

ULSTER UNIVERSITY POLICY SCREENING PRO-FORMA

Information about the policy

Name of the policy

Needs Based Assessment Procedure - Belfast Campus Car Parks

Is this an existing, revised or a new policy?

This is a new procedure for the Belfast Campus car parks which will update the existing University Car Parking Policy.

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

An update to the University Car Parking Policy that ensures an equitable solution in relation to access to the limited number of parking spaces (350 No.) at the new Frederick Street Car Park in Belfast. The Policy was last updated in May 2005.

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

If so, explain how.

Disabled people and staff who are responsible for the care of disabled dependants are likely to benefit by a unique solution to car parking at the Belfast campus once the campus opens in September 2021.

Who initiated or wrote the policy?

The Chief Operating Officer initiated the policy review. The Senior Project Manager (Travel & Transport) wrote this procedure.

Who owns and who implements the policy?

Estates Services owns and implements this procedure. People and Culture staff will be key stakeholders in implementing this procedure.

Part 1

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

No

If yes, are they

Financial: Necessary funding will be required to develop and administer the Needs Based Assessment procedure for allocating parking permits

Legislative: Changes to disability/equality legislation.

Other: The operation and maintenance of University car parking will need to continue to be funded by parking revenues. In order for the implementation of the parking policy to be successful, complementary sustainable alternatives for travel are required.

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 public sector organisations

Voluntary/community/trade unions

Other, please specify _____

Part 1

Other policies with a bearing on this policy

Policy Name	Policy Owner
The 5&50 Strategic Plan	Vice Chancellor and President/University Council
People and Culture Strategy	Chief People Officer
Health, Safety and Wellbeing Strategy	Chief People Officer
Access and Egress for Disabled People	Director of Estate Services
Equality Scheme	Chief People Officer
Disability Action Plan	Chief People Officer

Part 2

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)

Section 75 category	Details of evidence/information
Religious belief	<p>The University's EO data were reviewed. On 6 February 2020, our staff profile was 50.3% Protestant, 49.7% Catholic. Compared with 6 February 2015, this indicates a 3.6% increase in Catholic staff.</p> <p>In the Academic Year (AY) 2019/20, 73.9% of our students identified as Christian and 12.7% identified as having 'No religion'. This shows little change compared with AY2014/15, when 75.3% identified as Christian and 12.4% identified as having 'No religion'.</p>
Political opinion	<p>The University does not collect information on Political Opinion, or make assumptions regarding Political Opinion based on Community Background.</p>
Racial group	<p>The University's EO data were reviewed. On 6 February 2020, our staff profile was 94.4% White, 5.6% Black and Minority Ethnic (BME). This indicates a 1.6% increase in BME staff compared with 2015.</p> <p>In AY 2019/20, 5.5% of our students identified as BME. This indicates a 1.9% increase in BME students compared with AY2014/15.</p> <p>Our BME profile suggests that we are three times as diverse as the local population. The Northern Ireland Census (2011) suggests that 1.8% of the NI population is BME.</p>
Age	<p>The University's EO data were reviewed. On 6 February 2020, over one third (34.6%) of our staff were in the '46-55' age band. 26% of staff were in the '36-45' age band and 22.2% of staff were aged '56 and above'.</p> <p>In AY 2019/20, the majority of students (61.5%) were aged 21 and under 40. This indicates a 0.2% increase in students within this age band compared with AY 2014/15. This coincides with a 0.3% increase in students aged under 21 (27.3%) and no increase in students aged 40 and over (11.2%).</p>

Part 2

<p>Marital status</p>	<p>The University's EO data were reviewed. In 2020, 60% of staff were 'Married or in a Civil Partnership', a marginal decrease of 1% compared to 2015 (61%).</p> <p>In AY2019/20, 76.2% of students were 'Single', a 1.6% decrease compared with AY2014/15</p>
<p>Sexual orientation</p>	<p>Although we collect staff data on sexual orientation, this is not considered to be reliable. We do not collect student data on sexual orientation.</p>
<p>Men and women generally</p>	<p>The University's EO data were reviewed. In 2020, 56% of staff were 'Female'. This indicates a 2% increase in female staff compared with 2015.</p> <p>In AY2019/20, 57.7% of students were 'Female', a 1.6% increase compared with AY2014/15.</p>
<p>Disability</p>	<p>The University's EO data were reviewed. In 2020, 5.1% of staff declared a disability, an increase of 1.1% compared with 2015.</p> <p>In AY2019/20, 11% of students declared a disability, an increase of 2.6% compared with AY2014/15.</p> <p>Our disability declaration rate is lower than expected, compared with the local population. The NI Census (2011) found that 20.6% of the NI population stated that their day-to-day activities were limited because of a long-standing health problem or disability.</p> <p>In addition to EO data, the number of Blue Badge Permit holders at each of the campuses was reviewed, as follows:</p> <ul style="list-style-type: none"> • Belfast: 1 Staff, 1 Student • Coleraine: 10 Staff, 19 Student • Jordanstown: 9 Staff, 40 Student • Magee: 3 Staff, 15 Student
<p>Dependants</p>	<p>The University's EO data were reviewed. In 2020, 46.2% of staff had dependants. This indicates an increase of 1.5% compared with 2015.</p> <p>In AY2019/20, 15% of students declared they had dependants, similar to AY2014/15.</p>

Part 2

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	None identified. The procedure aims to support all students and staff at Ulster University regardless of Religious Belief.
Political opinion	None identified. The procedure aims to support all students and staff at Ulster University regardless of Political Opinion.
Racial group	None identified. The procedure aims to support all students and staff at Ulster University regardless of Racial Group
Age	<p>Anecdotally, as people age, they are more likely to acquire a disability or a long-term health condition. See 'Disability' category below.</p> <p>In addition, people aged '60 and over' are able to access free public transport which may influence their decisions in relation to method of travel to and from work/study.</p>
Marital status	None identified. The procedure aims to support all students and staff at Ulster University regardless of marital status.
Sexual orientation	None identified. The procedure aims to support all students and staff at Ulster University regardless of sexual orientation.
Men and women generally	None identified. The procedure aims to support all students and staff at Ulster University regardless of Gender.
Disability	<p>Blue badge holders will require access to parking spaces which are convenient to the campus buildings.</p> <p>Due to the limited number of parking spaces available at the Frederick Street Car Park in Belfast which will serve the extended Belfast campus, an equitable solution needs to be developed to ensure that those who demonstrate a need for a parking space can avail of one. Drivers (students & staff) with a disability (e.g. Blue Badge holders) have been prioritised in the Needs Based Assessment procedure. Staff with responsibilities for the care of disabled dependents are prioritised in the Needs</p>

Part 2

	Based Assessment procedure.
Dependants	<p>Due to the limited number of parking spaces available at the Frederick Street Car Park in Belfast which will serve the extended Belfast campus, an equitable solution needs to be developed to ensure that those who demonstrate a need for a parking space can avail of one. It is recognised that staff who demonstrate that they have caring responsibilities for a disabled dependent would benefit from access to parking space. Therefore, Staff with responsibilities for the care of disabled dependents are prioritised in the Needs Based Assessment procedure.</p>

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 out) any consultation exercises prior to equality screening?

The parking policy update was developed by a Task & Finish Group which draws attendance from a variety of different departments and faculties across the University in order that a broad spectrum of views and individual priorities can be considered.

The Task and Finish Group has representation from the following:

- Provost Representation;
- Students' Union;
- Faculty Representation;
- Sustainability Expertise – Academic;
- Campus Life Department;
- People and Culture Department;
- Marketing and Communication Department;
- Finance Department;
- Estates Services Department;
- Unite / UCU Unions;
- Strategic Programme Office;
- Community engagement lead.

Other consultation has taken place through the following:

- Staff / Student Engagement sessions (June 2019)
- GBD Staff Experience Consultation and Negotiating Forum – November 2020 – April 2021
- Student Panel – 16 April 2021

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	This procedure is unlikely to impact on equality of opportunity for this group	None
Political opinion	This procedure is unlikely to impact on equality of opportunity for this group	None
Racial group	This procedure is unlikely to impact on equality of opportunity for this group	None
Age	<p>This procedure is likely to have a positive impact on equality of opportunity for this group.</p> <p>The approach will move from a current one of 'Licence to Hunt' access to car parks to an allocation of permits through a Needs Based Assessment (NBA). Disability will be a key criterion on the NBA application but applicant will still need to apply to demonstrate need.</p>	Minor (+)
Marital status	This procedure is unlikely to impact on equality of opportunity for this group	None
Sexual orientation	This procedure is unlikely to impact on equality of opportunity for this group	None
Men and women generally	This procedure is likely to have a positive impact on equality of opportunity for this group.	Minor (+)
Disability	<p>This procedure is likely to have a positive impact on equality of opportunity for this group.</p> <p>The approach will move from a current one of 'Licence to Hunt' access to car parks to an allocation of permits through a Needs Based Assessment (NBA). Disability is a key priority on the NBA procedure.</p>	Minor (+)

Part 2

Dependants	<p>This procedure is likely to have a minor positive impact on equality of opportunity for a section of this group.</p> <p>The approach will move from a current one of 'Licence to Hunt' access to Belfast Campus car parks to an allocation of permits through a Needs Based Assessment (NBA). Staff who have responsibility for disabled dependants will be a key priority on the NBA procedure.</p>	Minor (+)
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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		No, the procedure has no bearing in terms of its likely impact on equality of opportunity for this category.
Political opinion		No, the procedure has no bearing in terms of its likely impact on equality of opportunity for this category.
Racial group		No, the procedure has no bearing in terms of its likely impact on equality of opportunity for this category.
Age	By updating the existing policy, we will ensure that access is provided to the Belfast Campus Car Parks for those that need it most. The allocation of a finite number of permits through a Needs Based Assessment will ensure that space availability is assured for permit holders.	
Marital status		No, the procedure has no bearing in terms of its likely impact on equality of opportunity for this category.
Sexual orientation		No, the procedure has no bearing in terms of its likely impact on equality of opportunity for this category.

Part 2

<p>Men and women generally</p>	<p>By updating the existing policy, we will ensure that access is provided to the Belfast Campus Car Parks for those that need it most. The allocation of a finite number of permits through a Needs Based Assessment will ensure that space availability is assured for permit holders.</p>	
<p>Disability</p>	<p>By updating the existing policy, we will ensure that access is provided to the Belfast Campus Car Parks for those that need it most. The allocation of a finite number of permits through a Needs Based Assessment will ensure that space availability is assured for permit holders.</p>	
<p>Dependants</p>	<p>By updating the existing policy, we will ensure that access is provided to the Belfast Campus Car Parks for those that need it most. The allocation of a finite number of permits through a Needs Based Assessment will ensure that space availability is assured for permit holders.</p>	

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 procedure is unlikely to impact on good relations for this category.	None
Political opinion	The procedure is unlikely to impact on good relations for this category.	None
Racial group	The procedure is unlikely to impact on good relations for this category.	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		This procedure bears no relation to good relations.
Political opinion		This procedure bears no relation to good relations.
Racial group		This procedure bears no relation 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>Age, disability, men and women generally, dependants</p>	<p>This procedure is likely to have a positive impact on equality of opportunity for people with these/multiple identities.</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>By guaranteeing access to designated parking spaces, this procedure is likely to encourage participation of disabled people at the Belfast campus through the Needs Based Assessment approach to permit allocations and through maintaining ease of access to permits for disabled people at all other campuses</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
The implementation of the procedure requires the University to consider the needs of disabled people. This helps to promote a positive attitude towards disabled people.	

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 to subject the policy to an equality impact assessment (i.e. 'screen in' the policy), please provide details of the reasons.

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

If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy) and mitigate the impacts on equality by amending or changing the policy, or by developing an alternative policy or action, please provide reasons to support your decision, together with the proposed changes/amendments or alternative policy:

The likely impact is '**minor**' in respect of one, or more of the equality of opportunity and/or good relations categories. However, this impact is likely to be positive.

An update to the University Car Parking Policy that ensures an equitable solution in relation to access to the limited number of parking spaces (350 No.) at the new Frederick Street Car Park in Belfast.

In line with University policy, the 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: Michael Fitzpatrick	Director of Estates	04/05/21
 Approved by: Damian McAlister	Chief People Officer	18/05/2021

Note: Following approval by the Senior Leadership 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:

18/05/23
 (Insert date)