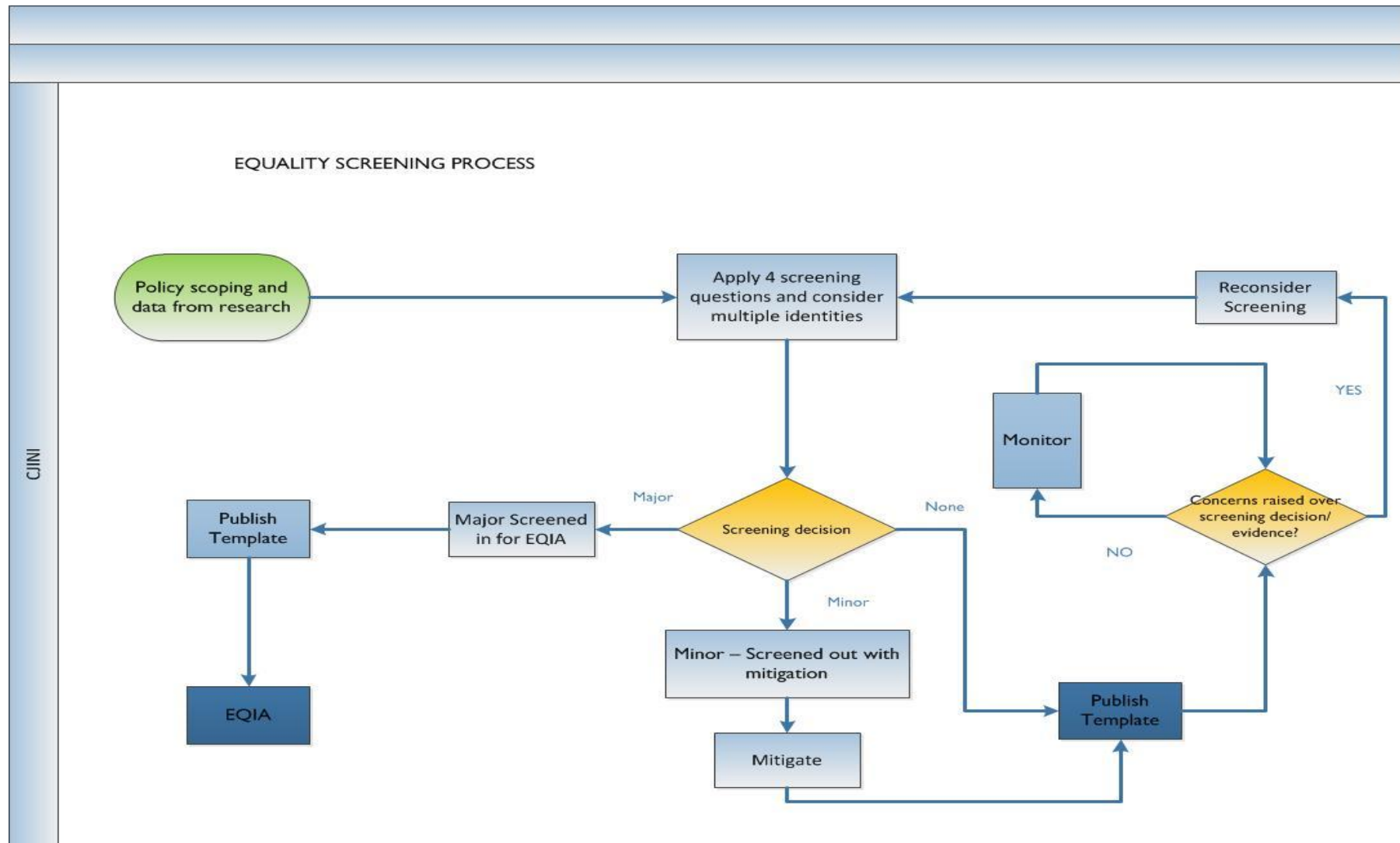




CJI SECTION 75

EQUALITY SCREENING

SCREENING FORM



This form should be completed with reference to the CJI guidance on Equality Screening.

Section 1. Policy information

Name of the Policy: CJI Clear Desk Policy S 4.0.04

Is this an existing, revised or a new policy?

New

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

The aim of this policy is to remind staff of their responsibility for the security of all protectively marked/sensitive material and office equipment in their possession.

Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.

None

Who initiated or wrote the policy?

John Gallagher

Who owns and who implements the policy?

Brendan McGuigan

Section 2. Contributory factors:

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

- ☐ financial
- ☐ legislative
- ☐ other, please specify _____None_____

Section 3. Stakeholders:

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

- ☒ staff
- ☐ service users
- ☐ other public sector organisations
- ☐ voluntary/community/trade unions
- ☐ other, please specify _____

Section 4. Other Policies:

What other policies have a bearing on this policy

Policy titles:	Policy owners
Computer Security Policy Incorporating:- <ul style="list-style-type: none"> - CJI Email and Internet Usage Policy - CJI Password Policy 	Brendan McGuigan
Security Breach Policy	Brendan McGuigan
Protective Marking Policy	Brendan McGuigan
Working Away from the Office Policy	Brendan McGuigan

Section 5. Evidence:

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

Section 75 Category	Details of evidence/information
Religious belief	Environmental scanning
Political opinion	Environmental scanning
Racial group	Environmental scanning
Age	Environmental scanning
Marital status	Environmental scanning
Sexual orientation	Environmental scanning
Men and Women generally	Environmental scanning
Disability	Environmental scanning
Dependants	Environmental scanning

Section 6. Priorities:

What are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details.

Section 75 Category	Details of evidence/information
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

Section 7. Screening questions

I. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? Minor/Major/None		
Category	Details of policy impact	Level of impact Minor/Major/None
Religious belief	No impact likely	None
Political opinion	No impact likely	None
Racial group	No impact likely	None
Age	No impact likely	None
Marital status	No impact likely	None
Sexual orientation	No impact likely	None
Men and Women generally	No impact likely	None
Disability	No impact likely	None
Dependants	No impact likely	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Category	If Yes, provide details	If No, provide reasons
Religious belief		Policy acts across all areas
Political opinion		Policy acts across all areas
Racial group		Policy acts across all areas
Age		Policy acts across all areas
Marital status		Policy acts across all areas
Sexual orientation		Policy acts across all areas
Men and Women generally		Policy acts across all areas
Disability		Policy acts across all areas
Dependants		Policy acts across all areas

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?
Minor/Major/None

Good relations category	Details of policy impact	Level of impact Minor/Major/None
Religious belief	No impact likely	None
Political opinion	No impact likely	None
Racial group	No impact likely	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		Policy acts across all areas
Political opinion		Policy acts across all areas
Racial group		Policy acts across all areas

Section 8. Multiple identity:

Are there any potential impacts of the policy/decision on people with multiple identities? (For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people). Provide details & specify relevant Section 75 categories concerned.

None

Section 9. Screening decision

If the decision is **NOT** to conduct an equality impact assessment, please provide details of the reasons.

The policy is not regarded as having any impact on any S. 75 category, either positive or negative and is thus regarded as 'neutral'.

If the decision is **NOT** to conduct an equality impact assessment, consider if the policy should be mitigated or an alternative policy be introduced.

Screened out – no requirement to mitigate policy

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

Screened out – no requirement for EQIA

Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

Section 10. Mitigation: Minor impact

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations? If so, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.

Not applicable

Section 11. Timetabling and prioritising: Screened in policies:

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	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

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

If yes, please provide details.

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Section 12. Approval and authorisation

Screened by:	Position/Job Title	Date
Brendan McGuigan	CEO/Deputy Chief Inspector	15/11/2010
Approved by:		
Michael Maguire	Chief Inspector	15/11/2010

The Screening exercise is now complete.

When you have completed the form please retain for your own records and forward a copy for information to the Equality Officer.