

# DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND RURAL AFFAIRS

## Equality and Human Rights Screening Template

August 2019



Department of  
**Agriculture, Environment  
and Rural Affairs**

[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)

# DAERA Equality and Human Rights Screening Template

DAERA has a statutory duty to screen. This includes our strategies and plans, policies, legislative developments; and new ways of working such as – the introduction, change or end of an existing service, grant funding arrangement or facility. This screening template is designed to help business areas consider the likely equality and human rights impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training and know the current effective guidance first (see HPRM (Trim) link below for Guidance Document). To find out about the training needed, contact - [equalitydiversitypublicappointments@daera-ni.gov.uk](mailto:equalitydiversitypublicappointments@daera-ni.gov.uk). All screening exercises must be supported by evidence and Quality Assured by Equality Unit prior to being cleared at Grade 3 level.



DAERA Screening  
Guidance - Updated

The accompanying Screening Guidance note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties<sup>1</sup> and what they mean in practice is available on the Equality Commission's website.

Please note: Only plain English<sup>2</sup> should be used in all sections of this document.

The screening template has 4 sections to complete. These are:

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<sup>1</sup> ECNI 'Section 75 of the NI Act 1998: A Guide for Public Authorities' April 2010. [www.equalityni.org](http://www.equalityni.org)

<sup>2</sup> Should be easily understood by a 12 year old.

[Type here]

**Section A** - asks you to provide details about the policy / decision that is being screened.

**Section B** - has 4 key questions that require you to outline the likely impacts on equality groups, and all supporting evidence.

**Section C** - has 4 key questions in relation to obligations under the Disability Discrimination Order and the Human Rights Act.

**Section D** - is the formal record of the screening decision.

# Section A

## Details about the policy / decision to be screened – In plain English

**Title of policy / decision to be screened:-** NIEA Lisburn Business Continuity Plan

**Brief description of policy / decision to be screened:-**

The Business Continuity Plan details the relevant information and actions to be taken to assist in the short-term restoration of services in the event of a disruption of any kind to NIEA Lisburn, to ensure business continuity is maintained – or previously identified functions prioritized for service delivery dependent on the nature of the disruption being addressed. It is an existing plan, which is reviewed and tested annually. A copy of the plan is circulated to all staff for information on an annual basis.

(Explain - Is this a new, revised or existing policy? Are there financial / legislative / procurement implications?)

**Aims and objectives of the policy / decision to be screened:-**

NIEA is required to have a Business Continuity Plan by the Department. The objective of the plan is to minimize the impact of disruption in the business of NIEA carried on in Lisburn and outlines the general processes and procedures to be put in place should a disruptive situation arise. All business areas have identified their priority functions as per Departmental guidelines and if circumstances arose where the site plan was activated, it takes account of functions to be maintained based on this prioritization and whatever the disruption is that has triggered the activation of the plan. The Incident Management Team would be responsible for advising staff and directing staff of what actions they would be required to take in the event of an incident, based on its nature.

The plan is reviewed and tested annually, and a copy of the plan is circulated to all staff on an annual basis. It is not possible to specify what action/ or impact on staff, as the plan is designed

to cope with any incident that has the potential to negatively impact on service delivery in the short-term.

(What is the policy trying to achieve?) *If you do not know you must seek advice from the project manager prior to completing this document.*

### **On whom will the policy / decision impact?**

Consider the internal and external impacts (both actual or potential)

- Staff x
- service users x
- rural community
- other public sector organisations
- voluntary / community groups / trade unions
- others, please specify

**Are there linkages to other NI Departments / NDPBs?** *Under the new Programme for Government there is an emphasis on shared responsibility between departments & this should be considered when answering this question.*

No, All specific sites and discrete business areas are required to have a BCP to maintain service provision in the immediate short –term after any incident which may negatively impact on service provision. The plan and any proposals to deal with an incident triggering the BCP sit within DAERA.

# Section B

## Available evidence

What evidence or information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below along with details of the different groups you have met and or consulted with to help inform your screening assessment.

<b>Section 75 category</b>	<b>Details of evidence or information and engagement</b>
<b>Religious belief</b>	This plan is based on the model BCP which the department require all business areas to complete. All staff on site receive a redacted copy of the plan after it is reviewed annually. A redacted version is circulated, as the actual plan contains person phone numbers which cannot be circulated under GDPR. The actions to be taken in the event of the plan being triggered are not specified. However, as they are designed to meet priority functions to meet business need at the point in time when the plan is activated. All the Section 75 categories of staff that are represented on site have received sight of the plan and would be managed along with all other staff on site as required to deal with the circumstances in the event of the plan being activated.
<b>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 &amp; women generally</b>	As above

[Type here]

<b>Disability</b>	As above
<b>Dependants</b>	As above

**No evidence held? Outline how you will obtain it:** *If you do not know you must seek advice from the project manager prior to completing this document.*

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

Section 75 category	Details of likely impact	Level of impact? Minor/Major/None
<b>Religious belief</b>	There is no foreseeable impact on equality of opportunity because of someones religious beliefs	None
<b>Political opinion</b>	There is no foreseeable impact on equality of opportunity because of someones political opinion	None
<b>Racial group</b>	There is no foreseeable impact on equality of opportunity because of someones racial group	None
<b>Age</b>	There is no foreseeable impact on equality of opportunity because of someones age	None
<b>Marital status</b>	There is no foreseeable impact on equality of opportunity because of someones marital status	None
<b>Sexual orientation</b>	There is no foreseeable impact on equality of opportunity because of someones sexual orientation	None
<b>Men and women generally</b>	There is no foreseeable impact on equality of opportunity because someones gender	None
<b>Disability</b>	There is no foreseeable impact on equality of opportunity because of someones disability	None
<b>Dependants</b>	There is no foreseeable impact on equality of opportunity relating to someone with or without dependants.	None



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

<b>Section 75 category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
<b>Religious belief</b>	None identified at present	Circulation of the BCP on an annual basis has not resulted in any suggestions or concerns regarding how equality of opportunity is being promoted by the plan.
<b>Political opinion</b>	None identified at present	As above.

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

**Link People!**

<b>Good relations category</b>	<b>Likely impact?</b>	<b>Level of impact? Minor/Major/None</b>
<b>Religious belief</b>	This policy will have no impact on good relations between people of different religious belief	None
<b>Political opinion</b>	This policy will have no impact on good relations between people of different political opinion	None
<b>Racial group</b>	This policy will have no impact on good relations between people of different racial groups	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group? Think People!

Good relations category	If Yes, provide details	If No, provide reasons
<b>Religious belief</b>	No	Circulation of the plan annually has not resulted in any comments or suggestions on how equality of opportunity can be better promoted.
<b>Political opinion</b>	No	As above
<b>Racial group</b>	No	As above

## Section C

DAERA also has legislative obligations to meet under the [Disability Discrimination Order](#) and [Human Rights Act](#) Questions 5 -9 relate to these two areas.

### Consideration of Disability Duties

5. Does this proposed policy or decision provide an opportunity for DAERA to better promote positive attitudes towards disabled people?

**Explain your assessment in full**

Health & Safety legislation, and therefore subsequent organisational policy, requires consideration of individual ability as part of the Risk Assessment process and related risk control measures.

The BCP itself relates to a business process that applies equally to all members of staff and service users. If there are any members of staff on site who are disabled, if required they will have individual Personal Emergency Evacuation Procedures in place – which depending on the nature of an incident activating the BCP, would supercede and be activated in advance prior to the BCP. Outside of this, all staff irrespective of would be treated the same. Depending on any long term requirements to maintain service provision, after the initial activation of the BCP, these would fall outwith this plan.

6. Does this proposed policy or decision provide an opportunity to actively **increase the participation** by disabled people in public life?

**Explain your assessment in full**

No, however if the plan is activated where necessary reasonable adjustments will be made to ensure all staff and/or service users affected by activation of the plan are protected to a reasonable level.

## Consideration of Human Rights

7. The Human Rights Act (HRA) 1998 brings the European Convention on Human Rights (ECHR) into UK law and it applies in N Ireland. Indicate below (place an X in the appropriate box) any potential *adverse impacts* that the policy or decision may have in relation to human rights issues.

**See Annex A for brief synopsis on each of the Human Rights Articles & Protocols**

Right to Life	Article 2	<input type="checkbox"/>
Prohibition of torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to liberty and security	Article 5	<input type="checkbox"/>
Right to a fair and public trial	Article 6	<input type="checkbox"/>
Right to no punishment without law	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and to found a family	Article 12	<input type="checkbox"/>
The prohibition of discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret elections	Protocol 1 Article 3	<input type="checkbox"/>

## Consideration of Human Rights (cont)

### **8. Please explain any adverse impacts on human rights that you have identified**

None identified.

### **9. Please indicate any ways which you consider the policy positively promotes human rights**

Yes. If the plan is activated it will be required to operate under current Health & Safety legislation, and therefore organisational Health & Safety Policy, is based on the protection of life ("Right to Life") and security ("Right to liberty and security) while at work.

## Monitoring Arrangements

Section 75 places a requirement on DAERA to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity. Please note the following excerpt from The Equality Commission for Northern Ireland in relation to monitoring:

*A system must be established to monitor the impact of the policy in order to find out its effect on relevant groups. The results of ongoing monitoring must be reviewed on an annual basis. The public authority is required to publish the results of this monitoring. And they must be included in the public authorities' annual review on progress to the Equality Commission. The Equality Scheme must specify how and where such monitoring information will be published. It is therefore essential that monitoring is carried out in a systematic manner and that the results are widely and openly published.*

*If the monitoring and analysis of results over a two year period show that the policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, the public authority must ensure that the policy is revised to achieve better outcomes for the relevant equality groups.*

Outline what data you will collect in the future in order to monitor the impact of this policy or decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties
There is a requirement to review the Lisburn Business Continuity Plan on an annual basis. Future reviews to all staff on site (which will include any staff representative of Section 75 categories, or 'Good Relations' categories including individuals with disabilities) will encourage all staff to identify any related impacts that they can be considered within the plan.		

# Section D – Summary Sheet

## Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

NIEA Lisburn Business Continuity Plan

I can confirm that the proposed policy / decision has been screened for –

✓	equality of opportunity and good relations
✓	disabilities duties; and
✓	human rights issues

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

<input type="checkbox"/>	* <b>Screened In</b> – Necessary to conduct a full EQIA
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x	<p>*<b>Screened Out</b> – No EQIA necessary (no impacts)</p> <p>Provide a brief note here to explain how this decision was reached:</p> <ul style="list-style-type: none"><li>Please note that a 'screened out' decision <b>must</b> be accompanied by a sound rationale and relevant empirical evidence to show the basis upon which a screened out decision has been reached.</li></ul> <p>The Lisburn Business Continuity Plan is based on standard DAERA model. It is required in case any incident (which by its nature cannot be pre-defined) requires that is activated to ensure that the business areas present on the Lisburn site take appropriate action and are able to deliver pre-identified activities to maintain service delivery in the immediate aftermath of an incident. It applies equally to all staff on site, who will be directed by the Incident Management Team identified in the plan regarding short-term actions to maintain previously identified services. The plan is reviewed and tested annually. A copy of the revised plan is with personal information removed is circulated to all staff on an annual basis for awareness in the event that the plan should be activated.</p>
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<input type="checkbox"/>	<p><b>* <u>Screened Out</u> - Mitigating Actions (minor impacts)</b></p> <p>Provide a brief note here to explain how this decision was reached:</p> <ul style="list-style-type: none"><li>• Describe clearly the mitigating actions and / or policy changes that will now be introduced</li><li>• Explain how these actions will address the inequalities:</li></ul>
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## DAERA Equality and Human Rights Screening Checklist

Before signing off this screening template please confirm that you have completed all the actions listed below.

I can confirm that all the actions listed below have been completed –

✓	I have explained any technical issues in plain English (easily understood by a 12 year old)
✓	I have added evidence and explained my assessments in full
✓	I have provided a brief note to justify my decision to 'Screen In' or 'Screen Out'
✓	A copy of this screening template and the final decision has been sent to the Equality Unit for their consideration before it has been forwarded for sign-off



**Formal Record of Screening Decision (cont.)**

***Have you issued this document to Equality Unit prior to obtaining Grade 3 signature?***

**Screening assessment completed by (Staff Officer level or above) -**

Name: Jennifer Long

Grade: 7

Date: 20 January 2020

Branch: Business Group, Water Management Unit, NIEA

Signature: Jennifer Long

**Screening decision approved by (must be Grade 3 or above) -**

Name: DAVID SMALL

Grade: 3

Date: 31/1/2020

Branch:

Signature: please insert a scanned image of your signature below

Please save the final signed version of the completed screening form in the HPRM container below as soon as possible after completion and forward the HPRM link to Equality Branch at [equalitydiversitypublicappointments@daera-ni.gov.uk](mailto:equalitydiversitypublicappointments@daera-ni.gov.uk). The screening form will be placed on the DAERA website and a link provided to the Department's Section 75 consultees.



For more information about equality screening, contact –

DAERA Equality Unit  
Equality, Diversity & Public Appointments Branch  
Ballykelly House  
111 Ballykelly Road  
LIMAVADY  
BT49 9HP

Email: [equalitydiversitypublicappointments@daera-ni.gov.uk](mailto:equalitydiversitypublicappointments@daera-ni.gov.uk)

Tel: 028 7744 2027

**August 2019**



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## **Annex A**

### **Synopsis of Human Rights Act Articles & Protocols**

#### **ARTICLE 2**

##### ***Right to life***

1. Everyone's right to life shall be protected by law. No one shall be deprived of his life intentionally save in the execution of a sentence of a court following his conviction of a crime for which this penalty is provided by law.
2. Deprivation of life shall not be regarded as inflicted in contravention of this Article when it results from the use of force which is no more than absolutely necessary:
  - (a) In defense of any person from unlawful violence;
  - (b) In order to effect a lawful arrest or to prevent the escape of a person lawfully detained;
  - (c) In action lawfully taken for the purpose of quelling a riot or insurrection.

#### **ARTICLE 3**

##### ***Prohibition of torture***

No one shall be subjected to torture or to inhuman or degrading treatment or punishment.

#### **ARTICLE 4**

##### ***Prohibition of slavery and forced labour***

1. No one shall be held in slavery or servitude.
2. No one shall be required to perform forced or compulsory labour.
3. For the purpose of this Article the term "forced or compulsory labour" shall not include:
  - (a) Any work required to be done in the ordinary course of detention imposed according to the provisions of Article 5 of this Convention or during conditional release from such detention;

- (b) Any service of a military character or, in case of conscientious objectors in countries where they are recognised, service exacted instead of compulsory military service;
- (c) Any service exacted in case of an emergency or calamity threatening the life or well-being of the community;
- (d) Any work or service which forms part of normal civic obligations.

## **ARTICLE 5**

### ***Right to liberty and security***

1. Everyone has the right to liberty and security of person. No one shall be deprived of his liberty save in the following cases and in accordance with a procedure prescribed by law:
  - (a) The lawful detention of a person after conviction by a competent court;
  - (b) The lawful arrest or detention of a person for non-compliance with the lawful order of a court or in order to secure the fulfilment of any obligation prescribed by law;
  - (c) the lawful arrest or detention of a person effected for the purpose of bringing him before the competent legal authority on reasonable suspicion of having committed an offence or when it is reasonably considered necessary to prevent his committing an offence or fleeing after having done so;
  - (d) the detention of a minor by lawful order for the purpose of educational supervision or his lawful detention for the purpose of bringing him before the competent legal authority;
  - (e) The lawful detention of persons for the prevention of the spreading of infectious diseases, of persons of unsound mind, alcoholics or drug addicts or vagrants;
  - (f) The lawful arrest or detention of a person to prevent his effecting an unauthorised entry into the country or of a person against whom action is being taken with a view to deportation or extradition.
2. Everyone who is arrested shall be informed promptly, in a language which he understands, of the reasons for his arrest and of any charge against him.
3. Everyone arrested or detained in accordance with the provisions of paragraph 1(c) of this Article shall be brought promptly before a judge or other officer authorised by law to exercise judicial power and shall be entitled to trial within a reasonable time or to release pending trial. Release may be conditioned by guarantees to appear for trial.
4. Everyone who is deprived of his liberty by arrest or detention shall be entitled to take proceedings by which the lawfulness of his detention shall be decided speedily by a court and his release ordered if the detention is not lawful.

5. Everyone who has been the victim of arrest or detention in contravention of the provisions of this Article shall have an enforceable right to compensation.

## **ARTICLE 6**

### ***Right to a fair trial***

1. In the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law. Judgment shall be pronounced publicly but the press and public may be excluded from all or part of the trial in the interest of morals, public order or national security in a democratic society, where the interests of juveniles or the protection of the private life of the parties so require, or to the extent strictly necessary in the opinion of the court in special circumstances where publicity would prejudice the interests of justice.
2. Everyone charged with a criminal offence shall be presumed innocent until proved guilty according to law.
3. Everyone charged with a criminal offence has the following minimum rights:
  - (a) To be informed promptly, in a language which he understands and in detail, of the nature and cause of the accusation against him;
  - (b) To have adequate time and facilities for the preparation of his defense;
  - (c) To defend himself in person or through legal assistance of his own choosing or, if he has not sufficient means to pay for legal assistance, to be given it free when the interests of justice so require;
  - (d) To examine or have examined witnesses against him and to obtain the attendance and examination of witnesses on his behalf under the same conditions as witnesses against him;
  - (e) To have the free assistance of an interpreter if he cannot understand or speak the language used in court.

## **ARTICLE 7**

### ***No punishment without law***

1. No one shall be held guilty of any criminal offence on account of any act or omission which did not constitute a criminal offence under national or international law at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the criminal offence was committed.
2. This Article shall not prejudice the trial and punishment of any person for any act or omission which, at the time when it was committed, was criminal according to the general principles of law recognised by civilised nations.

#### **ARTICLE 8**

##### ***Right to respect for private and family life***

1. Everyone has the right to respect for his private and family life, his home and his correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

#### **ARTICLE 9**

##### ***Freedom of thought, conscience and religion***

1. Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief and freedom, either alone or in community with others and in public or private, to manifest his religion or belief, in worship, teaching, practice and observance.
2. Freedom to manifest one's religion or beliefs shall be subject only to such limitations as are prescribed by law and are necessary in a democratic society in the interests of public safety, for the protection of public order, health or morals, or for the protection of the rights and freedoms of others.

#### **ARTICLE 10**

##### ***Freedom of expression***

1. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.
2. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

#### **ARTICLE 11**

##### ***Freedom of assembly and association***

1. Everyone has the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.
2. No restrictions shall be placed on the exercise of these rights other than such as are prescribed by law and are necessary in a democratic society in the interests of national security or public safety, for the prevention of disorder or crime, for the protection of health or morals or for the protection of the rights and freedoms of others. This Article shall not prevent the imposition of lawful restrictions on the exercise of these rights by members of the armed forces, of the police or of the administration of the State.

#### **ARTICLE 12**

##### ***Right to marry***

Men and women of marriageable age have the right to marry and to found a family, according to the national laws governing the exercise of this right.

#### **ARTICLE 14**

##### ***Prohibition of discrimination***

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political

or other opinion, national or social origin, association with a national minority, property, birth or other status.

## **Protocol 1**

### **ARTICLE 1**

#### ***Protection of property***

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

## **Protocol 1**

### **ARTICLE 2**

#### ***Right to education***

No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching in conformity with their own religious and philosophical convictions.

## **Protocol 1**

### **ARTICLE**

#### ***3 Right to free elections***

The High Contracting Parties undertake to hold free elections at reasonable intervals by secret ballot, under conditions which will ensure the free expression of the opinion of the people in the choice of the legislature