

Housing Executive: Policy Screening

Part 1 - Policy Scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy writer work through the screening process on a step by step basis.

Name of the policy

Overtime Policy and Procedures

Information about the policy (General Context Statement)

The purpose of the Overtime Policy and Procedures is to ensure that when overtime is required it is managed effectively, remunerated fairly and consistently and that it does not impact adversely on the health and well-being of our people.

Is this an existing, revised or a new policy?

(Please mark an 'X' where appropriate)

Existing	Revised	New
	X	

What is it trying to achieve? (Intended Aims/Outcomes)

The key principles are to ensure:

- Services are delivered without the requirement for individuals to work overtime.
- When overtime is necessary, it is managed effectively and remunerated in a fair and equitable manner.
- Overtime does not impact adversely on health and wellbeing.
- Enhanced rates of pay are provided when overtime is worked and these will apply to hours that are worked over the full time equivalent working week (i.e. 37 hours).
- Double time overtime is kept to a minimum and is only used to meet exceptional service needs.
- Entitlements to enhanced remuneration are based on the pattern of hours determined by the Housing Executive as opposed to a work pattern which has been requested by an individual to accommodate their preferred working arrangement.
- Overtime is normally planned on a voluntary (as opposed to contractual) basis.
- Appropriate procedures are in place regarding recording and approval of overtime and these are consistently applied.

- Compliance with appropriate legislation including working time regulations and health and safety where appropriate.

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

If so, explain how.

This policy is aimed at all staff and not specifically aimed any Section 75 categories. The policy itself is largely technical and outlines the administrative procedures in relation to overtime within the organisation. However, it should be highlighted that there may be indirect associations with age and/or acquired disability.

Who initiated or wrote the policy?

Human Resources

Who owns and who implements the policy?

Human Resources

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?	
If yes, are they:	
(Please mark an 'X' where appropriate)	
X	Financial
X	Legislative
	Other (Please Specify) :

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?	
(Please mark an 'X' where appropriate and detail as necessary)	
X	Staff
	Service Users, Customers
	Other Public Sector Organisations

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?	
(Please mark an 'X' where appropriate and detail as necessary)	
	Voluntary/Community/Trade Unions
	Other (Please Specify) :

[Other policies with a bearing on this policy](#)

What are they?

A range of other Human Resources policies will have a bearing on this policy such as the Attendance Management Policy and the Standby & Call Out Policy. General Health & Safety Policy will also be relevant.

Who owns them?

Human Resources own the relevant HR policies and General Health & Safety policy is owned by Health & Safety. Ultimately, both Human Resources & Health & Safety sit with the Corporate Services Directorate.

[Available evidence](#)

Evidence to help inform the screening process may take many forms. Policy Writers should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories that evidence is required for.

Section 75 category	Details of evidence/information
Religious belief	As highlighted above the policy is largely technical and outlines the administrative procedures for overtime within the organisation. Evidence/information exists in the form of Equality monitoring data held by the Housing Executive. This data is used to inform a range of Housing Executive policies e.g. the Affirmative Action Plan. In terms of Sexual Orientation & Political Opinion no data is currently held in respect of these groups. In wider terms comparable data is also available through the N. Ireland 2021 Census.
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women	
Disability	
Dependants	

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 that are affected.

Section 75 category	Details of needs/experiences/priorities
Religious belief	In general the needs/experiences/priorities of all Section 75 categories will be the same. However, it should be noted that there may be indirect associations with age and/or acquired disability where these may be relevant to individuals. The policy includes a reference that alternative formats of the policy will be made available where reasonable to do so.
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women	
Disability	
Dependants	

Part 2 - Screening questions

Please see guidance below for further information

Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	As this policy is generally technical and outlines the administrative procedures for overtime within the organisation there are no significant direct equality impacts. However, on occasion there may be members of staff who are impacted by this policy due to age associated health issues or disability associated health issues. These issues should be addressed on a case by case basis and complimented by other Human Resources policies such as the Health & Well-being Policy.	None
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women		
Disability		
Dependants		

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief		As this policy is generally technical in nature there are no opportunities to better promote equality of opportunity within Section 75 categories.
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women		
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? minor/major/none		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	There will be no impact on good relations.	None
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 reasons
Religious belief		As this is largely a technical policy there no opportunities to better promote good relations.
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).

There are no multiple identity issues in relation to this policy.

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

Disability Duties:

1. Does this policy affect (or have the potential to affect) disabled people? (Please mark an 'X' where appropriate)

Yes	No
X	

2. If yes, how does this policy pay due regard to the promotion of positive attitudes towards disabled people?

This is a largely technical policy. However, other policies such as the Health & Well-being policy and the Disability Action Plan will ensure due regard is paid to the promotion of positive attitudes towards disabled people.

3. If yes, does this policy provide any opportunity for the engagement of, or participation of any stakeholder representatives? e.g. Housing Community network. (Please mark an 'X' where appropriate)

Yes	No
	X

4. If yes, what efforts have been made to encourage the participation of disabled people?

N/A

Human Rights:

The Screening Team must consider the Human Rights “Convention Checklist” set out below. The Screening Team must be satisfied that the policy does not interfere (unless justified by a legitimate, necessary and/or proportionate aim) with any of the rights listed. On occasion, the Screening Team may require legal advice to assure the Board/CXBC of adequate consideration of Human Rights.

There are no Human Rights issues with this policy.

Additional Human Rights Conventions:

There are many international instruments that the UK Government have made commitments to progressively realise. Some of these impact on housing policy and it is important that when we make policy that we can assure the Board that cognisance of these instruments has been observed. This is particularly important where policies affect or have the potential to affect children and young people and disabled people. The Screening Team may wish to seek additional legal advice or views of representative groups.

Monitoring:

How will this policy be monitored for equality impacts in accordance with the Housing Executive’s Equality Scheme?*

This is largely a technical policy and will not be specifically monitored for equality impacts. However, as highlighted in the equality statement in the policy the Housing Executive is committed to equality of opportunity for all employees. Therefore, the policy will be reviewed periodically in accordance with Section 75 equality obligations and best practice.

*Guidance available from the Equality Monitoring Officer, Equality Unit.

Part 3 - Screening Team decision

Does this policy require an equality impact assessment? (Please mark an ‘X’ where appropriate)

Yes	No
	X

Reasons for the decision:

The policy has been determined to have no potential to impact differentially on any Section 75 group.

Part 4 - Approval and authorisation

Screened by: (Please insert name below)	Position/Job Title	Date
Lee Duffin	Equality & Safeguarding Manager	27/03/23

Screened by: (Please insert name below)	Position/Job Title	Date
Approved by:		
Tony Steed	EDIS Manager	30/03/23