

## **Equality Screening Template for the Policy on the Code of Procedures on Recruitment and Selection**



**Date: 16 January 2025**

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# Equality Screening Template

## Part 1: Policy Scoping

### Information about the policy

<b>Name of the policy:</b>
Policy of the Code of Procedures on Recruitment and Selection
<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 the Policy is to define, as clearly as possible, the basis on which Libraries NI will seek to make appointments with the aim of ensuring that the most suitable person is appointed to the post.
<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 the recruitment and selection of posts to Libraries NI in line with equality legislation and was wrote by the Head of Human Resources
<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>
✓	<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?

✓	<b>Staff</b>
✓	<b>Service Users</b>
	<b>Other Public Sector Organisations</b>
	<b>Voluntary/Community/Trade Unions</b>
	<b>Other, please specify:</b> _____

## Other policies with a bearing on this policy

- What are they?
- Who owns them?

Equal Opportunities Policy  
Harassment Policy

Both owned by the Head of Human Resources

## 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 procedure 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 procedure
<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 and procedure applies fairly and consistently to all members of staff and persons impacted by this procedure irrespective of religious belief
<b>Political opinion</b>	The policy and procedure applies fairly and consistently to all members of staff and/or persons impacted by this policy irrespective of political opinion
<b>Racial group</b>	Where necessary the policy and procedure may require to be translated into alternative languages.
<b>Age</b>	The policy and procedure applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of age
<b>Marital status</b>	The policy and procedure applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of marital status
<b>Sexual orientation</b>	The policy and procedure applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of sexual orientation
<b>Men women generally</b>	The policy and procedure applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of gender
<b>Disability</b>	Need to consider use of different formats when communicating the policy and procedure in order to allow a full understanding of the policy to be gained .
<b>Dependants</b>	The policy and procedure applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of dependants

## Part 2. Screening Questions

<p><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></p>		
Section 75 category	Details of policy impact	Level of impact? Minor/major/none
Religious belief		
Political opinion		
Racial group	Provided consideration is given to those whose first language is not English	
Age		
Marital status		
Sexual orientation		
Men women generally		
Disability	Provided consideration is given to recruitment and selection processes for those applicants who indicate a disability	
Dependants		

**2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?**

<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>		The policy and procedure does not impact on the equality of opportunity for this category
<b>Political opinion</b>		The policy and 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 policy and procedure does not impact on the equality of opportunity for this category
<b>Marital status</b>		The policy and procedure does not impact on the equality of opportunity for this category
<b>Sexual orientation</b>		The policy and procedure does not impact on the equality of opportunity for this category
<b>Men women generally</b>		The policy and procedure does not impact on the equality of opportunity for this category
<b>Disability</b>	By addressing needs and providing alternative formats and support where applicable for application and selection processes for those with a disability	
<b>Dependants</b>		The policy and 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 policy and 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 and procedure applies fairly and consistently to all persons employed by Libraries NI 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. staff who do not speak English as a first language, hearing, learning.

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 derived from and addresses a range of legislative responsibilities and best practice 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.

The policy and procedure derived from and addresses a range of legislative responsibilities and best practice and as such cannot be replaced by an alternative

### **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.

<b>Priority criterion</b>	<b>Rating (1 - 3)</b>
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?  
NO

If yes, please provide details:

N/A

## **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 and procedure will be monitored by Internal reporting and biennial review

## **Part 5. Approval and Authorisation**

<b>Screened by:</b>	<b>Position/Job Title:</b>	<b>Date:</b>
H. Fergu	Assistant HR Manager	16/01/2025
<b>Approved by:</b>		
Jacqueline McIntry	Head of HR	16/01/2025

*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.*

