

POLICY SCREENING FORM FOR EQUALITY IMPACT

Name of Policy/Procedure/Decision: safefood Staff Handbook and Policies and Procedures	Date of Screening: 2.2.17
In which directorate does this policy sit and who is responsible for it: Corporate Operations – Patricia Fitzgerald, Director Corporate Operations	
Name and roles of staff completing the screening. Indicate who is the lead: Aileen McGloin, Communications Manager - Digital and Health; Angela Cahill, Corporate Operations Manager; Patricia McCarthy, HR and Admin Executive	
Describe the aims, objectives and context for this policy (include whether it is linked to other policies and whether new/existing/revised): The safefood Staff Handbook and Policies and Procedures provides advice, guidelines and rules for staff working at safefood . It is based on ROI legislative requirements covering employment, equality, DPA, FOI, H&S etc, ROI Governmental circulars applicable to public servants and best practice. Insofar as possible, it tries to provide an all island perspective for areas like equality and disability without infringing on ROI legislative requirements. This is a revised version based on changes in legislation, circulars and safefood practices.	
Does the policy relate to functions carried out in Northern Ireland? (If not, go to Page 9) YES	
Are there any particular equality categories which might be expected to benefit from the policy? (Explain how) The ethos behind some of the policies is to promote both awareness of differences and an environment of inclusiveness.	
Are there any factors which could contribute/detract from intended aim/outcome of policy/decision? If yes, are they: <input type="checkbox"/> Financial, please specify: <input checked="" type="checkbox"/> Legislative, please specify: employment, DPA etc; BREXIT <input checked="" type="checkbox"/> Government, please specify: circulars <input type="checkbox"/> Other, please specify:	Who are the main stakeholders? <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Consumers <input type="checkbox"/> Public sector organisations/Sponsoring Departments/NSMC <input type="checkbox"/> Voluntary/Community Groups <input type="checkbox"/> Other – please specify:

AVAILABLE EVIDENCE, NEEDS AND PRIORITIES

Is there any relevant equality data/information (both qualitative and quantitative) available to inform impact of this policy? Please provide a note of any consultations/meetings that have taken place with any equality groups. Using this information, what are the different needs, experiences and priorities of each of the equality categories in relation to this particular policy?

Section 75 Category	Details of Evidence and Information	Details of Groups Needs/Experiences and Priorities
Religion/Belief	<p>The changes to the Handbook mainly arise from changes outside of <i>safefood's</i> control e.g. legislation and circulars.</p> <p>However, in developing and implementing changes to policies, <i>safefood</i> is always mindful of its all-island <i>raison d'être</i>. In developing the Equality Policy and Disability Policy for example, thought is given to what the legislation is in Northern Ireland and how <i>safefood</i> can develop a best practice and inclusiveness. In other areas, such as Managing Stress or Promoting a Positive Environment, regular training is given to staff to promote awareness.</p> <p>The staff are also encouraged to feedback to HR on thoughts and points regarding the handbook.</p> <p>Whilst not applying to one particular equality grouping, <i>safefood</i> introduced an EAP for staff. This was based on the growing awareness around mental health and how support can be provided to staff if they so wish.</p>	
Political Opinion		
Race		
Age		
Marital Status		
Sexual Orientation		
Gender		
Disability		
Dependency Status		

SCREENING QUESTIONS.

Taking into account the information presented above, consider the likely impact on promoting equality of opportunity and good relations for those affected by this policy.

Section 75 Category	1. What is the likely impact (Major, Minor or None) on equality of opportunity giving details?	2. Are there better opportunities to promote equality of opportunity – Yes/No giving reasons
Religious Belief	<p>It is considered that the staff Handbook would have a positive impact on staff as it is transparent and provides support and advice.</p>	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Gender		
Disability		
Dependency Status		

<p>3. To what extent is the policy likely to impact on good relations between different equality groups in society?</p>	<p>4. Are there opportunities to better foster good relations between different groups in society?</p>
<p>It is felt that the handbook is the first tool for new staff to see how inclusiveness and diversity is part of the ethos of <i>safefood</i>.</p>	<p>Yes, as it promotes an ethos of transparency and openness within <i>safefood</i>. This, in turn, will influence how staff interact with the different groups in society.</p>

Additional considerations

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration are there any potential impacts on people with multiple identities? Provide details of the impact of the policy on people with multiple identities and specify the relevant categories:

***safefood* only collects data on staff with disabilities for the National Disability Authority (NDA) in ROI. Based on that monitoring *safefood* can see how all people with multiple identities may be affected by how we work and how it affects the implementation of different policies.**



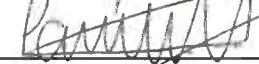
Also, consider if the policy can help to promote positive attitudes towards disabled people and to promote participation in public life?

Yes, *safefood* believes that the Handbook does promote a positive attitude towards disabled people and how they can participate in the workplace.

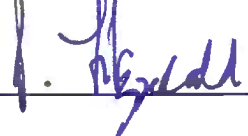
Screening Decision for EQIA - Does a fuller equality analysis through an EQIA need to be conducted on this policy?:

No	<p>Specify reasons:</p> <p>The handbook is designed to provide support, guidance and structure to staff to carry out their roles at work. By promoting an ethos of equality and fairness through the handbook, it is believed that staff take this into a positive way when engaging with people outside of safefood.</p>
No provided minor mitigations adopted	<p>Specify reasons and mitigations:</p>
Yes	<p>Specify reasons:</p>

Screening Report Final Recommendation: _____

Signed: <u></u>	Name: <u>AILEEN MCGROUN</u>	Date: <u>6.3.17</u>
Signed: <u></u>	Name: <u>Angela Cahill</u>	Date: <u>8.3.17</u>
Signed: <u></u>	Name: <u>PATRICIA CROWLEY</u>	Date: <u>8.3.17</u>
Signed: _____	Name: _____	Date: _____

At least two members of the Policy Screening Group and the appropriate decision maker/policy lead officer must sign above.

Final approval Signature:  CEO / Director Corporate Operations Date: 8 March 2017

