

Screening flowchart and template (taken from Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities April 2010 (Appendix 1)).

Introduction

Part 1. Policy scoping – asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

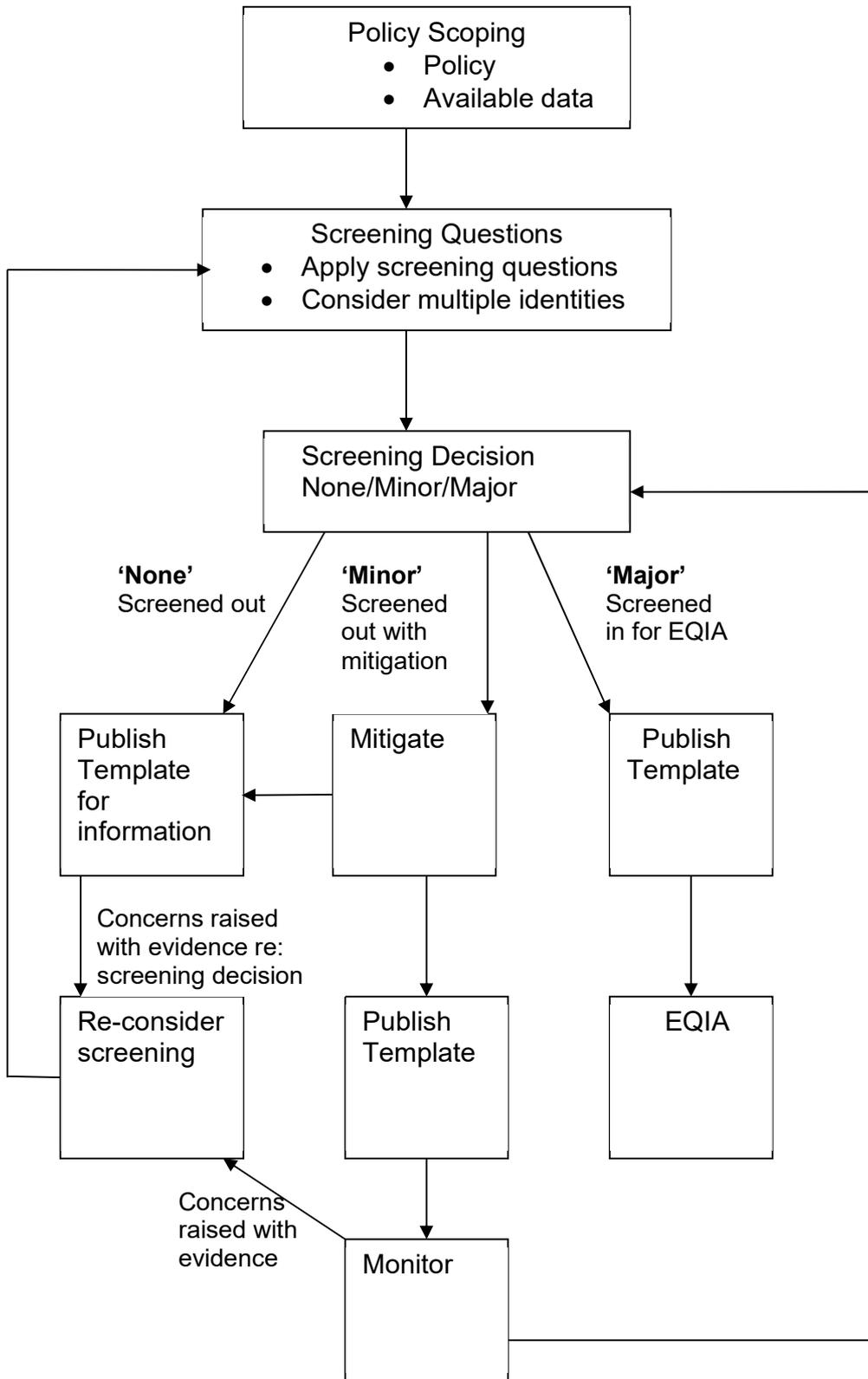
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

Part 3. Screening decision – guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

Part 4. Monitoring – provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

Part 5. Approval and authorisation – verifies the public authority's approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided overleaf.



Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Information about the policy

Name of the policy

Domestic Abuse Policy

Is this an existing, revised or a new policy?

New

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

- to help make the workplace a safe and supportive environment for all employees
- to provide support to employees who have been affected by, or who are at risk of abuse
- to provide guidance to managers in supporting those members of staff
- to assist employees in supporting their colleagues
- to raise awareness of domestic abuse

Are there any Section 75 categories which might be expected to benefit from the intended policy?

If so, explain how.

The purpose of the Policy is to promote safe experiences and support for all our staff within the workplace.

Who initiated or wrote the policy?

Human Resources

Who owns and who implements the policy?

The Policy has been developed and implemented by HR. Employees affected by domestic abuse; and colleagues and line managers who may support them, will implement the Policy in practice.

Implementation factors

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

If yes, are they (please delete as appropriate)

Financial ✓

legislative ✓

other, please specify

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

NIFHA Employees

Other policies with a bearing on this policy

- Policy and Procedure on Attendance
- Positive Work Environment
- Home and Hybrid Working
- Equality, Inclusion and Diversity
- Good Relations
- Complaints
- Records Management (Data Protection)
- Health & Safety

• who owns them?

Human Resources, Senior Management Board

Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data. The Commission has produced this guide to [signpost to S75 data](#).

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Religious belief evidence / information: None

This Policy applies to all NIFHA staff irrespective of religious belief

Political Opinion evidence / information: None

NIFHA does not collect data on the political opinion of our staff

Racial Group evidence / information: None

This Policy applies to all NIFHA staff irrespective of racial group

Age evidence / information: None

This Policy applies to all NIFHA staff irrespective of age

Marital Status evidence / information: None

This Policy applies to all NIFHA staff irrespective of marital status

Sexual Orientation evidence / information: None

This Policy applies to all NIFHA staff irrespective of sexual orientation

Men & Women generally evidence / information:

- One in four women will experience domestic abuse in their lifetime.
- Police respond to one incident of domestic abuse every 16 minutes across Northern Ireland.
- For every incident we know the impact on women and children can be devastating.
- Over 30% of domestic abuse starts during pregnancy.
- In 90% of incidents children are in the same or adjacent room when violence happens.

In the twelve months to 31st March 2024 there were 32,763 incidents of domestic abuse recorded by the police where there was a domestic abuse motivation.

<https://www.womens-aid.org.uk/facts-and-figures>

Disability evidence / information: None

This Policy applies to all NIFHA staff including those with a disability

Dependants' evidence / information: None

This Policy applies to all NIFHA staff irrespective of dependants

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 details of the needs, experiences and priorities for each of the Section 75 categories below:

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 – None in relation to this Policy

Marital status – None in relation to this Policy

Sexual orientation – None in relation to this Policy

Men and Women Generally – None in relation to this Policy

Part 2. Screening questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of this Guide.

If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as

having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

If the public authority's 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.

If the public authority's 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:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts 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.

In favour of '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.

In favour of 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.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

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?

Please provide details of the likely policy impacts and determine the level of impact for each S75 categories below i.e. either minor, major or none.

Details of the likely policy impacts on **Religious belief**: (insert text here)

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Political Opinion**: (insert text here)

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Racial Group**: (insert text here)

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Age**: (insert text here)

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Marital Status**: (insert text here)

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Sexual Orientation**:

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Men and Women**: (insert text here)

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Disability**: (insert text here)

What is the level of impact? ~~Minor / Major~~ / [None](#)

Details of the likely policy impacts on **Dependants**:

What is the level of impact? ~~Minor / Major~~ / [None](#)

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories? Yes/No

Detail opportunities of how this policy could promote equality of opportunity for people within each of the Section 75 Categories below:

Religious Belief - If Yes, provide details:

If No, provide reasons:

No – The Policy applies to all employees irrespective of Section 75 categories

Political Opinion - If Yes, provide details:

If No, provide reasons No – As above

Racial Group - If Yes, provide details:

If No, provide reasons No – As above

Age - If Yes, provide details:

If No, provide reasons No – As above

Marital Status - If Yes, provide details:

If No, provide reasons No – As above

Sexual Orientation - If Yes, provide details:

If No, provide reasons No – As above

Men and Women generally - If Yes, provide details:

If No, provide reasons No – As above

Disability - If Yes, provide details:

If No, provide reasons No – As above

Dependants - If Yes, provide details:

If No, provide reasons No – As above

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

Please provide details of the likely policy impact and determine the level of impact for each of the categories below i.e. either minor, major or none.

Details of the likely policy impacts on **Religious belief**: (insert text here)
What is the level of impact? ~~Minor / Major~~ / None (circle as appropriate)

Details of the likely policy impacts on **Political Opinion**: (insert text here)
What is the level of impact? ~~Minor / Major~~ / None (circle as appropriate)

Details of the likely policy impacts on **Racial Group**: (insert text here)
What is the level of impact? ~~Minor / Major~~ / None (circle as appropriate)

4. **Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Detail opportunities of how this policy could better promote good relations for people within each of the Section 75 Categories below:

Religious Belief - If Yes, provide details:
If No, provide reasons [No opportunity as it applies to all NIFHA Staff](#)

Political Opinion - If Yes, provide details:
If No, provide reasons [No opportunity as it applies to all NIFHA Staff](#)

Racial Group - If Yes, provide details:
If No, provide reasons [No opportunity as it applies to all NIFHA Staff](#)

Additional considerations

Multiple identity

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 minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

[No impacts as it applies to all NIFHA employees](#)

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

N/A

Part 3. Screening decision

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

No issues have been identified that warrant further inspection of equality issues in relation to this Policy

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced - please provide details.

N/A

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

N/A

All public authorities' equality schemes must state the authority's arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

Mitigation

When the public authority concludes that the likely impact is 'minor' and an equality impact assessment is not to be conducted, the public authority may consider mitigation to 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?

If so, **give the reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

No – the Policy is being introduced to help make the workplace a safe and supportive environment for all employees

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

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	
Social need	
Effect on people’s daily lives	
Relevance to a public authority’s functions	

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 the public authority in timetabling. Details of the Public Authority’s 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.

No

Part 4. Monitoring

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

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

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

The policy will be reviewed in 3 years, although feedback on the success of the Policy will be monitored and any change will be made earlier where required.

Part 5 - Approval and authorisation

Screened by: Rosemary Scott
Position/Job Title: Administration Officer
Date: 28 February 2025

Approved by: 
Position/Job Title: Kevin Quigley
Chief Executive Officer
Date: 11 March 2025

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 public authority's website as soon as possible following completion and made available on request.