

DOE SECTION 75 EQUALITY OF OPPORTUNITY SCREENING ANALYSIS FORM

Section 1

Introduction

This form is intended to help you to consider whether a new policy (either internal or external) or legislation will require a full equality impact assessment (EQIA). Those policies identified as having significant implications for equality of opportunity must be subject to full EQIA.

The form will provide a record of the factors taken into account if a policy is screened out, or excluded for EQIA. It will provide a basis for consultation on the outcome of the screening exercise and will be referenced in the Annual Report to the Equality Commission. Copies of completed forms should be retained on file within business areas (**and a copy sent to the Equality Unit**) and reference should be made to the outcome of the screening exercise and subsequent consultation in any submission made to the Minister.

Background

The Legal Background

Under section 75 of the Northern Ireland Act 1998, the Department is required to have due regard to the need to promote equality of opportunity:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

The main groups within each of the nine categories, highlighted above, are identified at Appendix 1.

In addition, without prejudice to its obligations above, the Department is also required, in carrying out its functions relating to Northern Ireland, to have regard to the desirability of promoting good relations between persons of different religious beliefs, political opinion or racial group.

Advice on Completion of the Screening Form

It is important that the screening form is completed carefully and thoughtfully. Your Divisional or Agency Equality Officer and the Department's Equality Unit in room 413A Clarence Court (ext 40855/40813) will be happy to assist with all aspects of the screening process and will help with the completion of the form, if required.

Further advice on the screening process can be accessed at Section 4 of the Equality Commission's Guide to the Statutory Duties.

Policies included for EQIA

If, after screening, it is decided that a policy will require a full EQIA, a decision will be required on the priority and timing of the assessment. The screening form should be noted accordingly, signed off and copied to the Equality Unit for inclusion in the EQIA programme.

Policies excluded for EQIA

If a decision is taken to screen out the policy or where there is ambiguity about the equality implication of the proposal, the screening form should be signed off by a senior officer responsible for the policy and a copy sent to the Equality Unit. Copies of all screening out forms will be placed on the Department's website.

Section 2 – Policy to be Screened

Definition of Policy

There have been some difficulties in defining what constitutes a policy in the context of Section 75. To be on the safe side it is recommended that you consider changes to or any new initiatives, proposals, schemes or programmes as policies. The policies covered in the Equality Scheme EQIA programme are a reasonable guide both to the nature of external departmental policies and the level at which they should be considered.

The revised Guidance from The Equality Commission emphasises that the Statutory duties apply to **internal** policies (relating to people who work for the organisation) as well as **external** policies (relating to those who are, or could be, served by the organisations).

It is important to remember that even if a full EQIA has been carried out in respect of an “overarching” policy or strategy, it will still be necessary for the policy maker to consider if a further EQIA needs to be carried out in respect of those policies cascading from the overarching strategy.

OFMDFM Guidance on Legislative Procedures (Primary and Subordinate) sets out clearly the stages at which equality of opportunity considerations should be taken into consideration in the development of legislation.

Overview of Policy Proposals

The aims and objectives of the policy must be clear and well defined. You must take into account any available data or evidence that will enable you to come to a decision on whether or not a policy may or may not have a differential impact on any of the S75 categories. Evidence may be qualitative and or quantitative and may include research or internal information and or experience in relation to service and customer monitoring exercises. Where appropriate, arrangements should be made to obtain any data necessary to assist screening. The Equality Unit or Central Statistics & Research Branch (Stephanie Harcourt ext 40878 or Michael Bennett ext 40916) are available to provide advice on data requirements.

2.1 Please insert below a brief description of the policy/legislation, including the title and all the main aims and objectives

Title Vehicle Integration Northern Ireland (VINI)

Aims Centralisation of Vehicle Licensing

Background

Vehicle licensing is the responsibility of the Department for Transport (DfT) and it is administered by the Driver and Vehicle Licensing Agency (DVLA) in Swansea. However, this work is carried out in Northern Ireland by DVA (Licensing), under the terms of a formal agreement between the respective parent Departments, DoE and DfT. This agreement can be subject to change in NI on DVLA giving 6 months notice.

Vehicle licensing work in NI accounts for about 3% of the total work in the UK. All costs for carrying out this work in NI are met by DVLA.

In January 2007, Dr Ladyman, the then Secretary of State for Transport announced that the GB and NI Vehicles businesses would integrate from November 2008. This means that from November 2008, all GB and NI vehicle records will be held on a single UK database and NI will adopt the same model of service delivery as is used in the rest of the UK.

The impacts for Vehicles operations in NI are as follows:

1. Much of the work currently undertaken in Vehicle Licensing Central Office in Coleraine will transfer to DVLA Swansea.
2. The closure of 5 of the existing 8 Vehicle Licensing Local Offices. The offices retained will be in Belfast, Armagh and Enniskillen. The offices closing will be those in Ballymena, Londonderry, Omagh, Downpatrick and Coleraine, although an Enquiry Office will remain in Coleraine.
3. The retention of NI Enforcement work (that is, taking action against motorists caught using unlicensed vehicles) in Coleraine.
4. An expanded role for the network of Post Offices which will offer the relicensing facilities and other services and improved internet and telephone relicensing facilities.

These measures will result in the loss of approximately 260 licensing posts in NI from the number funded by DfT in recent years for vehicle licensing work.

In order to mitigate the job losses, DVLA have agreed to transfer a block of work to NI requiring 93 staff. This will reduce the net loss of posts to around 170. Taking account of reductions through natural wastage and DVA's policy of replacing permanent staff who leave with casual staff, where possible, it is anticipated that around 100 permanent staff will be surplus when centralisation is fully

implemented.

Although licensing posts will be lost it is not anticipated that there will be any redundancies as staff identified as being surplus to DVA Licensing business will be redeployed within the Northern Ireland Civil Service in line with NICS Redeployment Policy.

Although the IT systems integration will be completed in November 2008 and the alternative delivery channels through the post offices, internet and by telephone will be available then, DVLA have agreed that full centralisation should be phased in and that it could take up to 18 months before all 5 local offices are closed.

It is essential that **all** the aims/objectives of the policy be clearly and fully defined.

2.2 On whom will the policies/legislation impact? Please specify

- a. Customers – who use the vehicle and registration services offered by the Local Offices and the central office functions in Coleraine.
- b. Staff in Coleraine, Ballymena, Downpatrick, Omagh and Londonderry who will face redeployment/relocation
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2.3 Who is responsible for (a) devising and (b) delivering the policy, eg is it DOE, a Whitehall Department or EU? What is the relationship and have they considered this issue and any equality issues?

- (a) Department for Transport (See 2.4 below).
- (b) The policy will be delivered by DVLA with input from DVA as required – mostly in respect of staffing, personnel and accommodation issues.
DOE/DFP – Central Personnel Group will be involved in the redeployment process.
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2.4 What linkages are there to other NI Departments/NDPBs in relation to this policy/legislation?

The Department for Transport (DfT) acting through its executive Agency – DVLA, has statutory responsibility for vehicle registration and licensing in the UK. These functions, including those of the Local Offices, are undertaken in NI by DVA. A formal agreement between the Department of the Environment in NI and DfT specifies the services to be delivered and funding arrangements. The staff affected are DoE not DVLA employees.

DVA is an Agency within the Department of the Environment.

2.5 What data are available to facilitate the screening of this policy/ legislation?

NISRA have been able to provide the following data:

- Section 75 data for staff at the DVA Licensing Central Office
- Section 75 data for staff at the DVA Licensing Local Offices (Data is not available for individual offices for reasons of disclosure due to the small numbers of staff involved.)
- Section 75 data for all non-industrial NICS staff in post

These data are contained in the appendix of this report.

2.6 Is additional data required to facilitate screening? If so, give details of how and when it will be obtained.

Information which may be useful in the analysis of impact are – trend data on the levels of access to the internet and uptake of online services in NI; and the results from DVA Licensing 2007 Customer Satisfaction Survey to measure how customers make contact with DVA (e.g. telephone, post, in person etc) and who they make contact with (e.g. Coleraine Central Office, Post Office etc), and to provide Section 75 data on DVA customers.

See Appendix 4 of the Equality Commission Practical Guidance on EQIA which provides a list of Sources of S75 data or speak to Central Statistics and Research Branch (Stephanie Harcourt, ext 40878, or Michael Bennett, ext 40916) or Equality Unit (Alex Boyle, ext 41194, or Una Downey, ext 40855).

Section 3 – Screening Analysis

In cases where there is no available quantitative evidence, you will need to take a pragmatic, common sense judgement as to whether the policy/legislation you are screening may have a particular/differential impact on any of the groups. Discussions with Equality Unit, Statistics Branch and organisations representing the Section 75 Groups will be important and helpful at this stage in obtaining qualitative evidence of impacts. Every effort should be made to ensure that assessments are evidence based.

The following criteria must be considered when screening.

3.1 Is there any indication or evidence of higher or lower participation or uptake by the following Section 75 groups?

a) Customers

	Yes	No
Religious belief		✓
Political opinion		✓
Racial group		✓
Age		✓
Marital status		✓
Sexual orientation		✓
Gender		✓
Disability		✓
Dependants		✓

This policy will impact on all customers across NI and there is no indication at present of either higher or lower participation or uptake by the Section 75 groups.

b) Staff

	Yes	No
Religious belief	✓	
Political opinion	✓	
Racial group		✓
Age	✓	
Marital status	✓	
Sexual orientation		✓
Gender	✓	
Disability		✓
Dependants	✓	

Please give details

There is evidence of higher participation in the Protestant community, 59% of DVA staff are Protestant compared to 52% across NICS.

It is not envisaged that the policy will have an adverse impact on minority racial groups although this will be examined in the EQIA.

There is evidence of higher participation in the 16-29 age group, 37% of DVA staff are in this age group, compared to 22% across NICS.

There is evidence of higher participation in people who are single, 48% of DVA staff are described as single compared to 37% across NICS.

Data is not available on Sexual Orientation for the screening document.

71% of the Agency staff are female, compared to 55% of staff across the NICS. Therefore there is a higher participation of females in this policy.

There is no evidence of increased uptake amongst those persons with a disability.

Data is not available on Persons with Dependants for the screening document – consideration of the impact of the policy on this group will be considered as part of the full EQIA.

3.2 Is there any indication or evidence that any of the following Section 75 groups have different needs, experiences, issues and priorities in relation to this policy issue?

a) Customers

	Yes	No
Religious belief		✓
Political opinion		✓
Racial group		✓
Age	✓	
Marital status		✓
Sexual orientation		✓
Gender		✓
Disability	✓	
Dependants	✓	

Please give details

Closure of local offices may have an impact on the elderly, those with dependants and those with a disability, as it may be more difficult for these groups to travel to a Local Office-- further analysis of data and consultation with representatives from these groups will be carried out as part of a full EQIA.

The closure of local offices may also impact upon those with dependent children. The population of these District Councils has a higher proportion of households with dependent children than the NI population as a whole.

b) Impact on staff

	Yes	No
Religious belief		✓
Political opinion		✓
Racial group		✓
Age	✓	
Marital status		✓
Sexual orientation		✓
Gender		✓
Disability	✓	
Dependants		✓

Please give details

Young staff may have reduced transport opportunities depending on the where they are relocated to. The same is also true for staff with a disability.

3.3 Have consultations with the relevant representative organisations or individuals within any of the Section 75 categories, indicated that policies of this type create problems specific to them?

	Yes	No
Religious belief		
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Gender		
Disability		
Dependants		

Please give details of any consultations carried out, and any problems identified.

Consultations have not been undertaken with representatives from the Section 75 groups but these will form part of the full EQIA.

A questionnaire has been issued to all members of staff within DVA, seeking their views on any possible redeployment, and gathering information on some of their personal circumstances. The results of this should be available in advance of a full EQIA

3.4 Is there an opportunity to better promote equality of opportunity or community relations by altering the policy, or by working with others, in Government, or in the larger community in the context of this policy?

Yes

No

Please give details

3.5 It may be that a policy/legislation has a differential impact on a certain Section 75 group, as the policy has been developed to address an existing or historical inequality or disadvantage. If this is the case, please give details below:

The policy has not been developed to address an existing or historical inequality or disadvantage.

3.6 Please consider if there is any way of adapting the policy to promote better equality of opportunity or good relations.

Please give details

N/A

Section 4

EQIA Recommendation

You should consider carefully in this section whether full EQIA is necessary, particularly where answers to any questions in Section 3 are affirmative.

4.1 Full EQIA procedures should be carried out on policies considered to have significant implications for equality of opportunity. Please fill in the following grid in relation to the policy/legislation.

Prioritisation Factors	Significant Impact		Moderate Impact		Low Impact	
	Customers	Staff	Customers	Staff	Customers	Staff
Social Need					✓	✓
Effect on people's daily lives		✓ (on those who may be redeployed outside the local area)			✓	
Effect on economic, social and human rights					✓	✓
Strategic significance					✓	✓
Financial significance				✓ (on those who may be redeployed outside the local area)	✓	

Please give details

Staff This policy may have a significant impact on the daily lives of staff if redeployment means that they are relocated to a post which involves additional travel to work time. It may also have some financial significance on those same staff if redeployment entails travel.

Customers Although measures can be taken to mitigate the impact of this policy on the general public – the full extent of the impact and the extent of mitigation will need to be considered in detail in the EQIA.

4.2 In view of the considerations in Section 3 and 4 do you consider that this policy/legislation should be subject to a full EQIA? Please give reasons for your considerations. If you are unsure, please consult with affected groups and revisit the screening analysis accordingly. Yes/ No/Unsure

Although no detailed consultation with any of the Section 75 groups has been carried out it is considered that this policy has such an impact on customers and on staff in particular that it should be the subject of a full EQIA.

4.3 If an EQIA is considered necessary please comment on the priority and timing in light of the factors in table 4.1.

It is intended that the EQIA for this policy will be issued for consultation by Autumn 2007.

4.4 If an EQIA is considered necessary is any data required to carry it out/ensure effective monitoring?

Please give details

1. Any information on access to and uptake of internet online transactions carried out by the NICS or any other body to gauge the public's response to the availability on integration of the relicensing online facility. This data would assist in appraising the impact of Local Office closures balanced against the new online service.
 2. Census data on access to vehicles.
 3. DVA Customer Satisfaction Surveys for monitoring purposes.
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Section 5

Endorsement

I can confirm that the proposed policy has been screened for equality of opportunity and good relations implications and ~~has been screened out for equality impact assessment~~/requires a full equality impact assessment.

Signed: Brenda Murray

Agency/Division: DvA

Date: 26/9/07

PLEASE FORWARD A COPY OF THE COMPLETED FORM TO:

**DOE EQUALITY UNIT
ROOM 413A
CLARENCE COURT
10-18 ADELAIDE STREET
BELFAST
BT2 8GB**


**QUERIES TO: ALEX BOYLE, EXT 41194
alex.boyle@doeni.gov.uk**

**UNA DOWNEY, EXT 40855
una.downey@doeni.gov.uk**


Section 6

For Completion by Equality Unit

Date

Screening result recorded:  _____

Placed on website: _____

Screening out completed:  _____

Screening to be reconsidered: _____

Give reasons:

Agency/Division notified date: _____

Main Groups Relevant to the Section 75 Categories	
<u>Category</u>	<u>Main Groups</u>
Religious belief	Protestants; Catholics; people of non-Christian faiths; people of no religious belief
Political opinion	Unionists generally; Nationalists generally; members/supporters of any political party
Racial Group	White people; Chinese; Irish Travellers; Indians; Pakistanis; Bangladeshis; Black Africans; Black Caribbean people; people with mixed ethnic group
Gender	Men (including boys); women (including girls); trans-gendered people
Marital status	Married people; unmarried people; divorced or separated people; widowed people
Age	For most purposes, the main categories are: children under 18, people aged between 18-65, and people over 65. However, the definition of age groups will need to be sensitive to the policy under consideration
“Persons with a disability”	Disability is defined as: A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities as defined in Sections 1 and 2 and Schedules 1 and 2 of the Disability Discrimination Act 1995
“Persons with dependants”	Persons with personal responsibility for the care of a child; persons with personal responsibility for the care of a person with an incapacitating disability; persons with personal responsibility for the care of a dependant elderly person
Sexual orientation	Heterosexuals; bi-sexuals; gays; lesbians

Appendix 1 – Staff Profiles

Table 1. DVA Licensing Division and NICS non-industrial staff by gender as at 1 April 2007

Location	Male		Female		Total
	No.	%	No.	%	No.
Coleraine	111	27.4	294	72.6	405
Other	31	36.9	53	63.1	84
Total DVA LD	142	29.0	347	71.0	489
NICS	12585	45.1	15310	54.9	27895

Table 2. DVA Licensing Division and NICS non-industrial staff by community background as at 1 April 2007

Location	Protestant		Catholic		ND	Total
	No.	[%]	No.	[%]	No.	No.
Coleraine	238	60.7	154	39.3	13	405
Other	40	48.2	43	51.8	1	84
Total DVA LD	278	58.5	197	41.5	14	489
NICS	14269	52.4	12973	47.6	653	27895

Note that percentages exclude staff whose community is not determined (ND)

Table 3. DVA Licensing Division and NICS non-industrial staff by declared disability as at 1 April 2007

Location	Declared Disabled		Declared Not Disabled	Missing	Total
	No.	%	No.	No.	No.
Coleraine	20	5.4	350	35	405
Other	2	2.6	74	8	84
Total DVA LD	22	4.9	424	43	489
NICS	1321	5.3	23737	2837	27895

Note that percentages are expressed as a proportion of those who declared whether or not they had a disability

Table 4. DVA Licensing Division and NICS non-industrial staff by age-group as at 1 April 2007

Location	16-19		20-29		30-39		40-49		50-59		60+		Total No.
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
Coleraine	8	2.0	133	32.8	110	27.2	99	24.4	49	12.1	6	1.5	405
Other	0	0.0	38	45.2	16	19.0	19	22.6	10	11.9	1	1.2	84
Total DVA LD	8	1.6	171	35.0	126	25.8	118	24.1	59	12.1	7	1.4	489
NICS	261	0.9	5866	21.0	6986	25.0	9290	33.3	4860	17.4	632	2.3	27895

Table 5. DVA Licensing Division and NICS non-industrial staff by ethnicity as at 1 April 2007

Location	Minority Ethnic Background		White		Missing		Total No.
	No.	%	No.	%	No.	%	
Coleraine	1	0.3	368		36		405
Other	0	0.0	76		8		84
Total DVA LD	1	0.2	444		44		489
NICS	54	0.2	25022		2819		27895

Note that percentages are expressed as a proportion of staff whose race is known

Table 6. DVA Licensing Division and NICS non-industrial staff by marital status as at 1 April 2007

Location	Married (Living together/separated)		Single (Never married)		Widowed or Divorced		Cohabiting		Not Known		Total No.
	No.	%	No.	%	No.	%	No.	%	No.	%	
Coleraine	208	51.4	186	45.9	4	1.0	0	0.0	7	1.7	405
Other	31	36.9	48	57.1	0	0.0	0	0.0	5	6.0	84
Total DVA LD	239	48.9	234	47.9	4	0.8	0	0.0	12	2.5	489
NICS	15958	57.2	10353	37.1	839	3.0	162	0.6	583	2.1	27895