



## **Freedom of Information Policy Screening Form**

**Date:** 17 January 2019

## LNI Policy Screening Template

### Part 1. Policy Scoping

Information about the policy

<p><b>Name of the policy</b></p> <p>Freedom of Information Policy.</p>
<p><b>Is this an existing, revised or a new policy?</b></p> <p>A revised policy.</p>
<p><b>What is it trying to achieve? (intended aims/outcomes)</b></p> <p>The policy aims to:</p> <ul style="list-style-type: none"> <li>• support openness</li> <li>• ensure compliance with the requirements of the Freedom of Information Act (2000)</li> <li>• establish a consistent approach to dealing with Freedom of Information enquiries</li> </ul>
<p><b>Are there any Section 75 categories which might be expected to benefit from the intended policy?</b>  <b>If so, explain how.</b></p> <p>The policy fulfils a statutory requirement and applies fairly and consistently to all persons.</p>
<p><b>Who initiated or wrote the policy?</b></p> <p>The policy was initiated in accordance with the statutory requirement to comply with the Freedom of Information Act (2000).</p>
<p><b>Who owns and who implements the policy?</b></p> <p>The Head of ICU / ICT owns the policy and will be responsible for implementation.</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:** members of the public, journalists, researchers etc.

## Other policies with a bearing on this policy

What are they?	Who owns them?
Records Management Policy Data Protection Policy Information Technology Security Policy	Head of ICU / ICT

## 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>	People from ethnic minority groups or those whose first language is not English may have different needs regarding access to recorded information held by Libraries NI which will be taken into account (e.g. translation services).
<b>Age</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>Marital status</b>	As above
<b>Sexual orientation</b>	As above
<b>Men women generally</b>	As above
<b>Disability</b>	People with disabilities may have different needs and requirements regarding access to recorded information held by Libraries NI. These needs will be taken into account by providing access to recorded information held by Libraries NI by a variety of means and in alternative formats.
<b>Dependants</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.

## 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>	No evidence of different needs, priorities or experiences identified for this category in relation to the policy.
<b>Political opinion</b>	As above
<b>Racial group</b>	To ensure people whose first language is not English have information about the policy and to ensure that access to recorded information held by Libraries NI is provided, for example, by using translation services.
<b>Age</b>	No evidence of different needs, priorities or experiences identified for this category in relation to the policy.
<b>Marital status</b>	As above
<b>Sexual orientation</b>	As above
<b>Men women generally</b>	As above
<b>Disability</b>	To ensure that people with disabilities have information about the policy and that access to recorded information held by Libraries NI is provided by taking account of the need to: <ul style="list-style-type: none"> <li>• make information about the policy available in a variety of formats</li> <li>• support the submission information enquiries using a variety of methods</li> </ul>
<b>Dependants</b>	No evidence of different needs, priorities or experiences identified for this category in relation to the policy.

## 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>	No differential impact	None
<b>Political opinion</b>	No differential impact	None
<b>Racial group</b>	Taking into account the needs of those whose first language is not English to ensure they are aware of how to access recorded information held by Libraries NI.	None
<b>Age</b>	No differential impact	None
<b>Marital status</b>	No differential impact	None
<b>Sexual orientation</b>	No differential impact	None
<b>Men women generally</b>	No differential impact	None
<b>Disability</b>	Taking into account the needs of people with disabilities to ensure they are able to access recorded information held by Libraries NI.	None
<b>Dependants</b>	No differential impact	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 policy does not impact on the equality of opportunity for this category
<b>Political opinion</b>		The policy does not impact on the equality of opportunity for this category
<b>Racial group</b>	By taking account of language needs	
<b>Age</b>		The policy does not impact on the equality of opportunity for this category
<b>Marital status</b>		The policy does not impact on the equality of opportunity for this category
<b>Sexual orientation</b>		The policy does not impact on the equality of opportunity for this category
<b>Men women generally</b>		The policy does not impact on the equality of opportunity for this category
<b>Disability</b>	By taking account the needs of those with disabilities	
<b>Dependants</b>		The policy does not impact on the equality of opportunity for this category

<b>3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?</b> <b>Minor/major/none</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	None
<b>Political opinion</b>	None	None
<b>Racial group</b>	None	None

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<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 does not offer the opportunity to promote good relations between groups
<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

The policy applies consistently to all persons. Issues relating to multiple identities are covered by responses to the screening questions above.

### Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

The policy is screened out for Equality Impact Assessment as it applies consistently to all persons. The policy takes account of the needs of people whose first language is not English, and people with disabilities by ensuring information about the policy and access to recorded information held by Libraries NI is provided, for example using translation services or in alternative formats.

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

As no adverse impact on any of the Section 75 categories has been identified there is no need for mitigation or an alternative policy.

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 fulfils a statutory requirement and applies consistently to all Section 75 categories. It is screened out for EQIA without mitigation.

## 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	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?

No

If yes, please provide details:

Not applicable.

## Part 4. Monitoring

The policy will be monitored for impact and effectiveness through the analysis of feedback from stakeholders and will be reviewed periodically to ensure compliance with legislative changes.

## Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
1.	1. Operational Manager	26/01/2016
	2. Records Management Officer	
2. Review	Head of ICU/ICT	17/01/2019
Approved by:		
	Director of Business Support	17/01/2019

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.