

## Equality Screening Template for Code of Conduct for Board Members

**Date:** November 2024



# Equality Screening Template

## Part 1. Procedure Scoping

Information about the procedure

<b>Name of the procedure</b>  Code of Conduct for Board Members 2025 (review)
<b>Is this an existing, revised or a new procedure?</b>  Reviewed/Revised
<b>What is it trying to achieve? (intended aims/outcomes)</b>  The purpose of the Code of Conduct is to: <ul style="list-style-type: none"><li>• provide a clear framework within which Board Members are expected to conduct themselves</li><li>• ensure Board Members know the standards of behaviour that are required</li><li>• maintain high standards of conduct so that the public, the Minister, the Department and other stakeholders can have confidence in Libraries NI and its governance arrangements</li><li>• protect Board Members from unfair criticism and minimise the potential for misunderstandings.</li></ul>
<b>Are there any Section 75 categories which might be expected to benefit from the intended procedure?</b> <b>If so, explain how.</b>  The policy offers the same benefits to all persons irrespective of their status in relation to section 75 categories.
<b>Who initiated or wrote the policy?</b> The Northern Ireland Assembly expects all holders of public office to work to the highest personal and professional standards. Guidance <sup>1</sup> has been produced by the Department of Finance (DoF) on the contents of a Code of Conduct for Board Members of public bodies, with the expectation that all public bodies should prepare their own Code to reflect the specific

<sup>1</sup> <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/fddfp0414att.pdf> (April 2014)

environment in which the Board operates, its relationship with Ministers and government department and its particular responsibilities to the public and external regulators.

**Who owns and who implements the procedure?**

The Code is owned and managed by the Libraries NI Chief Executive in collaboration with the Chairperson of the Board.

**Implementation Factors**

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

If yes, are they

☐

**financial**

☒

**legislative**

☐

**other, please  
specify** \_\_\_\_\_

**Main stakeholders affected**

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

☐

**staff**

☐

**service users**

☐

**other public sector organisations**

☐

**Voluntary/community/trade unions**

☒

**Other, please specify** Members of the Libraries NI Board

### **Other policies with a bearing on this procedure**

In addition to fulfilling a legislative requirement this policy contributes to the support of the organisations overall governance framework.

### **Available evidence**

What evidence/information (both qualitative and quantitative) have you gathered to inform this procedure? 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 procedure
<b>Political opinion</b>	As above
<b>Racial group</b>	As above
<b>Age</b>	As above
<b>Marital status</b>	As above
<b>Sexual orientation</b>	As above
<b>Men women generally</b>	As above
<b>Disability</b>	As above
<b>Dependants</b>	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 procedure/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>	The Code applies fairly and consistently to all members of staff and persons impacted by this procedure irrespective of religious belief
<b>Political opinion</b>	The Code applies fairly and consistently to all members of staff and/or persons impacted by this procedure irrespective of political opinion
<b>Racial group</b>	Where necessary The Code may require to be translated into alternative languages.
<b>Age</b>	The Code applies fairly and consistently to all members of staff and persons impacted by this procedure irrespective of age
<b>Marital status</b>	The Code applies fairly and consistently to all members of staff and persons impacted by this procedure irrespective of marital status
<b>Sexual orientation</b>	The Code applies fairly and consistently to all members of staff and persons impacted by this procedure irrespective of sexual orientation
<b>Men women generally</b>	The Code applies fairly and consistently to all members of staff and persons impacted by this procedure irrespective of gender
<b>Disability</b>	Need to consider use of different formats when communicating the policy and procedure in order to allow a full understanding of the procedure to be gained .
<b>Dependants</b>	The Code applies fairly and consistently to all members of staff and persons impacted by this procedure irrespective of dependants

## Part 2. Screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this procedure, for each of the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>Details of procedure impact</b>	<b>Level of impact? Minor/major/none</b>
<b>Religious belief</b>		None
<b>Political opinion</b>		None
<b>Racial group</b>	Provided consideration is given to those whose first language is not English	None
<b>Age</b>		None
<b>Marital status</b>		None
<b>Sexual orientation</b>		None
<b>Men women generally</b>		None
<b>Disability</b>	Provided consideration is given to the needs of disabled persons	None
<b>Dependants</b>		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 Code does not impact on the equality of opportunity for this category
<b>Political opinion</b>		The Code does not impact on the equality of opportunity for this category
<b>Racial group</b>	By addressing language needs and translation of any relevant material	
<b>Age</b>		The Code does not impact on the equality of opportunity for this category
<b>Marital status</b>		The Code does not impact on the equality of opportunity for this category
<b>Sexual orientation</b>		The Code does not impact on the equality of opportunity for this category
<b>Men women generally</b>		The Code does not impact on the equality of opportunity for this category
<b>Disability</b>	The Code reflects the current legislative provisions. Libraries NI will take into account the needs of those with disabilities, including consideration of the use of different formats when communicating	
<b>Dependants</b>		The Code does not impact on the equality of opportunity for this category

<b>3 To what extent is the procedure 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 procedure 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 Code does not offer the opportunity to promote good relations.
<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 procedure on people with multiple identities. Specify relevant section 75 categories concerned

As the Code applies fairly and consistently to all persons employed by Libraries NI 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 Code 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 e.g. staff with a disability or those who do not speak English as a first language - it is designed to comply with a wider NI Assembly legislative requirement aimed at maintaining appropriate governance arrangements for those in public office.

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

The Code addresses a statutory duty and as such cannot be mitigated or replaced by an alternative.

If the decision is to subject the procedure to an equality impact assessment, please provide details of the reason

Not applicable

## Mitigation

Can the procedure/decision be amended or changed or an alternative procedure 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 procedure.

Not Applicable

## Timetabling and prioritising

If the procedure 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 procedure 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 procedure 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 procedure affected by timetables established by other relevant public authorities? - NO

If yes, please provide details:

## Part 4. Monitoring

The procedure will be monitored by Internal reporting and biennial review

## Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
	Assets Manager	01/11/2024
Approved by:		
	Director of Business Support	4/11/2024

Note: A copy of the Screening template, for each procedure screened should be 'signed off' and approved by a senior manager responsible for the procedure, made easily accessible on the website as soon as possible following completion and made available on request.