



**Policy Screening Template for
Records Management Policy v3.1**

**Date Screened: 28th March 2014
Reviewed: 13 January 2020**

Part 1. Policy Scoping

Information about the policy

<p>Name of the policy</p> <p>Records Management Policy</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>Establishes a framework for the management of records in all formats improving accountability, promoting ethical and professional business practices, enhancing decision-making and facilitating compliance.</p>
<p>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</p> <p>N/A</p>
<p>Who initiated or wrote the policy?</p> <p>Libraries NI is required by law to manage its records properly. This policy has been drafted by the Records Management Officer on behalf of the organisation.</p>
<p>Who owns and who implements the policy?</p> <p>The policy is owned and managed by the Head of ICU / ICT.</p>

Implementation Factors

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

The policy arises from legislative and regulatory requirements and will be monitored and reviewed to ensure compliance with any amendments or changes to those requirements.

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:_
Service delivery partners _____

Other policies with a bearing on this policy:

- Freedom of Information Policy / Data Protection Policy / Information Technology Policy / Network Security Policy/ Server Security Policy

Who owns them? Head of ICU and ICT

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

This policy is a legislative requirement. It is based on good practice set out in the Lord Chancellor's Code of Practice on the Management of Records and National Archives guidance.

Section 75 category	Details of evidence/information
Religious belief	As the policy applies to and impacts all section 75 categories consistently no qualitative or quantitative evidence has been gathered
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	No differential impact
Political opinion	No differential impact
Racial group	No differential impact
Age	No differential impact
Marital status	No differential impact
Sexual orientation	No differential impact
Men women generally	No differential impact
Disability	No differential impact
Dependants	No differential impact

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	No differential impact	None
Political opinion	No differential impact	None
Racial group	No differential impact providing consideration is given to those whose first language is not English	None
Age	No differential impact	None
Marital status	No differential impact	None
Sexual orientation	No differential impact	None
Men women generally	No differential impact	None
Disability	No differential impact providing consideration is given to those with disabilities.	None
Dependants	No differential impact	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 giving consideration to those whose first language is not English	
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 giving consideration to those with disabilities	
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 this 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

No differential impacts

Part 3. Screening decision

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

Equality impact assessment not required as no differential impact identified

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

No differential impact identified

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

No differential impact identified

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.

Screened out without mitigation

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?


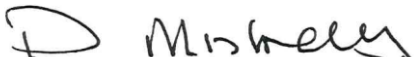
N/A

If yes, please provide details:

Part 4. Monitoring

The policy will be monitored for impacts / effectiveness every 3 years

Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
Desi Curry 	Head of ICU and ICT	13/01/2020
Approved by:	Position/Job Title:	Date:
Desi Miskelly 	Director of Corporate Services	13/1/2020

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.