

Quarterly Report on the Screening of Policies in Accordance with Section 75 of the Northern Ireland Act 1998

Apr - Jun 2022

Policy	New / Revised Policy	Policy Aim	Brief Description	Screening Outcome
Adoption Leave Policy	Revised	The policy aims to provide a clear framework and application process within which staff working for Libraries NI are expected to adhere to when applying for adoption leave and pay	The policy ensures staff have access to adoption provisions and know the eligibility requirements for adoption leave and pay.	Screened out for EQIA without mitigation
Anti-Fraud Policy	Revised	Seeks to ensure that Libraries NI has a zero tolerance towards fraud and loss.	Details responsibilities regarding the prevention of fraud and loss within Libraries NI. It applies to staff, members of the public, Board Members and contractors.	Screened out for EQIA without mitigation
Code of Conduct for Board Members	Revised	To ensure that the Libraries NI Board and individual Board Members operate within a framework of good practice at all times.	The code, based on the model 'Guidance on Codes of Practice for Board Members of Public Bodies' (Cabinet Office, 2004), also reflects new legislation and government guidelines.	This policy was screened out for EQIA without mitigation
Conflicts of Interest Policy	Revised	To ensure that Board Members and staff discharge their duties in a manner that is honest, fair and unbiased and that decision-making is open and transparent.	Provides a framework for managing actual, potential or perceived conflicts of interest in a consistent and transparent manner.	Screened out for EQIA without mitigation

Policy	New / Revised Policy	Policy Aim	Brief Description	Screening Outcome
Smoke Free Workplace	Revised	The policy aims to ensure that Libraries NI meets the requirements of the Smoking (NI) Order 2006 and subsequent amendments.	The policy establishes a clear policy on a smoke free environment in premises, public places, and certain vehicles. It provides guidance for managers and a commitment to provide support to staff who wish to stop smoking.	Screened out for EQIA without mitigation

The screening documentation can be viewed in the **Equality** section of our website: [Quarterly Screening Outcome Report Apr-Jun 2022](#)

The policies can be viewed in the **Policies and Procedures** section of our website: [Policies and Procedures](#)

If you require further information please contact:

Heather Gardiner

Data Protection Officer

Libraries NI

Ballymena Regional Administration Office

25-31 Demesne Avenue

Ballymena, BT43 7BG

t: 028 2566 4135 | v: 6102 4135

e: Heather.Gardiner@librariesni.org.uk | w: www.librariesni.org.uk