

## ULSTER SUPPORTED EMPLOYMENT LIMITED

### SECTION 75 EQUALITY OF OPPORTUNITY SCREENING

<b>Policy Title (in full)</b>	Recruitment and Selection
<b>Policy Aim</b>	Usel is committed to ensuring that appointments are made on the basis of merit through fair and transparent processes. This is to ensure that the organisation finds the best available person for the job considered on individual merit and regardless of race or cultural diversity, gender, transgender, disability, sexual orientation, age, marital status, religion, political opinion, whether or not the individual has a responsibility for dependants or is a member or non-member of a trade union. Usel is also committed to its obligations under Section 75 of the Northern Ireland Act 1998 to promote equality of opportunity. These procedures are designed to build on the statutory requirements, reflecting the spirit as well as the letter of the legislation and adherence to good practice.
<b>Decision (delete as appropriate)</b>	Policy screened out <b>without</b> mitigation
<b>Business Area</b>	<b>Corporate Services</b>
<b>Contact</b>	<b>Sarah-Jane Mowbray</b>
<b>Date of form completion</b>	<b>24/08/17</b>

#### For HR Department completion:

<b>Date received</b>	<b>30/08/17</b>
<b>Amendments requested?</b>	No
<b>Date returned to Business Area</b>	<b>30/08/17</b>
<b>Date final version received</b>	<b>30/08/17</b>
<b>Date place on S75 Screening webpage</b>	<b>01/09/17</b>

## Information about the policy

Name of the policy  
Recruitment and Selection

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Is this an existing, revised or a new policy?  
Existing

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

Usel is committed to ensuring that appointments are made on the basis of merit through fair and transparent processes. This is to ensure that the organisation finds the best available person for the job considered on individual merit and regardless of race or cultural diversity, gender, transgender, disability, sexual orientation, age, marital status, religion, political opinion, whether or not the individual has a responsibility for dependants or is a member or non-member of a trade union. Usel is also committed to its obligations under Section 75 of the Northern Ireland Act 1998 to promote equality of opportunity. These procedures are designed to build on the statutory requirements, reflecting the spirit as well as the letter of the legislation and adherence to good practice.

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

If so, explain how.

Yes

The only area in which Usel does permit different arrangements is the recruitment of personnel to its manufacturing operation. Usel was established in 1962, under the provision of the Disabled Persons (Employment) Act (N.I.) 1945 to specifically provide supported employment for people with disabilities within its factory setting. The arrangements for recruitment of individuals within this setting, although only applying to people with disabilities may include referral of applicants from Usel's own funded employment programmes. This exception will nevertheless follow the general principles in all other respects

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?

Equal Opportunities, Handling and Assessing Criminal Convictions, Data Protection, Safeguarding

- 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.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	The policy was developed by our fully accredited and qualified HR Manager in accordance with the Equalities Commission and Section 75 requirements. We have also ensured compliance with Safeguarding of vulnerable adults and all other laws governing the employment of candidates in Northern Ireland
Political opinion	<b>As above</b>
Racial group	<b>As above</b>
Age	<b>As above</b>
Marital status	<b>As above</b>
Sexual orientation	<b>As above</b>
Men and women generally	<b>As above</b>
Disability	<b>As above</b>
Dependants	<b>As above</b>

## 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 only area in which Usel does permit different arrangements is the recruitment of personnel to its manufacturing operation. Usel was established in 1962, under the	None

	provision of the Disabled Persons (Employment) Act (N.I.) 1945 to specifically provide supported employment for people with disabilities within its factory setting. The arrangements for recruitment of individuals within this setting, although only applying to people with disabilities may include referral of applicants from Usel's own funded employment programmes. This exception will nevertheless follow the general principles in all other respects	
Dependants	The policy has no impact on those with dependants	None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		This policy was developed for ensuring the fair employment of candidates based on their abilities and not religion
Political opinion		This policy was developed for ensuring the fair employment of candidates based on their abilities and not political belief
Racial group		This policy was developed for ensuring the fair employment of candidates based on their abilities and not racial group
Age		This policy was developed for ensuring the fair employment of candidates based on their abilities and not age

Marital status		This policy was developed for ensuring the fair employment of candidates based on their abilities and not marital status
Sexual orientation		This policy was developed for ensuring the fair employment of candidates based on their abilities and not sexual orientation
Men and women generally		This policy was developed for ensuring the fair employment of candidates based on their abilities and not gender
Disability	The only area in which Usel does permit different arrangements is the recruitment of personnel to its manufacturing operation. Usel was established in 1962, under the provision of the Disabled Persons (Employment) Act (N.I.) 1945 to specifically provide supported employment for people with disabilities within its factory setting. The arrangements for recruitment of individuals within this setting, although only applying to people with disabilities may include referral of applicants from Usel's own funded employment programmes. This exception will nevertheless follow the general principles in all other respects	
Dependants		This policy was developed for ensuring the fair employment of candidates based on their abilities and not if they have dependants



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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		This policy was developed for ensuring the fair employment of candidates based on their abilities and not their religious belief
Political opinion		This policy was developed for ensuring the fair employment of candidates based on their abilities and not their political opinion
Racial		This policy was developed for ensuring the fair employment

group		of candidates based on their abilities and not racial group
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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).*

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

#### Approval and authorisation

Screened by:	Position/Job Title	Date
Patrice Devine	Business Improvement Officer	30/08/17
Approved by:		

Sarah-Jane Mowbray	Head of Corporate Services	30/08/17
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