has been gathered to inform this policy.
Racial group	No evidence has been gathered to inform this policy.
Age	No evidence has been gathered to inform this policy.
Marital status	No evidence has been gathered to inform this policy.
Sexual orientation	No evidence has been gathered to inform this policy.
Men women generally	No evidence has been gathered to inform this policy.
Disability	No evidence has been gathered to inform this policy.
Dependants	No evidence has been gathered to inform this policy.

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	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Political opinion	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Racial group	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions. However consideration may need to be given to those whose first language is not English.
Age	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Marital status	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Sexual orientation	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Men women generally	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Disability	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions. However, consideration may need to be given to the needs of people with disabilities.
Dependants	Not known. This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.

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	Providing 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	Providing consideration is given to the needs of people with disabilities.	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		This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Political opinion		This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Racial group	Providing consideration is given to those whose first language is not English.	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Age		This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Marital status		This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Sexual orientation		This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Men women generally		This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Disability	Providing consideration is given to the needs of people with disabilities.	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.
Dependants		This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?

Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.	None
Political opinion	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.	None
Racial group	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.	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	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.	
Political opinion	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.	
Racial group	This is an inclusive policy designed to promote awareness of Libraries NI's services, policies, actions and decisions.	

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

Not known

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.

The policy has been 'screened out' for EIA without mitigation.

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?

Not applicable as the policy has been 'screened out' for EIA without mitigation.

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.

Not applicable

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	Not applicable
Social need	Not applicable
Effect on people's daily lives	Not applicable
Relevance to a public authority's functions	Not applicable

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.

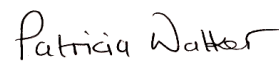


Is the policy affected by timetables established by other relevant public authorities? Not applicable

If yes, please provide details: Not applicable

Part 4. Monitoring

The Head of Strategic Marketing and Communications is responsible for monitoring the effectiveness of the policy and for assessing feedback on the impact of the policy.

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
 Patricia Walker	Service Development Manager	15/03/2021
 Kim Aiken	Service Development Manager	15/03/2021
Approved by:		
 Helen Osborn	Director of Library Services	

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.