

APPENDIX 2

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening

Part 1. Information about the activity/policy/project being screened

Neonatal Policy.

Is this activity/policy/project – an existing one, a revised one, a new one?

The Neonatal Policy is a new policy.

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

The intended aim of the policy is to inform employees of their right to request a period of neonatal care leave when their baby requires neonatal care. This leave is in addition to existing parental leave entitlements namely: maternity, adoption, paternity, shared parental, parental and parental bereavement leave, collectively known as “family leave”. Neonatal leave will allow parents to extend their time off with their baby at home, when they are out of hospital instead of using other forms of leave.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

The Neonatal Policy will apply to all Council employees who have a child who is admitted to hospital for neonatal care which lasts for at least 7 consecutive days, within the first 28 days of birth.

There are expected to be benefits for all employees. It is not envisaged that the policy will target anyone from the specific Section 75 categories/ groups.

Who initiated or developed the activity/policy/project?

The HR&OD unit are responsible for developing the Neonatal Policy.

Who owns and who implements the activity/policy/project?

The HR&OD unit is the owner of the policy and will be responsible for implementation.

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

No

If yes, give brief details of any significant factors.

Financial

Legal

Other

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff

The Neonatal Policy will apply to Council employees who are absent from work who have a child who is admitted to hospital for neonatal care which lasts for at least 7 consecutive days, within the first 28 days of birth.

Line managers are responsible for:

- being the first point of contact for any employee considering NCL leave
- signposting the employee to other support that may be available
- maintaining contact with the employee during their leave
- recommending to their Head of Service whether NCL should be approved
- complying with the associated procedure

In addition to line management responsibilities, Heads of Service are responsible for;

- considering NCL requests, and where compliant with policy approving such requests
- ensuring line managers within their unit are undertaking all of their duties and responsibilities in line with this policy and the associated procedure

The Chief Executive and Directors will be responsible for ensuring that policies and procedures are effectively and properly implemented in their relevant department.

While the primary responsibility for the Neonatal Policy lies with Line Managers, HR & OD provide an important source of advice and have a central role to play in facilitating and supporting line managers.

Service users

None

Other public sector organisations

None

Voluntary/community/trade unions

Trade Unions will be consulted with and receive copies of the policy

Other

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of policy/strategy/plan	Who owns or implements?
Family Rights at Work Policy Leave Policy	HR&OD

Available evidence

The HR&OD unit routinely review existing policies and procedures.

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Internal employee data. While this information is not complete at present, the introduction of a new HR system will assist with this data collection and the screening can be updated accordingly.

Section 75 Category	Details of evidence/information
Religious Belief	Protestant – 63.9% Roman Catholic – 23.5% Non-determined – 12.6%
Political Opinion	No relevant information
Racial Group	Indian – 0.1% Other – 0.4% Unknown – 15.4% White – 84.2%
Age	<18 years – 1.3% 18-25 – 15.8% 26-35 – 14.3% 36-45 – 22.3% 46-55 – 24.7% 56+ - 21.5%
Marital Status	Married/Civil Partnership – 39.2% Divorced/Separate 3.2% Single – 41.4% Widow 0.2% Unknown – 16.0%
Sexual Orientation	LGBTQ – 1.1% Heterosexual – 25.7% Unknown – 73.2%
Men & Women Generally	Male – 54.6% Female – 45.4%

Disability	Declared disability – 0.66%
People with and without Dependants	Have dependants – 22.1% No dependants – 35.4% Unknown – 42.5 %

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 activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	No specific impact as a result of this section 75 category.
Political Opinion	No specific impact as a result of this section 75 category.
Racial Group	No specific impact as a result of this section 75 category.
Age	No specific impact as a result of this section 75 category.
Marital Status	No specific impact as a result of this section 75 category.
Sexual Orientation	No specific impact as a result of this section 75 category.
Men & Women Generally	No specific impact as a result of this section 75 category.

Disability	No specific impact as a result of this section 75 category.
People with and without Dependants	This policy may be of particular benefit for those with dependants. Specifically, as the leave will allow parents to extend their time off with their baby at home, when they are out of hospital instead of using other forms of leave.

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

Section 75 Category	Details of likely impact – will it be positive or negative? If none anticipated, say none	Level of impact - major or minor* - see guidance below
Religious Belief	No differential impact identified	
Political Opinion	No differential impact identified	
Racial Group	No differential impact identified	
Age	No differential impact identified	
Marital Status	No differential impact identified	
Sexual Orientation	No differential impact identified	
Men & Women Generally	No differential impact identified	
Disability	No differential impact identified	

People with and without Dependants	Likely positive impact	Minor
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* See Appendix 1 for details.

2(a) 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 details
Religious Belief	No, this has been considered, however, it has been determined there are no further opportunities to promote equality of opportunity in relation to this policy.	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? No

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan: No

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief	None	
Political Opinion	None	
Racial Group	None	

*See Appendix 1 for details.

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 details
Religious Belief		No, whilst this policy will ensure all are treated equally and consistently – there is no direct impact of the policy on relations between these groups.
Political Opinion		
Racial Group		

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

This is a new policy. The policy aims to support parents of children needing neonatal care as the leave will allow parents to extend their time off with their baby at home, when they are out of hospital instead of using other forms of leave.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

- 1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
- 2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	Reasons/Evidence
Option 1 Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]	Whilst some positive impacts have been identified for specific groups, these are not to the detriment of any other group.
Option 2 Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	
Option 3 Screen in for a full Equality Impact Assessment (EQIA)	

[If option 3, complete timetabling and prioritising section below]	
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Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? No

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

If the activity/policy has been ‘**screened in**’ for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Not applicable

Is the activity/policy affected by timetables established by other relevant public authorities? No. If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Policies are monitored continuously for compliance with changes in legal/statutory requirements. Feedback and lessons learned from leave cases,

and those using the policy is also recorded and considered as part of the normal review process.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Una Chambers	HR&OD Manager	17/12/2024
Reviewed by: Annie Wilson	Equality Officer	19/12/2024
Approved by: Dolores Graham	Acting Head of Service	10/01/2025

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

***Major impact:**

- a) The policy/project is significant in terms of its strategic importance;
- b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Minor impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

- a) The policy has no relevance to equality of opportunity or good relations;
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.