# **DOH-Full-Name-(CMYK-300) (2)**

**Equality Screening, Disability Duties and Human Rights Assessment Template**

Part 1 – Policy scoping

Part 2 – Screening questions

Part 3 – Screening decision

Part 4 – Monitoring

Part 5 – Disability Duties

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Part 7 – Approval and Authorisation

*Guidance on completion of the template can be found on the Equality Commission website at* [*S75 screening template 2010 (web access checked 230920) .docx*](https://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/S75screeningtemplate2010.docx)

**Part 1. Policy scoping**

**1.1 Information about the policy**

**Name of the policy:**

HSC Pension Scheme – proposed amendments to scheme regulations regarding member contributions phase 2 and miscellaneous amendments.

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

This is a revised policy. On the 1 November 2022, the department introduced changes to the member contribution structure, including changing the amount that members pay for their pension benefits. This was the subject of a previous consultation, the HSC Pension Scheme proposed changes to member contributions (phase 1), with regulations in place on the 1 November 2022 – the Health and Social Care Pension Scheme (Member Contributions) (Amendment) Regulations (Northern Ireland) 2022.

The contribution structure for the HSC pension scheme is currently being reformed following a comprehensive review in 2021. To ensure the cost of the HSC Pension Scheme was fairly distributed and affordable for all members, these tiered contribution rates asked higher earners to pay proportionally more than lower earners to access the valuable benefits of the scheme. The review was conducted following recommendations provided by the Scheme Advisory Board (SAB), which reached complete agreement that the principles underpinning the previous contribution structure should be retained, including protection for the lower paid, the risk of opt-outs should be minimised, work should be done to ensure the scheme remains a sustainable and valuable part of the HSC total reward offer, ‘cliff edges’ in the contribution structure should be resolved, there was a pressing need to explore ways to minimise scheme opt-outs and mitigate other issues caused by the impact of pension taxation and move to use actual pay, rather than whole-time equivalent (WTE) pay, to determine contribution rates would be appropriate. This new policy will introduce the second phase of the scheme regulations and changes to member contributions.

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

This new policy will now complete the proposals to deliver the agreed contribution structure and some additional changes to member contributions from 1 April 2024, in what is known as phase 2 of the member contributions review. The aim of the changes to the policy in what is known as the second phase will implement an updated member contribution structure as agreed during the phase 1 consultation, with the additional proposed removal of the bottom, futureproofing of the member contribution structure, real-time re-banding and changes to the pensionability of overtime up to whole time for members who work part-time. Also, the department proposes increasing thresholds in line with the consumer price index (CPI) rather than the previous AFC. CPI will provide a much greater period of time between the value of the index becoming known and it being applied to thresholds, compared to the current process of applying an uplift in line with the value of the AfC award for Northern Ireland as quickly as possible after the award is agreed.

Within this policy review, the department also intends to change the pensionability of overtime for part-time staff. The department proposes to amend the definition of overtime in 2015 regulations to insert the flexibility in the 1995 and 2008 Sections. This means that part-time staff can pension overtime worked up to 37.5 hours per week. Any overtime worked above 37.5 hours per week for both part-time and full-time staff will remain non-pensionable.

The recent results from the 2020 valuation show an increase in benefit costs, requiring a 0.7 percentage point rise in the employer contribution rate to 23.2%. The Government Actuary's Department confirmed this in their final 2020 valuation report. Consequently, the department intends to amend the 2015 regulations (regulation 32) to replace the current employer contribution rate with the new rate of 23.2% effective from 1 April 2024. The aim of the department and this policy change is to ensure that the scheme costs are not in deficit and not incurring additional costs to the taxpayer.

The department intends to amend HSC Pension Scheme regulations as part of the planned statutory regulation for 1 April 2024 to remove special class abatement, permanently removing this element from scheme regulations. Removing abatement is important in delivering HSC services, with the department aiming to support staff retention measures within the HSC.

**Changes to scheme regulations will be made concerning the LTA due to the draft clause inserted into the finance bill from 2023 to 2024.**Subject to the bill becoming an act of Parliament, the department intends to make consequential amendments to the 1995, 2008 and 2015 scheme regulations. These amendments will update relevant definitions or terminology and preserve existing provisions relating to the lifetime allowance to the extent they apply before abolition. The policy intent is to ensure the smooth operation of legacy and future lifetime allowance requirements post-abolition.

The department intends to implement further changes in relation to partial retirement and is proposing introduce regulations to allow maximum service members to access partial retirement from 1 April 2024. The department also intends to introduce Partial retirement: salary sacrifice. The aim of this policy is to support staff retention measures within the HSC.

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

**If so, explain how.**

The proposed changes will apply to all members regardless of membership of S75 categories.

The HSC employers will collect S75 characteristics on their employees but not all of their employees are members of the pension scheme. The administering authority, BSO, does not hold data on the section 75 characteristics of members.

The consultation document will issue shortly and will ask stakeholders the following questions in relation to equality:

Are you aware of additional data that would help assess the potential impacts of the proposed changes on the HSC Pension Scheme membership?

Are there other comments or observations on equalities impacts you would wish to make?

The equality screening analysis will be reviewed based on responses received during the consultation.

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**Who initiated or wrote the policy?**

The policy update was developed and written by the DoH – Pension Policy Unit.

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**Who owns and who implements the policy?**

The Department of Health has the overall responsibility for the revised policy and its introduction. The HSC Pension Service has been delegated the responsibility for the day to day operational implementation of the provisions resulting from this policy revision.

**1.2 Implementation factors**

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they (please delete as appropriate)

None

other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.3 Main stakeholders affected**

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon? (please delete as appropriate)

staff

other, please specify :

All HSC Employers

GP Practices

Directional

Employers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.4 Other policies with a bearing on this policy

* what are they?

None

* who owns them?

None

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.5 Available evidence**

What evidence/information (both qualitative and quantitative[[1]](#footnote-1)) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

 ***As a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions. The proposed changes will apply to all members regardless of membership of S75 categories.***

**Religious belief** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Political Opinion** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Racial Group** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Marital Status** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sexual Orientation** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Men & Women generally** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dependants** evidence / information:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.6 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 of the needs, experiences and priorities for each of the Section 75 categories below:

***The below is not applicable as a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions. The proposed changes will apply to all members regardless of membership of S75 categories.***

**Religious belief**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Political Opinion**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Racial Group**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Marital status**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sexual orientation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Men and Women Generally**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dependants**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2. 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**

***The proposed changes will apply to all members regardless of membership of S75 categories.***

**Details of the likely policy impacts on** **Religious belief**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Political Opinion**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Racial Group**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Age**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Marital Status**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Sexual Orientation**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Men and Women**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Disability**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Dependants**: Not applicable

What is the level of impact? Minor / Major / None (circle as appropriate)

* 1. **Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?** Not applicable

Detail opportunities of how this policy could promote equality of opportunity for people within each of the Section 75 Categories below:

***The below is not applicable as a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions.***

**Religious Belief -** If Yes, provide details:

If No, provide reasons:

**Political Opinion -** If Yes, provide details:

If No, provide reasons

**Racial Group -** If Yes, provide details:

If No, provide reasons

**Age -** If Yes, provide details:

If No, provide reasons:

**Marital Status -** If Yes, provide details:

If No, provide reasons

**Sexual Orientation -** If Yes, provide details:

If No, provide reasons:

**Men and Women generally -** If Yes, provide details:

If No, provide reasons:

**Disability -** If Yes, provide details:

If No, provide reasons:

**Dependants -** If Yes, provide details:

If No, provide reasons:

* 1. **To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?**

***The below is not applicable as a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions.***

Please provide details of the likely policy impact and determine the level of impact for each of the categories below i.e. either minor, major or none.

**Details of the likely policy impacts on** **Religious belief**: Not applicable.

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Political Opinion**: Not applicable.

What is the level of impact? Minor / Major / None (circle as appropriate)

**Details of the likely policy impacts on** **Racial Group**: Not applicable.

What is the level of impact? Minor / Major / None (circle as appropriate)

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

***The below is not applicable as a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions.***

Detail opportunities of how this policy could better promote good relations for people within each of the Section 75 Categories below:

**Religious Belief -** If Yes, provide details:

If No, provide reasons:

**Political Opinion -** If Yes, provide details:

If No, provide reasons

**Racial Group -** If Yes, provide details:

If No, provide reasons

**2.5** **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).*

***The below is not applicable as a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions.***

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

***The below is not applicable as a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions.***

**2.6 Was the original policy / decision changed in any way to address any adverse impacts identified either through the screening process or from consultation feedback. If so please provide details.**

***The below is not applicable as a general rule Pension schemes are not required to hold this information under GDPR. This information would not have any impact on the payment of members pensions.***

**Part 3. Screening decision**

**3.1 Would you summarise the impact of the policy as; No Impact/ Minor Impact/ Major Impact?**

***No impact***

**3.2 Do you consider that this policy/ decision needs to be subjected to a full equality impact assessment (EQIA)?**

No.

**3.3 Please explain your reason**.

The proposed changes will apply to all members regardless of membership of S75 categories.

The HSC employers will collect S75 characteristics on their employees but not all of their employees are members of the pension scheme. The administering authority, BSO, does not hold data on the section 75 characteristics of members.

The consultation document will issue shortly and will ask stakeholders the following questions in relation to equality:

Are you aware of additional data that would help assess the potential impacts of the proposed changes on the HSC Pension Scheme membership?

Are there other comments or observations on equalities impacts you would wish to make?

The equality screening analysis will be reviewed based on responses received during the consultation.

**3.4 Mitigation**

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may 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**.

Not applicable.

**3.5 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.**

Effect on equality of opportunity and good relations – **Rating \_\_\_\_** (1-3)

Social need – **Rating \_\_\_\_** (1-3)

Effect on people’s daily lives – **Rating \_\_\_\_** (1-3)

Relevance to a public authority’s functions – **Rating \_\_\_\_** (1-3)

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 the public authority in timetabling. Details of the Public Authority’s 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**

Monitoring is an important part of policy development and implementation. Through monitoring it is possible to assess the impacts of the policy / decision both beneficial and adverse.

**4.1 Please detail how you will monitor the effect of the policy / decision?**

The proposed changes will apply to all members regardless of membership of S75 categories.

The HSC employers will collect S75 characteristics on their employees but not all of their employees are members of the pension scheme. The administering authority, BSO, does not hold data on the section 75 characteristics of members.

The consultation document will issue shortly and will ask stakeholders the following questions in relation to equality:

Are you aware of additional data that would help assess the potential impacts of the proposed changes on the HSC Pension Scheme membership?

Are there other comments or observations on equalities impacts you would wish to make?

The equality screening analysis will be reviewed based on responses received during the consultation.

**4.2 What data will you collect in the future in order to monitor the effect of the policy / decision?**

 **From the outcome of consultation.**

***Please note****: - For the purposes of the annual progress report to the Equality Commission you may later be asked about the monitoring you have done in relation to this policy and whether that has identified any Equality issues*.

**Part 5. Disability Duties**

**5.1 Does the policy/decision in any way promote positive attitudes towards disabled people and/or encourage their participation in public life?**

The proposed changes will apply to all members regardless of membership of S75 categories.

The equality screening analysis will be reviewed based on responses received during the consultation.

**5.2 Is there an opportunity to better promote positive attitudes towards disabled people or encourage their participation in public life by making changes to the policy/decision or introducing additional measures?**

The proposed changes will apply to all members regardless of membership of S75 categories.

**Part 6. Human Rights**

**6.1 Does the policy / decision affects anyone’s Human Rights?**

**Details of the likely policy impacts on** **Article 2 – Right to life:**

Not applicable.

What is the impact? Positive / Negative (human right interfered with or restricted) / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment**:

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 5 – Right to liberty & security of person:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 6 – Right to a fair & public trial within a reasonable time:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 7 – Right to freedom from retrospective criminal law & no punishment without law:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 8 – Right to respect for private & family life, home and correspondence:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 9 – Right to freedom of thought, conscience & religion:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 10 – Right to freedom of expression:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 11 – Right to freedom of assembly & association:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 12 – Right to marry & found a family:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **Article 14 – Prohibition of discrimination in the enjoyment of the convention rights:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**Details of the likely policy impacts on** **1st protocol Article 2 – Right of access to education:**

Not applicable.

What is the impact? Positive / Negative / Neutral (circle as appropriate)

**6.2** **If you have identified a likely negative impact who is affected and how?**

*At this stage we would recommend that you consult with your line manager to determine whether to seek legal advice and to refer to Human Rights Guidance to consider:*

* *whether there is a law which allows you to interfere with or restrict rights*
* *whether this interference or restriction is necessary and proportionate*
* *what action would be required to reduce the level of interference or restriction in order to comply with the Human Rights Act (1998).*

Not applicable.

* 1. **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/decision.**

Not applicable.

**Part 7 - Approval and authorisation**

| **Screened by:**  | **Position/Job Title**  | **Date** |
| --- | --- | --- |
| Kerrie Wallace | Tp’d DP  | 07/11/2023 |
| **Approved by:** |  |  |
| Siobhán McKelvey | Grade 7  | 09/11/2023 |
| **Copied to EHRU**: |  |  |

*The Screening Template is ‘signed off’ and approved by a senior manager responsible for the policy (at least Grade 7), made easily accessible on the public authority’s website as soon as possible following completion and made available on request.*

**ADDITIONAL INFORMATION TO INFORM THE ANNUAL PROGRESS REPORT TO THE EQUALITY COMMISSION**

**(PLEASE NOTE : THIS IS NOT PART OF THE SCREENING TEMPLATE BUT MUST BE COMPLETED AND RETURNED WITH THE SCREENING)**

1. Please provide details of any measures taken to enhance the level of engagement with individuals and representative groups. Please include any use of the Equality Commissions guidance on consulting with and involving children and young people.

 Published on the departmental website

1. In developing this policy / decision were any changes made as a result of equality issues raised during :

(a) pre-consultation / engagement;
(b) formal consultation;
(c) the screening process; and/or
(d) monitoring / research findings.

If so, please provide a brief summary including how the issue was identified, what changes were made, and what will be the expected outcomes / impacts for those effected.

Not applicable.

1. Does this policy / decision include any measure(s) to improve access to services including the provision of information in accessible formats? If so please provide a short summary.

Not applicable.

**Thank you for your co-operation.**

Equality and Human Rights Unit.

1. **\*** Qualitative data – refers to the experiences of individuals related in their own terms, and based on their own

 experiences and attitudes. Qualitative data is often used to complement quantitative data to determine why policies are

 successful or unsuccessful and the reasons for this.

 Quantitative data -refers to numbers (that is, quantities), typically derived from either a population in general or

 samples of that population. This information is often analysed either using descriptive statistics (which summarise patterns),

 or inferential statistics (which are used to infer from a sample about the wider population). [↑](#footnote-ref-1)