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**BELFAST EDUCATION AND LIBRARY BOARD**  
**NORTH EASTERN EDUCATION AND LIBRARY BOARD**  
**SOUTH EASTERN EDUCATION AND LIBRARY BOARD**  
**SOUTHERN EDUCATION AND LIBRARY BOARD**  
**WESTERN EDUCATION AND LIBRARY BOARD**  
**STAFF COMMISSION FOR EDUCATION AND LIBRARY BOARDS**

**SUPPLEMENTARY REPORT**  
**ON THE SCREENING OF POLICIES**  
**APRIL 2008 – MARCH 2009**

This information can also be made available, on request, in alternative formats including in large print, in Braille, by e-mail, on computer disc, on audio-cassette and in minority languages to meet the needs of those people who are not fluent in English.



**October 2009**

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## **INTRODUCTION**

The five Education and Library Boards (the Boards) have equality screened the following policies during the past year (April 2008 - March 2009). The Staff Commission for Education and Library Boards had no new policies screened during this period.

## **SUPPLEMENTARY REPORT**

Listed below are the policies screened by each Board and the results of the screening. If you wish to see any or all of these policies, please contact:-

Mrs Patricia Murray, Project Officer, Staff Commission for Education & Library Boards, Forestview, Purdy's Lane, Belfast BT8 7AR  
**Tel. No.** 028 9049 1461 **Typetalk:** 18001 028 90491461 **Fax No.** 028 9049 1744  
**Email:** patricia.murray@scelb.org.uk

## **INTER-BOARD POLICIES**

### **POLICY**

Information Sharing Protocol October 2008

#### **Summary:**

The Protocol was developed and agreed on a five Board basis and sets out a code of practice for sharing information, particularly sensitive personal information, with other organisations. The agreement supports good practice from the Information Commissioner's Office and its compliance will meet Data Protection legislative obligations.

#### **Comment:**

Impact of protocol relates to ensuring proper measures are in place to enable safe and secure sharing of information with partner organisations.

#### **Decision:**

No equality impact assessment required.

## **INTRA-BOARD POLICIES**

### **BELFAST EDUCATION & LIBRARY BOARD**

### **POLICY**

Proposal to cease library provision at Whitewell Library in conjunction with opening of new library facilities at Grove Wellbeing Centre

#### **Summary:**

The policy proposed to cease library provision at Whitewell Library at the same time as new library facilities were opened at Grove Wellbeing Centre during May/June 2008. The Grove Wellbeing centre is a multi-agency development, bringing together three major public bodies; North and West Belfast Health and Social Services Trust, Belfast City Council and the Belfast Education and Library Board. The Grove

Wellbeing Centre therefore delivers a range of services to the community - Health and Social Services, Leisure Services and Library Services.

A number of consultation meetings were held with library users and the background information issued to consultees in respect of Grove Wellbeing Centre noted that:-

- A varied programme of events and activities for both adults and children would be offered including a regular weekly Storytime and Rhymetime for young children and adult computer taster sessions.
- The centre is on a direct bus route and there is ample parking available on site.
- A library service would continue to be provided in the Whitewell area tailored to the needs of users of the branch via a mobile library (based on consultation with present users of the branch to establish the best locations and times for mobile stops).
- Library staff would also assess the need for a homes run service for the housebound and for the elderly in residential homes or sheltered dwellings in the area.

**Decision:**

No equality impact assessment required.

**POLICY**

Building Libraries for the Future

**Summary:**

The Board consulted on its document 'Building Libraries for the Future' which outlined the future vision for the library service in North, South, East and West Belfast. A series of consultation meetings were held in libraries across the city during January 2009 and consultation questionnaires were issued to S75 consultees.

Information in respect of the consultation process was provided to libraries management prior to the transfer of the libraries services to Libraries NI on 1 April 2009.

**Decision:**

No decision was taken by the Board as a result of the transfer of the library service to Libraries NI.

**POLICY**

Linguistic Phonics Approach for Irish Medium Schools

**Summary:**

The screening panel considered background information and a project initiation document in respect of Fónaí na Gaeilge project.

The panel concluded that the extension of the linguistic phonics approach in Irish Medium schools promoted equality of opportunity and was complimentary to new literacy and numeracy strategy.

**Decision:**

No equality impact assessment required.

**POLICY**

Anti Fraud Policy

**Summary:**

The existing policy which was last reviewed in 2006 was updated to take account of changes in relevant legislation, in particular, the Fraud Act 2006 which came into effect in Northern Ireland in January 2007.

**Comment:**

Other than to reflect the changes in legislation no material alterations were made to the purpose, scope or application of the existing policy. The revised policy was presented to the Audit Committee in May 2009 and approved. It will be considered by the Board's Commissioners at their meeting in September 2009.

**Decision:**

No equality impact assessment required.

**POLICY**

Information Security Policy & Guidance October 2008

**Summary:**

The Policy sets out the Board's commitment to information security and provides guidance for management and staff in a variety of areas in relation to information, example, risk assessment, roles and responsibilities, ICT equipment, records management, portable media, email, access controls.

**Comment:**

Face to face awareness training was provided to managers and online awareness training for staff. Impact of policy is more an issue with regard to availability of financial and staff resources and not equality.

**Decision:**

No equality impact assessment required.

**POLICY**

Development Proposal 179 – to close Hilden Integrated Primary School

**Summary:**

The Board proposed that Hilden Integrated Primary School should close with effect from 30 November 2008, or as soon as possible thereafter. The aims of this proposal were to address declining enrolments that would lead to a school which would be unable to deliver the requirements of the statutory curriculum and to address over provision in the controlled schools' estate in the area.

**Comment:**

The Board engaged in consultation with Governors, parents, staff, other schools and Section 75 consultees. A development proposal was published following which there was a statutory two month period during which interested parties/individuals could express their opinions directly to the Department of Education.

**Decision:**

No equality impact assessment required.

**POLICY**

Development Proposal 200 – to close Donaghadee High School

**Summary:**

The Board proposed that Donaghadee High School should close with effect from 31 August 2009, or as soon as possible thereafter. The aims of this proposal were to address declining enrolments that would lead to a school which would be unable to deliver the requirements of the statutory curriculum and to address over provision in the controlled schools' estate in the area.

**Comment:**

The Board engaged in consultation with Governors, parents, staff, other schools and Section 75 consultees. A development proposal was published following which there was a statutory two month period during which interested parties/individuals could express their opinions directly to the Department of Education.

**Decision:**

No equality impact assessment required.

**POLICY**

Development Proposal 206 – to close Kindle Integrated Primary School

**Summary:**

The Board proposed that Kindle Integrated Primary School should close with effect from 31 August 2008, or as soon as possible thereafter. The aims of this proposal were to address declining enrolments that would lead to a school which would be unable to deliver the requirements of the statutory curriculum and to address over provision in the controlled schools' estate in the area.

**Comment:**

The Board engaged in consultation with Governors, parents, staff, other schools and Section 75 consultees. A development proposal was published following which there was a statutory two month period during which interested parties/individuals could express their opinions directly to the Department of Education.

**Decision:**

No equality impact assessment required.

**POLICY**

Development Proposal 207 – Transformation to integrated status for Fort Hill Primary School

**Summary:**

The Board proposed that the Fort Hill Primary School should transform from controlled to controlled integrated – this would take effect from 1 September 2009 or as soon as possible thereafter.

**Comment:**

The Board engaged in consultation with Governors, parents, staff, other schools and Section 75 consultees. A development proposal was published following which there was a statutory two month period during which interested parties/individuals could express their opinions directly to the Department of Education.

**Decision:**

No equality impact assessment required.

**POLICY**

Development Proposal 209 – Change of attendance Pattern at Hollywood Nursery School

**Summary:**

The Board proposed that the attendance pattern at Hollywood Nursery School should change from 52 part time to 52 full time pupils. This will take effect after the completion of the new buildings for the primary and post primary – estimated completion date for the new nursery is October 2013.

**Comment:**

The Board engaged in consultation with Governors, parents, staff, other schools and Section 75 consultees. A development proposal was published following which there was a statutory two month period during which interested parties/individuals could express their opinions directly to the Department of Education.

**Decision:**

No equality impact assessment required.

**POLICY**

Development Proposal 210 – to close Newtownbreda Primary School

**Summary:**

The Board proposed that Newtownbreda Primary School should close with effect from 31 August 2009, or as soon as possible thereafter. The aims of this proposal were to address declining enrolments that would lead to a school which would be unable to deliver the requirements of the statutory curriculum and to address over provision in the controlled schools' estate in the area.

**Comment:**

The Board engaged in consultation with Governors, parents, staff, other schools and Section 75 consultees. A development proposal was published following which there was a statutory two month period during which interested parties/individuals could express their opinions directly to the Department of Education.

**Decision:**

No equality impact assessment required.

**POLICY**

Achieving Derry – Bright Futures

**Summary:**

Bright Futures is intended as a long-term approach to eradicating educational underachievement in the Derry City Council area and breaking the cycle of social deprivation and unfilled potential that blights this community. The objectives of the policy are:

- To obtain the active involvement of all education providers, community, voluntary and statutory agencies in the Derry City Council area to improve the life chances and well being of children and young people and to break the link between social deprivation and poor educational outcomes;
- To raise educational outcomes in the Derry City area to at least the Northern Ireland average; and
- To encourage greater sharing of expertise and good practice within and across schools and the wider community.

**Comment:**

The Board is open and committed to the widest possible consultation practicable to help achieve the goals set for Bright Futures. It was concluded that the policy did not represent a significant risk to the Board's obligation to have due regard to the need to promote equality of opportunity and therefore it was unnecessary to proceed to an equality impact assessment.

**Decision:**

No equality impact assessment required.

**CONCLUSION**

The Boards are seeking comments on the screening of these policies. If you have any comments or if you require further information please contact Patricia Murray, the Boards' Equality Co-ordinator for this exercise. Contact details:

Mrs Patricia Murray  
Project Officer  
Staff Commission for Education and Library Boards  
Forestview  
Purdy's Lane  
Belfast BT8 7AR

Telephone: 028 9049 1461      Typetalk: 18001 028 9049 1461  
Fax: 028 9049 1744      E-mail: [patricia.murray@scelb.org.uk](mailto:patricia.murray@scelb.org.uk)

Any comments you wish to make on the screening exercise should be made on or before **Friday, 11 December 2009.**

A response pro forma is enclosed which may be of assistance to you.

**EDUCATION AND LIBRARY BOARDS**

**SUPPLEMENTARY REPORT**

**SCREENING OF POLICIES  
(April 2008 – March 2009)**

**RESPONSE PRO FORMA**

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Of the policies listed, please identify any which are of particular relevance or interest to you or your organisation.

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2. Please identify those policies which you feel have significant equality implications.

<b>Policy</b>	<b>Comments</b>

3. If you feel that any of the policies “screened out” require equality impact assessment please state your reasons for this bearing in mind the four screening criteria:
- Is there any evidence, or other reason to believe, that there is a higher or lower participation or uptake by different groups?
  - Is there any evidence, or other reason to believe that different groups have different needs, experiences, issues and priorities in relation to the particular policy?
  - Is there an opportunity to better promote equality of opportunity or better community relations by altering the policy or working with others in government or in the wider community?
  - Have consultations with relevant groups, organisations or individuals indicated that particular policies create problems which are specific to them?

Policy	Reason for Impact Assessment

4. Any other comments?

**Please return to:**

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 Project Officer,  
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**Closing Date: Friday, 11 December 2009**