

Equality Screening Template

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.

Information about the policy

| |
|--|
| Name of the policy: Social Media Policy |
| Is this an existing, revised or a new policy? New |
| What is it trying to achieve? (intended aims/outcomes) Manage staff behaviour when using social media ie work and private and mitigate any risks that could occur, which could harm CCEA's reputation. |
| Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. No. Policy applies to all categories. |
| Who initiated or wrote the policy? MarComms |
| Who owns and who implements the policy? MarComms |

Implementation factors

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

If yes, are they:

Financial

Legislative

Other, please specify

Main stakeholders affected

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

Staff

Service users

Other public sector organisations

Voluntary/community/**trade unions**

Other, please specify

Other policies with a bearing on this policy

What are they? Communications Policy, Staff Handbook

Who owns them?

MarComms, People Services and Equality

Available evidence

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

This policy has been developed in line with current marketing and advertising legislation and best practice.

| Section 75 category | Details of evidence/information |
|--------------------------------|--|
| Religious Belief | None |
| Political Opinion | None |
| Racial Group | None |
| Age | None |
| Marital Status | None |
| Sexual Orientation | None |
| Men and Women generally | None |
| Disability | None |
| Dependants | None |

Needs, experiences and priorities

Taking into account the information referred to previously, are there different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Please specify details as appropriate for each of the Section 75 categories.

MarComms use CCEA's website in accordance with Section 75 legislation and other media is optional for users.

| Section 75 category | Yes/No/Not sure | If yes, please provide details of needs/experiences/priorities |
|--------------------------------|------------------------|---|
| Religious Belief | No | |
| Political Opinion | No | |
| Racial Group | No | |
| Age | No | |
| Marital Status | No | |
| Sexual Orientation | No | |
| Men and Women generally | No | |
| Disability | No | |
| Dependants | No | |

Part 2: 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 (minor/major/none)? | | |
|--|---|--|
| Section 75 category | Details of policy impact | Level of impact? Minor/major/none |
| Religious belief | None. Policy applies to all categories equally. | None |
| Political opinion | None. Policy applies to all categories equally. | None |
| Racial group | None. Policy applies to all categories equally. | None |
| Age | None. Policy applies to all categories equally. | None |
| Marital status | None. Policy applies to all categories equally. | None |
| Sexual orientation | None. Policy applies to all categories equally. | None |
| Men and women generally | None. Policy applies to all categories equally. | None |
| Disability | None. Policy applies to all categories equally. | None |
| Dependents | None. Policy applies to all categories equally. | None |

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

| Section 75 category | Is <u>Yes</u>, provide details | If <u>No</u>, provide reasons |
|--------------------------------|---------------------------------------|---|
| Religious belief | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Political opinion | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Racial group | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Age | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Marital status | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Sexual orientation | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Men and women generally | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Disability | | No. Policy applies to all categories. CCEA offers a range of media options. |
| Dependents | | No. Policy applies to all categories. CCEA offers a range of media options. |

| 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)? | | |
|---|---------------------------------|---|
| Good relations category | Details of policy impact | Level of impact minor/major/none |
| Religious belief | Policy applies equally to all. | None |
| Political opinion | Policy applies equally to all. | None |
| Racial group | Policy applies equally to all. | None |

| 4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group? | | |
|---|---------------------------------------|---|
| Good relations category | If <u>Yes</u>, provide details | If <u>No</u>, provide reasons |
| Religious belief | | No. Policy applies to all categories equally. CCEA offers a range of media options. |
| Political opinion | | No. Policy applies to all categories equally. CCEA offers a range of media options. |
| Racial group | | No. Policy applies to all categories equally. CCEA offers a range of media options. |

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? **Yes** **No**
(For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

If yes, please provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

None

Part 3: Screening decision

| Decision | Please select as appropriate |
|---|-------------------------------------|
| The policy has been 'screened in' for equality impact assessment. | <input type="checkbox"/> |
| The policy has been 'screened out' for equality impact assessment. | <input checked="" type="checkbox"/> |
| If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons. | |
| | |
| If the decision is not to conduct an equality impact assessment, please provide details of the reasons. | |
| Taking into account the answers to the screen questions ie level of impact none in respect of all the categories, it has been concluded that there is no need to carry out an equality impact assessment. | |

Mitigation

If the decision is not to conduct an equality impact assessment you 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 or opportunity and/or good relations? | Yes | No |
|--|-----|--------------------------|
| | | <input type="checkbox"/> |
| If yes, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy. | | |
| | | |

Timetabling and prioritising

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 CCEA's functions | |

The total rating score will be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist CCEA in timetabling.

Part 4: Monitoring

Where a policy has been amended or an alternative policy introduced, effective monitoring will help you identify any future adverse impact arising from the policy, which may lead to carrying out an equality impact assessment, as well as helping with future planning and policy development.

Part 5: Approval and authorisation

| Screened by | Position and Department |
|---------------|-------------------------|
| Karen Gribbon | SPG, MarComms |
| Emma Stinson | HR Advisor, PSE |

| | |
|---------------------|---------------|
| Approved by: | Karen Gribbon |
| Position: | SPG, MarComms |
| Date: | 22.11.11 |