

## Equality and Human Rights Screening Template

NIMDTA is required to address the 4 questions below in relation to all its policies.

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)

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

To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)

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

As part of the audit trail documentation needs to be made available for all policies and decisions examined for equality and human rights implications. The screening template is a pro forma to document consideration of each screening question.

# SCREENING TEMPLATE

See [Guidance Notes](#) for further information on the 'why' 'what' 'when', and 'who' in relation to screening, for background information on the relevant legislation and for help in answering the questions on this template.

## (1) INFORMATION ABOUT THE POLICY OR DECISION

### 1.1 Title of policy or decision

Records Management Disposal Schedule

### 1.2 Description of policy or decision

This document outlines the retention periods for records held by the Northern Ireland Medical & Dental Training Agency and the processes for reviewing and disposing of records.

### 1.3 Main stakeholders affected (internal and external)

This policy applies to all full time and part-time employees of NIMDTA, contracted and third parties (including agency staff) and other staff on placement with NIMDTA.

### 1.4 Other policies or decisions with a bearing on this policy or decision

The policy should be read alongside the following NIMDTA policies:

- Records Management Policy
- Records Management Strategy

**(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED**

**2.1 Data gathering**

**What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders.**

**HR Statistics for NIMDTA Workforce**

**2.2 Quantitative Data**

**Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both. Also give consideration to multiple identities.**

<b>Category</b>	<b>What is the makeup of the affected group? ( %) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?</b>		
Gender	As at March 2015:  Male: 37% Female: 63%		
Age	16-24	1.57%	1.54%
	25-29	4.72%	4.62%
	30-34	12.60%	13.08%
	35-39	17.32%	16.93%
	40-44	16.54%	16.93%
	45-49	13.39%	13.84%
	50-54	11.81%	11.54%
	55-59	12.60%	12.31%
	60-64	7.09%	6.90%
	>=65	2.36%	2.31%

Religion	Perceived Protestant		
	Protestant	49.60%	48.50%
	Perceived Roman Catholic		
	Roman Catholic	33.87%	33.00%
	Neither		
	Perceived Neither		
	Not assigned	16.53%	18.50%
Political Opinion	No data held		
Marital Status	Divorced	1.58%	1.54%
	Mar/CP	77.17%	76.95%
	Other	0.79%	0.77%
	Seperat	0.79%	0.77%
	Single	18.88%	19.20%
	Unknwn	0.79%	0.77%
	Widw/R		
	Not assigned		
Dependent Status	Yes	24.41%	24.62%
	Not assigned	65.50%	68.46%
	No	7.09%	6.92%
Disability	No	91.34%	91.54%
	Not assigned	8.66%	8.46%
	Yes		
Ethnicity	Not assigned	16.54%	16.92%
	White	82.67%	82.31%
	Other		
	Black African		
	Indian	0.79%	0.77%
	Chinese		
Sexual Orientation	Full data not available for NIMDTA's workforce, but NI population estimate is 10%.		

## 2.3 Qualitative Data

**What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both. Also give consideration to multiple identities (such as single parents for example).**

<b>Category</b>	<b>Needs and Experiences</b>
Gender	Nil
Age	Nil
Religion	Nil
Political Opinion	Nil
Marital Status	Nil
Dependent Status	Nil
Disability	Those with a disability may require accessible formats to access the provisions of the policy
Ethnicity	English is a pre-requisite for staff working in NIMDTA, therefore no issues relating to language should arise
Sexual Orientation	Nil

## 2.4 Multiple Identities

**Are there any potential impacts of the policy or decision on people with multiple identities? For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people.**

None identified

## 2.5 Making Changes

Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to the policy or decision in order to promote equality of opportunity?

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
N/A	An Accessible formats policy will soon be put in place which outlines arrangements for the provision of information in accessible formats.

## 2.6 Good Relations

What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (refer to guidance notes for guidance on impact)

<b>Group</b>	<b>Impact</b>	<b>Suggestions</b>
Religion	None	None
Political Opinion	None	None
Ethnicity	None	None

**(3) SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?**

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity

**How would you categorise the impacts of this decision or policy? (refer to guidance notes for guidance on impact)**

**Please tick:**

Major impact	<input type="checkbox"/>
Minor impact	<input type="checkbox"/>
No further impact	X

**Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?**

**Please tick:**

Yes	<input type="checkbox"/>
No	X

This document outlines the retention periods for records held by the Northern Ireland Medical & Dental Training Agency and the processes for reviewing and disposing of records.

Mitigation is in place in relation to any impacts identified during the screening process for the Section 75 groups. It is not thought that subjecting the policy to an EQIA will present further opportunities to promote equality of opportunity.

**(4) CONSIDERATION OF DISABILITY DUTIES**

**4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?**

<i>How does the policy or decision currently encourage disabled people to participate in public life?</i>	<i>What else could you do to encourage disabled people to participate in public life?</i>
N/A	N/A

**4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?**

<i>How does the policy or decision currently promote positive attitudes towards disabled people?</i>	<i>What else could you do to promote positive attitudes towards disabled people?</i>
N/A	N/A

## (5) CONSIDERATION OF HUMAN RIGHTS

### 5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles

ARTICLE	Yes/No
Article 2 – Right to life	NO
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	NO
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour	NO
Article 5 – Right to liberty & security of person	NO
Article 6 – Right to a fair & public trial within a reasonable time	NO
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	NO
Article 8 – Right to respect for private & family life, home and correspondence.	NO
Article 9 – Right to freedom of thought, conscience & religion	NO
Article 10 – Right to freedom of expression	NO
Article 11 – Right to freedom of assembly & association	NO
Article 12 – Right to marry & found a family	NO
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights	NO
1 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	NO
1 <sup>st</sup> protocol Article 2 – Right of access to education	NO

*If you have answered no to all of the above please move on to **Question 6** on monitoring*

**5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?**

List the Article Number	Interfered with? Yes/No	What is the interference and who does it impact upon?	Does this raise legal issues?*
			Yes/No
N/A	N/A	N/A	N/A

*\* It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this*

**5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.**

None
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**(6) MONITORING**

**6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity and good relations, disability duties and human rights)?**

Equality & Good Relations	Disability Duties	Human Rights
NIL	NIL	NIL

Mark Oliver

Approved Lead Officer:

Position:

Date:

Policy/Decision Screened by:

IT & Records Management Officer

12/01/16

Mark Oliver

Any request for the document in another format or language will be considered. Please contact:

*InformationRequest.nimdta@hscni.net*