

**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

University Policy on Gifts and Hospitality and Gift Register

Is this an existing, revised or a new policy?

Existing

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

This Policy provides guidance as to circumstances when it is and is not appropriate to accept gifts, gratuities and hospitality. It is also designed to provide protection for staff members and the organisation on those occasions when a gift has been accepted by recording such gifts and the reasons for acceptance in an accountable and transparent way.

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

If so, explain how.

No. The Policy is aimed at all levels of the organisation and applies to all full-time and part-time staff.

Who initiated or wrote the policy?

The University Secretary

Who owns and who implements the policy?

The University Secretary

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? (Please specify _____)

legislative: Changes to fraud prevention/bribery and corruption legislation

other: Recommendations from Audit Committee

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; University Council

Other policies with a bearing on this policy

Policy Name	Policy Owner
Statutes and Ordinances	University Secretary
Anti-Bribery	University Secretary
Whistleblowing Policy	University Secretary
Theft, Fraud & Corruption	Finance

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:

- Staff Equal Opportunities (EO) monitoring data (2018)
- Gift register
- Equal Pay report

Section 75 category	Details of evidence/information
Religious belief	<p>https://www.ulster.ac.uk/hr/employee-benefits/equality-diversity/key-equality-data</p> <p>The University's EO data were reviewed. On 6 February 2018, our staff profile was 52.7% Protestant, 47.3% Catholic.</p> <p>Religious belief was not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.</p>
Political opinion	<p>The University does not collect information on Political Opinion, or make assumptions regarding Political Opinion based on Community Background.</p> <p>Political opinion was not found to impact on or have any relevance to this policy as it is technical in nature.</p>
Racial group	<p>The University's EO data were reviewed. On 6 February 2018, 95.32% of staff were classed as white background, with 4.68% BME.</p> <p>Racial Grouping was not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.</p>
Age	<p>The University's EO data were reviewed. On 6 February 2018, 14.28% of staff were under 35; 63.45% were aged between 36-55, and 22.27% of staff were aged 56 years and above.</p> <p>Age was not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.</p>
Marital status	<p>The University's EO data were reviewed. 22.23% were single; 63.76% were married or in civil partnerships; 14.01% status is unknown.</p> <p>Marital status was not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.</p>

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Sexual orientation	Sexual orientation was not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.
Men and women generally	<p>The University's EO data were reviewed. 44.72% Male; 55.28% female. In addition, 33.2% of males were classed as Grade 8 or above, with 19.11% of females at Grade 8 or above.</p> <p>During academic year 2017 four gifts were recorded; 3 to female support staff; 1 to a male professor.</p> <p>Gender was not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.</p>
Disability	<p>The University's EO data were reviewed. 5.02% of staff declared a disability.</p> <p>Disability was not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.</p>
Dependants	<p>The University's EO data were reviewed. 48.52% with dependents; 42.18% without dependents; 8.25% unknown.</p> <p>Dependants are not found to impact on or have any relevance to this policy as it is technical in nature. The policy is applicable to all staff.</p>

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	None identified
Political opinion	None identified
Racial group	None identified
Age	None identified
Marital status	None identified
Sexual orientation	None identified
Men and women generally	None identified
Disability	None identified
Dependants	None identified

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?

This policy was screened at the time of reissue, at the request of Audit Committee.

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).

Part 2

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 policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Political opinion	This policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Racial group	This policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Age	This policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Marital status	This policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Sexual orientation	This policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Men and women generally	This policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Disability	This policy is unlikely to impact on equality of opportunity or good relations for this category.	None
Dependants	This policy is unlikely to impact on equality of opportunity or good relations 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 is technical in nature.
Political opinion		The policy is technical in nature.
Racial group		The policy is technical in nature.
Age		The policy is technical in nature.
Marital status		The policy is technical in nature.
Sexual orientation		The policy is technical in nature.
Men and women generally		The policy is technical in nature.
Disability		The policy is technical in nature.
Dependants		The policy is technical in nature.

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		None
Political opinion		None
Racial group		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 guidance 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 guidance 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 guidance 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 to subject the policy to an equality impact assessment (i.e. 'screen in' the policy), please provide details of the reasons.

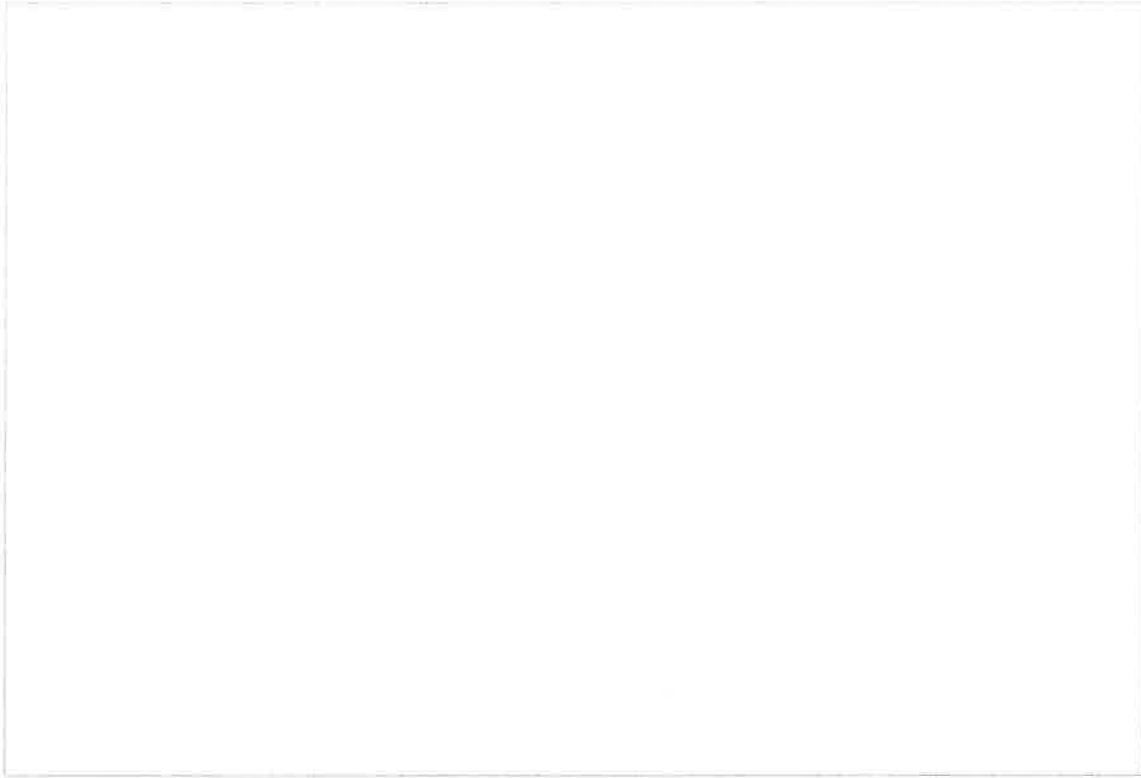
If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy), please provide details of the reasons.

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

The Audit Committee reviews annually the policy on Gifts and Hospitality and reviews all reported instances of gifts accepted by Ulster University staff.

Part 3

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:

A large, empty rectangular box with a thin black border, intended for the user to provide reasons for not conducting an equality impact assessment and to detail any proposed changes or alternative policies.

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: 	University Secretary	25/3/19
Approved by: 	Director of People and Culture	24/3/19.

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:

26/03/21

(Insert date)