



## **Policy Screening Template for Community Information Policy**

**Date:** *25 January 2019*

# LNI Policy Screening Template

## Part 1. Policy Scoping

Information about the policy

<b>Name of the policy</b>  Community Information Policy
<b>Is this an existing, revised or a new policy?</b>  Revised
<b>What is it trying to achieve? (intended aims/outcomes)</b>  To ensure a consistent approach to community information and to ensure that Libraries NI conforms to legislative requirements and meets the needs of its customers.
<b>Are there any Section 75 categories which might be expected to benefit from the intended policy?</b> <b>If so, explain how.</b>  As the policy is aimed at connecting people with information and meeting customer needs it has the potential to benefit all Section 75 categories. Libraries are accessible and inclusive environments therefore displaying Community Information 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>  Service Development Manager with responsibility for stock
<b>Who owns and who implements the policy?</b>  Owner; Service Development Manager with responsibility for stock  Implemented by; Assistant stock managers

## Implementation Factors

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

None

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**\_\_\_\_\_  
Partner organisations\_\_\_\_\_

## Other policies with a bearing on this policy

- **What are they?**
- **Who owns them?**

Information and Learning Services Policy; Service Development Manager with responsibility for digital inclusion.

Engaging with culture and creativity; Service Development Manager with responsibility for good relations, equality and anti-poverty

Heritage Policy; Service Development Manager with responsibility for cultural heritage

Social Media Policy; Director of Library 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

<b>Section 75 category</b>	<b>Details of evidence/information</b>
<b>Religious belief</b>	N/A
<b>Political opinion</b>	N/A
<b>Racial group</b>	N/A
<b>Age</b>	N/A
<b>Marital status</b>	N/A
<b>Sexual orientation</b>	N/A
<b>Men women generally</b>	N/A
<b>Disability</b>	N/A
<b>Dependants</b>	N/A

### **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>	In relation to this policy Community Information which might compromise/undermine the perception of libraries as open and welcoming spaces for all will not be permitted.
<b>Political opinion</b>	In relation to this policy Community Information which might compromise/undermine the perception of libraries as open and welcoming spaces for all will not be permitted.
<b>Racial group</b>	To ensure people whose first language is not English have information about the policy, for example, by using translation services.
<b>Age</b>	No evidence of different needs
<b>Marital status</b>	No evidence of different needs
<b>Sexual orientation</b>	No evidence of different needs
<b>Men women generally</b>	No evidence of different needs
<b>Disability</b>	To ensure people with disabilities have information about the policy by taking account of the need to make information about the policy available in a variety of formats.
<b>Dependants</b>	

## Part 2. Screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? Minor/major/none</b>
<b>Religious belief</b>	Increased access and awareness of library services, government services and services offered by other organisations. In relation to this policy Community Information which might compromise/undermine the perception of libraries as open and welcoming spaces for all will not be permitted.	None
<b>Political opinion</b>	Increased access and awareness of library services, government services and services offered by other organisations. In relation to this policy Community Information which might compromise/undermine the perception of libraries as open and welcoming spaces for all will not be permitted.	None
<b>Racial group</b>	Increased access and awareness of library services, government services and services offered by other organisations. Ensuring people whose first language is not English have information about the policy, for example, by using translation services.	None
<b>Age</b>	Increased access and awareness of library services, government services and services offered by other organisations.	None
<b>Marital status</b>	Increased access and awareness of library services, government services and services offered by other organisations	None
<b>Sexual orientation</b>	Increased access and awareness of library services, government services and services offered by other organisations	None
<b>Men women generally</b>	Increased access and awareness of library services, government services and services offered by other organisations	None
<b>Disability</b>	Increased access and awareness of library services, government services and services offered by other organisations. Ensuring that people with disabilities have information about the policy by taking account of the need to make information about the policy available in a variety of formats.	None
<b>Dependants</b>	Increased access and awareness of library services, government services and services offered by other organisations	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>	Information is available to all in a neutral venue	Displaying Community Information which might compromise/undermine the perception of the library as an open and welcoming space for all will not be permitted.
<b>Political opinion</b>	Information is available to all in a neutral venue	Displaying Community Information which might compromise/undermine the perception of the library as an open and welcoming space for all will not be permitted.
<b>Racial group</b>	Information is available to all in a neutral venue providing people whose first language is not English have information about the policy, for example, by using translation services.	
<b>Age</b>	Information is available to all in a neutral venue	
<b>Marital status</b>	Information is available to all in a neutral venue	
<b>Sexual orientation</b>	Information is available to all in a neutral venue	
<b>Men women generally</b>	Information is available to all in a neutral venue	
<b>Disability</b>	Information is available to all in a neutral venue providing people with disabilities have information about the policy by taking account of the need to make information about the policy available in a variety of formats.	
<b>Dependants</b>	Information is available to all in a neutral venue	

<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>	Creating awareness of services and events throughout the community	None
<b>Political opinion</b>	Creating awareness of services and events throughout the community	None
<b>Racial group</b>	Creating awareness of services and events throughout the community	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>	Policy enables communities to be aware of events and services within their local community and on a regional level in a neutral venue	
<b>Political opinion</b>	Policy enables communities to be aware of events and services within their local community and on a regional level in a neutral venue	
<b>Racial group</b>	Policy enables communities to be aware of events and services within their local community and on a regional level in a neutral venue	



## 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

The policy applies to all sections of the community, whether single or multiple identity.

The policy does not favour any section of the community

### Part 3. Screening decision

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

No – The policy is inclusive and does not negatively impact any section of the community.

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

There is no need for mitigation as the policy provides an equitable approach to the dissemination and display of community information.

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.

No – policy already allows for equality of opportunity

## 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	1
Social need	1
Effect on people's daily lives	1
Relevance to a public authority's functions	2

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:

## 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)].*

## Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
Lily Gillis <i>Lily Gillis</i>	Assistant Stock Manager	6/2/2019
Sean Beattie <i>Sean Beattie</i>	Service Development Manager	6/2/2019
Approved by:		
Helen Osborn <i>Helen Osborn</i>	Director of Library Services	6/2/2019

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.