

## Equality Screening for Filming Policy

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# Equality Screening Template

## Part 1: Policy Scoping

### Information about the policy

<b>Name of the policy:</b>  Filming Policy
<b>Is this an existing, revised or a new policy?</b>  Revised Policy
<b>What is it trying to achieve? (intended aims/outcomes)</b>  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.
<b>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</b>  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.
<b>Who initiated or wrote the policy?</b>  The policy was initiated by the Director of Library Services and written by the Head of Strategic Marketing and Communications.
<b>Who owns and who implements the policy?</b>  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	<b>Financial</b>
x	<b>Legislative</b>
	<b>Other, please specify:</b> _____

## Main Stakeholders Affected

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

x	<b>Staff</b>
x	<b>Service Users</b>
x	<b>Other Public Sector Organisations</b>
x	<b>Voluntary/Community/Trade Unions</b>
x	<b>Other, please specify:</b> 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
- Data Protection Policy – Director of Corporate Services

## 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
<b>Religious belief</b>	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, 2021 Census for Northern Ireland reported 42.31% Catholic, 36.98% Protestant, 17.39% no religion, 1.72% and 1.60% not stated.
<b>Political opinion</b>	There is no available evidence of the political opinion of library users/non-users.
<b>Racial group</b>	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, Libraries NI statistics determine that the percentage of Black and Minority Ethnic (BME) active members in 2023/24 was 3.8% of active members. 56.5% of registered members classed themselves as white and 39.7% did not provide this information.
<b>Age</b>	Public Library Standards 2019/20 shows that approximately 31% of children are active members of the library service. 22% of young people are active library members and approx. 11% of adults are active members. The 2023/24 Continuous Household Survey (CHS) states that 23% of adults aged 18 and over had used the library at least once within the last year. The 2023/24 Libraries NI statistics identifies there are 458,589 registered members, with 258,153 active members (56.29%). The percentage of active library members who are children (0-15) is 37.46%. 44.92 % of the active membership are adults (16 - 59) and 16.04% are Senior Citizen (60 and over). 1.58% of active users are uncategorised by age. 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
<b>Marital status</b>	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.
<b>Sexual orientation</b>	Libraries NI does not collect data for this category. The 2021 Census for Northern Ireland figures indicates that 2.09% of the population identify as gay, lesbian, bisexual or other sexual orientation. 90.04% identify as straight or heterosexual and 7.87% prefer not to say.

<b>Men women generally</b>	<p>The 2021 Census for Northern Ireland state 50.81% of the population are female and 49.19% of the population are male.</p> <p>Library statistics for 2023/24 show that 52.18% of active members were female, and 32.98% of active members were male. There was no data recorded for 14.79% of active borrowers.</p> <p>CHS 21/22 shows that women were more likely to have used the public library service than men (17% and 12% respectively).</p>
<b>Disability</b>	<p>CHS 2021/22 indicates that adults with a disability were less likely to have engaged with culture and the arts compared to those without a disability (54% and 65% respectively).</p> <p>In 2023/24 there were 8,963 library borrowers registered as disabled. This represents 1.95% of the total number of registered borrowers. Of these, 4,598 were active members.</p> <p>Mobility is the form of disability most often cited by library members.</p>
<b>Dependants</b>	<p>Libraries NI does not collect data for this category.</p> <p>According to the 2021/22 CHS adults with dependants were more likely to have used the public library service (18%) compared to adults who do not have dependants (13%).</p>

## 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.

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
<b>Religious belief</b>	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.
<b>Political opinion</b>	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.
<b>Racial group</b>	The use of other available resources in libraries, such as Reachdeck and Say Hi app support individuals and groups within this category.
<b>Age</b>	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.
<b>Marital status</b>	There is no evidence of any different needs, experiences or priorities for this category The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities.
<b>Sexual orientation</b>	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
<b>Men women generally</b>	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
<b>Disability</b>	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
<b>Dependants</b>	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
<b>Religious belief</b>	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
<b>Political opinion</b>	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
<b>Racial group</b>	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
<b>Age</b>	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
<b>Marital status</b>	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
<b>Sexual orientation</b>	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
<b>Men women generally</b>	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
<b>Disability</b>	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
<b>Dependants</b>	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

<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>		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.
<b>Political opinion</b>		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.
<b>Racial group</b>	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. Reachdeck, Say Hi app or other translation services can be used with customers in this grouping.	
<b>Age</b>	Filming has the potential to inform/increase awareness of resources and services.	
<b>Marital status</b>	Filming has the potential to inform/increase awareness of resources and services.	
<b>Sexual orientation</b>	Filming has the potential to inform/increase awareness of resources and services.	
<b>Men women generally</b>	Filming has the potential to inform/increase awareness of resources and services.	
<b>Disability</b>	Filming has the potential to inform/increase awareness of resources and services. Use of e.g. Reachdeck for customers who have a visual impairment may be utilised. Provision of information in alternative formats where possible	
<b>Dependants</b>	Filming has the potential to inform/increase awareness of resources and services.	



<b>3 To what extent is the policy 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 policy 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 policy does not permit filming which might compromise the perception of the library as an open and welcoming space to all.
<b>Political opinion</b>		The policy does not permit filming which might compromise the perception of the library as an open and welcoming space to all.
<b>Racial group</b>		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

There is no evidence that this policy will have a significant impact on people with multiple identities. However, mitigations are already in place and are considered to be sufficient i.e. translation services/ alternative formats for e.g. older people with disabilities.

## 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 is not required for the policy

### 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	

*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:

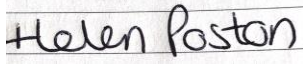
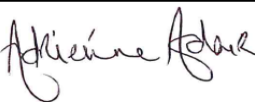
N/A

### 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:
	Service Development Manager	18/02/2025
Approved by:		
	Director of Library Services	21/02/2025

*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.*