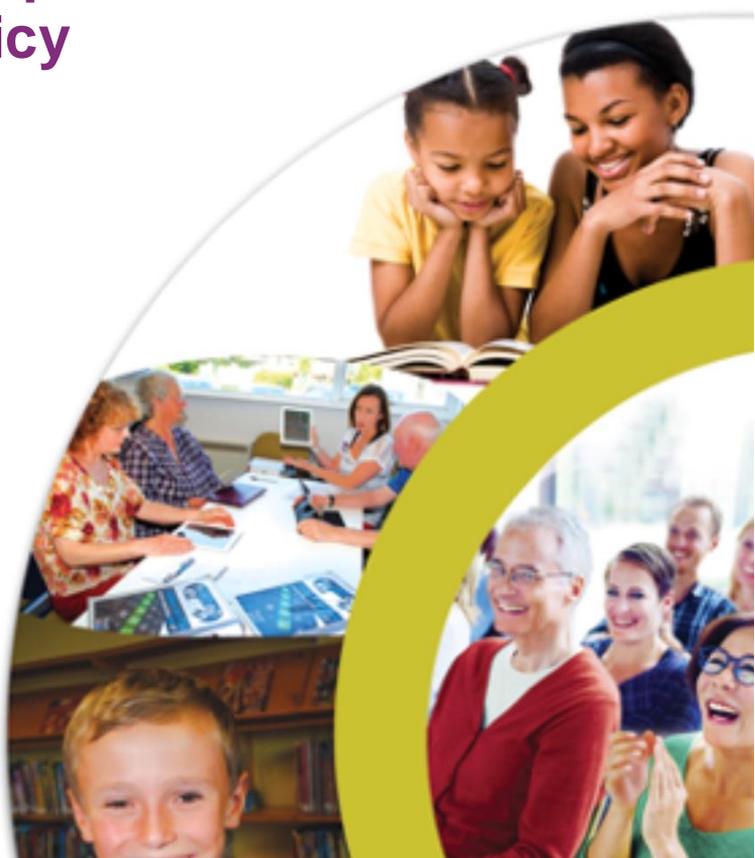


Equality Screening Template for Whistleblowing Policy



Date: June 2023



LNI Screening Template

Part 1. Policy Scoping

Information about the policy

| |
|--|
| <p>Name of the policy</p> <p>Whistleblowing Policy 5.0 (2023 review)</p> |
| <p>Is this an existing, revised or a new policy?</p> <p>Revised</p> |
| <p>What is it trying to achieve? (intended aims/outcomes)</p> <p>This policy and associated guidance provide a framework to;</p> <ul style="list-style-type: none"> • encourage staff and other individuals who have a concern about actual, potential or suspected malpractice or wrongdoing to raise that concern openly and at an early stage so that it can be dealt with in an appropriate and timely manner • reassure staff and others that it is safe and acceptable to speak up if they have a concern about some actual or potential malpractice or wrongdoing and that any information regarding potential wrongdoing is valued. • confirm Libraries NI's commitment to taking the necessary action, properly and promptly, to address any genuine concern. |
| <p>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</p> <p>The policy offers the same benefits to all persons irrespective of their status in relation to section 75 categories.</p> |
| <p>Who initiated or wrote the policy?</p> <p>The policy was initiated to support the Corporate Governance and Accountability structures within Libraries NI</p> |
| <p>Who owns and who implements the policy?</p> <p>The policy is owned and implemented by the Director of Business Support</p> |

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy?

No factors identified.

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 – Board Members, Suppliers, Service Providers, Contractors etc.

Other policies with a bearing on this policy

- Conflict of Interests Policy
- Anti-Bribery Policy
- Anti-Fraud Policy
- Code of Conduct for Board Members
- Code of Conduct for Staff

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 | 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 |
| Political opinion | As above |
| Racial group | As above |
| Age | As above |
| Marital status | As above |
| Sexual orientation | As above |
| Men women generally | As above |
| Disability | As above |
| Dependants | 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.

| Section 75 category | Details of needs/experiences/priorities |
|----------------------------|---|
| Religious belief | The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of religious belief |
| Political opinion | The policy applies fairly and consistently to all members of staff and/or persons impacted by this policy irrespective of political opinion |
| Racial group | Where necessary the policy may require to be translated into alternative languages. |
| Age | The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of age |
| Marital status | The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of marital status |
| Sexual orientation | The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of sexual orientation |
| Men women generally | The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of gender |
| Disability | Need to consider use of different formats when communicating the policy in order to allow a full understanding of the policy to be gained |
| Dependants | The policy applies fairly and consistently to all members of staff and persons impacted by this policy irrespective of dependants |

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 | | None |
| Political opinion | | None |
| Racial group | Provided consideration is given to those whose first language is not English | None |
| Age | | None |
| Marital status | | None |
| Sexual orientation | | None |
| Men women generally | | None |
| Disability | Provided consideration is given to the availability of different formats when communicating the policy in order to allow a full understanding of the policy to be gained | None |
| 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 | | The policy does not impact on the equality of opportunity for this category |
| Political opinion | | The policy does not impact on the equality of opportunity for this category |
| Racial group | By addressing language needs and translation of any relevant material | |
| Age | | The policy does not impact on the equality of opportunity for this category |
| Marital status | | The policy does not impact on the equality of opportunity for this category |
| Sexual orientation | | The policy does not impact on the equality of opportunity for this category |
| Men women generally | | The policy does not impact on the equality of opportunity for this category |
| Disability | By making policy available in accessible formats | |
| 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 | 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 scope of the policy does not offer the opportunity to promote good relations. |
| Political opinion | | As Above |
| Racial group | | 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 applies fairly and consistently to all persons impacted by the policy 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 in terms of accessing the policy information e.g. persons who do not speak English as a first language, those with sight difficulties etc.

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 corporate governance and legislative responsibilities 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

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 derived from and addresses a range of corporate governance and legislative responsibilities and as such cannot be mitigated or 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.

| 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 | 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? -YES

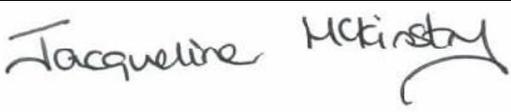
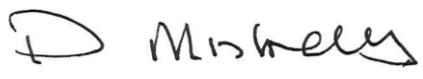
If yes, please provide details:

The policy is derived from Department of Finance best practice guidance DAO (DFP) 02/15: Whistleblowing Guidance and Whistleblowing in the Public Sector: A good practice guide for workers and employers (Audit Scotland, National Audit Office, Northern Ireland Audit Office, Wales Audit Office, November 2014). Revision or amendment of this founding guidance may require the policy to be amended accordingly.

Part 4. Monitoring

The policy will be monitored by internal reporting and three yearly review.

Part 5. Approval and authorisation

| Screening Reviewed by : | Position/Job Title: | Date: |
|---|------------------------------|--------------|
|  | Head of HR | 19 June 2023 |
| Approved by: | | |
|  | Director of Business Support | 19.06.2023 |

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.