

## Quarterly Screening Report March 2012- May 2012

### 1.0 Introduction

1.1 AS a designated public authority for the purposes of section 75 of the Northern Ireland Act 1998, the Northern Ireland Audit Office (NIAO), in carrying out its functions, powers and duties, must:

- (1) Have due regard to the need to promote equality of opportunity between:
  - persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - men and women generally;
  - persons with a disability and persons without; and
  - persons with dependants and persons without; and
- (2) Without prejudice to the above obligation, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

1.2 In relation to the requirement to assess the impact of its policies on the promotion of equality of opportunity, the NIAO reviews its policies to determine whether there are any equality of opportunity implications and whether any policy should be subject to an Equality Impact Assessment (EQIA)

### 2.0 Why are we reporting our screening outcomes?

2.1 The purpose of publishing the screening outcomes report is to make our policies and screening outcomes accessible and provide an opportunity for feedback. It also demonstrates our commitment to ensuring that the work we do and the decisions that we take are more open and transparent.

### 3.0 Policies screened March 2012-May 2012

Policy Area	New or Revised	Screening Decision
<b>Attendance Management</b> The procedure is intended to provide advice and information for both line managers and staff on matters relating to sick absence. It sets out the procedures to be followed by	Revised	Screened out with mitigation. Internal procedure based on best practice and legislation. Steps have been taken within the policy to address potential equality issues arising from disability and

<p>staff, line managers and HR (Corporate Services -Human Resources) in reporting and monitoring attendance in the Office.</p>		<p>pregnancy related illness.</p>
<p><b>Bullying and Harassment</b></p> <p>The aim of this policy is to prevent harassment and bullying by communicating clearly the type of behaviour that is not acceptable in our workplace, to provide guidance on preventing and dealing with bullying and harassment and the action that will be taken should they occur.</p>	<p>Revised</p>	<p>Screened Out</p> <ul style="list-style-type: none"> <li>• Does not present a significant risk to our obligation to have due regard to the need to promote better equality of opportunity; and</li> <li>• Does not require changing to better promote equality of opportunity.</li> </ul>
<p><b>Disciplinary</b></p> <p>The Northern Ireland Audit Office (NIAO) has developed a Disciplinary Procedure to ensure any disciplinary action taken is fair and consistent and all who are involved in the process are treated with dignity and respect.</p>	<p>New</p>	<p>Screened Out</p> <ul style="list-style-type: none"> <li>• Does not present a significant risk to our obligation to have due regard to the need to promote better equality of opportunity; and</li> <li>• Does not require changing to better promote equality of opportunity.</li> </ul>
<p><b>Performance Review</b></p> <p>The aims of the performance development review process in NIAO may be summarised as follows:</p> <ul style="list-style-type: none"> <li>• To ensure performance is managed to deliver organisational goals,</li> <li>• To promote an overall process of continuous improvement where motivation, core values and behaviours are of key importance,</li> <li>• To facilitate structured organisational and staff development,</li> <li>• To promote a climate where</li> </ul>	<p>Revised</p>	<p>Screened Out</p> <ul style="list-style-type: none"> <li>• Does not present a significant risk to our obligation to have due regard to the need to promote better equality of opportunity; and</li> <li>• Does not require changing to better promote equality of opportunity.</li> </ul>

<p>good performance is recognised,</p> <ul style="list-style-type: none"> <li>To actively manage poor performance, focusing on supporting personal development and improvement.</li> </ul>		
<p><b>Performance Capability</b>  The Capability Procedure aims to establish a clear course of action which will ensure the fair, supportive and consistent treatment of employees should their performance fall below the standards expected by the Northern Ireland Audit Office (NIAO).  Capability is assessed with reference to skill, aptitude (including behaviours and competencies) health or any other physical or mental quality.  The Performance Capability procedure is to be used where there is genuine lack of capability rather than a deliberate failure on the part of the employee to perform to the standards of which he/she is capable. The wilful refusal to work satisfactorily is a matter of conduct and will be dealt with under the disciplinary policy.</p>	New	<p>Screened Out</p> <ul style="list-style-type: none"> <li>Does not present a significant risk to our obligation to have due regard to the need to promote better equality of opportunity; and</li> <li>Does not require changing to better promote equality of opportunity.</li> </ul>

#### 4.0 Contact Details

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