

## Screening flowchart and template<sup>1</sup>

### Introduction

**Part 1. Policy scoping** – 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.

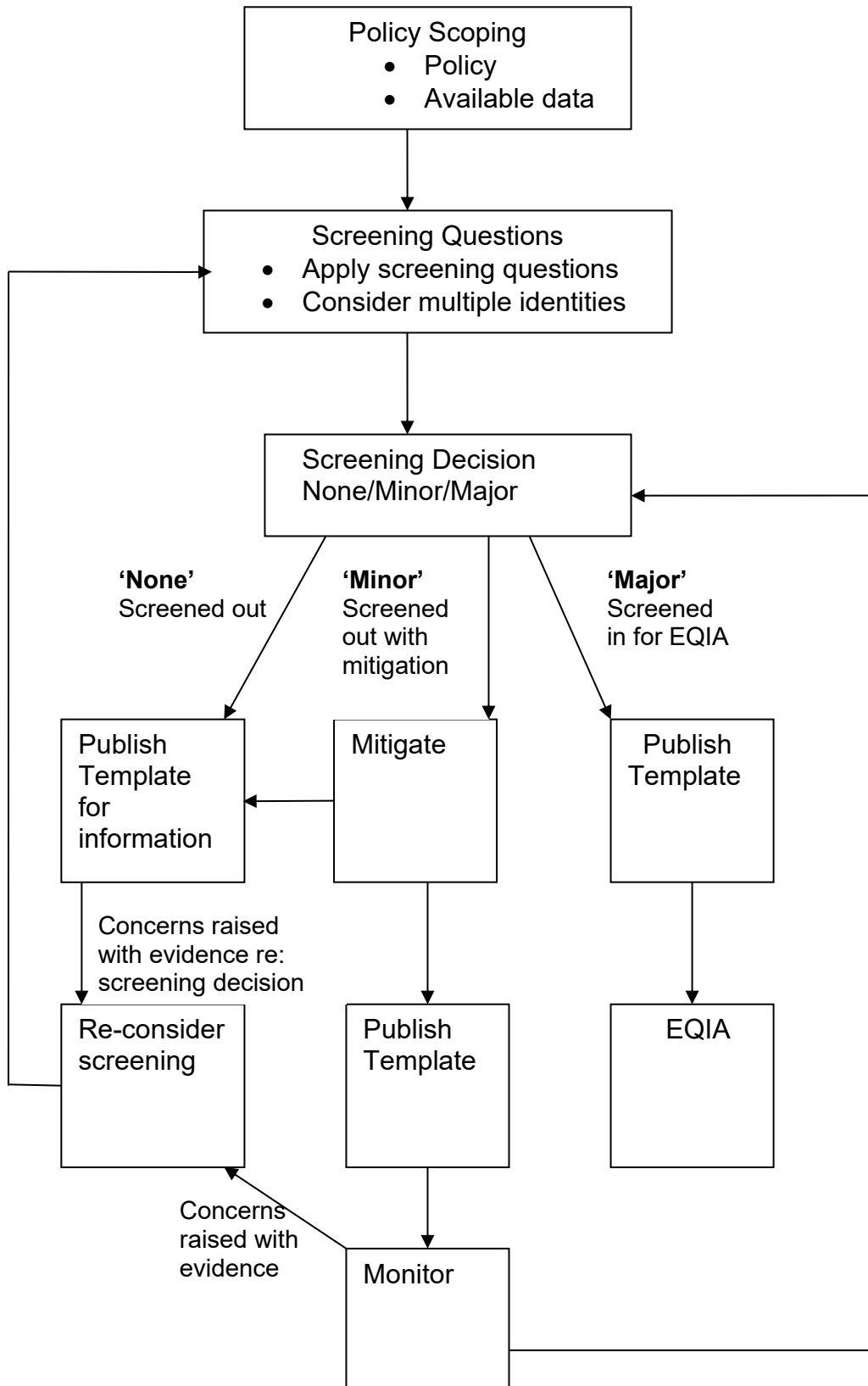
**Part 3. Screening decision** – as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

**Part 4. Monitoring** – provides guidance on monitoring for adverse impact and broader monitoring.

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

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<sup>1</sup> Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities April 2010 (Appendix 1)



## 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.

Remember that the Section 75 statutory duties apply to internal policies (relating to people who work for Waterways Ireland), as well as external policies (relating to those who are, or could be, served by Waterways Ireland).

### Information about the policy

Name of the Policy
Flexi Time Policy
Is this an existing, revised or new policy?
Existing
What is it trying to achieve? (intended aims/outcomes)
<p>The purpose of this document is to outline Waterway's Ireland policy on Flexi Time Leave within the organisation.</p> <p>Waterways Ireland are committed to supporting flexible start and finish times to the normal working day. All office-based employees, including Heads of Function, can avail of Flexi Time through varying their arrival and departure times, and the duration of their lunch break, in accordance with the rules set out in the policy.</p>
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.
<p>The procedure offers the same benefits to all persons irrespective of their status in relation to section 75 categories.</p>
Who initiated or wrote the policy?
xxx
Who owns and who implements the policy?
xxx

## 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?

- Work Life Balance and Miscellaneous Provisions Act 2023.
  - Annual Leave

- who owns them?

XX

## Available evidence

Evidence to help inform the screening process may take many forms. You should ensure that a screening decision is informed by relevant data.

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

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.
Political opinion	As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.
Racial group	As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.
Age	As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.
Marital status	As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.
Sexual orientation	As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.

<b>Men and women generally</b>	<p>As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.</p>
<b>Disability</b>	<p>As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.</p>
<b>Dependants</b>	<p>As the policy procedure applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this Policy.</p>

## 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 for each of the Section 75 categories

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
Religious belief	The policy applies fairly and consistently to all members of staff impacted by this policy.
Political opinion	The policy applies fairly and consistently to all members of staff impacted by this policy.
Racial group	<p>The policy applies fairly and consistently to all members of staff impacted by this policy.</p> <p>People from ethnic minority groups or those whose first language is not English may have particular needs with regard to access to information</p>
Age	The policy applies fairly and consistently to all members of staff impacted by this policy.
Marital status	The policy applies fairly and consistently to all members of staff impacted by this policy.
Sexual orientation	The policy applies fairly and consistently to all members of staff impacted by this policy.
Men and women generally	The policy applies fairly and consistently to all members of staff impacted by this policy.
Disability	<p>The policy applies fairly and consistently to all members of staff impacted by this policy.</p> <p>People with disabilities may have particular needs with regard to information and access to support e.g. alternative formats.</p>

Dependants	The policy applies fairly and consistently to all members of staff impacted by this policy.
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## 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, you should consider the answers to the screening questions 1-4.

If the conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then you may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, give details of the reasons for the decision taken.

If the 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 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? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None
Political opinion	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None
Racial group	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None
Age	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None
Marital status	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None
Sexual orientation	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None

Men and women generally	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None
Disability	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None
Dependants	Equality of opportunity. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy	None

<b>2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?</b>		
<b>Section 75 category</b>	<b>If <b>Yes</b>, provide details</b>	<b>If <b>No</b>, provide reasons</b>
Religious belief		No. This policy applies equally to all staff regardless of Section 75 category
Political opinion		No. This policy applies equally to all staff regardless of Section 75 category
Racial group		No. This policy applies equally to all staff regardless of Section 75 category
Age		No. This policy applies equally to all staff regardless of Section 75 category
Marital status		No. This policy applies equally to all staff regardless of Section 75 category
Sexual orientation		No. This policy applies equally to all staff regardless of Section 75 category
Men and women generally		No. This policy applies equally to all staff regardless of Section 75 category
Disability		No. This policy applies equally to all staff regardless of Section 75 category
Dependants		No. This policy applies equally to all staff regardless of Section 75 category

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	Good relations between people of different religious beliefs. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy.	None
Political opinion	Good relations between people of different religious beliefs. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy.	None
Racial group	Good relations between people of different religious beliefs. There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy.	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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No. There is no opportunity to promote good relations between people of different religious belief
Political opinion		No. There is no opportunity to promote good relations between people of different religious belief

Racial group		No. There is no opportunity to promote good relations between people of different religious belief
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## **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).*

As the policy applies fairly and consistently to all persons employed by Waterways Ireland irrespective of their membership of a particular section 75 category the issue of multiple identity is already covered in the previous responses.

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

### Part 3. Screening decision

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

The policy does not have any adverse impact on any of the Section 75 categories.

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

The policy addresses a range of responsibilities and best practice and as such cannot be mitigated or replaced by an alternative.

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

N/A

The Waterways Ireland Equality Scheme outlines the arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity. Screening and equality impact assessment are the tools to be utilised for such assessments.

## Mitigation

If it is concluded that the likely impact is 'minor' and an equality impact assessment is not to be conducted, 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.

The policy addresses a range of responsibilities and best practice and as such cannot be mitigated or replaced by an alternative.

## 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	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

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 authority in timetabling. Details of the 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

## Part 4. Monitoring

Further guidance is contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Equality 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<sup>2</sup>.

Effective monitoring will help the 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.

## Part 5 - Approval and authorisation

On the basis of the answers to the screening questions, I recommend that this policy / decision is **(place an X in the appropriate box below)**

	<b><u>Screened In</u></b> – Necessary to conduct a full EQIA (major impacts)
X	<b><u>Screened Out</u></b> – No EQIA necessary (no impacts) No adverse impact on any Section 75 group.
	<b><u>Screened Out</u></b> - Mitigating Actions (minor impacts)

Screened by (Policy Lead)	Date
xxx	23/01/2026
Title / Section	
xxx	
Approved by SMT:	

<sup>2</sup> Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance

Please save the final version of the completed screening form and forward to the Equality Unit, Corporate Services Section  
Email: [equality.user@waterwaysireland.org](mailto:equality.user@waterwaysireland.org)

The screening form will be placed on the Waterways Ireland website and a link provided to the Section 75 consultees.

For more information about equality screening contact Corporate Services Section.