



# Screening Report

July 2018

## **Introduction**

Section 75 of the Northern Ireland Act 1998 requires Radius when carrying out its functions in relation to Northern Ireland, to have due regard to the need to promote equality of opportunity between nine categories of persons, namely:

- Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- Between men and women generally;
- Between persons with a disability and persons without; and
- Between persons with dependants and persons without.

Without prejudice to its obligations above, Radius must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group. The Equality Scheme outlines how we propose to fulfil our statutory duties under Section 75. Within the Scheme, Radius gave a commitment to apply the screening methodology below to all new and revised policies and where necessary and appropriate to subject new policies to further equality impact assessment.

## **Screening Methodology**

When screening policies Radius will consider:

- What are the likely impacts of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories.
- Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?
- To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group?
- Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

In keeping with Radius' commitments detailed within the Equality Scheme Radius has applied the above screening criteria polices. The screening process is used to identify which policies are likely to have an impact on equality of opportunity or good relations. Screening assesses the likely impact as major, minor or none. If it is decided that a policy is likely to have significant/major issues relating to equality, it is then necessary to complete an Equality Impact Assessment (EQIA).

This screening report outlines the screening outcomes from January 2018 - June 2018.

## Screening Outcomes

The screening outcomes are outlined below. Four possible outcomes are recorded:

- The policy has been 'screened in' for equality impact assessment;
- The policy has been 'screened out' with mitigation or an alternative policy proposed to be adopted;
- The policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.
- The policy will be subjected to ongoing screening. For more detailed policies that are to be put in place through a series of stages, screening should be considered at various times during implementation.

## Formats

This document is available in alternative formats (including Braille, disk and audio cassette, and in other languages) please contact:

Gillian Somerville  
Director of Corporate Services  
Radius House  
38-52 Lisburn Road  
Belfast  
BT9 6AA

Tel: 03301230888

E-mail: [gillian.somerville@radiushousing.org](mailto:gillian.somerville@radiushousing.org)

Description of Policy or Proposal	Screening outcome	Reason of reaching Screening Outcome
<b>Job Evaluation Policy</b>	Screened Out	<p>This document details job evaluation as a process of reviewing the range of knowledge, skills and responsibilities that make up a post. This process ensures that a post is graded appropriately within the Association's organisational structure.</p> <p>Moreover, this policy promotes equality in pay through Equal pay for work of equal value and utilise the GLPC scheme. This scheme is used by local councils and approved by trade union organisations.</p> <p>There is no evidence gathered to demonstrate this policy affects specific groups. This policy applies to all members of staff and stakeholders fairly and consistently irrespective of which equality group they belong to.</p>
<b>Whistleblowing Policy</b>	Screened Out	<p>Whistleblowing is a term used to describe a situation where an employee/ agent makes a protected disclosure about an alleged wrongdoing in the work place. It is crucial to the Association that any fraud, misconduct or wrong doing by employees or agents is reported and dealt with in the correct manner.</p>

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<b>Whistleblowing Policy</b>	Screened Out	<p>Therefore, the Association will encourage all individuals to raise any concerns that they may have about the conduct of others.</p> <p>Staff, potential staff or management may use key factors such as the Public Interest Disclosure (NI) order 1998, Grievance and Disciplinary procedures to allow situations to be dealt with property.</p> <p>There is no evidence gathered to demonstrate this policy affects a specific group. This policy applies to all members of staff and stakeholders fairly and consistently irrespective of which equality group they belong to.</p>
<b>Grievance Policy</b>	Screened Out	<p>The aim of this policy highlights how employees might resolve any complaints concerning work-related matters to produce a timely resolution where genuine problems exist.</p> <p>This process is designed to help all employees take the correct action, when they are experiencing difficulties, in an atmosphere of trust.</p> <p>All employees, board members and the trade union are familiarised with this policy</p>

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<b>Grievance Policy</b>	Screened Out	<p>and that it explains how grievances can be investigated and outlines key responsibilities.</p> <p>There is no evidence to demonstrate this policy affects specific groups</p>
<b>Flexi Time Policy</b>	Screened Out	<p>By providing a more flexible system of attendance for staff, it allows greater encouragement for a positive work/life balance in a working environment.</p> <p>Moreover, it allows staff and potential staff to see this as a benefit for working for the Association; contributing towards better customer service and expectations. Information in relation dependants has not been analysed against flexi records.</p> <p>However, it has been commented on by staff that this policy benefits them for work/life balance.</p> <p>Whilst there is no evidence to support this, this flexibility allows the opportunity to honour religious festivals not recognised in the association's leave calendar.</p> <p>The same can be said for those with a disability where flexibility in hours</p>

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<b>Flexi Time Policy</b>	Screened Out	may assist in their ability to work and manage their disability. The examples mentioned above may benefit Radius to be seen as an employer of choice within a number of S75 categories.
<b>Time Off in Lieu (TOIL) Policy</b>	Screened Out	<p>The Association recognises that it may not always be possible for employees to work only their contractual hours. Despite this, the Association also has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that they are recompensed if it is required to work extra hours.</p> <p>The aim of this policy is to define the TOIL system and set down guidelines for its implementation.</p> <p>There is no evidence to establish that this policy affects specific groups; nevertheless it is recognised that with TOIL core hours must be worked and, therefore, it doesn't give the same degree of flexibility as the flexi scheme.</p>

Description of Policy or Proposal	Screening Outcome	Reason of Reaching Screening Outcome
<b>Time off for Medical Appointments Policy</b>	Screened Out	<p>This policy details how requests from employees who need to attend medical, hospital, dental, optician and other similar appointments during working hours will be treated.</p> <p>Key stakeholders include: Chief Executive and SMT, as well as employees families.</p> <p>There is no evidence of any potential effect on any of the S75 categories.</p>
<b>Transfer Request Policy</b>	Screened Out	<p>Ensuring that employee transfer requests are dealt with in a fair, equitable and transparent manner is the aim of this policy.</p> <p>Radius ensures that employees who make a transfer request are not discriminated against or treated less favourable on the grounds of their gender, marital status, religious belief, political opinion, race, disability, sexual orientation, age or any other statutory ground.</p> <p>Key factors whilst making such a decision may be based on the needs of the business, skill shortages and organisational development.</p>



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<b>Transfer Request Policy</b>	Screened Out	Whilst information in relation to any of the S75 categories has not been analysed against transfer requests it has been suggested that certain categories may benefit from this policy .i.e. maintaining a work life balance e.g. moving location to facilitate a shorter commute for the purposes of caring for dependants.
<b>Remuneration of Staff Working in ROI Policy</b>	Screened Out	<p>On occasion, some employees are required to work outside the UK jurisdiction, this policy aims to ensure employees are adequately compensated for such work. Claims made under this policy must be in accordance with agreed financial protocols and are subject to audit.</p> <p>There is no evidence to suggest that the implementation of this policy will adversely impact on any group outlined in section 75.</p>
<b>Travel and Expenditure Policy</b>	Screened Out	The main aim of this policy is to set out the conditions for claiming, administration and authorisation of travel and subsistence allowances

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<b>Travel and Expenditure Policy</b>	Screened Out	<p>which ensures that employees are properly reimbursed for legitimate business expenses and ensuring that these expenses are treated appropriately for tax purposes.</p> <p>The key factors such mileage expenses, receipts for accommodation and flights etc. are needed and used for the development of the policy.</p> <p>There is no evidence to suggest that the implementation of this policy will adversely impact on any group outlined in section 75.</p>
<b>Evacuation Policy</b>	Screened Out	<p>The Association has duties regarding the safety of persons in properties under the Association's control, as outlined in the Fire and Rescue Services (NI) order 2006 and the Fire safety Regulations (NI) Order 2010.</p> <p>Twice a year fire drills are carried out to ensure that employees are conscious of the procedure and exit routes and therefore will respond quickly to the alarm in an emergency.</p>

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<b>Evacuation Policy</b>	Screened Out	<p>Visitors, agency workers and employees are a few of many stakeholders who may be involved or affected by this policy.</p> <p>Additionally, pregnant women are covered by legislation and all notified disabled employees will be invited to develop a mutually acceptable Personal Emergency Evacuation Plan (PEEP) by their manager following the processes outlined in the DHSSPSNI document "The Evacuation of Disabled People from Buildings".</p> <p>There is no evidence of potential impact on good relations.</p>
<b>Police referral Policy</b>	Screened Out	<p>Radius' code of conduct is clear in articulating what is deemed as acceptable behaviour; nonetheless there may be occasions when we are required to seek Police Service of Northern Ireland (PSNI) involvement.</p> <p>There is no evidence to suggest that the implementation of this policy will adversely impact on any group outlined in section 75.</p>

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<b>Insurance Policy</b>	Screened Out	<p>Our objective is to implement a risk management strategy that will help lessen all non-insurable risks facing the company, staff, tenants, service users, agents and members of the public; while at the same time, safeguarding compliance with the policy conditions for all insured risks.</p> <p>Putting insurance in place where it is economically viable and where it is required by law is the aim of this policy.</p> <p>There is no evidence to suggest that the implementation of this policy will adversely impact on any group outlined in section 75.</p>
<b>Equal opportunities Policy</b>	Screened Out	<p>The aim of this policy is that all persons within the Association will have equality of opportunity regardless of sex, religious belief, political belief, political opinion, marital, civil partnership or family status, race, age, sexual orientation, disability, whether or not they have dependants and persons who have undergone, or undergoing or intend to undergo gender reassignment.</p>

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<b>Equal opportunities Policy</b>	Screened Out	<p>Job applicants and current employees may be affected by this policy.</p> <p>Consideration has been given to all S75 categories throughout the policy in order to receive fair participation and promote inclusion.</p> <p>The policy also protects against more subtle and unconscious forms of discrimination such as generalisation about the capabilities, characteristics or interest of particular groups.</p> <p>The policy is made available in different languages and formats on request.</p>
<b>Sickness Absence Policy</b>	Screened Out	<p>Effective attendance management involves finding a balance between providing support to help employees remain at work or return in a timely fashion, whilst maintaining a consistent management approach.</p> <p>Pregnant women with maternity related illness and employees with a disability are covered by legislation and law.</p> <p>There is no evidence to suggest that the implementation of this policy will adversely impact on good relations.</p>

Description of Policy or Proposal	Screening Outcome	Reason of Reaching Screening Outcome
<b>Discipline Policy</b>	Screened Out	<p>Radius is committed to promoting and maintaining good employee relations, fairness and consistency in the treatment of individuals. This particular policy is to help all employees to achieve and maintain standards of conduct, attendance and job performance.</p> <p>The information collected for employees does not suggest that this policy affects any of the nine categories specifically.</p> <p>It is acknowledged that different needs may exist amongst those with a disability or from minority background, special arrangements/reasonable adjustments can be made.</p>
<b>Leave Policy</b>	Screened Out	<p>This policy offers guidance and in relation to annual leave, public and bank holidays as well as discretionary special leave. In order to deliver our services effectively Radius must strive for the highest levels of productivity and performance from our staff.</p> <p>There is no potential impact on any of the S75 categories.</p>

Description of Policy or	Screening Outcome	Reason of Reaching
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Proposal		Screening Outcome
<b>Ordinary Parental Leave Policy</b>	Screened Out	<p>Informing employees of their eligibility and entitlement to statutory ordinary parental leave, as well as ensuring that these rights are understood is the policy aim. All stakeholders such as employees, employee's families and trade unions may be affected by this policy.</p> <p>The Work and Families Act and NI Regulations contributed to this policy.</p> <p>Given the nature of the policy, certain sections will inevitably apply directly to employees with children, those who have adopted children and those with formal parental responsibility of children up to the age of 18.</p>
<b>Lone Worker Policy</b>	Screened Out	<p>Radius is fully committed to the safety of all its employees at work, including those who may be required to work or travel alone in the course of their duties. Moreover, this policy and associated guidelines are anticipated to support lone workers in their work, safeguarding their personal safety and well-being.</p>

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<b>Lone Worker Policy</b>	Screened Out	<p>The Lone Worker Policy supports Radius' wider policies on Health, Safety and Welfare at work, purposely ensuring that systems are devised and implemented to support the policy commitment made by the association; in order to protect employees who are required to work by themselves for a long period of time. Thus, to meet the requirements of legislation.</p> <p>There is no evidence of any potential effect on any of the section 75 categories</p>
<b>Management of workplace Stress policy</b>	Screened Out	<p>This policy outlines the Association's obligation to minimising the risk from work related stress through increasing awareness, by detecting and reducing workplace stress.</p> <p>Outlining the promotion of a good, supportive climate and a healthy working culture to create a positive working atmosphere is effective. As well as promoting a culture of openness, where stress is not seen as a personal weakness, and where staff when experiencing stress; can access the appropriate support.</p>



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<b>Management of workplace Stress policy</b>	Screened Out	There is no evidence of more or less potential participation or uptake by different groups linked with the section 75 categories.
<b>Work Life Balance Policy</b>	Screened Out	<p>The purpose of this policy is to promote equality and diversity in the workplace and encourages all managers to respond sensitively to requests from employees in regards flexible working hours.</p> <p>Radius is committed to attracting and retaining highly skilled quality workers, and this policy will assist in meeting this objective.</p> <p>There is no evidence of potential impact on any of the section 75 categories.</p>
<b>Health and Safety Policy</b>	Screened Out	In accordance with the Health and Safety at Work Order (NI) 1978 (HSAWO(NI)) and the Management of Health Safety and Welfare Regulations (Northern Ireland (2000) (MHSWR) (NI)), Radius is committed so far as is reasonably practicable to provide a safe work place and a healthy working environment for all staff, visitors, tenants and contractors.

Description of Policy or Proposal	Screening Outcome	Reason of Reaching Screening Outcome
<b>Health and Safety Policy</b>	Screened Out	<p>Although it is acknowledged that different needs may exist amongst groups, there is no significant information present to suggest there are any issues in relation to this policy.</p> <p>This policy supports inclusion of all S75 categories</p>
<b>Learning and Development Policy</b>	Screened Out	<p>The importance of maintaining a trained, skilled and competent workforce as well as the contribution this makes to organisational effectiveness is valued and acknowledged by the Association.</p> <p>The aim of this policy is to encourage a continuous learning culture, by providing learning and development opportunities to enhance their knowledge, understanding and skills appropriate to their role and function.</p> <p>There is no evidence of any potential effect on any of the S75 categories.</p>
<b>Smoke Free Policy</b>	Screened Out	<p>The Smoking (NI Order) 2006 came into effect on 30 April 2007 (hereafter known as the Order). From this date it is illegal</p>

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<b>Smoke Free Policy</b>	Screened Out	<p>to smoke in most enclosed and substantially enclosed workplaces and public places, including vehicles provided by the Association.</p> <p>This policy complies with the terms of Order and other associated legislation by protecting the health of employees by providing a smoke free environment. .</p> <p>Moreover, this policy is to protect all employees, visitors, tenants, residents and contractors from exposure to second hand smoke and e –cigs and therefore inclusive of all S75 categories.</p>
<b>Dignity at Work Policy</b>	Screened Out	<p>This Policy sets out the Association’s position on harassment, bullying and victimisation. It highlights what behaviour is considered to be unacceptable together with the course of action Radius will take if such conduct is reported.</p> <p>There is recognition that if there was no policy introduced or this behaviour was not managed</p>

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<b>Dignity at Work Policy</b>	Screened Out	effectively there could be a potential impact on any of the S75 categories. However, specific management training should minimise adverse impact.
<b>Code Of Conduct Policy</b>	Screened Out	<p>The aim of this policy is to deliver clear information on the conduct and behaviour that is expected as an employee of Radius and to encourage consistent standards throughout Radius.</p> <p>There is no evidence of any potential effect on any of the S75 Categories.</p>
<b>Maternity Policy</b>	Screened Out	<p>The Maternity Policy sets out the statutory rights and responsibilities of employees who are pregnant or have recently given birth and provides details of the arrangements for antenatal care, pregnancy-related illness, maternity leave and pay.</p> <p>Ensuring that employee records and risk assessments are up to date makes the information relevant to the section 75 categories. Thus, allowing management to see how these policies may affect potential representatives.</p>

Description of Policy or Proposal	Screening Outcome	Reason of Reaching Screening Outcome
<b>Maternity Policy</b>	Screened Out	Given the nature of the maternity policy, certain sections will inevitably apply directly to women however other areas are open to ensure inclusion where possible.
<b>Recruitment and Selection Policy</b>	Screened Out	<p>This policy was intended to give clear direction and information to employees as well as candidates seeking employment on the recruitment and selection process that apply within the Association.</p> <p>The policy applies to all internal employees, potential employees and applicants for employment within Radius; as well as Legislative Bodies, Access Ni and Trade Union Representatives.</p> <p>Where necessary reasonable adjustments/alternative formats will be available.</p>
<b>Paternity Policy</b>	Screened Out	<p>The Paternity Policy sets out the statutory rights and responsibilities of employees whose spouse, civil partners or partner gives birth to a child, or who is the biological father of the child, in terms of arrangements for paternity leave and pay.</p> <p>Given the nature of the Paternity Policy, certain sections will inevitably</p>

Description of Policy or Proposal	Screening Outcome	Reason of Reaching Screening Outcome
<b>Paternity Policy</b>	Screened Out	apply directly to employees with childcare responsibilities however areas are open to ensure inclusion where possible.
<b>Time off For Dependants Policy</b>	Screened Out	<p>The intention of this policy is to notify employees of their eligibility and entitlement to reasonable amount of unpaid time off work to deal with certain unexpected or sudden emergencies; related to direct dependents of the employee and to make necessary longer-term arrangements.</p> <p>Given the nature of the policy, certain sections will inevitably apply directly to employees with dependants.</p>
<b>Shared Parental Leave policy</b>	Screened Out	<p>The Shared Parental Leave Policy sets out the statutory rights eligibility criteria and obligations in terms of arrangements for shared parental leave and statutory shared parental pay.</p> <p>Given the nature of the Shared Parental Leave policy certain sections will inevitably apply directly to employees with childcare responsibilities; however areas open to ensure inclusion where possible.</p>

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<b>Retirement Policy</b>	Screened Out	<p>The Retirement Policy is intended to provide direction for employees considering retirement on their options and responsibilities of those involved. There is no default retirement age.</p> <p>Whilst open to everyone, historically there is evidence of higher uptake by those employees who are over the age of 50 years old.</p> <p>There is no evidence of potential impact on good relations</p>
<b>Redundancy Policy</b>	Screened Out	<p>The aim of this policy outlines a framework which will be adopted by Radius Housing in the event of having to make redundancies within the organisation.</p> <p>It is possible that employees over the age of 55 may be more inclined to accept voluntary redundancy due to pension requirements and the statutory factors in calculating redundancy pay; however other areas are open to ensure inclusion where possible.</p> <p>There is no evidence of potential impact on good relations.</p>