

PBNI Equality Impact Screening

Part 1 Policy Scoping

Information about the policy

This form should be read in conjunction with the Equality Commission's revised Section 75, "A Guide for Public Authorities" April 2010 and available via the following link [S75 Guide for Public Authorities April 2010](#). Staff should complete a form for each new or revised policy for which they are responsible (see page 6 for a definition of policy in respect of section 75).

The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations and so determine whether an Equality Impact Assessment (EQIA) is necessary. Screening should be introduced at an early stage when developing or reviewing a policy.

1.1 Name of the policy

Recruitment & Selection Policy & Procedure

1.2 Is this an existing, revised or a new policy?

Revised

1.3 What is it trying to achieve? (Intended aims/outcomes)

The purpose the Recruitment Policy and accompanying Recruitment Procedure is to:-

- provide a standardised approach to recruiting staff;,
- ensure that everyone is treated in a fair and consistent way; and
- ensure that processes are open and transparent to all involved; and

The Recruitment Procedures will also ensure ensure that recruitment processes are provided efficiently and effectively.

1.4 Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.

No

1.5 Who initiated or wrote the policy?

Staff Officer Human Resources Department

1.6 Which Dept. owns and who implements the policy?

Human Resources Department

Implementation factors

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

Yes

If yes, are they

financial

legislative

other, please specify

Main stakeholders affected

1.8 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

Applicants for vacant posts and individuals involved in recruitment and selection processes for PBNI.

1.9 Other policies with a bearing on this policy

• what are they?

- Information Security Policy
- Data Protection Policy
- Management of Information Policy
- Equality Scheme
- Equal Opportunities Policy
- Mobility Policy and Procedure
- Secondment Policy and Procedure

• who owns them?

IT Department
Compliance Department
PBNI Board
HR Department

Available evidence

1.10 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	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>Protestant = 43% Roman Catholic = 52% Non-determined = 5%</p>
Political opinion	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>Nationalist = 7% None = 24% Other = 4%</p> <p>Prefer Not to Say = 3% Unionist = 6% Not Disclosed/Blank = 56%</p>
Racial group	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>White = 98% Black African/Other = 1% Not Disclosed/Blank = 1%</p>
Age	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>18-25 = 3%; 26-35 = 20%; 36-45 = 26%; 46-55 = 31%; 56+ = 20%</p>
Marital status	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>Civil Partnership = 1% Cohabiting = 10% Divorced = 5%</p> <p>Married = 47% Not Disclosed/Blank = 2% Separated = 3%</p> <p>Single = 31% Widowed = 1%</p>

Sexual orientation	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>Bisexual = 1% Heterosexual = 87% Gay/Lesbian = 1%</p> <p>Not Disclosed/Blank = 11%</p>
Men and women generally	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>Male = 23% Female = 77%</p>
Disability	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>Not Disabled = 95% Disabled = 5%</p> <p>In Northern Ireland 18% of the population have a disability,</p>
Dependants	<p>Details from the latest Section 75 Report indicate that the PBNI workforce is as follows:</p> <p>Not Disclosed/Blank 56% Care of a child = 40%</p> <p>Care of an adult = 2% Care (disability) = 2%</p>

Needs, experiences and priorities

1.11 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 details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	None in relation to this policy
Political opinion	None in relation to this policy
Racial group	None in relation to this policy
Age	A high percentage (60+%) of the PBNI workforce require a degree level qualification, which impacts upon the number of 18-25 year old

	employees.
Marital status	None in relation to this policy
Sexual orientation	None in relation to this policy
Men and women generally	57% of PBNI workforce require a recognised Social Work qualification. PBNI is working with the NI Social Care Council to increase the number of males undertaking a recognised Social Work qualification. If a role is under represented by either male or female staff, then a positive action statement is included in the advertisement. Appointment will be on the merit principle.
Disability	Reasonable adjustments may be made for applicants throughout the selection process and successful applicants appointed to posts. Appointment will be on the merit principle. Applicants with a disability who meet the essential criteria will be invited to interview,
Dependants	None in relation to this policy

Part 2 Equality Screening Questions

SCREENING QUESTIONS

- 2.1** In making a decision as to whether or not there is a need to carry out an equality impact assessment, consider questions 2.5 -2.8 listed below.
- 2.2** If the conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the decision may to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, give details of the reasons for the decision taken.
- 2.3** If the conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:
- i.measures to mitigate the adverse impact; or
 - ii.the introduction of an alternative policy to better promote equality of opportunity and/or good relations.
- 2.4** If the conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

2.5 Equality Impact

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? Minor Major None		
Section 75 category	Details of policy impact	Level of impact? Minor Major None
Religious belief	<p>Decisions about recruitment and selection, will be made on an objective basis and without unlawful discrimination as per PBNI's Equal Opportunities Policy.</p> <p>Positive action statements will be included in job advertisements when an examination, by grade, determines that the grade to be recruited is significantly under-represented. All applications for employment will be considered strictly on the basis of merit thereafter.</p>	None
Political opinion	As above	None
Racial group	As above	None
Age	As above	None
Marital status	As above	None
Sexual orientation	As above	None
Men and women generally	As above	None
Disability	As above. Additionally reasonable adjustments may be made during the selection process and upon appointment if required.	None

Dependants	As above	None
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2.6 Promotion of Equality

Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief		No. Posts will be publicly advertised and will contain a positive action statement if required.
Political opinion		No posts are publically advertised
Racial group		No posts are publically advertised
Age		No posts are publically advertised
Marital status		No posts are publically advertised
Sexual orientation		No posts are publically advertised
Men and women generally		No posts are publically advertised
Disability	Yes through targeted recruitment with disability groups in addition to public recruitment.	
Dependants		No. Flexible working options are available.

2.7 Good Relation Impact

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		
Good relations category	Details of policy impact	Level of impact Minor Major None
Religious belief		None
Political opinion		None
Racial group		None

2.8 Promotion of Good Relations

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes , provide details	If No , provide reasons
Religious belief		<p>NO</p> <p>PBNI is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be unlawfully discriminated against (either directly or indirectly) or receive less favourable treatment. It is the Probation Board's policy to comply with its duties under the anti-discrimination legislation.</p> <p>Decisions about recruitment and selection will be made on an objective basis and without unlawful discrimination.</p>

Political opinion	As above.	
Racial group	As above.	

Additional considerations

Multiple identities

2.9 Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?
(For example; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

None

2.10 Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

N/A

2.11 Is there an opportunity through this policy for PBNI to promote positive attitudes towards disabled people or encourage the participation of disabled people in public life?

Yes

No

If answered yes detail how this will be achieved: - The policy encourages people with a disability to apply for positions and guarantees those who meet the essential criteria an interview.

Part 3 Screening decision

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

No equality issues have been identified that warrant a further inspection of equality issues in relation to this policy.

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

N/A

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

N/A

Mitigation

3.4 When the likely impact is 'minor' an equality impact assessment is not to be conducted, mitigation may lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations. Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations and if so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

Date Screening Completed: 25/08/2020

Department Completing this Screening: Human Resources