

Newry, Mourne and Down District Council Policy Screening Form

Policy Information

Name of the policy	Records Management Policy & Procedure
Is this an existing, revised or new policy?	New
What is it trying to achieve (aims/outcomes)	The aim of the Records Management Policy & Procedure is to ensure NMDDC's compliance with statutory and regulatory requirements affecting the use and retention of records.
Are there any Section 75 categories which might be expected to benefit from the intended policy?	No. The policy will apply equally to everyone.
If so, explain how.	
Who initiated or wrote the policy?	Records Manager
Who owns and who implements the policy?	Assistant Director Corporate Services (Administration)

Implementation factors

	Yes	No
Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?		✓
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	✓	
Service users	✓	
Other public sector organisations	✓	
Voluntary/community/trade unions	✓	
Other, please specify:		

Other policies with a bearing on this policy

What are they	<ol style="list-style-type: none"> 1. NMDDC's Information Security Policy 2. NMDDC's Retention & Disposal Schedule 3. NMDDC's Access to Information Policy & Procedures
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	<ol style="list-style-type: none"> 4. NMDDC's IT Policies & Procedures 5. NMDDC's Media Policy & Procedures 6. NMDDC's Privacy Notice 7. NMDDC's Publication Scheme 8. NMDDC's Customer Service Standards
Who owns them	<ol style="list-style-type: none"> 1. Assistant Director Corporate Services (Administration) 2. Assistant Director Corporate Services (Administration) 3. Director Corporate Services 4. Director Corporate Services 5. Assistant Director Corporate Services (Corporate Planning & Policy) 6. Assistant Director Corporate Services (Administration) 7. Assistant Director Corporate Services (Administration) 8. Assistant Director Corporate Services (Administration)

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"> <thead> <tr> <th>LGD</th> <th>All usual residents</th> <th>Catholic</th> <th>Protestant and other Christian</th> <th>Other religions</th> <th>None</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>1,810,863</td> <td>817,385 (45.14%)</td> <td>875,717 (48.36%)</td> <td>16,592 (0.92%)</td> <td>101,169 (5.59%)</td> </tr> <tr> <td>Newry, Mourne & Down</td> <td>169,211</td> <td>122,544 (72.42%)</td> <td>40,273 (23.8%)</td> <td>861 (0.5%)</td> <td>5533 (3.3%)</td> </tr> </tbody> </table> <p>(Source: Census Data 2011 - Religion or Religion Brought Up In: KS212NI).</p>	LGD	All usual residents	Catholic	Protestant and other Christian	Other religions	None	Northern Ireland	1,810,863	817,385 (45.14%)	875,717 (48.36%)	16,592 (0.92%)	101,169 (5.59%)	Newry, Mourne & Down	169,211	122,544 (72.42%)	40,273 (23.8%)	861 (0.5%)	5533 (3.3%)
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Political opinion	<p>Elected political party representation is an approximate barometer of political opinion of people within the Council area.</p> <p>As of May 2019 the party breakdown of the Council's elected members is as follows:</p> <table> <tbody> <tr> <td>Sinn Féin</td> <td>16 seats</td> </tr> <tr> <td>SDLP</td> <td>11 seats</td> </tr> <tr> <td>Independents</td> <td>5 seats</td> </tr> <tr> <td>Ulster Unionist</td> <td>4 seats</td> </tr> <tr> <td>Democratic Unionist</td> <td>3 seats</td> </tr> <tr> <td>Alliance</td> <td>2 seats</td> </tr> </tbody> </table>	Sinn Féin	16 seats	SDLP	11 seats	Independents	5 seats	Ulster Unionist	4 seats	Democratic Unionist	3 seats	Alliance	2 seats						
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Racial group	<p>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>The minority ethnic language profile within the area serves as a possible indicator of the BME community profile.</p> <p>The composition of language groups in the Newry, Mourne and Down District Council area is noted by NISRA (2011) as follows:</p> <p>Minority Ethnic Language Profile of the Newry, Mourne and Down LGD Area</p> <table border="1" data-bbox="395 459 1380 1019"> <thead> <tr> <th>Main language of residents in Newry, Mourne and Down District LGD</th> <th>Number</th> <th>Percentage %</th> </tr> </thead> <tbody> <tr><td>English</td><td>156794</td><td>97.15</td></tr> <tr><td>Polish</td><td>2100</td><td>1.18</td></tr> <tr><td>Lithuanian</td><td>836</td><td>0.47</td></tr> <tr><td>Irish</td><td>367</td><td>0.24</td></tr> <tr><td>Portuguese</td><td>86</td><td>0.05</td></tr> <tr><td>Slovak</td><td>134</td><td>0.08</td></tr> <tr><td>Chinese</td><td>121</td><td>0.07</td></tr> <tr><td>Tagalog/Filipino</td><td>55</td><td>0.03</td></tr> <tr><td>Latvian</td><td>208</td><td>0.25</td></tr> <tr><td>Russian</td><td>109</td><td>0.06</td></tr> <tr><td>Malayalam</td><td>87</td><td>0.05</td></tr> <tr><td>Hungarian</td><td>74</td><td>0.04</td></tr> <tr><td>Other</td><td>755</td><td>0.46</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	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									
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	residents: Aged 16+ years		
	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	Analysis of the Census 2011 indicates that between 2% and 10% of the population may be lesbian, gay or bisexual.		

	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.															
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"> <thead> <tr> <th>LGD</th> <th>All usual residents</th> <th>Long-term health problem or disability: Day-to-day activities limited a lot</th> <th>Long-term health problem or disability: Day-to-day activities limited a little</th> <th>Long-term health problem or disability: Day-to-day activities not limited</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>1810863</td> <td>215232 (11.89%)</td> <td>159414 (8.8%)</td> <td>1436217 (79.31%)</td> </tr> <tr> <td>Newry, Mourne and Down</td> <td>171533</td> <td>19579 (11.4%)</td> <td>14102 (8.22%)</td> <td>135530 (79.01%)</td> </tr> </tbody> </table> <p>In Northern Ireland the profile of people with a disability is cited as follows:</p> <ul style="list-style-type: none"> • 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 • 1 in 7 people in Northern Ireland have some form of hearing loss • 5,000 sign language users who use British Sign Language (BSL) and/or Irish Sign Language (ISL) • In Northern Ireland there are 57,000 blind people or people with significant visual impairment • 52,000 people with learning disabilities <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</p>															

	<p>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 the third lowest in N.Ireland before Lisburn and Castlereagh and Fermanagh and Omagh.</p>
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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	No specific needs, experiences or priorities in relation to the Section 75 categories have been identified.
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

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	It is not envisaged that the policy will have an adverse effect upon equality of opportunity for any of the Section 75 categories.	None
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

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

Section 75 category	If Yes , provide details	If No , provide details
Religious belief		From the available evidence noted above, it is not envisaged that the policy will have an adverse effect upon equality of opportunity for any of the Section 75 categories.
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

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

Good relations category	Details of policy impact	Level of impact? Major/minor/none
Religious belief	It is not envisaged that the policy will have an adverse effect upon good relations for the three Section 75 categories.	
Political opinion		
Racial group		

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		From the available evidence noted above, is not envisaged that the policy will have an adverse effect upon good relations for the three Section 75 categories.
Political opinion		
Racial group		

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:

The implementation of this policy does not suggest that S75 categories will directly or indirectly be effected.

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

N/A

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.

Priority criterion	Rating (1-3)
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
Sally Andrée	Records Manager	09/09/2019
Approved by:		
Alison Robb	Assistant Director Corporate Services (Administration)	10/09/2019

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 Head of Corporate Policy who will arrange for it to be included in the Council's Quarterly Report on Screening and made available on the Council's website.