

## Newry, Mourne and Down District Council Policy Screening Form

### Policy Information

Name of the policy	Travelling Expenses and Subsistence
Is this an existing, revised or new policy?	New
What is it trying to achieve (aims/outcomes)	An employee may incur necessary additional expenditure on travel and subsistence in the course of their employment. The purpose of this policy is to allow employees to claim <b>additional expenditure incurred</b> whilst on authorised Council business.
Are there any Section 75 categories which might be expected to benefit from the intended policy?	No
If so, explain how.	
Who initiated or wrote the policy?	Human Resources
Who owns and who implements the policy?	Human Resources (owner), Finance/Payroll implement

### Implementation factors

	Yes	No
Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?		<b>No</b>
If yes, are they Financial		
If yes, are they Legislative		
If yes, and they are Other please specify:		

### Main stakeholders affected

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

	Yes	No
Staff	Yes	
Service users		No
Other public sector organisations		NO
Voluntary/community/trade unions		No
Other, please specify:		No

### Other policies with a bearing on this policy

What are they	Car Purchase Assistance Scheme
Who owns them	Human Resources

## Available evidence

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

Section 75 Category	Details of needs/experiences/priorities																		
Religious belief	<table border="1" data-bbox="411 577 1398 853"> <thead> <tr> <th data-bbox="411 577 592 680">LGD</th> <th data-bbox="592 577 756 680">All usual residents</th> <th data-bbox="756 577 920 680">Catholic</th> <th data-bbox="920 577 1099 680">Protestant and other Christian</th> <th data-bbox="1099 577 1257 680">Other religions</th> <th data-bbox="1257 577 1398 680">None</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 680 592 750"><b>Northern Ireland</b></td> <td data-bbox="592 680 756 750">1,810,863</td> <td data-bbox="756 680 920 750">817,385 (45.14%)</td> <td data-bbox="920 680 1099 750">875,717 (48.36%)</td> <td data-bbox="1099 680 1257 750">16,592 (0.9%)</td> <td data-bbox="1257 680 1398 750">101,169 (5.59%)</td> </tr> <tr> <td data-bbox="411 750 592 853"><b>Newry, Mourne &amp; Down</b></td> <td data-bbox="592 750 756 853">171533</td> <td data-bbox="756 750 920 853">113200 (65.99%)</td> <td data-bbox="920 750 1099 853">34718 (20.34%)</td> <td data-bbox="1099 750 1257 853">752 (0.43%)</td> <td data-bbox="1257 750 1398 853">10229 (5.96%)</td> </tr> </tbody> </table> <p data-bbox="411 853 794 887">(Source: Census Data 2011).</p>	LGD	All usual residents	Catholic	Protestant and other Christian	Other religions	None	<b>Northern Ireland</b>	1,810,863	817,385 (45.14%)	875,717 (48.36%)	16,592 (0.9%)	101,169 (5.59%)	<b>Newry, Mourne &amp; Down</b>	171533	113200 (65.99%)	34718 (20.34%)	752 (0.43%)	10229 (5.96%)
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Political opinion	<p data-bbox="395 987 1407 1057">Elected political party representation is an approximate barometer of political opinion of people within the Council area.</p> <p data-bbox="395 1088 1295 1122">The party breakdown of the Council's elected members is as follows:</p> <table data-bbox="395 1155 979 1395"> <tbody> <tr> <td data-bbox="395 1155 858 1189">Sinn Féin</td> <td data-bbox="866 1155 979 1189">14 seats</td> </tr> <tr> <td data-bbox="395 1189 858 1223">SDLP</td> <td data-bbox="866 1189 979 1223">13 seats</td> </tr> <tr> <td data-bbox="395 1223 858 1256">Democratic Unionist</td> <td data-bbox="866 1223 979 1256">4 seats</td> </tr> <tr> <td data-bbox="395 1256 858 1290">Independents</td> <td data-bbox="866 1256 979 1290">5 seats</td> </tr> <tr> <td data-bbox="395 1290 858 1323">Ulster Unionist</td> <td data-bbox="866 1290 979 1323">3 seats</td> </tr> <tr> <td data-bbox="395 1323 858 1357">Alliance</td> <td data-bbox="866 1323 979 1357">1 seat</td> </tr> <tr> <td data-bbox="395 1357 858 1395">TUV</td> <td data-bbox="866 1357 979 1395">1 seat</td> </tr> </tbody> </table>	Sinn Féin	14 seats	SDLP	13 seats	Democratic Unionist	4 seats	Independents	5 seats	Ulster Unionist	3 seats	Alliance	1 seat	TUV	1 seat				
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Racial group	<p data-bbox="395 1429 1407 1532">According to the 2011 Census, 1.8% (32,400) of the usually resident population of Northern Ireland belongs to minority ethnic groups; this is more than double the proportion in 2001 (0.8%).</p> <p data-bbox="395 1563 1343 1632">The minority ethnic language profile within the area serves as a possible indicator of the BME community profile.</p> <p data-bbox="395 1664 1407 1733">The composition of language groups in the Newry, Mourne and Down District Council area is noted by NISRA (2011) as follows:</p> <p data-bbox="395 1765 1391 1834"><b>Minority Ethnic Language Profile of the Newry, Mourne and Down LGD Area</b></p> <table border="1" data-bbox="395 1834 1385 2004"> <thead> <tr> <th data-bbox="395 1834 863 1937">Main language of residents in Newry, Mourne and Down District LGD</th> <th data-bbox="863 1834 1091 1937">Number</th> <th data-bbox="1091 1834 1385 1937">Percentage %</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1937 863 1971">English</td> <td data-bbox="863 1937 1091 1971">156794</td> <td data-bbox="1091 1937 1385 1971">97.15</td> </tr> <tr> <td data-bbox="395 1971 863 2004">Polish</td> <td data-bbox="863 1971 1091 2004">2100</td> <td data-bbox="1091 1971 1385 2004">1.18</td> </tr> </tbody> </table>	Main language of residents in Newry, Mourne and Down District LGD	Number	Percentage %	English	156794	97.15	Polish	2100	1.18									
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English	156794	97.15																	
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Lithuanian	836	0.47
Irish	367	0.24
Portuguese	86	0.05
Slovak	134	0.08
Chinese	121	0.07
Tagalog/Filipino	55	0.03
Latvian	208	0.25
Russian	109	0.06
Malayalam	87	0.05
Hungarian	74	0.04
Other	755	0.46

Age

The age profile of the Newry, Mourne and Down LGD area at Census Day 2011 is as follows:

Age Profile	NI	Newry, Mourne & Down
0-4	124382	12721
5-7	67662	6876
8-9	43625	4595
10-14	119034	12287
15	24620	2599
16-17	51440	5260
18-19	50181	4570
20-24	126013	11570
25-29	124099	11805
30-34	373947	35122
45-59	347850	32556
60-64	94290	8624
65-74	145600	12817
75-84	86724	7453
85-89	21165	1849
90+	10231	829

Marital status

The table below illustrates the marital status profile of the Newry, Mourne and Down area:

Marital Status	Newry, Mourne and Down LGD	NI
All usual residents: Aged 16+ years	132455	1431540
Single (never married or never registered a same-sex civil partnership) Aged 16+ years	47722	517393 (35.14%)

	Married: Aged 16+ years	65255	680831 (47.56%)									
	In a registered same-sex civil partnership: Aged 16+ years	102	1243 (0.09%)									
	Separated (but still legally married or still legally in a same-sex civil partnership): Aged 16+ years	4697	56911 (3.98%)									
	Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6271	78074 (5.45%)									
	Widowed or surviving partner from a same-sex civil partnership: Aged 16+ years	8408	97088 (6.78%)									
Sexual orientation	<p>Analysis of the Census 2011 indicates that between 2% and 10% of the population may be lesbian, gay or bisexual.</p> <p>There are no official statistics in relation to the number of gay, lesbian or bisexual people in Northern Ireland. However, research conducted by the HM Treasury shows that between 5% - 7% of the UK population identify themselves as gay, lesbian, bisexual or 'trans' (transsexual, transgendered and transvestite) (LGBT). This is a sizeable proportion of the population here in Northern Ireland.</p>											
Men and women generally	<p>The gender profile for the Newry, Mourne and Down LGD is as follows:</p> <table border="1"> <thead> <tr> <th>LGD</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>887323</td> <td>923540</td> </tr> <tr> <td>Newry, Mourne and Down LGD</td> <td>83866</td> <td>85345</td> </tr> </tbody> </table>			LGD	Male	Female	Northern Ireland	887323	923540	Newry, Mourne and Down LGD	83866	85345
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Disability	<p>According to the 2011 Census 19.62% of people in the Newry, Mourne and Down District Council area have a long-term health problem or disability that limits their day-to-day activities;</p> <table border="1" data-bbox="395 383 1393 792"> <thead> <tr> <th data-bbox="395 383 598 622">LGD</th> <th data-bbox="598 383 801 622">All usual residents</th> <th data-bbox="801 383 1003 622">Long-term health problem or disability: Day-to-day activities limited a lot</th> <th data-bbox="1003 383 1206 622">Long-term health problem or disability: Day-to-day activities limited a little</th> <th data-bbox="1206 383 1393 622">Long-term health problem or disability: Day-to-day activities not limited</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 622 598 689">Northern Ireland</td> <td data-bbox="598 622 801 689">1810863</td> <td data-bbox="801 622 1003 689">215232 (11.89%)</td> <td data-bbox="1003 622 1206 689">159414 (8.8%)</td> <td data-bbox="1206 622 1393 689">1436217 (79.31%)</td> </tr> <tr> <td data-bbox="395 689 598 792">Newry, Mourne and Down</td> <td data-bbox="598 689 801 792">171533</td> <td data-bbox="801 689 1003 792">19579 (11.4%)</td> <td data-bbox="1003 689 1206 792">14102 (8.22%)</td> <td data-bbox="1206 689 1393 792">135530 (79.01%)</td> </tr> </tbody> </table> <p>In Northern Ireland the profile of people with a disability is cited as follows:</p> <ul data-bbox="443 869 1393 1176" style="list-style-type: none"> <li>• More than 1 in 5 or 21% of the population in Northern Ireland has a disability The incidence of disability is higher in Northern Ireland than any other part of the UK</li> <li>• 1 in 7 people in Northern Ireland have some form of hearing loss</li> <li>• 5,000 sign language users who use British Sign Language (BSL) and/or Irish Sign Language (ISL)</li> <li>• In Northern Ireland there are 57,000 blind people or people with significant visual impairment</li> <li>• 52,000 people with learning disabilities</li> </ul> <p>(Source: Disability Action)</p>	LGD	All usual residents	Long-term health problem or disability: Day-to-day activities limited a lot	Long-term health problem or disability: Day-to-day activities limited a little	Long-term health problem or disability: Day-to-day activities not limited	Northern Ireland	1810863	215232 (11.89%)	159414 (8.8%)	1436217 (79.31%)	Newry, Mourne and Down	171533	19579 (11.4%)	14102 (8.22%)	135530 (79.01%)
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Dependants	<p>Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and / or a dependent older person.</p> <p>There are 61,998 households in Newry, Mourne and Down, 37.5% of which have dependents. With regard to these figures, dependents are defined as those aged 0-15 years or those aged 16-18 years who are in full-time education and living with their parents or grandparents. Similar to the regional trend, the proportion of households with dependents in the District has declined from 50% in 1981 to 37.5% in 2011.</p> <p>There are 5,466 lone parent households with dependent children in Newry, Mourne and Down which equates to almost 9% of number of total households in the District and is the fourth highest in Northern Ireland, after Belfast (17,036), Derry and Strabane (6,337) and Armagh, Banbridge and Craigavon (6,337). Half of the parents in lone parent household in Newry, Mourne and Down are unemployed, almost a quarter are in full time employment and over a quarter are in part time employment. 89% of the parents in lone parent households are female compared to 11% who are male.</p> <p>In 2012, the teenage conception rate was 1.02 per 1,000 mothers, which is</p>															

	the third lowest in N.Ireland before Lisburn and Castlereagh and Fermanagh and Omagh.
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### 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	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Political opinion	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Racial group	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Age	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Marital status	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Sexual orientation	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Men and women generally	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Disability	It is not anticipated this policy will affect the needs, experiences or priorities of this group.
Dependants	It is not anticipated this policy will affect the needs, experiences or priorities of this group.

### Screening Questions

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

Section 75 category	Details of policy impact	Level of impact? Major/minor/none
Religious belief	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None
Political opinion	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None
Racial group	There is nothing to suggest	None

	the introduction of this policy will have an impact on section 75 grounds.	
Age	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None
Marital status	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None
Sexual orientation	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None
Men and women generally	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None
Disability	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None
Dependants	There is nothing to suggest the introduction of this policy will have an impact on section 75 grounds.	None

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

<b>Section 75 category</b>	<b>If Yes, provide details</b>	<b>If No, provide details</b>
Religious belief		<b>No opportunities have been identified to promote equality of opportunity for people within the section 75 categories</b>
Political opinion		<b>No opportunities have been identified to promote equality of opportunity for people within the section 75 categories</b>
Racial group		<b>No opportunities have been identified to promote equality of opportunity for people within the section 75 categories</b>
Age		<b>No opportunities have been identified to promote equality of opportunity for people within the section 75 categories</b>
Marital status		<b>No opportunities have been identified to promote equality of opportunity for</b>

		people within the section 75 categories
Sexual orientation		No opportunities have been identified to promote equality of opportunity for people within the section 75 categories
Men and women generally		No opportunities have been identified to promote equality of opportunity for people within the section 75 categories
Disability		No opportunities have been identified to promote equality of opportunity for people within the section 75 categories
Dependants		No opportunities have been identified to promote equality of opportunity for people within the section 75 categories

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

Good relations category	Details of policy impact	Level of impact? Major/minor/none
Religious belief	There is nothing to suggest the introduction of this policy will have an impact on good relations	None
Political opinion	There is nothing to suggest the introduction of this policy will have an impact on good relations	None
Racial group	There is nothing to suggest the introduction of this policy will have an impact on good relations	None

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

Good relations category	If Yes, provide details	If No, provide details
Religious belief		No opportunities have been identified to promote equality of opportunity for people within the section 75 categories
Political opinion		No opportunities have been identified to promote equality of



		<b>opportunity for people within the section 75 categories</b>
Racial group		<b>No opportunities have been identified to promote equality of opportunity for people within the section 75 categories</b>

## 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).

None

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

### Screening Decision

In light of your answers to the previous questions, do you feel that the policy should (please underline one):

1. **Not be subject to an EQIA (with no mitigating measures required)**
2. Not be subject to an EQIA (with mitigating measures /alternative policies)
3. Not be subject to an EQIA at this time
4. Be subject to an EQIA

If 1. or 2. (i.e. not be subject to an EQIA), please provide details of the reasons why:

Following screening it has been decided not subject the policy to an EQIA, it is not expected the policy will have an adverse impact on any of the section 75 groupings.

If 2. (i.e. not be subject to an EQIA), in what ways can identified adverse impacts attaching to the policy be mitigated or an alternative policy be introduced?

In light of these revisions, is there a need to re-screen the revised/alternative policy? Yes / No. If No, please explain why

If 3. or 4. (i.e. to conduct an EQIA), please provide details of the reasons:

### **Timetabling and prioritising EQIA**

If 3. or 4, is the policy affected by timetables established by other relevant public authorities? NO

If YES, please provide details:

Please answer the following questions to determine priority for timetabling the EQIA. 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 EQIA.

<b>Priority criterion</b>	<b>Rating (1-3)</b>
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for EQIA. This list of priorities will assist you in timetabling the EQIA. Details of your EQIA timetable should be included in the quarterly Section 75 report.

Proposed date for commencing EQIA: \_\_\_\_\_

### **Monitoring**


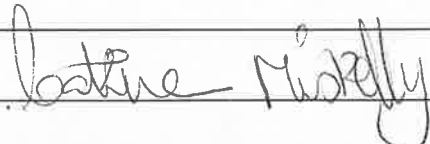
Effective monitoring will help identify any future adverse impacts arising from the policy which may lead you to conduct an EQIA, as well as help with future planning and policy development.

Please detail proposed monitoring arrangements below:

**In addition to outlining proposed monitoring arrangements on how the impact of the policy's implementation will be assessed, the following comment should be included:**

"The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every four years (as per Council's Equality Scheme commitment 4.31), or sooner as necessary, to ensure that it remains up-to-date with legislative advancements etc."

## Approval and Authorisation

Screened by:	Position/Job Title	Date
Philip Preen 	HR Policy and Projects Manager	15 December 2016
Approved by:		
Catrina Miskelly 	Assistant Director – Human Resources	15 December 2016

Note: The completed policy screening template, signed off by the appropriate policy lead within the Council, and approved by the senior manager responsible for the policy, should be forwarded to the Equality Officer who will arrange for it to be included in the Council's Quarterly Report on Screening and made available on the Council's website.

