

ULSTER SUPPORTED EMPLOYMENT LIMITED

SECTION 75 EQUALITY OF OPPORTUNITY SCREENING

Policy Title (in full)	Career Break
Policy Aim	The objective of this policy is to provide existing employees with the opportunity to take an extended period of unpaid leave from work. Each application will be considered on its own individual merits and in light of the circumstances which prevail in the particular department and in the given specialism to which the applicant belongs. Career breaks may, therefore, have to be refused or delayed where there are overriding business considerations. Reasons for refusal will be given to employees, but are not affected by Section 75 Categories
Decision (delete as appropriate)	Policy screened out without mitigation
Business Area	Corporate Services
Contact	Sarah-Jane Mowbray
Date of form completion	21/08/17

For HR Department completion:

Date received	24/08/17
Amendments requested?	No
Date returned to Business Area	24/08/17
Date final version received	24/08/17
Date place on S75 Screening webpage	01/09/17

Information about the policy

Name of the policy

Career Break

Is this an existing, revised or a new policy?

Revised

What is it trying to achieve? (intended aims/outcomes)

The objective of this policy is to provide existing employees with the opportunity to take an extended period of unpaid leave from work

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

If so, explain how.

No

Who initiated or wrote the policy?

HR Manager

Who owns and who implements the policy?

Head of Corporate Services

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?

Grievance Procedure

- who owns them?

Head of Corporate Services

Available evidence

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

Section 75 category	Details of evidence/information
Religious belief	There is not a legal requirement to provide staff with career breaks. This policy was designed to allow our staff to take them when the business is in a position to allow it. Guidance was taken from ACAS and decisions will not be based on a person's Section 75 category
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men and women generally	As above
Disability	As above
Dependants	As above

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

Section 75 category	Details of needs/experiences/priorities
Religious belief	The policy will not adversely affect any of the groups covered by S75
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men and women generally	As above
Disability	As above
Dependants	As above

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	The policy has no impact of religious belief	None
Political opinion	The policy has no impact on political opinion	None
Racial group	The policy has no impact on racial group	None
Age	The policy has no impact on age	None
Marital status	The policy has no impact on marital status	None
Sexual orientation	The policy has no impact on sexual orientation	None
Men and women generally	The policy has no impact on men and women generally	None
Disability	The policy has no impact on disability	None

Dependants	The policy has no impact on those with dependants	None
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2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief		There is not a legal requirement to provide staff with career breaks. This policy was designed to allow our staff to take them when the business is in a position to allow it. Guidance was taken from ACAS and decisions will not be based on a person's Section 75 category
Political opinion		As above
Racial group		As above
Age		As above
Marital status		As above
Sexual orientation		As above

Men and women generally		As above
Disability		As above
Dependants		As above

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	No impact on religious belief	None
Political opinion	No impact on political opinion	None
Racial group	No impact on Racial Group	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 Yes , provide details	If No , provide reasons

Religious belief		There is not a legal requirement to provide staff with career breaks. This policy was designed to allow our staff to take them when the business is in a position to allow it. Guidance was taken from ACAS and decisions will not be based on a person's Section 75 category
Political opinion		As above
Racial group		As above

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).

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

Not affected by multiple identity-processes will be applied to all groups

Part 3. Screening decision

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

Based on the answers above we recommend the policy is screened out. The policy supports, rather than adversely impacts upon any of the groups covered by S75

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Patrice Devine	Business Improvement Officer	24/08/17
Approved by:		
Sarah-Jane Mowbray	Head of Corporate Services	24/08/17