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**Belfast Metropolitan College**

**EQUALITY SCREENING FORM (Performance Management Framework)**

# Background

**Under Section 75 of the Northern Ireland Act 1998, the Further Education Sector is required to have due regard to the need to promote equality of opportunity:**

* 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 the obligations set out above, the FE Sector is also required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, or racial group.**

Belfast Metropolitan College’s (Belfast Met) 2nd Generation Equality Scheme was approved by the Equality Commission in January 2012. The College is committed to equality screening all policy decisions.

# Equality Screening

The College uses the tools of screening and equality impact assessment to assess the likely impact of a policy on the promotion of equality of opportunity and good relations.

**The screening procedure should lead to one of three conclusions:**

* **The policy being screened does not have a significant impact on equality of opportunity and therefore does not require an Equality Impact Assessment (EQIA)**
* **The policy being screened has a minor impact which can be mitigated and does not require an Equality Impact Assessment (EQIA).**
* **The policy being screened has (or is likely to have) a significant impact on equality of opportunity and will require an EQIA.**

Mitigation – Where an assessment (screening in this case) reveals that a particular policy has an adverse impact (or is likely to have an adverse impact) on equality of opportunity and good relations, the College must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories including looking at alternative policies.

**Policy Title:** Performance Management Framework

**Equality Screening Date:** 04/10/2023

**Screening Outcome (to be inserted**

**after the completion of this form):**  Screened out

**Date signed off by the Policy Holder: 16/11/2023**

**Date submitted to**

**Corporate Development after screening: 17/11/2023**

# 1.0 Information about the policy (Scoping Stage)

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.

**Aim and Description of the policy**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans. The Framework formally articulates and tie together the ways in which corporate performance is already managed within the College, setting out:

* the key College planning cycles and the mechanisms by which performance is monitored, managed and improved
* specific roles and responsibilities in the planning and performance management processes to ensure there is clear accountability for performance at every level.

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

**New**

**Who owns and who implements the policy?**

Corporate Development will be the owner of the Corporate Performance Management Framework.

It is appropriate that the Executive Leadership Team (ELT) implement the Performance Management Framework to set the tone for performance management in the organisation, although all staff contribute to effective performance management and specific roles and responsibilities are set out in Appendix 1 to the Framework. It is currently envisaged that the framework will be launched approximately Easter 2024, made available on the staff intranet, formally launched in the Principal’s Welcome Back address in August 2024 and included in the College induction and management training.

The framework will also be implemented through the College’s Performance Management software, Decision Time.

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

Religious Belief [x]

Political Opinion [x]

Racial Group ü

Age [x]

Marital Status [x]

Sexual Orientation [x]

Men and Women generally [x]

Disability (with or without) [x]

Dependants (with or without) [x]

If so, explain how each of these groups selected above will benefit:-

 All College staff and students will benefit from effective performance management and delivery of our business objectives, particularly because this framework brings an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives.

##### 1.1 Implementation factors

a) What are the factors that would detract from the achievement of the aims of the Policy (add; remove from the list; or tick as appropriate from the list below)?

**Financial** [ ]

**Legislation** [ ]

**Communication** [x]

**Staff Development** [x]

**Consistent approach** [ ]

**Other – please specify below:**

The following actions arenecessary to ensure that the aims/outcomes of the policy are met:-

Ownership and roll out of the Performance Management Framework by the Board and ELT to ensure buy-in.

Clear communication of the Performance Management Framework to relevant groups.

Inclusion in relevant staff training programmes.

Implementation through College’s performance management system, Decision Time.

##### 1.2 Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon and who need to be consulted with as part of the equality consultation (tick relevant options below)?

Governing Body: [x]

Managers/staff: [x]

Trade Unions: [x]

Students/service users: [ ]

Members of the public: [ ]

Third Party Stakeholders: [ ]

Other, please specify below:

Click or tap here to enter text.

Detail below any consultation that has taken place with stakeholders:

Corporate Performance Management Framework has been reviewed by:

Head of Corporate Development

Head of Human Resources

Head of Excellence

Head of Finance

Quality Assurance Manager (May 22)

Head of Student Support

Director of People (February 22)

Policy and Performance Manager (Aug 21)

Chief Operating Officer

Executive Leadership Team approved 29/08/23

Policy will progress through the remainder of the College policy approval process – i.e. to Trade Unions, SLT and Committee.

##### 1.3 [Other College policies that relate to this policy](#Onefour)

Please outline all local College Policies and documents which relate to this policy: Articles of Government; College CDP; College QIP (Whole College and HLA Reports); College HE Annual Providers Review (APR) QIP; College Strategic Plan; Disciplinary Procedures for Support Staff; Policy for Handling the Capability of Staff on Academic Contracts in Belfast Metropolitan College;

Please state all Sector Policies and documents which relate to this policy: -

Management Statement and Financial Memorandum between FE Colleges and Sponsor Department; Appraisal Policy for Support Staff; FE Lecturers Appraisal Scheme; Managing the Capability of Support Staff; Disciplinary Procedures for Teachers in Institutions of Further Education; College Complaints Policy.

##### 1.4 Available evidence

Evidence to help inform the screening process may take many forms. Colleges should ensure that their screening decision is informed by relevant data. This can be obtained from MIS (quantitative data) or evidential/qualitative data (surveys, reports, conversations etc).

The Commission has produced a guide to [signpost to S75 data](https://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/Public%20Authorities/S75DataSignpostingGuide.pdf).

**What evidence/information (both qualitative and quantitative) have you gathered to inform this policy?**

See Appendices:

**Appendix 1**: Appendix 1 Student S75 Equality Screening Stats October 2023

**Appendix 2**: Staff S75 Equality Screening Oct\_23

The following also informed the development of the Performance Management Framework:

1. ELT governance reports 2020 to 2023 – complaints, grievances, disciplinaries
2. Staff, learner and employer satisfaction surveys
3. Complaints by theme
4. Analysis of complaints data September 2023

##### 1.5 Needs, experiences, and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the section 75 categories outlined below, in relation to this policy/policy decision?

Tip - considerations may include access to courses (e.g., those with caring responsibility – action could be timetabling courses at different times, provision of crèche facilities, distance learning, use of Blackboard and technology); Some faith groups need prayer time which may fall during a lesson – Action to promote equality is to ensue Attendance policy incorporates permission for approved absences for students.

**Religious Belief**

Detail Needs, Experiences, and priorities to be considered

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme and Equality Improvement Plan, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. This is the responsibility of the Policy Owner/Decision Maker. The Framework formally articulates how corporate performance is already managed within the College, setting out:

* the key College planning cycles and the mechanisms by which performance is monitored, managed and improved
* specific roles and responsibilities in the planning and performance management processes to ensure there is clear accountability for performance at every level.

This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives and through the implementation of the framework in the College performance management system Decision Time.

There are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024, through the new staff induction and management training.

**Political Opinion**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

* the key College planning cycles and the mechanisms by which performance is monitored, managed and improved
* specific roles and responsibilities in the planning and performance management processes to ensure there is clear accountability for performance at every level.

This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives and through the implementation of the framework in the College performance management system Decision Time.

As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024 and through the new staff induction.

**Racial Group**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

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This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives and through the implementation of the framework in the College performance management system Decision Time.

As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024 and through the new staff induction.

**Age**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

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As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024 and through the new staff induction.

**Marital Status**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

* the key College planning cycles and the mechanisms by which performance is monitored, managed and improved
* specific roles and responsibilities in the planning and performance management processes to ensure there is clear accountability for performance at every level.

This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives and through the implementation of the framework in the College performance management system Decision Time.

As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024 and through the new staff induction.

**Sexual Orientation**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

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This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives and through the implementation of the framework in the College performance management system Decision Time.

As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024 and through the new staff induction.

**Men and Women generally**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

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This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives and through the implementation of the framework in the College performance management system Decision Time.

As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024, through the new staff induction and management training.

**For people with or without a disability**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

* the key College planning cycles and the mechanisms by which performance is monitored, managed and improved
* specific roles and responsibilities in the planning and performance management processes to ensure there is clear accountability for performance at every level.

This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives and through the implementation of the framework in the College performance management system Decision Time.

As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024 and through the new staff induction.

**For people with or without dependants**

The Corporate Performance Management Framework links together a range of existing policies and statutory/required reporting arrangements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans and does not make any new policy decisions. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. The Framework aims to formally articulate how corporate performance is already managed within the College, setting out:

* the key College planning cycles and the mechanisms by which performance is monitored, managed and improved
* specific roles and responsibilities in the planning and performance management processes to ensure there is clear accountability for performance at every level.

This framework does bring an increased focus to the existing Equality Scheme, Disability Action Plan and WAAP, explicitly linking them to the delivery of the College Strategic Objectives, as well as through the implementation of the framework in the College performance management system Decision Time.

As a result, there are no specific needs and experiences relating to each category which can be identified for this policy.

Detail actions to promote Equality for this category below: -

It is currently envisaged that the performance management framework will be communicated to all staff via the staff intranet, in the Principal’s Welcome Back briefing in August 2024 and through the new staff induction.

Part 2

# 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**

1. The policy is significant in terms of its strategic importance;
2. 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;
3. 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;
4. 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;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

**In favour of ‘minor’ impact**

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. 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;
3. 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;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

**In favour of none**

1. The policy has no relevance to equality of opportunity or good relations.
2. 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.

# 2.0 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? (major/ minor/ none)

**Religious Belief**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**Political Opinion**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**Racial Group**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**Age**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**Marital Status**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**Sexual Orientation**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**Men and Women generally**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**With or without a disability**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**With or without dependants**

Identify the level of impact on this category None

Provide details of the impact on this category Please see paragraph 1.5 above

**2** Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories below?

**Religious Belief** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements. Increasing visibility of the action plans from the Equality Scheme and the Disability Action Plan and strengthening the link between them and the Strategic Plan will help raise the profile iro equality related actions and help staff think more about ways to improve service to all s75 groups. Opportunities to promote equality of opportunity and good relations within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**Political Opinion** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements . Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**Racial Group**  Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements . Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**Age** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements – opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**Marital Status** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements . Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**Sexual Orientation** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements . Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**Men and Women generally** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements . Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**With or without a disability** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**With or without dependants** Yes [x]  No [ ]

If you have answered Yes above please provide details in the section below:-

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements. Opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does however make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

**3** 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

**Religious Belief**

Identify the level of impact on this category None

Provide details of the impact on this category Click or tap here to enter text.

**Political Opinion**

Identify the level of impact on this category None

Provide details of the impact on this category Click or tap here to enter text.

**Racial Group**

Identify the level of impact on this category None

Provide details of the impact on this category Click or tap here to enter text.

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

**Religious Belief** Yes [ ]  No [x]

If you have answered **Yes** above please provide details in the section below:-

Click or tap here to enter text.

If you have answered **No** above please provide reasons in this section:-

Click or tap here to enter text.

**Political Opinion** Yes [ ]  No [x]

If you have answered **Yes** above please provide details in the section below:-

Click or tap here to enter text.

If you have answered **No** above please provide reasons in this section:-

Click or tap here to enter text.

**Racial Group**  Yes [ ]  No [x]

If you have answered **Yes** above please provide details in the section below:-

Click or tap here to enter text.

If you have answered **No** above please provide reasons in this section:-

Click or tap here to enter text.

##### 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).*

Yes

The Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements. Impacts on the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting and this is the responsibility of the Policy Owner/decision maker. The Framework does, however, make the Equality Scheme, Disability Action Plan and WAAP more visible and explicitly links them to the Strategic Plan – implementation of the framework through Decision Time will improve this further.

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

Part 3

# 3.0 Screening decision

Select below the outcome of the equality screening exercise

**Option 1 (no impact)** tick [x]

If the decision is not to conduct an equality impact assessment and mitigation is not necessary, please provide details of the reasons in the text box below: -

No impact as the Corporate Performance Management Framework links together a number of existing policies and statutory reporting requirements, including the College Equality Scheme, Disability Action Plan the Widening Access and Participation Plans – opportunities to promote equality of opportunity within the Section 75 categories should be identified as part of the development of those policies and in the process of service delivery/reporting.

It is the responsibility of policy owners to ensure that policies have been equality screened and that services are commensurate with all legislative requirements and College policies, including Equality.

The Framework itself highlights the College equality and widening access plans. The Framework and Plans will be communicated to all staff via the intranet, the Principal’s Aug 24 Welcome Back address and the new start induction.

If Option 1 is identified proceed to Part 4 of the form.

**Option 2 (minor impact)** tick [ ]

The decision is not to conduct an equality impact assessment, but the policy should be mitigated, or an alternative policy be introduced. Detail the reasons for this assessment in the text box below: -

Click or tap here to enter text.

If Option 2 is identified proceed to 3.1 Mitigation (minor impact and/or alternative policy).

**Option 3 (major impact)** tick [ ]

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

Click or tap here to enter text.

If Option 3 is identified proceed to 3.2 EQIA - Timetabling and prioritising

##### 3.1 Mitigation (minor impact)

When the college concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the college may consider mitigation to lessen the severity of any negative 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?

 Choose an item.

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

Click or tap here to enter text.

##### 3.2 EQIA - Timetabling and prioritising

An EQIA is a mechanism, where existing and proposed policies are assessed to determine whether they have an adverse impact on equality of opportunity for the relevant Section 75 categories EQIA’s require the analysis of both quantitative and qualitative data.

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 Choose an item.

Social need Choose an item.

Effect on people’s daily lives Choose an item.

Relevance to a public authority’s functions Choose an item.

Total Rating Score Click or tap here to enter text.

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? Yes [ ]  No [ ]

If you answer yes above, please provide details in the text box below: -

Click or tap here to enter text.

Part 4

# 4.1 Monitoring

Equality monitoring is a legal obligation under our Equality Scheme. Equality monitoring is more than data collection, it is also about analysing information that is relevant to, and necessary for, promoting equality of opportunity and good relations. Monitoring is an ongoing process, the objective of which is to highlight possible inequalities and why these might be occurring. Monitoring will allow the college to demonstrate that its services are accessible to all sections in the community and how it has adapted services to better meet the needs of specific users and community groups thereby widening participation.

More detailed guidance can be provided by the Equality and Good Relations Officer 90265456 equalityservices@belfastmet.ac.uk or through the [Equality Commissions’ Monitoring Guidance.](http://www.equalityni.org/archive/pdf/S75MonitoringGuidance0707.pdf.)

The College 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 college identify any future adverse impact arising from the policy which may lead the college to conduct an equality impact assessment, as well as help with future planning and policy development.

As part of the monitoring qualitative and quantitative data may be used.

Please state monitoring proposals in the section below: -

**What will be monitored?** Implementation of the framework

**What is the timescale?** This will form part of the review of the framework once it has been implemented. It will be in line with the review dates set out in the policy. The framework will be implemented via Decision Time and a Post Project Evaluation will be conducted in line with the College procurement processes and timelines.

**Who will monitor the impact?** Policy Owner, Head of Corporate Development

Part 5

# Signing off of Screening form for the policy.

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 College website as soon as possible following completion and made available to anyone who requests a copy.

Signed: Jennifer McIlwaine Date: 04/10/2023

Signed: Lisa McCartney Date: 15/11/2023

Signed: Peter Kane Date: 16/11/2023