

# Screening Template

## PART 1 - POLICY INFORMATION

### 1.1. Policy Title

Pre-Employment Checking Service (PECS)

### 1.2. Description of policy or decision

*What are you seeking to achieve?*

As part of the on-going improvements introduced to EA's recruitment and selection processes in 2019, a review of the supporting pre-employment checking processes has also taken place. Current practices have been analysed and externally benchmarked, and proposals have been developed to streamline and enhance the HR service provision in this area. Revised and updated pre-employment checking processes are also necessary to support the full centralisation of the PECS unit, and the effective implementation of online recruitment across EA Corporate and Schools.

The centralised PECS unit will implement the improved pre-employment checking processes, which have been designed to ensure:

- The safeguarding of children and young people is paramount.
- That EA meets its obligations in respect of the safe and legal employment of staff.
- That the service adds value to the hiring process and that appointment decisions are not unnecessarily delayed.
- Clarity of understanding of the checks required for the diverse roles in EA Corporate and Schools, and when these should be taken up.
- Consistency in approach and decision making across regions.
- The minimising of data collection, and confidential management of personal data, to help ensure that EA meets its legal obligations in line with Data Protection legislation.

*How will you achieve it?*

- Pre-employment checking will remain an integral part of EA's overall approach to Safeguarding.
- Key principles will guide the implementation of operational processes.
- Checks will be streamlined where possible, and will be tailored to the role.
- Centralisation will bring consistency in information collection and management, and in how decisions are made.
- Hiring Managers will be involved in the decision making process where checks show any potential concerns.
- The on-line Hiring Manager's Recruitment Information will include guidance on pre-employment checking, the process, and the roles of those involved.

- Communications will be issued to promote awareness of the new approach to pre-employment checking, and training will be provided to the PECS team.
- The effectiveness of pre-employment screening processes will be monitored regularly by the Resourcing Service.

*Are there any key constraints?*

- Pre-employment checking is part of the overall recruitment process, and the process steps are clearly mapped out.
- The checks required will differ from role to role, depending on various factors. The requirements are set out in the Hiring Manager's Recruitment Information.
- Some types of pre-employment checks are governed by legislation/regulation which determines the process that must be followed (e.g. Access NI, Right to Work).
- The pre-employment checking process is designed to accommodate the current Membership & Teaching Appointments Committee reporting and approval cycles for teaching posts.

### **1.3. Who are the main stakeholders impacted? (Internal and external as well as actual and potential)**

- Hiring managers:
  - Different processes are in operation as a result of legacy approaches in the former Education and Library Boards. This has resulted in inconsistencies which the centralisation of PECS and the updated processes will address.
  - The new processes will significantly reduce the current administrative burden on Schools in progressing pre-employment checks.
  - Hiring Managers will be involved in pre-employment checking decisions, by exception, where checks give rise to concern.
  - Hiring Managers will benefit from a more effective and value-adding pre-employment checking process which will, in the vast majority of cases, be concluded more quickly, thus enabling conditional offers of appointment to be confirmed.
- PECS team members:
  - The centralised PECS Service, and updated processes aim to standardise formerly inconsistent practices across EA offices. The PECS team will be developed by developing the scope of work of the Access NI team already established and operating out of EA's Ballee Office. This will increase the number of roles in this team and provide opportunities for career development.
  - The centralised Service will facilitate the development of a Centre of Excellence within EA with dedicated staff as subject matter experts, enabling more efficient and effective working practices, and improved service delivery.
- Recruitment team members:

- The centralised PECS Service will ease administrative workloads and query management in the recruitment team, releasing the recruitment team to focus on progressing recruitment competitions and supporting Hiring Managers.
- Centralising PECS administration to Ballee will result in a need for slightly lower numbers of clerical staff in the recruitment teams. There will be a number of posts, including promotional posts, available to staff in these teams.
- Employees, and job applicants from the external market place:
  - Internal and external job applicants can expect to be treated fairly and consistently when they apply for a role in EA, and to see that EA’s end-to-end recruitment practices reflect the values of the organisation.
  - Following selection decisions, the PECS teams will provide one point of contact for candidates, and will take responsibility for undertaking all required pre-employment checks, and liaising with candidates, Hiring Managers, and HR Recruiters as appropriate.
  - The updated PECS processes will gather factual data to enable a full, objective and considered assessment of candidates’ suitability for appointment. Subjective and unsupported opinions of third parties will not form part of EA’s pre-employment checking process.

**1.4. Is the policy likely to impact people living in rural areas?**

Yes	
No	X

*If yes, please complete the rural sections of the template*

**1.5. Other policies or decisions with a bearing on this policy or decision?**

*What are they and who owns them?*

The following were taken into consideration in the review, and updating of the pre-employment checking processes:

- EA’s Recruitment Equal Opportunities Policies.
- EA Recruitment Privacy Policies.
- EA’s Data Protection Policy.
- The Membership & Teaching Appointments Committee decision making cycle is incorporated into the PECS process flows.

**PART 2 – EVIDENCE AND MITIGATION**

**2.1. What information did you use to inform this screening? E.g. census data, Equality Impact Assessments (EQIAs), consultation reports, service level data?**

The development of the PECS and updated processes have been informed by feedback from internal stakeholders, candidates, and newly recruited employees; by external good recruitment practices; and by external benchmarking. Main reference sources include:

- A Unified Guide to Promoting Equal Opportunities in Employment (Equality Commission for Northern Ireland).
- Pre-Employment Checks – Guidance for Organisations (Chartered Institute of Personnel and Development), Oct 2018.
- Various DE Circulars, including 2013/01, 2006/06.
- The implementation of EA’s online recruitment system, and associated procedural guidance in the Hiring Managers’ Recruitment Information.
- The recruitment frameworks for teaching and non-teaching staff, as per the Teaching Appointments Scheme (rev. Dec 2019) and EA’s Recruitment Framework (May 2019).

Other relevant information sources include:

- EA workforce data, Jan 2019.
- Census Data, 2011.
- Northern Ireland Labour Market Report, February 2020 (NISRA).
- Northern Ireland Assembly Election Report, March 2017.
- Key Inequalities in Employment Statement, (ECNI), May 2018.
- Feedback from consultation process.

**2.2. Quantitative Data**

**What is the profile of the people that are impacted by this policy or decision?**

*Please provide a statistic breakdown of the people impacted by this policy or decision. Note, if the policy or decision impacts both staff and service users, please provide data on both.*

<b>Section 75 Group</b>	<b>Make up of affected groups?</b>
<b>Age</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">EA Staff</div> <p><b>Age Profile Breakdown:</b></p>

ALL EA	Age <20	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60-69	Age 70+	Total
	257	3566	5630	8223	9667	3800	599	31742

Data as at January 2019

**External Applicants to EA**

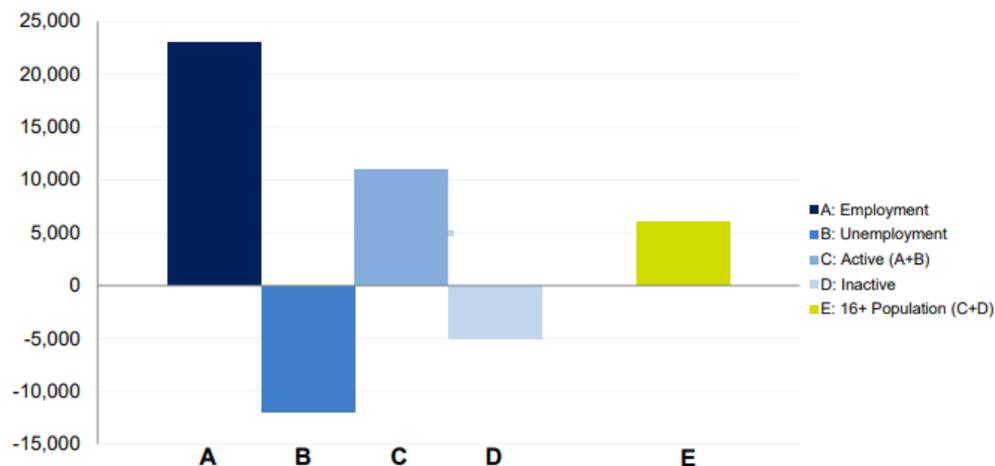
*Northern Ireland Labour Market Report, February 2020 (NISRA)*

Table 1: Labour Market Summary	Time Period	Estimate (Confidence interval)	Change over quarter (Confidence interval)	Change over year (Confidence interval)
Unemployment <sup>1</sup>	Oct-Dec 2019	21,000 (+/-5,000)	-1,000 (+/-5,000)	-12,000 (+/-8,000)
Employment <sup>2</sup>	Oct-Dec 2019	876,000 (+/-19,000)	-2,000 (+/-18,000)	23,000 (+/-27,000)
Economically inactive <sup>2</sup>	Oct-Dec 2019	574,000 (+/-18,000)	5,000 (+/-17,000)	-5,000 (+/-26,000)
Unemployment rate <sup>1</sup>	Oct-Dec 2019	2.4% (+/-0.6)	-0.1pps (+/-0.6)	-1.4pps (+/-0.9)
Employment rate <sup>2</sup>	Oct-Dec 2019	72.4% (+/-1.5)	0.1pps (+/-1.4)	2.0pps (+/-2.2)
Economic inactivity rate <sup>2</sup>	Oct-Dec 2019	25.8% (+/-1.5)	0.0pps (+/-1.3)	-1.0pps (+/-2.1)
Redundancies <sup>3</sup>	Jan 2020	57		

Table 1:

- (1) People aged 16 and over. Unemployment rate = total unemployed as a proportion of the economically active.
- (2) Levels for all persons aged 16 and over, rates for working age (16-64).
- (3) Confirmed redundancies in the calendar month, not seasonally adjusted.

**Figure 1: NI labour market structure (16+): change over year**



**Figure 2: Seasonally adjusted unemployment rate (16+), Oct-Dec 2009 to Oct-Dec 2019**

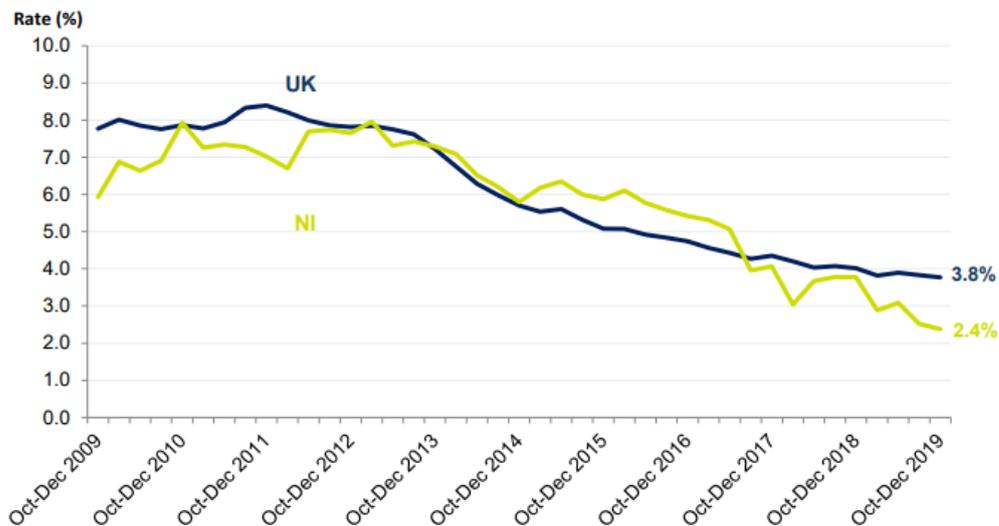


Figure 2:

- The number of unemployed persons aged 16+ was estimated at 21,000.
- Please note that the number of long-term unemployed and youth unemployment were below the normal statistical quality threshold for release

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**Key Inequalities in Employment (ECNI, May 2018)**

This publication from the Equality Commission for NI identified 14 key inequalities for participation and sustainability of employment, from data spanning 2007-2016. This sets out that:

- Those aged 18-24 years old have higher unemployment rates than those aged 25 years and older.
- Youth unemployment was identified as a key inequality in the Commission’s previous Statement in Key Equalities (2007). Youth unemployment is associated with lifelong problems, such as worklessness, poverty, limited employment opportunities, low wages, lower average life satisfaction and ill health.
- Those aged 50-64 years old are less likely to be in employment and more likely to be economically inactive than those aged 25-49 years old.
- Older people experience age related inequalities in relation to participation in employment. The main work related barriers were viewed as: ‘difficulty in getting a job’, ‘being made redundant’, and ‘job insecurity’.

**Dependants**

EA Staff

**Dependants Breakdown (all EA):**

		% of Grand Total	% of Declared	Total Declared
A CHILD/CHILDREN	5638	17.76%	54.63%	10321
AN OLDER PERSON	121	0.38%	1.17%	% Declared
A PERSON WITH A DISABILITY	92	0.29%	0.89%	32.52%
OTHER DEPENDANTS	31	0.10%	0.30%	
MULTIPLE DEPENDANT TYPES	204	0.64%	1.98%	
NONE	4235	13.34%	41.03%	
NO DECLARATION	434	1.37%		<b>Grand Total</b>
DATA NOT YET GATHERED	20987	66.12%		31742

Data as at January 2019

**External Applicants to EA**

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Family type	With dependent children
Married couple family <sup>1</sup>	4,944
Opposite sex married couple family	4,938
Same sex married couple family	6
Civil partner couple family <sup>3</sup>	8
Cohabiting couple family <sup>1</sup>	1,251
Opposite sex cohabiting couple family	1,246
Same sex cohabiting couple family	4
Lone parent family	1,781
All families	7,983

Source: Labour Force Survey, Office for National Statistics

ONS data from 2017 shows that there are 7,983,000 families in the UK with child dependants. Relevant Northern Ireland data is as follows:

<b>Families by family type and presence of children</b>	
<b>Northern Ireland, 2017</b>	
<i>Thousands</i>	
<b>Number of families</b>	<b>2017</b>
	<b>Estimate</b>
Married couple family and civil partner couple family	369
No children	176
Dependent children	138
Non-dependent children only	55
Opposite sex and same sex cohabiting couple family	59
No children	33
Dependent children	22
Non-dependent children only	5
Lone parent family	107
Dependent children	64
Non-dependent children only	43
Lone mother family	93
Dependent children	56
Non-dependent children only	37
Lone father family	15
Dependent children	8
Non-dependent children only	6
All families	536
No children	209
Dependent children	224
Non-dependent children only	103

Source: Labour Force Survey (LFS), Office for National Statistics

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ONS 2019 data gives an indication of the variation in employment rates between couples/lone parents, and males/females with dependent children:

**Table R: The employment rate of parents<sup>1,2,3</sup> living with dependent children<sup>4</sup> by family type and age of the youngest child, October to December 2019, Northern Ireland**

	Percentage					
	Fathers in a couple	Lone fathers	Mothers in a couple	Lone mothers	Parents in a couple	Lone parents
0 to 2	89.3	#	76.2	45.8	82.7	47.8
3 to 4	97.0	#	85.6	41.0	91.3	43.1
5 to 10	94.1	85.3	81.1	63.4	87.6	65.3
11 to 15	89.2	72.5	75.2	66.6	82.2	67.7
16 to 18	83.8	#	75.3	55.5	79.5	62.4
<b>Total</b>	<b>91.2</b>	<b>80.2</b>	<b>78.5</b>	<b>56.8</b>	<b>84.8</b>	<b>59.4</b>

Source: Labour Force Survey Household datasets

<sup>1</sup> Parents in employment divided by total number of parents multiplied by 100

<sup>2</sup> Parents are those aged 16-64 with at least one dependent child aged under 16 and those aged 16 to 18 who have never married and are in full-time education

<sup>3</sup> The Labour Force Survey categorises women on maternity leave and on a career break as in employment

<sup>4</sup> Dependent children are children aged under 16 and those aged 16 to 18 that have never married and are in full time education

# Indicates where sample sizes are too small to provide reliable estimates

Shaded estimates are based on a small sample size.

This may result in a less precise estimates, which should be used with caution.

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## ONS: Families and Households in the UK: 2019

Over the last decade the number of families with dependent children has increased by 4.1%, while the number of families with non-dependent children only has grown more than twice as fast. These both represent statistically significant increases. This reflects the fact fewer people are having children and those that do tend to have fewer children than in the past.

In 2019, married and civil partner couple families accounted for the largest share of families with dependent children (61.4%), followed by lone parent families (22.3%) and cohabiting couples (16.3%).

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On Census Day 2011, there were a total of 238,071 households with dependent children in Northern Ireland. This figure represents a third (33.8%) of all households.

92,000 of these families in NI are lone parents families and they incorporate around 150,000 children. *Gingerbread 2017/18*

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### **NI Assembly, Research Matters, Carers in Northern Ireland July 2018**

On Census Day 2011, 214,000 people were providing some form of unpaid care, equating to approximately one-in-eight residents in Northern Ireland (12%), and an increase of 16% on 2001. Based on ONS 2018 population statistics for Northern Ireland (1.882m), there could be around 226,000 people in Northern Ireland with some form of caring role.

Census 2011 found that around one-in-seven (119,400, 15%) residents in Northern Ireland aged 16–74 in employment were providing unpaid care.

A 2018 survey, The State of Caring, found that more than a third (38%) of carers across the UK reported being in paid employment, almost half (49%) of whom were working full-time. A striking finding was that one-third of those full-time workers were juggling work with providing 50 hours or more of care per week.

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### **NICVA, Who Cares for Our Carers?**

NICVA reported on the Detail Data project, which scrutinised May 2015 benefit claims from 68,800 Carer's Allowance claimants. Findings were that 64% of carers are female with one in five of all carers aged in their 50s.

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### **Key Inequalities in Employment (ECNI, May 2018)**

This publication from the Equality Commission for NI identified 14 key inequalities for participation and sustainability of employment, from data spanning 2007-2016. This sets out that:

- Women experience a lower employment rate and a higher economic inactivity rate when they have dependants.
- Lone parents with dependants experience barriers to their participation in employment.
- Barriers may be attributed to disproportionate gender serotyped care-giving arrangements, the cost and availability of childcare, flexibility to accommodate care-giving and balancing work-based income and benefits thresholds.
- Carers experience barriers to participating in employment. Attitudinal barriers from employers and work colleagues were highlighted.
- Women, lone parents with dependants and carers who provide less than 49 hours of care are more likely to be in part time employment.
- Women and lone parents experience occupational segregation in employment. Lone parents with dependent children are mostly employed in 'Personal Service' and 'Elementary Occupations'

**Disability**

**EA Staff**

**Disability Breakdown (all EA):**

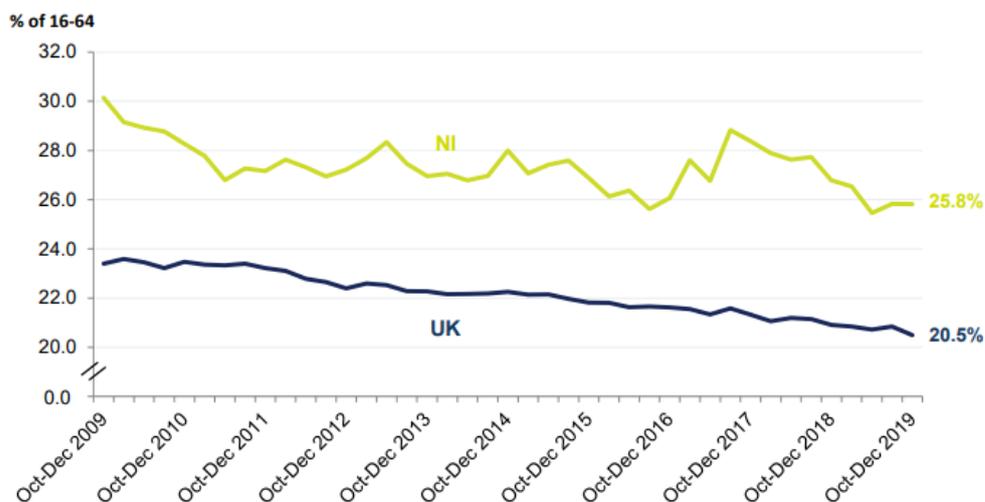
PHYSICAL IMPAIRMENT	61	0.19%	0.480%	12700
SENSORY IMPAIRMENT	67	0.21%	0.528%	<b>% Declared</b>
MENTAL HEALTH CONDITION	115	0.36%	0.906%	40.01%
LEARNING DISABILITY	122	0.38%	0.961%	
LONG-STANDING ILLNESS	213	0.67%	1.677%	
MULTIPLE DISABILITIES	51	0.16%	0.402%	
OTHER	228	0.72%	1.795%	<b>% Disability Declared</b>
NO DISABILITY	11843	37.31%	93.252%	6.75%
NO DECLARATION	1041	3.28%		<b>Grand Total</b>
NOT YET GATHERED	18001	56.71%		31742

Data as at January 2019

**External Applicants to EA**

- The 2011 Census reports that just over one in five of the usually resident population (21 percent) had a long-term health problem or disability which limited their day-to-day activities.
- The NISRA Labour Market Report provides further data:

**Figure 7: Seasonally adjusted economic inactivity rates (16-64), Oct-Dec 2009 to Oct-Dec 2019**



*Economically inactive: people who are neither in employment nor unemployed on the ILO measure. This group includes all those who are looking after a home, long term sick or disabled, students and retired.*

Figure 7:

- The number of economically inactive persons (16-64) was estimated at 301,000.

### NISRA Economic Inactivity in Northern Ireland, June 2019

Long term sickness and disability were the most common reasons for economic inactivity in the UK and NI. At 31.3% for 2018, the proportion citing this as the main reason for inactivity in NI was 6 percentage points higher than the UK as a whole (25.4%).

The number of individuals citing sickness and disability as their reasons for inactivity has been the most frequently given reason over the past decade (it held this position in 8 out of the past 10 years) and over the past 30 years.

#### Disability by Age and Gender

	Males (%)	Females (%)	All persons (%)
16-24	14.4	13.1	13.8
25-34	14.1	13.8	13.9
35-49	14.8	20.7	17.9
50-64	29.6	32.8	31.2
<b>All</b>	<b>19.1</b>	<b>21.8</b>	<b>20.5</b>

Source: Labour Force Survey, October-December 2019

#### Notes:

- Respondents self-identify themselves as disabled or not disabled using a definition harmonized across UK surveys.
- The Government Statistical Service (GSS) Harmonised Standards focus on a “core” definition of people whose condition currently limits their activity in line with the 2010 UK Equality Act.
- \* Too small for a reliable estimate.

#### Labour Market Status of Persons with/without a Disability, 16-64

	Without a disability (%)	With a disability (%)
In employment	81.7	37.7
ILO unemployed	1.9	*
Inactive	16.4	60.9

Source: Labour Force Survey, October-December 2019

#### Notes:

- The table shows the number of people with (without) a disability who are unemployed expressed as a percentage of the total number of people of working age with (without) a disability.
- The percentages displayed in the table are not equivalent to the unemployment rates which are calculated as the proportion of the economically active population.

	<ul style="list-style-type: none"> <li>* Too small for a reliable estimate.</li> </ul> <p>---</p> <p><b>Key Inequalities in Employment (ECNI, May 2018)</b>  This publication from the Equality Commission for NI identified 14 key inequalities for participation and sustainability of employment, from data spanning 2007-2016. This sets out that:</p> <ul style="list-style-type: none"> <li>There is a persistent employment gap between people with and without disabilities, with little change between 2006 and 2016.</li> <li>Barriers faced include access to transport, the physical environment, and limited support in employment.</li> <li>People with mental health issues and/or a learning disability are less likely to be employed compared to people with hidden disabilities, progressive or other disabilities, physical disabilities and/or sensory disabilities.</li> <li>Prejudicial attitudes both within and outside the workplace are experienced by people with disabilities. People with mental health issues are most likely to be viewed negatively as a work colleague or boss.</li> <li>Disability related discrimination complaints represent the highest number of enquiries, with respect to employment, to the Equality Commission’s Discrimination Advice Team.</li> </ul>										
<p><b>Religious Belief</b></p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <p><b>EA Staff</b></p> </div> <p><b>Community Background Breakdown (all EA):</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">The Protestant Community</th> <th style="padding: 5px;">The Roman Catholic Community</th> <th style="padding: 5px;">Neither the Protestant nor the Roman Catholic Community</th> <th style="padding: 5px;">Data not yet gathered</th> <th style="padding: 5px;">Total</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">15008</td> <td style="padding: 5px;">15062</td> <td style="padding: 5px;">1652</td> <td style="padding: 5px;">20</td> <td style="padding: 5px;">31742</td> </tr> </tbody> </table> <p>Data as at January 2019</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p><b>External Applicants to EA</b></p> </div> <p>The 2011 Census reports that bringing together the information on ‘Religion’ and ‘Religion Brought up in’, 45% of the population were either Catholic or brought up as Catholic, while 48% belonged to or were brought up in Protestant, Other Christian or Christian-related denominations.</p>	The Protestant Community	The Roman Catholic Community	Neither the Protestant nor the Roman Catholic Community	Data not yet gathered	Total	15008	15062	1652	20	31742
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A further 0.9% belonged to or had been brought up in Other Religions and Philosophies, while 5.6% neither belonged to, nor had been brought up in, a religion.

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**Key Inequalities in Employment (ECNI, May 2018)**

This publication from the Equality Commission for NI identified 14 key inequalities for participation and sustainability of employment, from data spanning 2007-2016. This sets out that:

- Prejudicial attitudes both within and outside the workplace are experienced by people of different religious beliefs, particularly sectarianism and islamophobia. Fear of prejudicial attitudes, harassment, intimidation, and victimisation can impact an individual's ability to sustain employment.

**Gender**

**EA Staff**

**Gender Breakdown (all EA):**

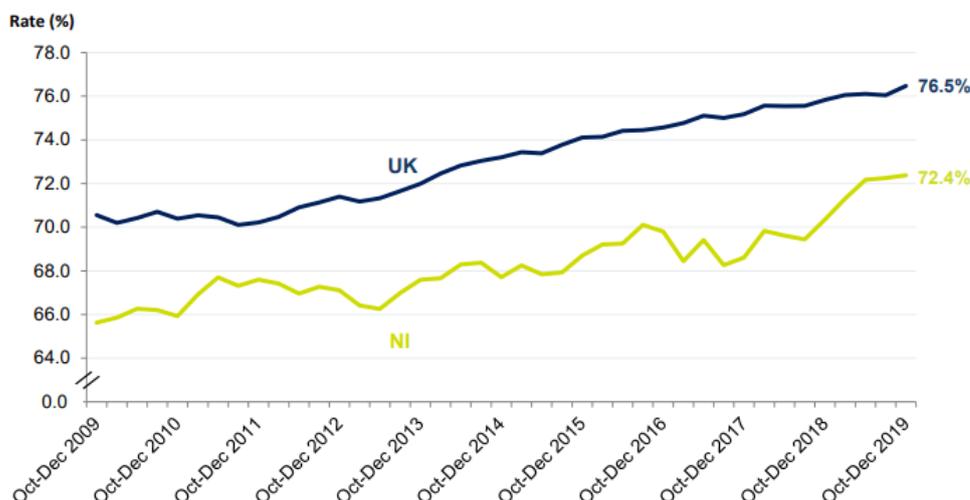
EA workforce profile Jan 2019

ALL EA	Male	Female	Total
	5220	26522	31742

Data as at January 2019

**External Applicants to EA**

**Figure 4: Seasonally adjusted employment rate (16-64), Oct-Dec 2009 to Oct-Dec 2019**



	<p>Figure 4:</p> <ul style="list-style-type: none"> <li>The most recent NI employment rate for those aged 16-64 for the period October-December 2019 was estimated at 72.4%, one of the highest rates on record.</li> <li>The number of persons in employment (16+) during the period October-December 2019 was estimated at 876,000.</li> <li>Of those aged 16+ in employment, 52% (458,000) were male and 48% (418,000) were female.</li> <li>Increases were experienced in both male and female employment rates over the year. Annual changes by gender included:             <ul style="list-style-type: none"> <li>male (16-64) employment rate (76.1%) increased by 2.2pps.</li> <li>female (16-64) employment rate (68.8%) increased by 1.8pps.</li> </ul> </li> </ul> <p>-----</p> <p><b>Key Inequalities in Employment (ECNI, May 2018)</b></p> <p>This publication from the Equality Commission for NI identified 14 key inequalities for participation and sustainability of employment, from data spanning 2007-2016. This sets out that:</p> <ul style="list-style-type: none"> <li>Women experience industrial and occupational segregation in employment.</li> <li>Women are under-represented in industries associated with STEM. Barriers include male dominated stereotyping, and young women being less likely to choose, study, and progress with STEM subjects.</li> <li>Women are under-represented in the highest paid and highest status occupations and over-represented in occupations that are more likely to be lower status/lower paid.</li> <li>Prejudicial attitudes both within and outside the workplace are experienced by women, including discrimination due to pregnancy and maternity.</li> <li>See also relevant findings with regard to women under Dependants section above.</li> <li>Prejudicial attitudes both within and outside the workplace are experienced by Trans people, with many of the employment barriers faced being linked back to negative experiences in education.</li> </ul>																																												
<b>Marital Status</b>	<p><b>EA Staff</b></p> <p><b>Marital Status Breakdown (all EA):</b> EA workforce profile Jan 2019</p> <table border="1"> <thead> <tr> <th></th> <th>EA</th> <th>% of Grand Total</th> <th>% of Declared</th> <th>Total Declared</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>6874</td> <td>21.66%</td> <td>31.397%</td> <td>21894</td> </tr> <tr> <td>Married</td> <td>13122</td> <td>41.34%</td> <td>59.934%</td> <td rowspan="7"><b>% Declared</b></td> </tr> <tr> <td>Civil Partnership</td> <td>17</td> <td>0.05%</td> <td>0.078%</td> </tr> <tr> <td>Separated</td> <td>574</td> <td>1.81%</td> <td>2.622%</td> </tr> <tr> <td>Divorced</td> <td>818</td> <td>2.58%</td> <td>3.736%</td> </tr> <tr> <td>Widowed</td> <td>279</td> <td>0.88%</td> <td>1.274%</td> </tr> <tr> <td>Other</td> <td>210</td> <td>0.66%</td> <td>0.959%</td> </tr> <tr> <td>No Declaration</td> <td>273</td> <td>0.86%</td> <td></td> </tr> <tr> <td colspan="4"></td> <td><b>Grand Total</b></td> </tr> </tbody> </table>		EA	% of Grand Total	% of Declared	Total Declared	Single	6874	21.66%	31.397%	21894	Married	13122	41.34%	59.934%	<b>% Declared</b>	Civil Partnership	17	0.05%	0.078%	Separated	574	1.81%	2.622%	Divorced	818	2.58%	3.736%	Widowed	279	0.88%	1.274%	Other	210	0.66%	0.959%	No Declaration	273	0.86%						<b>Grand Total</b>
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				<b>Grand Total</b>																																									

	Data Not Yet Gathered   9575   30.17%     31742																																																																																				
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><b>External Applicants to EA</b></div> <p>The 2011 Census reports that:</p> <ul style="list-style-type: none"> <li>• 36.14% of the NI population (aged 16+) have never married or never registered a same-sex civil partnership.</li> <li>• 47.56% of that age cohort are married.</li> <li>• 0.09 are in a registered same-sex civil partnership.</li> <li>• 3.98% are separated but still legally married or still legally in a same-sex partnership.</li> <li>• 5.45% are divorced or have their same-sex partnership legally dissolved.</li> <li>• 6.78% are widowed or are a surviving partner from a same-sex civil partnership.</li> </ul>																																																																																				
<b>Political Opinion</b>	<p>Limited data is available, however the NI Assembly Election Report (Mar 2017) gives a good guide to political preferences in the province as a whole.</p> <p style="text-align: center;"><b>Table 5.1 Assembly Election 2017 – Overall Results</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #2c5e8c; color: white;"> <th>Party</th> <th>Seats</th> <th>+/-</th> <th>First Preference Votes</th> <th>Vote Share (%)</th> <th>+/- (pp)</th> </tr> </thead> <tbody> <tr style="background-color: #c00000; color: white;"> <td>DUP</td> <td>28</td> <td>-10</td> <td>225,413</td> <td>28.1</td> <td>- 1.1</td> </tr> <tr style="background-color: #008000; color: white;"> <td>Sinn Féin</td> <td>27</td> <td>-1</td> <td>224,245</td> <td>27.9</td> <td>3.9</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td>UUP</td> <td>10</td> <td>-6</td> <td>103,314</td> <td>12.9</td> <td>0.3</td> </tr> <tr style="background-color: #90ee90;"> <td>SDLP</td> <td>12</td> <td></td> <td>95,958</td> <td>11.9</td> <td>- 0.1</td> </tr> <tr style="background-color: #ffff00;"> <td>Alliance Party</td> <td>8</td> <td></td> <td>72,717</td> <td>9.1</td> <td>2.1</td> </tr> <tr style="background-color: #add8e6;"> <td>TUV</td> <td>1</td> <td></td> <td>20,523</td> <td>2.6</td> <td>- 0.9</td> </tr> <tr style="background-color: #808000;"> <td>Green</td> <td>2</td> <td></td> <td>18,527</td> <td>2.3</td> <td>- 0.4</td> </tr> <tr style="background-color: #d3d3d3;"> <td>Independents</td> <td>1</td> <td></td> <td>14,407</td> <td>1.8</td> <td>- 1.5</td> </tr> <tr style="background-color: #000000; color: white;"> <td>PBPA</td> <td>1</td> <td>-1</td> <td>14,100</td> <td>1.8</td> <td>- 0.2</td> </tr> <tr style="background-color: #cccccc;"> <td>PUP</td> <td></td> <td></td> <td>5,590</td> <td>0.7</td> <td>- 0.2</td> </tr> <tr style="background-color: #cccccc;"> <td>Conservative</td> <td></td> <td></td> <td>2,399</td> <td>0.3</td> <td>- 0.1</td> </tr> <tr style="background-color: #cccccc;"> <td>Others</td> <td></td> <td></td> <td>6,122</td> <td>0.8</td> <td>-1.6</td> </tr> <tr style="background-color: #cccccc;"> <td><b>Totals</b></td> <td><b>90</b></td> <td></td> <td><b>803,315</b></td> <td></td> <td></td> </tr> </tbody> </table>	Party	Seats	+/-	First Preference Votes	Vote Share (%)	+/- (pp)	DUP	28	-10	225,413	28.1	- 1.1	Sinn Féin	27	-1	224,245	27.9	3.9	UUP	10	-6	103,314	12.9	0.3	SDLP	12		95,958	11.9	- 0.1	Alliance Party	8		72,717	9.1	2.1	TUV	1		20,523	2.6	- 0.9	Green	2		18,527	2.3	- 0.4	Independents	1		14,407	1.8	- 1.5	PBPA	1	-1	14,100	1.8	- 0.2	PUP			5,590	0.7	- 0.2	Conservative			2,399	0.3	- 0.1	Others			6,122	0.8	-1.6	<b>Totals</b>	<b>90</b>		<b>803,315</b>		
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Chinese	22	0.07%	0.102%	<b>% Declared</b>
Irish Traveller	0	0.00%	0.000%	68.05%
Indian	27	0.09%	0.125%	
Pakistani	4	0.01%	0.019%	
Bangladeshi	1	0.00%	0.005%	
Black African	14	0.04%	0.065%	
Black Caribbean	3	0.01%	0.014%	
Black Other	4	0.01%	0.019%	
Mixed Ethnic Group	33	0.10%	0.153%	
Other	63	0.20%	0.292%	
No Declaration	612	1.93%		<b>Grand Total</b>
Data Not Yet Gathered	9530	30.02%		31742

Data as at January 2019

**External Applicants to EA**

According to the 2011 Census:

- 1.8 per cent (32,400) of the usually resident population of Northern Ireland belonged to minority ethnic groups, more than double the proportion in 2001 (0.8 per cent).
- 0.1 per cent (1,300) of people were Irish Travellers.
- English was not the main language for 3.1 per cent (54,500) of usual residents aged 3 years and over, almost one quarter of whom (24 per cent) lived in Belfast LGD.
- The most prevalent main language other than English was Polish (17,700 people, 1.0 per cent).
- A new question for 2011 Census revealed that English was not the main language for 3.1 per cent (54,500) of Northern Ireland residents aged 3 years and over.
- The most prevalent main language other than English was Polish (17,700 people; 1.0 per cent).
- The rates for other languages included: Lithuanian (6,300 people; 0.4 per cent); Irish (4,200 people; 0.2 per cent); and Portuguese (2,300), Slovak (2,300), Chinese (2,200), Tagalog / Filipino (1,900), Latvian (1,300), Russian (1,200), Malayalam (1,200) or Hungarian (1,000) - all 0.1 per cent.

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**EA Website Data**  
 Browsealoud statistics for January 2020 show the various languages for which the translation service on the EA website was utilised. 83.4% of activity was from within Northern Ireland. Website usage peaks in January, with 2020 figures reflecting activity relating to EA's Digital Admissions process.

	<p><b>Translation Usage</b></p> <table border="1"> <caption>Translation Usage Data</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Change EN - GA</td> <td>36%</td> </tr> <tr> <td>Change EN - PL</td> <td>14%</td> </tr> <tr> <td>Change EN - FR</td> <td>8%</td> </tr> <tr> <td>Change EN - GD</td> <td>8%</td> </tr> <tr> <td>Change EN - CA</td> <td>6%</td> </tr> <tr> <td>Change EN - DE</td> <td>6%</td> </tr> <tr> <td>others</td> <td>24%</td> </tr> </tbody> </table> <p>Key:            GA - Irish                            PL - Polish                            FR - French                       GD - Scots Gaelic            CA - Catalan                        DE - German</p> <p>---</p> <p><b>Key Inequalities in Employment (ECNI, May 2018)</b>  This publication from the Equality Commission for NI identified 14 key inequalities for participation and sustainability of employment, from data spanning 2007-2016. This sets out that:</p> <ul style="list-style-type: none"> <li>• Irish Travellers are less likely to be in employment than all other ethnic groups. Barriers identified include low educational attainment, and prejudice and discrimination in society and the workplace that prevent participation.</li> <li>• Migrant workers, particularly those from Eastern European countries, are subject to industrial and occupational segregation, and are over-represented in low paid, low status jobs and low paid industry sectors.</li> <li>• Migrant workers and refugees face multiple barriers to employment in Northern Ireland, and include recognition of qualifications, language proficiency, right to work issues and deskilling if out of employment for a long period.</li> <li>• Migrant workers are vulnerable to exploitation, including poor employment practices, lesser terms and conditions, and human trafficking.</li> <li>• Prejudicial attitudes both within and outside the workplace are experienced by people from minority ethnic groups and migrant workers</li> </ul>	Category	Percentage	Change EN - GA	36%	Change EN - PL	14%	Change EN - FR	8%	Change EN - GD	8%	Change EN - CA	6%	Change EN - DE	6%	others	24%
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<p><b>Sexual Orientation</b></p>	<p>EA Staff</p>																

**Sexual Orientation Breakdown (all EA):**

		<b>% of Grand Total</b>	<b>% of Declared</b>	<b>Total Declared</b>
<b>DIFFERENT SEX</b>	10032	31.60%	98.71%	10163
<b>SAME SEX</b>	69	0.22%	0.68%	<b>% Declared</b>
<b>BOTH SEXES</b>	32	0.10%	0.31%	32.02%
<b>OTHER</b>	30	0.09%	0.30%	
<b>NO DECLARATION</b>	543	1.71%		<b>Grand Total</b>
<b>DATA NOT YET GATHERED</b>	21036	66.27%		31742

Data as at January 2019

**External Applicants to EA**

Little information is available on employment opportunities for those who identify as lesbian, gay or bi-sexual in Northern Ireland due to a lack of monitoring of this equality group. It is proposed that a question on sexual orientation will be asked for the first time in the 2021 Census and new legislation will ensure that the question would be answered on a voluntary basis.

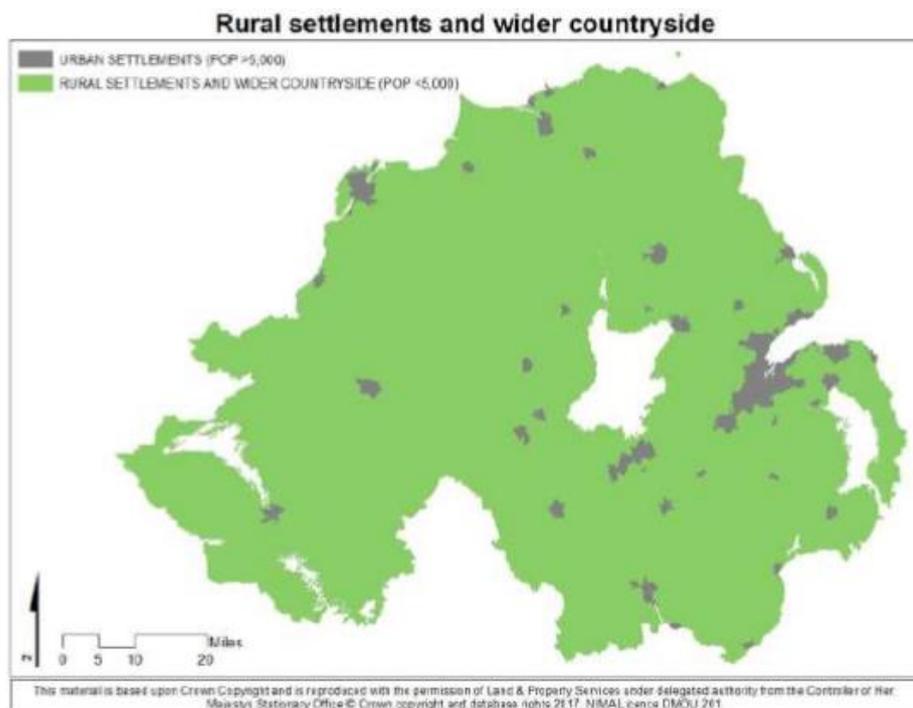
Office for National Statistics (ONS) 2018 data on sexual orientation indicates that in Northern Ireland an estimated 0.8% of the population are gay or lesbian, 0.4% bisexual, 0.4% other, and 1.5% don't know or refused to answer the question. The Shout Report, published by Rainbow, stated that "an analysis of the 2001 Census indicates that between 2% and 10% of the population may be lesbian, gay or bisexual." Given the ONS and Census statistics, from a total EA workforce of 31,742, between 381 (1.2%) and 3,174 (10%) may be lesbian, gay or bisexual.

**Civil Partnerships and Same Sex Marriage**

Civil partnerships were introduced in Northern Ireland in 2005. NISRA data indicates an annual average of 94 civil partnerships (rounded) over the period 2005-2018. In 2018 NISRA records 108 civil partnerships.

Same sex marriages were introduced in Northern Ireland in January 2020, with the first same sex couple marrying in February 2020. ONS 2016 statistics indicate that 2.8% of all marriages in England and Wales were between same sex couples.

**Rural Impacts**



The above map shows the proportion of land mass in Northern Ireland which is categorised as 'rural' under the default definition.

Source: <https://www.daera-ni.gov.uk/publications/guide-rural-needs-act-northern-ireland-2016-may-2017>

**Northern Ireland Labour Market Report (NISRA, Quarterly Supplement)**

This report provides a breakdown of employment by local government district, which, in conjunction with the above, may provide some indication of access to employment issues in rural areas.

TABLE 2.19  
Employment by sex and Local Government District, 16-64

Local Government District	Numbers			Rates (%)		
	Male	Female	All Persons	Male (%)	Female (%)	All Persons (%)
Antrim and Newtownabbey	34,000	36,000	70,000	78.1	77.3	77.7
Ards and North Down	38,000	34,000	72,000	78.8	67.3	72.9
Armagh City, Banbridge and Craigavon	51,000	50,000	101,000	77.5	70.4	73.9
Belfast	71,000	71,000	143,000	65.8	63.7	64.7
Causeway Coast and Glens	26,000	28,000	54,000	71.5	62.9	66.8
Derry City and Strabane	31,000	28,000	59,000	64.4	58.7	61.6
Fermanagh and Omagh	29,000	23,000	52,000	72.9	64.3	68.8
Lisburn and Castlereagh	37,000	28,000	66,000	82.0	70.9	76.8
Mid and East Antrim	31,000	28,000	59,000	74.4	68.0	71.2
Mid Ulster	36,000	32,000	68,000	80.3	68.2	74.2
Newry Mourne and Down	38,000	34,000	73,000	71.6	62.7	67.1
<b>Total</b>	<b>424,000</b>	<b>392,000</b>	<b>817,000</b>	<b>73.5</b>	<b>66.5</b>	<b>70.0</b>

Source: Labour Force Survey, January-December 2018

Data provided above for Section 75 groups is also relevant for rural communities.

### 2.3. Qualitative Data

#### What are the needs and experiences of the groups that are impacted by this policy or decision?

*Are there different needs and experiences for any of the equality groups and what equality issues emerge from this?*

Section 75 Group	What are the needs and experiences of the groups as they relate to the policy or decision?
Age	<ul style="list-style-type: none"> <li>• Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>• These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Employment Equality (Age) Regulations (NI) 2006</b> which prohibits discrimination and harassment on the grounds of age.</li> <li>• In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between persons of different age groups.</li> </ul> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>• Data collection at the pre-employment checking stage could be protracted by the need to access information from older records, e.g. checking qualifications, or gathering references. This could potentially delay confirmation of employment to candidates.</li> <li>• Older candidates may be more likely to report health conditions than younger candidates, and the information provided needs to be assessed fairly and objectively against their capability to perform effectively in the role.</li> <li>• Qualification checks will need to take into consideration educational equivalencies to ensure fairness and avoid discrimination. This is current practice and will continue.</li> </ul>
Dependants	<ul style="list-style-type: none"> <li>• Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>• These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Equal Pay Act (NI) 1970</b>, and the <b>Sex Discrimination Order 1976</b> which prohibit discrimination and harassment on the grounds of sex, pregnancy and maternity leave, gender reassignment, or being married or not married.</li> <li>• In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between persons with dependants and persons without.</li> </ul> <p><i>PECS equality considerations:</i></p>

	<ul style="list-style-type: none"> <li>Gathering references for candidates who have been out of the workplace due to caring for dependants, as above, could be protracted by the need to access information from older records. This could potentially delay confirmation of employment to candidates.</li> </ul>
<p><b>Disability</b></p>	<ul style="list-style-type: none"> <li>Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Disability Discrimination Act 1995</b>, which prohibits discrimination and harassment against disabled persons.</li> <li>In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between persons with a disability and persons without. <b>Section 49a duties</b> also require due regard to promoting positive attitudes towards disabled people and to encourage participation by disabled people in public life.</li> </ul> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>The nature of some disabilities may mean that some candidates may have been unable to work previously, or have been out of the workplace for some time. Therefore some of the issues raised for the first two groups above are also relevant here.</li> <li>Candidates will be required to provide health information, including advising their disability, whether it affects their ability to do the job for which they have applied, and whether they require any adjustments to be made. The information provided needs to be assessed fairly and objectively ensuring that any necessary reasonable adjustments are fully considered.</li> </ul>
<p><b>Religious Belief</b></p>	<ul style="list-style-type: none"> <li>Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Fair Employment &amp; Treatment (NI) Order 1998</b> which prohibits discrimination and harassment on the grounds of religious or similar philosophical belief.</li> <li>In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between persons of different religious belief, and to promote good relations in this regard.</li> </ul> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>Some of the information gathered in pre-employment checks may give an indication as to a candidate's community background, e.g. employment references, or qualifications. Information gathered in the pre-employment checking process must be assessed fairly and</li> </ul>

	<p>objectively by the PECS team to ensure that decisions made are free from bias.</p>
<p><b>Gender</b></p>	<ul style="list-style-type: none"> <li>• Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>• These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Equal Pay Act (NI) 1970, and Sex Discrimination Order 1976</b> which prohibit discrimination and harassment on the grounds of sex, pregnancy and maternity leave, gender reassignment, being married or being in a civil partnership.</li> <li>• In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between men and women generally.</li> </ul> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>• Gathering references for candidates who have been out of the workplace due to caring for dependants, as above, could be protracted by the need to access information from older records. This could potentially delay confirmation of employment to candidates. Research indicates that a greater proportion of females fulfill the role of carer (Section 2.2 refers).</li> <li>• Candidates will be required to provide health information, which could contain gender specific health information (male, female, transgender etc). The information provided needs to be assessed fairly and objectively against their capability to perform effectively in the role.</li> </ul>
<p><b>Marital Status</b></p>	<ul style="list-style-type: none"> <li>• Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>• These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Equal Pay Act (NI) 1970, and Sex Discrimination Order 1976</b>, which prohibit discrimination and harassment on the grounds of sex, pregnancy and maternity leave, gender reassignment, being married or being in a civil partnership.</li> <li>• In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between persons of differing marital status.</li> </ul> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>• No new considerations identified.</li> </ul>
<p><b>Political Opinion</b></p>	<ul style="list-style-type: none"> <li>• Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> </ul>

	<ul style="list-style-type: none"> <li>• These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Fair Employment &amp; Treatment (NI) Order 1998</b> which prohibits discrimination and harassment on the grounds of political opinion.</li> <li>• In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between persons of differing political opinion, and to promote good relations in this regard.</li> </ul> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>• No new considerations identified.</li> </ul>
<p><b>Ethnicity</b></p>	<ul style="list-style-type: none"> <li>• Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>• These needs and rights are reflected in anti-discrimination laws relative to employment and include the <b>Race Relations (NI) Order 1997</b> which prohibits discrimination and harassment on the grounds of race, colour, ethnic or national origin, nationality, and belonging to the Irish Traveller community.</li> <li>• In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between persons from different racial groups, and to promote good relations in this regard.</li> </ul> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>• Right to Work checks must be completed to ensure that candidates are legally entitled to work in the UK, in line Home Office requirements. The requirements are stipulated by law.</li> <li>• Gathering references for candidates who have worked outside of the UK, could be protracted by the need to seek references from other countries. This could potentially delay confirmation of employment to candidates.</li> <li>• Qualification checks will need to take into consideration educational equivalencies to ensure fairness and avoid discrimination. This is current practice and will continue.</li> </ul>
<p><b>Sexual Orientation</b></p>	<ul style="list-style-type: none"> <li>• Job applicants have a legal right to be treated fairly and to be afforded equality of opportunity throughout the entire recruitment process, including pre-employment checking.</li> <li>• These needs and rights are reflected in anti-discrimination laws relative to employment and include the Employment Equality (Sexual Orientation) Regulations (NI) 2003 which prohibit discrimination and harassment on the ground of sexual orientation</li> <li>• In addition, <b>Section 75 duties</b> require designated public authorities to have due regard to promoting equality of opportunity between</li> </ul>

	<p>persons of differing sexual orientation, and to promote good relations in this regard.</p> <p><i>PECS equality considerations:</i></p> <ul style="list-style-type: none"> <li>• No new considerations identified.</li> </ul>
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**What are the social and economic impacts of the policy of people living in rural areas?**

Please consider positive and negative impacts around issues such as access to education or youth provision, transport, broadband accessibility and employment impacts

<b>Rural Impacts</b>	<ul style="list-style-type: none"> <li>• People living in rural areas are impacted as potential job applicants who may for jobs in EA/Schools, and where successful, be progressed through the pre-employment checking stage.</li> <li>• No negative impacts have been identified, and the equality considerations are as outlined for the Section 75 categories above.</li> </ul>
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**2.4. Policy / Decision changes**

**Based on the equality issues that have been identified, what changes (mitigation) can you make to the policy in order to better promote equality of opportunity?**

*In developing the policy or decision, what changes did you make, or do you intend to make to address any equality issues that you identified?*

*Centralised PECS Unit:*

- Centralising pre-employment checking to will bring a range of benefits and will promote equality through:
  - Consistency in the approach to pre-employment checking across all EA Regions and Schools.
  - Clearly defining the requirements for different types of roles, ensuring that checks are only undertaken where legally required or where they will add value to the appointment process, not completing unnecessary checks or duplicating the collection of information where it is already held.
  - Providing a Centre of Excellence that builds expertise and continuous learning.
  - Consistency in decision making based on pre-employment check results.
  - Providing training for the PECS team in all aspects of the pre-employment checking process, including discrimination and unconscious bias and the potential impact on decision making.
- There is a likelihood that some clerical staff in legacy recruitment teams may be impacted by the centralization of this work to the Ballee office as it will slightly reduce

the number of available clerical roles in each team. To mitigate against this, posts across the entirety of the new structure are firstly being filled through a ring-fenced slotting in process. All remaining vacant posts in the new structure will then be opened up only to affected employees in the HR Directorate. All opportunities to slot in or redeploy affected staff to suitable posts in the HR structure will be considered.

*Employment References:*

- The current approach to the use of employment references is outdated, protracted, inefficient and inconsistent.
- Character references will no longer be routinely sought for all roles i.e. they will not be a mandatory requirement for non-regulated roles.
- Professional/employment references that are requested going forward will only seek minimised, relevant and factual information, using an updated, streamlined template.
- Candidates will also be asked directly to self-disclose any potential issues arising from their previous employment e.g. if they have previously been dismissed from employment. This will be a more open and transparent way of gathering any information necessary to determine an individual's suitability for appointment.
- Decision making will be centralised to the PECS unit, with references being referred to Hiring Managers by exception. Criteria will be developed for the consideration of issues identified at pre-employment checking stage to enable fair and consistent treatment of candidates.
- The centralised PECS unit will facilitate transparent communication with the applicant about any issues related to references or potential consideration of withdrawal of an offer of employment.
- The new process for taking up employment references will bring consistency, increased transparency, objectivity and fairness, enable better decision making, and reduce the time taken.

*Health Declarations*

- The current process for collecting, assessing and processing candidates' health related information is outdated, protracted, inefficient and inconsistent.
- EA has engaged an Occupational Health provider to manage this process.
- The legacy and outdated Health Declaration Form will be replaced with a structured, factually based template to gather information from candidates.
- Candidates' health information will be reviewed objectively by appropriately qualified health professionals, against the relevant job descriptions provided by the PECS unit, and assess candidates' ability to perform effectively in the role. This will take into consideration any reported need for aids/adaptations, equipment or adjustments that will be required.
- EA's new Disability Employment Support Team will be available to support and advise managers on requests for reasonable adjustments during the selection process and beyond.
- The new process for gathering, processing and assessing candidates' health information will bring consistency, increase objectivity and fairness, enable better decision making, identify any need for workplace adjustments, and ensure service delivery against pre-agreed standards and KPIs.

**Based on the rural impacts that you have identified, what changes (mitigation) can you make to the policy?**

No changes are required.

### PART 3 – GOOD RELATIONS

**3.1. Are there any changes to the policy or decision that you would make to better promote good relations?**

GROUP	Impact on Good Relations	Policy / Decision Changes
Religion	None	None
Ethnicity	None	None
Political Opinion	None	None

### PART 4 – SEC 75 EQUALITY SCREENING DECISION

#### This section is only relevant to the Section 75 Equality Duties

**4.1. How would you categorise the impacts of the policy or decision?**

*Please refer to guidance notes on categorising impacts*

**Please select:**

Major Impact	
Minor Impact	
No Impact	X

**4.2. Does the policy or decision require a full Equality Impact Assessment?**

**Please select:**

Yes	
No	X

*Please provide reasons for your decision*

A full Equality Impact Assessment is not required because:

- The PECS and associated pre-employment checking processes are a final part of the review of EA’s overall recruitment and selection processes.
- The review and analysis stages for the PECS took full account of EA’s recently introduced online recruitment system, recruitment frameworks and supporting procedural guidance, all of which were designed to ensure compliance with equality legislation and the duties placed on designated public authorities.
- There are no changes that need to be made to the proposed new pre-employment checking processes.
- No major equality impacts have been identified for people including those in the equality categories and the needs of rural dwellers.
- In summary, the changes will introduce streamlined processes, consistency and clarity, all of which will benefit candidates.

## PART 5 – DISABILITY DUTIES

**5.1. Does the policy or decision encourage the participation of disabled people in public life? Or is there anything you can do within the policy or decision to encourage participation of disabled people in public life?**

<i>How does the policy encourage the participation of disabled people in public life?</i>	<i>Is there anything further you can do to encourage the participation of disabled people in public life?</i>
<ul style="list-style-type: none"> <li>• Not applicable. The PECS is driven by, and supports the wider recruitment and selection process. The latter was revised and updated during 2019 and was also subject to equality screening, where this issue was addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>

**5.2. Does the policy or decision promote positive attitudes towards disabled people? Or is there anything you can do within the policy or decision to promote positive attitudes towards disabled people?**

<i>How does the policy promote positive attitudes towards disabled people?</i>	<i>Is there anything further you can do promote positive attitudes towards disabled?</i>

<ul style="list-style-type: none"><li>• Not applicable. The PECS is driven by, and supports the wider recruitment and selection process. The latter was revised and updated during 2019 and was also subject to equality screening, where this issue was addressed.</li></ul>	Not applicable.
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**PART 6 – HUMAN RIGHTS**

**6.1. Are Human Rights Relevant?**

Article		Relevant Yes/No
<b>Article 2:</b>	Right to Life	N
<b>Article 3:</b>	Right to freedom from torture, inhuman or degrading treatment or punishment	N
<b>Article 4:</b>	Right to freedom from slavery, servitude & forced compulsory labour.	N
<b>Article 5:</b>	Right to liberty and security of person.	N
<b>Article 6:</b>	Right to a fair & public trial in a reasonable time	N
<b>Article 7:</b>	Right to freedom from retrospective criminal law & no punishment without law	N
<b>Article 8:</b>	Right to respect for private & family life, home & correspondence.	N
<b>Article 9:</b>	Right to freedom of thought, conscience & religion.	N
<b>Article 10:</b>	Right to freedom of expression.	N
<b>Article 11:</b>	Right to freedom of assembly & association	N
<b>Article 12:</b>	Right to marry & found a family.	N
<b>Article 14:</b>	Prohibition of discrimination in the enjoyment of the convention rights	N
<b>Protocol 1, Article 1</b>	Right to a peaceful enjoyment of possessions & protection of property	N
<b>Protocol 1, Article 2</b>	Right of access to education	N

*If you answered ‘no’ to all human rights considerations, please go to section 7 – monitoring*

**6.2. If you have answered yes to any of the Articles, does the policy or decision have a potential positive impact or does it potentially interfere with anyone’s Human Rights?**

Article number	Positive impact or potential interference?	How?	Any legal issues arise?

**PART 7 – MONITORING**

**7.1. What data will you collect to monitor the impact of the policy in terms of equality of opportunity, disability duties or human rights compliance?**

Section 75	Disability Duties	Human Rights
		<p>The effectiveness of the PECS unit and processes will be monitored regularly through:</p> <ul style="list-style-type: none"> <li>• On-going tracking and reporting against key performance indicators.</li> <li>• An annual survey of customers and candidates.</li> <li>• Monitoring and analysis of complaints.</li> </ul>

**SIGN OFF**

**Approved Lead Officer:** Helen Gallagher, Resourcing Manager

**Policy Screened by:** Alison McVitty, HR Recruitment Specialist

**Date:** 16 July 2020

Please note that the template **must be published** as part of the screening process. Please forward the completed template to [equality.unit@eani.org.uk](mailto:equality.unit@eani.org.uk) for publication