

Ulster University Policy Screening Pro-forma

Part 1

Information about the policy

Note: 'Policy' includes any strategy, policy (proposed/amended/existing) or practice and/or decision, whether written or unwritten.

Name of the policy

Collections and Information Access Policy _____

Is this an existing, revised or a new policy?

Revised _____

What is it trying to achieve? (intended aims/outcomes)

The policy provides a framework within which the Library's information resources will be acquired and managed. _____

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

If so, explain how.

Yes - The Policy is likely to benefit disabled students, black and minority ethnic (BME) students and male students.

The Policy will provide enhanced access to resources and services at a time, place, and pace of the user's choosing.

Who initiated or wrote the policy?

University Librarian _____

Who owns and who implements the policy?

The Chief Operating Officer owns the policy; the University Librarian oversees its implementation. _____

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? (Please select one answer)

Yes

If yes, are they

financial? (Reduced budget for information resources)

other? (Library Services Strategy, changing demands for information, space allocation, advances in technology)

Main stakeholders affected

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

Staff

Students

Other service users (e.g. prospective students, conference delegates)

Other policies with a bearing on this policy

Policy Name	Policy Owner
<ul style="list-style-type: none"> • Library Services Strategy 2016-2021 • Five and fifty: Ulster five year strategic plan • Learning and Teaching Strategy • Research and Impact Strategy • Digital Futures Strategy 	<ul style="list-style-type: none"> • COO/CFIO • Vice Chancellor • PVC (Education) • PVC (Research and Impact) • PVC (Education)

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? (Please specify details for each of the Section 75 categories)

Note: evidence can come from many sources. Examples include the University’s management information systems, internal or external research, surveys or consultation exercises. Anecdotal evidence such as feedback from service users may also be used.

The following evidence was considered during the development of this policy:

- LibQual 2013 User Perception Survey
- Annual Sconul statistical survey data
- User preferences as identified by annual usage statistics
- The University’s Equal Opportunities data

Section 75 category	Details of evidence/information
Religious belief	The University’s Equal Opportunities data were reviewed. Religious Belief was not found to impact on, or have any relevance to this policy.
Political opinion	The University does not collect information on political opinion
Racial group	<p>University Workforce</p> <p>3.72% of the workforce are from a BME background</p> <p>Student Population</p> <p>3.96% of students are from a BME background</p> <p>The data was extracted from the most recent EO data available from the University; however, we anticipate increased representation over the next 5 years.</p>
Age	The University’s Equal Opportunities data were reviewed. Age was not found to impact on, or have any relevance to this policy.
Marital status	The University’s Equal Opportunities data were reviewed. Marital status was not found to impact on, or have any relevance to this policy.

Part 1

Sexual orientation	The University's Equal Opportunities data were reviewed. Sexual orientation was not found to impact on, or have any relevance to this policy.
Men and women generally	The University's Equal Opportunities data were reviewed. University Workforce 44.83% of staff are male, 55.17% are female Student population 44.08% of students are male, 55.92% are female
Disability	Based on the most recent Equal Opportunities Data, 4.6% of the University's workforce has declared a disability. Within the student population, the figure is 8.84%.
Dependants	The University's Equal Opportunities data were reviewed. This category was not found to impact on, or have any relevance to this policy.

Part 1

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? (Please 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 have been identified for this group
Political opinion	No specific needs, experiences or priorities have been identified for this group
Racial group	The Policy acknowledges, and aims to support, the projected increase in racial diversity of our user population, which is associated with our global vision (as described in our Five & Fifty Strategic Plan).
Age	No specific needs, experiences or priorities have been identified for this group
Marital status	No specific needs, experiences or priorities have been identified for this group
Sexual orientation	No specific needs, experiences or priorities have been identified for this group
Men and women generally	The Equality Challenge Unit's 2012 Report: 'Male Students: Engagement with academic and pastoral support services' indicates that males engage less with Library services than females. This is already considered within our Library Services Strategy
Disability	<p>Equality Commission (NI) guidelines indicate that disabled people may require reasonable adjustments so that they can access information (and the premises where it is located). This is already considered within our Library Services Strategy</p> <p>The Library is kept informed of any issues relating to student disability which may have a bearing on access to library</p>

Part 1

	resources through Student Support Services
Dependants	No specific needs, experiences or priorities have been identified for this group

Consultation

Consultation with relevant groups, organisations or individuals about the policy can provide useful information about issues/opportunities, which are specifically related to them (i.e. evidence to inform the policy). Please indicate whether you carried out (or intend to carry out¹) any consultation exercises prior to equality screening?

The Policy was scrutinised by Deans, Pro Vice Chancellors, Student's Union representatives and the Chief Finance and Information Officer at Library, Information and Student Administrative Services Committee in October 2015 and was formally ratified at Senate in November 2015.

¹ Please contact equality staff in the Policy Implementation Unit (PIU) if you intend to carry out a consultation exercise prior to equality screening your policy. The PIU will assist you to align some of the consultation questions with the screening pro-forma, so that you receive more meaningful responses.

Screening

Introduction

The answers to the following screening questions will assist the University in making a decision whether or not there is a need to carry out an equality impact assessment on the policy. The following information is provided to help you to identify and comment on the level of likely impact of the policy in questions 1-4:

Select 'major' impact if:

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there are insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Select 'minor' impact if:

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations;
- e) Differential impact observed and opportunities exist to better promote equality of opportunity and/or good relations.

Part 2

Select 'none' if:

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented in Part 1, please complete the screening questions (Questions 1-4).

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? (Please provide details)		
Section 75 category	Details of policy impact	Level of impact? (minor/major/none)
Religious belief	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE
Political opinion	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE
Racial group	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE
Age	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE
Marital status	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE
Sexual orientation	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE
Men and women generally	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE

Part 2

Disability	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE
Dependants	The Policy is technical in nature and will have no bearing in terms of its likely impact on equality of opportunity for this category	NONE

Part 2

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		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories
Political opinion		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories
Racial group		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories
Age		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories
Marital status		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories
Sexual orientation		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories

Part 2

Men and women generally		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories
Disability		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories
Dependants		The Policy has no relevance to equality of opportunity. It applies to all users regardless of Section 75 equality categories

Part 2

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (Please provide details)		
Good relations category	Details of policy impact	Level of impact (minor/major/none)
Religious belief	The Policy is unlikely to impact on good relations	None
Political opinion	The Policy is unlikely to impact on good relations	None
Racial group	The Policy is unlikely to impact on good relations	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes , provide details	If No , provide reasons
Religious belief		The Policy has no relevance to good relations
Political opinion		The Policy has no relevance to good relations
Racial group		The Policy has no relevance to good relations

Additional considerations

Multiple identity

<p>5 Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, please provide details of any potential impacts of the policy/decision on people with multiple identities? (<i>For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people</i>). Please include details of any data which you have used to determine/identify this impact</p>	
<p>Section 75 categories (please specify)</p>	<p>Details of policy impact and details of data which describes the policy impact</p>
<p>N/A</p>	<p>None identified, the Policy is technical in nature and has no relevance to equality of opportunity or good relations</p>

Disability Duties

<p>6. Does the policy provide an opportunity to encourage disabled people to participate in University life?</p>	
<p>If Yes, provide details</p>	<p>If No, provide reasons</p>
	<p>No, the Policy is technical in nature</p>

Part 2

7. Does the policy provide an opportunity to promote positive attitudes towards disabled people?	
If Yes, provide details	If No, provide reasons
	No, the Policy is technical in nature

Part 3

Screening decision

Based on the evidence considered and outlined in Part 1 and the responses to the screening questions (Part 2), please indicate the screening decision for this policy:

Note: The University should take particular care not to screen out policies that have a procurement aspect if there is potential to promote equality of opportunity through the procurement of services.



Screen in the policy (subject the policy to an Equality Impact Assessment)
i.e. the likely impact is 'major' in respect of one, or more of the equality of opportunity and/or good relations categories



Screen out the policy without mitigation or an alternative policy proposed to be adopted (no Equality Impact Assessment)
i.e. the likely impact is 'none' in respect of all of the equality of opportunity and/or good relations categories



Screen out the policy and **mitigate the impacts on equality by amending or changing the policy**, or by **developing an alternative policy or action** (no Equality Impact Assessment)
i.e. the likely impact is 'minor' in respect of one, or more of the equality of opportunity and/or good relations categories

Part 3

If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy), please provide details of the reasons.

The likely impact is '**none**' in respect of all of the equality of opportunity and/or good relations categories. The Policy is technical in nature and has no relevance to Equality of Opportunity and good relations.

In line with University policy, this Policy will be reviewed two years after it has been implemented, and if necessary amended.

Timetabling and prioritising

If the policy has been ‘**screened in**’ for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

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 equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	
Relevance to the University’s functions	

Note: The Total Rating Score will be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the University in timetabling. Details of the University’s Equality Impact Assessment Timetable will be included in its quarterly Screening Reports.

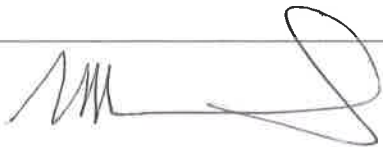

Is the policy affected by timetables established by other relevant public authorities?

Yes

No

If yes, please provide details:

Approval and authorisation

	Position/Job Title	Date
Screened by: 	Chief Operating Officer	13/4/17
Approved by: 	University Secretary	28/4/17

Note: Following approval by Senior Executive Team/Senate, the policy owner must inform the University Secretary that the policy has been approved. Once the Council of the University has been informed of the policy (either directly or through an appropriate Committee), the policy owner can then promulgate the policy and develop appropriate training or awareness raising material in relation to the policy.

A copy of the screening pro-forma will be made available on the University's website and be made available on request.

Review

Note: Policies must be reviewed at least every two years, but sooner if changes in legislation or other variables require review.

This policy is due for review (in terms of its impact on equality of opportunity and good relations) by the policy owner on:

(Insert date)