libraries ni

Equality Screening Template for Social Media Policy

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Equality Screening Template

Part 1: Policy Scoping

Information about the policy

Name of the policy: Social Media Policy
Is this an existing, revised or a new policy? Revised Policy
What is it trying to achieve? (intended aims/outcomes) Social Media plays a major role in the lives of individuals, communities and organisations. Social Media is a term used to describe a range of online applications which allow users to create and share content. Social media is the collective of online communications channels dedicated to community-based input, interaction, content–sharing and collaboration. The purpose of the policy is to set out Libraries NI's overall approach to the use of corporate Social Media and establish parameters for staff in relation to their personal use of Social Media in order to protect Libraries NI and individual members of staff. The general principles of this policy are also applicable to Board Members. The Policy helps libraries in managing associated personal and organisational risks.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. The policy treats all persons using the library service equally
Who initiated or wrote the policy? The policy was initiated by the Director of Library Services and was drafted by the Head of Strategic Marketing and Communications.
Who owns and who implements the policy? The policy is owned by the Director of Library Services, responsibility for the implementation of the policy lies with all staff within the organisation.

Implementation Factors

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

x	**Financial**
x	**Legislative**
	Other, please specify: _____

Main Stakeholders Affected

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

x	**Staff**
x	**Service Users**
x	**Other Public Sector Organisations**
x	**Voluntary/Community/Trade Unions**
x	**Other, please specify**: Service delivery partners

Other policies with a bearing on this policy
- What are they?
- Who owns them?

- Code of Conduct for Staff   - Community Information Policy   - Customer Feedback Policy   - Data Protection Policy   - Disciplinary Procedure   - Equal Opportunities Policy   - Freedom of Information Policy   - Grievance Procedure   - Harassment Policy   - Media Handling Policy   - Staff Acceptable Use Policy   The above policies are owned and implemented by Libraries NI.

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	Libraries NI does not gather evidence of religious belief. 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 in relation to religious belief The Continuous Household Survey reports that 42% of those surveyed who used the library were Catholic, 44% were Protestant, 13% were other or no religion, and 1% chose not to answer.
Political opinion	There is no available evidence of the political opinion of library users/non users.
Racial group	Libraries NI provides the option for members on joining to indicate "to which ethnic group do they belong?". Groups listed are in line with those used in the Northern Ireland Census. In relation to ethnicity these show that the percentage of Black and Minority Ethnic (BME) active members in 2017/18 was higher than in the 2011 Census (3.93% BME active members compared to 1.79% in Census). White members (96.07%) was less than the Census percentage (98.21%)
Age	Active membership demonstrates that the number of children who are active members (33.7% of library members are under the age of 16), higher proportionally than in the NI population (20.8%) whilst the number of adults over 65 years (19% of library members) is more than the 16.8% in the NI population who are older than 65 years. The average age of library users is 40.79 years, the average male member is 40.12 years, and the average female age is 41.42 years old.
Marital status	Libraries NI does not collect data for this category. However, the 2018/19 Continuous Household Survey indicates that 25% of married people, 25% of single people, 20% of widowed people and 24% of separated or divorced people said they had used a library in the previous year
Sexual orientation	Libraries NI does not collect data for this category
Men women generally	Library statistics show that 62.54% of active members are female, and 37.46% of active members are male. The Continuous Household Survey reports that 22% of males have used the library service within the last year compared to 28% of females. 14% of women use the library service more than once a month compared to 9% of men.

Disability	Continuous Household Survey (2018/19) indicates recent use by people with disabilities (22%) and without disabilities (26%). 0.53% of library users are registered as disabled (5,089), of these 919 are active members. Mobility is the form of disability most often cited by library members.
Dependants	According the Continuous Household Survey adults (aged 16 -44) with dependent children (33%) are more likely to use the library service than adults with no dependents (24%). Adults over the age of 44 with dependent children are no more likely to use the service than those without 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	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category. Content which might compromise the perception of the library as an open and welcoming space for all will not be permitted or will be removed.
Political opinion	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category. Content which might compromise the perception of the library as an open and welcoming space for all will not be permitted or will be removed.
Racial group	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. To ensure that people whose first language is not English have access to this policy, Libraries NI will make it available by use of translation software.
Age	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities.
Marital status	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category
Sexual orientation	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category
Men women generally	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category
Disability	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. To ensure people with disabilities have access to this policy, for example, by making it available in a variety of formats.
Dependants	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category. Appropriate permissions must be obtained regarding children.

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	Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.	Minor
Political opinion	Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.	Minor
Racial group	Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.	Minor
Age	Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.	Minor
Marital status		None
Sexual orientation	Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.	Minor
Men women generally		None
Disability	Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.	Minor
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		Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.
Political opinion		Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.
Racial group		Reachdeck Legacy is available for users who do not have English as their first language, this allows these users to access Libraries NI social media.
Age		Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.
Marital status		The policy does not impact on the equality of opportunity for this category
Sexual orientation		Content that could compromise the perception of the library as an open and welcoming space will not be permitted or will be removed.
Men women generally		The policy does not impact on the equality of opportunity for this category
Disability		Library IT services are designed to facilitate disabled users, libraries provide information that can assist disabled users to access social media
Dependants		The policy 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

Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief	N/A	None
Political opinion	N/A	None
Racial group	N/A	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		No, the scope of the policy does not offer opportunities to better promote good relations. The policy does not permit content that might compromise the perception of the library as an open and welcoming space to all.
Political opinion		No, the scope of the policy does not offer opportunities to better promote good relations. The policy does not permit content that might compromise the perception of the library as an open and welcoming space to all.
Racial group		No, the scope of the policy does not offer opportunities to better promote good relations. The policy does not permit content that might compromise the perception of the library as an open and welcoming space to all.

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

Children and adults who use Libraries NI buildings or services may have multiple identities: they may be from a different ethnic background, they may have hidden or obvious disabilities, they may be responsible for dependants. These were considered when the policy was developed to allow all users to access library services across the network.

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 an adverse impact on any of the Section 75 categories. It has a positive impact on all users and those wishing to avail of public libraries.

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 is available in print format in all branches for those with no access to ICT equipment such as older people, there is software available on library computers to provide access to the policy in different languages and for people with disabilities such as visual impairment.

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.

N/A

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

[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)].

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
Michael Lynn	Service Development Manager	9 February 2022
Kirsty McClelland	Service Development Manager	9 February 2022
Approved by:		
D Mohelly	Director of Business Support	22 February 2022

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.