libraries ni

Equality Screening Template for Filming Policy

Date: 11 January 2021

Equality Screening Template

Part 1: Policy Scoping

Information about the policy

Name of the policy: Filming policy
Is this an existing, revised or a new policy?   Revised Policy
What is it trying to achieve? (intended aims/outcomes)   The policy sets out Libraries NI's approach to filming in library locations. It aims to ensure positive media coverage to promote libraries, library services and the resources that are available.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.   As the policy is aimed at promoting library services and resources it has the potential to benefit all Section 75 categories.   Libraries are accessible and inclusive environments therefore filming which might compromise/undermine the perception of libraries as open and welcoming spaces will not be permitted.
Who initiated or wrote the policy?   The policy was initiated by the Director of Library Services and written by the Head of Strategic Marketing and Communications.
Who owns and who implements the policy?   The Head of Strategic Marketing and Communications.

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**: Independent film companies

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

Media Handling policy - Head of Strategic Marketing and Communications
Safeguarding policy – Director of Library Services.
Room Hire policy – Service Development Managers

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 However, the Continuous Household Survey (2020/21) reports that 29% of those surveyed who used the library were Catholic, 24% were Protestant, 28% were other or no religion.
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. The CHS (2020/21) indicates a difference between adults using library services with 23% of adults aged 16-24 years, 55-64 years and 65+ years 28% of 25-34 year olds 30% of 45-54 years 41% of 35 – 44 year olds
Marital status	Libraries NI does not collect data for this category. However, the 2020/21 Continuous Household Survey indicates that 27% of married/cohabiting people, 25% of single people, 31% of widowed people and 28% 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 (2020/21) reports that 22% of males have used the library service within the last year compared to 33% of females. According to previous CHS reports 14% of women use the library service more than once a month compared to 9% of men.
Disability	The 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 (2020/21) adults (aged 16 -44) with dependent children (33%) are more likely to use the library service than adults with no dependents (23%). 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. Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted.
Political opinion	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted.
Racial group	The use of other resources such as Reachdeck (Browsealoud), Say Hi app etc will support groups included in this category for whom English might not be a first language.
Age	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.
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 Some information may be required in alternative formats
Dependants	Appropriate permissions must be obtained regarding children and vulnerable adults

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	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	Minor
Political opinion	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	Minor
Racial group	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	None
Age	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	None
Marital status	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	None
Sexual orientation	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	None
Men women generally	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	None
Disability	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	None
Dependants	Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.	None

Section 75 category	If yes, provide details	If no, provide reasons
2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
Religious belief		Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.
Political opinion		Filming which might compromise the perception of the library as an open and welcoming space for all will not be permitted. Permission should be sought before filming commences.
Racial group	Filming has the potential to inform/increase awareness of resources and services providing the language needs of those whose first language is not English are taken in to account. Browsealoud, Say Hi app or other translation services can be used with customers in this grouping.	
Age	Filming has the potential to inform/increase awareness of resources and services.	
Marital status	Filming has the potential to inform/increase awareness of resources and services.	
Sexual orientation	Filming has the potential to inform/increase awareness of resources and services.	
Men women generally	Filming has the potential to inform/increase awareness of resources and services.	
Disability	Filming has the potential to inform/increase awareness of resources and services. Use of e.g. Reachdeck/ Browsealoud for customers who have a visual impairment may be utilised. Provision of information in alternative formats where possible	
Dependants	Filming has the potential to inform/increase awareness of resources and services.	

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	None	None
Political opinion	None	None
Racial group	None	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		The policy does not permit filming which might compromise the perception of the library as an open and welcoming space to all.
Political opinion		The policy does not permit filming which might compromise the perception of the library as an open and welcoming space to all.
Racial group		The policy does not permit filming which 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

> This policy may impact on people with multiple identities for example older people with disabilities. However mitigations already in place are sufficient e,g. translation services/ alternative formats and there is no evidence of significant impact

Part 3. Screening Decision

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

> The policy has been screened out for Equality Impact Assessment as the primary aim of the policy is to inform and increase awareness of library services and resources.

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

> Not applicable as the impact is none/minor.

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.

Mitigation not required for the policy

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	N/A
Social need	N/A
Effect on people's daily lives	N/A
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:

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)].

Recording and analysis of the number of requests to film in libraries will be carried out on an annual basis to inform the next policy review in 2025.
Filming requests for use of library premises as a location will be monitored to inform the next policy review in 2025.

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
K. Aiken Kim Aiken	Service Development Manager	11 January 2022
Julie Campbell	Marketing Officer	11 January 2022
Approved by:		
Trisha Ward Trisha Ward	Director of Library Services	12 January 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.