

# 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

Health & Wellbeing Policy

Information about the policy (General Context Statement)

The purpose of this policy is to clearly set out the Housing Executive's key responsibilities with respect to health and wellbeing and ensure that these are appropriately applied to any area of health and wellbeing which could impact an individual in the workplace. For the purposes of the policy, the term 'health and wellbeing' refers to both physical and mental health and wellbeing.

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 aim of this policy is to provide advice and support to Line Managers and employees on areas related to Health and Wellbeing.

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

If so, explain how.

This policy is for the benefit of all Housing Executive staff, which will include Section 75 categories.

Who initiated or wrote the policy?

Human Resources

Who owns and who implements the policy?

Human Resources

### Implementation factors

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

### Main stakeholders affected

<b>Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?</b>	
<b>(Please mark an 'X' where appropriate and detail as necessary)</b>	
X	Staff
	Service Users, Customers
	Other Public Sector Organisations
	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. General Health & Safety Policy will also have a bearing on the Health & Wellbeing Policy.

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.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	<p>Evidence 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 &amp; Political Opinion no data is currently held in respect of these groups.</p> <p>In wider terms comparable data is also available through the N. Ireland 2021 Census.</p>
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.

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
Religious belief	<p>In developing this policy the range of differences of Housing Executive staff and the need to accommodate those differences in the promotion of health and wellbeing has been recognised. This policy is for the benefit of all permanent employees of the Housing Executive and therefore, will also be to the benefit of all Section 75 groups.</p> <p>It is also noted that some areas of the policy are not applicable to agency workers. However, it is advised that Line Managers should be sensitive to the health and wellbeing needs of all workers and should contact the Housing Executive's Human Resources team regarding any concerns relating to agency workers so that these can be raised with the relevant agency.</p> <p>Overall the aim of this policy and any associated guidance is to provide advice and support to Line Managers and employees in the key areas below:</p>
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women	
Disability	
Dependants	

Section 75 category	Details of needs/experiences/priorities
	<p>Ensuring our people understand their roles and responsibilities with respect to health and wellbeing</p> <p>Embedding a culture where conversations about health and wellbeing are important and are managed effectively</p> <p>Ensuring the correct policies and procedures are in place to support health and wellbeing</p> <p>Ensuring the correct guidance, information and toolkits are available on a range of specific health and wellbeing matters</p> <p>Improving mental health awareness in the organisation and promoting positive mental health</p> <p>Supporting employees experiencing mental ill health</p> <p>Effectively managing stress in the workplace.</p>

## 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 aimed at the promotion of positive health and well-being across the organisation it would follow that this policy has the potential to affect all staff (including section 75 groups) in a positive way.	None
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women		
Disability		
Dependants		

<b>2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?</b>		
<b>Section 75 category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
Religious belief		All reasonable opportunities have been accommodated within the policy.
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women		
Disability		
Dependants		

<b>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</b>		
<b>Good relations category</b>	<b>Details of policy impact</b>	<b>Level of impact minor/major/none</b>
Religious belief	There will be no impact on good relations.	None
Political opinion		
Racial group		

<b>4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Good relations category</b>	<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
Religious belief		There no opportunities to better promote good relations. This policy will benefit all Housing Executive members of staff.
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 as this policy is to the benefit of all employees.

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 policy is aimed at the promotion of the health & wellbeing of all staff and therefore, will pay due regard towards 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 policy is specifically aimed at promoting the health & well-being of Housing Executive staff. The policy is supplemented by specific areas of guidance on a range of health and wellbeing areas and it is anticipated that guidance will be continually developed in response to the needs identified within the Housing Executive. Because of the nature of the policy equality monitoring is not specifically required. However, it may be beneficial to measure the success of the policy and associated guidance across Section 75 groups in relation to areas such as absence management. The policy will also benefit from constant feedback from both Line Managers and staff.

\*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:

This policy and any associated guidance is aimed at the promotion of the health & well-being of all Housing Executive staff (including Section 75 Groups); and guidance will be continually developed in response to the needs identified within the Housing Executive. Therefore, an EQIA is not required.

#### Part 4 - Approval and authorisation

Screened by: (Please insert name below)	Position/Job Title	Date
Lee Duffin	Equality & Safeguarding Manager	27/03/23
Approved by:		
Tony Steed	EDIS Manager	30/03/23