



## **Servicing of bedrooms following the departure of residents – Policy Equality Screening**

### **Part 1. Policy scoping**

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

It should be remembered that the Section 75 statutory duties apply to internal policies (relating to people who work for the University), as well as external policies (relating to those who are, or could be, served by the University).

#### **A. Information about the policy**

Name of the policy to be screened and description

**Accommodation Policy and Procedure for servicing of bedrooms following the departure of residents.**

Is this an existing, revised or a new policy? (please append policy to the screening form)

**Revised policy**

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

**To ensure departing residents personal belongings disposed of correctly. Personal belongings should be returned to the student and to reduce distress caused to student customers and eliminate accommodation replacing items and paying compensation costs.**

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

**No**

Who initiated or wrote the policy?

**Head of Accommodation**

Directorate responsible for devising and delivering the policy?

**Student Plus, Accommodation**

**Background to the Policy to be screened.**

Include details of any pre- consultations/consultations which have been conducted and/or whether the policy has previously been tabled at the University's Operating Board or the Standing Committee of the Senate.

Not applicable – Accommodation in-house policy and procedure

**B. Implementation factors**

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

If yes, are they

- financial?
- legislative?
- other?( please specify) \_\_\_\_\_

**C. Main stakeholders affected**

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 –Summer Bed and Breakfast residents

**D. Other policies with a bearing on this policy**

- what are they? (please list)  
.....None.....  
.....  
.....
- who owns them?  
.....  
.....  
.....  
.....

**E. Available evidence**

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

This means any data or information you currently hold in relation to the policy or have gathered during policy development. Evidence to inform the screening process may take many forms and should help you to decide who the policy might affect the most. It will also help ensure that your screening decision is informed by relevant data.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	No evidence or information identified that would have an impact
Political opinion	No evidence or information identified that would have an impact
Racial group	No evidence or information identified that would have an impact
Age	No evidence or information identified that would have an impact
Marital status	No evidence or information identified that would have an impact
Sexual orientation	No evidence or information identified that would have an impact
Men and women generally	No evidence or information identified that would have an impact
Disability	No evidence or information identified that would have an impact

Dependants	No evidence or information identified that would have an impact
------------	---

**F. Needs, experiences and priorities**

Having looked at the data/information you have collected in the question above, what does this tell you are the needs, experiences and priorities for the people who fall into the groups below, in relation to your policy<sup>1</sup>? And what is the actual or likely impact on equality of opportunity for those affected by the policy. (See appendix 1 for information on levels of impact).

Section 75 category	Details of needs/experiences/priorities and details of policy impact	Level of Impact
Religious belief	The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. A line has been added to the policy to state that particular care will be taken where belongings are of a personal, sensitive nature such as religious items. Residents shouldn't need to claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to religious belief. The policy potentially will have a positive impact regardless of religious belief.	Minor & positive

<sup>1</sup> If you do not have enough data to tell you about potential or actual impacts you may need to generate more data to distinguish what groups are potentially affected by your policy.

Political opinion	<p>The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. Residents shouldn't need to claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to political opinion. The policy should have no adverse impact on the grounds of political opinion.</p>	None
Racial group	<p>The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. Residents shouldn't need to claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to racial group. The policy should have no adverse impact with regards to racial group.</p>	None
Age	<p>The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are</p>	None

	<p>to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. Residents shouldn't need to claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to age. The policy should have no adverse impact with regards to age.</p>	
Marital status	<p>The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. Residents shouldn't need to claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to marital status. The policy should have no adverse impact with regards to marital status.</p>	None
Sexual orientation	<p>The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. Residents shouldn't need to</p>	None

	<p>claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to sexual orientation. The policy should have no adverse impact with regards to sexual orientation.</p>	
<p>Men and women generally</p>	<p>The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. Residents shouldn't need to claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to gender. The policy should have no adverse impact with regards to gender.</p>	<p>None</p>
<p>Disability</p>	<p>The policy and procedure states that all staff members who find belongings in a bedroom are to inform a housekeeper and alert the supervisor to attend a room. The Supervisor will decide if the items are to be disposed or labelled and brought to reception. The Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager. A line has been added in the policy to state that particular care will be taken where belongings are of a personal, sensitive nature, for example equipment related to disabilities. Residents shouldn't need to claim that any personal belongings left behind after checking out</p>	<p>Minor &amp; positive</p>



	have been disposed of by Accommodation staff specifically related to disability. The policy will potentially have a positive impact on persons with disabilities.	
Dependants	Residents shouldn't need to claim that any personal belongings left behind after checking out have been disposed of by Accommodation staff specifically related to dependents. The policy should have no adverse impact on persons with dependents.	None

## Part 2 Screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?</b>		
Section 75 category	Issue	Minor/major/none?
Religious belief	The policy will potentially have a positive impact.	Minor & positive
Political opinion	No adverse impact identified.	None
Racial group	No adverse impact identified.	None
Age	No adverse impact identified.	None

Marital status	No adverse impact identified.	None
Sexual orientation	No adverse impact identified.	None
Men and women generally	No adverse impact identified.	None
Disability	The policy will potentially have a positive impact.	Minor & positive
Dependants	No adverse impact identified.	None

**2 Are there any actions which could be taken to reduce any adverse impact which has been identified or opportunities to better promote equality of opportunity?**

Section 75 category	Issue	Mitigating Measure
Religious belief	A line has been added to the policy to say that particular care will be taken where belongings are of a personal, sensitive nature, for example religious items.	Minor & positive
Political opinion	N/A	None

Racial group	N/A	None
Age	N/A	None
Marital status	N/A	None
Sexual orientation	N/A	None
Men and women generally	N/A	None
Disability	A line has been added to the policy to say that particular care will be taken where belongings are of a personal, sensitive nature, for example, equipment relating to disabilities.	Minor & positive
Dependants	N/A	None

<b>3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?</b>		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	None	None

Political opinion	None	None
Racial group	None	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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		Policy has no impact
Political opinion		Policy has no impact
Racial group		Policy has no impact

## E Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, 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 of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

No data available on the impact of the policy on persons with multiple identities.
--

## F Disability Duties

### Disability Duties

Consider whether the policy:

- a) Discourages disabled people from participating in public life and fails to promote positive attitudes towards disabled people.

**No**

- b) Provides an opportunity to better positive attitudes towards disabled people or encourages their participation in public life.

**Yes, the policy highlights that Queen's Accommodation manages 3,385 bed spaces across a number of locations. Accommodation is available to students with disabilities which enables them to pursue study at Queen's University.**

### Part 3. Screening decision

Through screening, an assessment is made of the likely impacts, either major, minor or none, of the policy on equality of opportunity and/or good relations for the relevant categories. Completion of screening should lead to one of the following three outcomes; please mark an x in the appropriate box:

**'Screened out'** i.e. the likely impact is none and no further action is required

**'Screened out' with mitigation** i.e. the likely impact is minor and measures will be taken to mitigate the impact or an alternative policy will be proposed

**'Screened in' for an equality impact assessment (EQIA)** i.e. the likely impact is major and the policy will now be subject to an EQIA

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

The policy contains safeguards in circumstances where staff members find belongings after checkout. A supervisor will decide if the items are to be disposed of, packed or labelled. A Supervisor will always have the option to check with reception staff that the student has checked out or discuss the situation with their line manager.

A line has been added to the policy which says that particular care will be taken where items are of a personal, sensitive nature, for example religious items or equipment relating to disabilities.

If the decision is not to conduct an equality impact assessment, but the policy has minor equality impacts, please provide details of the reasons for this decision and of any proposed mitigating measures or proposed alternative policy.

Click here to enter text.

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

Click here to enter text.

## D Timetabling and prioritising

If the policy has been ‘**screened in**’ for equality impact assessment 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	

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

**No**

If yes, please provide details

## Part 4. Monitoring

Effective monitoring will help the University identify any future adverse impact arising from the policy which may lead the University to conduct an equality impact assessment, as well as help with future planning and policy development.

### Please detail how you will monitor the effect of the policy?

The policy will be monitored on a case to case basis. Responsibility will be taken by relevant staff to ensure policy and procedure is followed.

### What data is required in the future to ensure effective monitoring of the policy?

Not applicable

## Part 5 - Data Protection

If applicable, has legal advice been given due consideration?

Yes  No  N/A

Has due consideration been given to information security in relation to this policy?

Yes  No

## Part 6 - Approval and authorisation

Screened by:	Position/Job Title	Date
Michael Uprichard	Assistant Head of Accommodation	10/6/2019
Approved by:		
Richard Robinson	Head of Accommodation	11/6/2019



A copy of the screening form, for each policy screened, should be 'signed off' and approved by the senior manager responsible for the policy

In instances where a screening decision concludes that an EQIA is required then the screening form should be countersigned by a Director.

There may at times be policy issues which fall within the scope of being novel, contentious or politically sensitive and could only be taken forward following consultation with the University's Operating Board and/or Standing Committee of the Senate. Where a policy screening highlights such issues the screening form must be signed off by the Director prior to proceeding to the University's Operating Board and/or the Standing Committee of the Senate.

Following ratification, a copy of the approved screening form, and associated policy must be forwarded to the Diversity and Inclusion Unit for publication on the University's website.

## **ADDITIONAL INFORMATION TO INFORM THE ANNUAL EQUALITY PROGRESS REPORT TO THE EQUALITY COMMISSION**

1. Please provide details of any measures taken to enhance the level of engagement with individuals and representative groups as part of screening.

As there were no actual or likely impact on equality of opportunity for those affected by the policy, no measures were taken.

2. In developing this policy were any changes made as a result of equality issues raised during :

- (a) pre-consultation / engagement;
- (b) formal consultation;
- (c) the screening process; and/or
- (d) monitoring / research findings.

If so, please provide a brief summary including how the issue was identified, what changes were made, and what will be the expected outcomes / impacts for those affected.

NO

3. Does this policy / decision include any measure(s) to improve access to services including the provision of information in accessible formats? If so please provide a short summary.

NO

## Appendix 1

### Levels of Impact (Questions 6-9)

#### Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, you should consider the answers provided to the questions above.

In addition, the **screening questions** above further assist you in assessing your policy and must be completed. Some of these questions require you to assess the level of impact of the proposed policy on “equality of opportunity” and “good relations”. The scale used when assessing this impact is either “None”, “Minor” or “Major”. The following paragraphs set out what each of these terms mean.

If your conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then you may decide to screen the policy out. If a policy is ‘screened out’ as having no relevance to equality of opportunity or good relations, you should give details of the reasons for the decision taken.

If your conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If your conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to introduce:

- measures to mitigate the adverse impact; or
- an alternative policy to better promote equality of opportunity and/or good relations.

### **In favour of a 'major' impact**

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is 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.

### **In favour of 'minor' impact**

- 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.

### **In favour of none**

- a) The policy has no relevance to equality of opportunity or good relations.

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.