



NAME OF POLICY – 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
Guest policy for undergraduate students

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

Revised

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

To provide clear guidelines for all undergraduate students living in University accommodation on how many guest stays are permitted / how to book a guest in / guest procedure

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

If so, explain how.

All undergraduate students living in University accommodation and accommodation staff will benefit from the policy

Who initiated or wrote the policy?

Queen's Accommodation Management

Directorate responsible for devising and delivering the policy?

Student Plus – Queen's 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

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?

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legislative? i.e. Safeguarding / Health & Safety

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 – Potential applicants to accommodation & guests

D. Other policies with a bearing on this policy

- what are they? (please list)

- Health & Safety Policy
- Student Disability Policy
- Equality & Diversity Policy
- Student Well-being Strategy 2017-2021
- Supporting Students Under the age of 18 policy
- Code of Practice and Good Conduct in relation to children and vulnerable adults

- who owns them?

- Health & Safety Policy (University Safety Service)
- Student Disability Policy (Disability Services)
- Equality & Diversity Policy (Diversity & Inclusion, People & Culture)
- Student Well-being Strategy 2017-2021 (Disability Services)
- Supporting Students Under the age of 18 policy (Academic & Student Affairs)
- Code of Practice and Good Conduct in relation to children and vulnerable adults (Academic & Student Affairs)

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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.

Section 75 category	Details of evidence/information
Religious belief	No evidence available
Political opinion	No evidence available
Racial group	No evidence available
Age	No evidence available
Marital status	No evidence available
Sexual orientation	No evidence available
Men and women generally	No evidence available
Disability	No evidence available
Dependants	No evidence available

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 policy¹? 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	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays must be applied fairly and consistently.</p> <p>Queen's Accommodation enables students to choose a lifestyle option: single sex, no alcohol or quiet living. Those who have accepted lifestyle accommodation are required to maintain the ethos of that accommodation. Consumption of alcohol and members of the opposite sex are not permitted at any time in the lifestyle option.</p> <p>The policy is likely to have a positive impact regardless of religious belief.</p>	Minor and positive
Political opinion	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays must be applied fairly and consistently. The policy is likely to have a positive impact regardless of political opinion.</p>	None
Racial group	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure.</p> <p>The procedure for allowing / permitting guest stays</p>	Minor and positive

¹ 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.

	<p>must be applied equally and consistently. The policy states that GB and international students who may require guests to stay for a longer period must call in to reception and speak to a member of staff. The policy is therefore likely to have a positive impact regardless of racial group.</p>	
Age	<p>The procedure for allowing / permitting guest stays must be applied equally and consistently.</p> <p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure.</p> <p>All undergraduate students of any age are permitted a guest stay but the policy specifies that guests must be 18 years or over.</p> <p>Having reviewed the policy and given the age of consent is 16, and that DASA stipulate that students are in an adult environment and the University does not operate in <i>loco parentis</i>, we are changing the policy to state that guests must be 16 years or over regardless as to whether the resident student themselves is under or over 18.</p>	Minor & positive
Marital status	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays must be applied equally and consistently. The policy is likely to have a positive impact regardless of marital status.</p>	None
Sexual orientation	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays must be applied equally and consistently. The policy is likely to have a positive impact regardless of sexual orientation.</p>	None
Men and women generally	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays must be applied</p>	Minor and positive

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	<p>equally and consistently.</p> <p>Queen's Accommodation enables students to choose a lifestyle option: single sex, no alcohol or quiet living. Those who have accepted lifestyle accommodation are required to maintain the ethos of that accommodation. Members of the opposite sex are not permitted at any time in single sex accommodation.</p> <p>The policy is likely to have a positive impact regardless of gender.</p>	
Disability	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays must be applied equally and consistently. The policy states if a guest has a disability or any temporary condition that may affect their evacuation (e.g. leg injury), a member of staff at reception, must be informed and a GEEP completed.</p> <p>In addition, the application for a guest stay at Queen's accommodation contains a section in which a guest should indicate whether they have a disability or long term condition which would affect their ability to evacuate the accommodation in case of emergency.</p> <p>The policy is likely to have a positive impact on persons with disabilities or long term conditions.</p>	Minor & positive
Dependants	<p>The aim of the policy is to provide clear guidelines for all undergraduate students living in accommodation on how many guest stays are permitted / how to book a guest in / guest procedure. The procedure for allowing / permitting guest stays must be applied equally and consistently. The policy has been reviewed and all guests must be 16 years or over but where an undergraduate student has a dependent under the age of 16 wishing to stay, they must contact reception and speak to a member of staff.</p> <p>The policy is likely to have a positive impact on persons with and persons without dependents.</p>	Minor & positive

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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?		
Section 75 category	Issue	Minor/major/none?
Religious belief	The policy is likely to have a positive impact on equality of opportunity for all students, including on the grounds of religious belief.	Minor & positive
Political opinion	No adverse impact identified.	None
Racial group	The policy is likely to have a positive impact on equality of opportunity for all students, including on the grounds of race.	Minor & positive
Age	The policy is likely to have a positive impact on equality of opportunity for all students, including on the grounds of age.	Minor & positive
Marital status	No adverse impact identified.	None
Sexual orientation	No adverse impact identified.	None
Men and women generally	The policy is likely to have a positive impact on equality of opportunity for all students, including on the grounds of gender.	Minor and positive

Disability	The policy is likely to have a positive impact on equality of opportunity for all students, including on the grounds of disability or long term conditions.	Minor and positive
Dependants	The policy is likely to have a positive impact on equality of opportunity for all students, including on those with dependants.	Minor & positive

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	N/A	None
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	N/A	None
Dependants	N/A	None

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?

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	If Yes , provide details	If No , provide reasons

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category		
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. Queen's Accommodation is available to students with disabilities which enables them to pursue study at Queen's University and to have guests to stay with them throughout the duration of their contract. The policy provides that where a guest has a disability or any temporary condition that may affect their evacuation e.g., leg injury, a member of staff at reception must be informed.

A member of staff will meet with the guest and a GEEP (General Emergency Evacuation Plan) will be completed. The guest & staff member will sign the GEEP and it will be passed to the Operations Manager for any follow up or additional requirements.

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

Yes, see above.

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

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

The policy has been reviewed and no adverse impacts have been identified in respect of the Section 75 Groups. However, the policy will be monitored and reviewed to identify if any potential adverse impacts arise. A section has been added to the policy on monitoring and review.

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.

See above

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

See above

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?

An annual accommodation mid-year survey via Survey Monkey will allow the Accommodation Team to gain feedback on the Guest Policy and monitor its effectiveness. We also encourage students to provide feedback (both compliments and complaints) throughout the year through a dedicated email address accommodationfeedback@qub.ac.uk and this would allow us to monitor the effect of the policy.

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
Kathryn Briggs	Customer Relations Officer	6 April 2020
Approved by:		
Richard Robinson	Head of Accommodation	6 April 2020

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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.

N/A

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.

Legal advice was sought in relation to the age of guests and the decision was taken by Accommodation Management to change the age restriction to 16 years or over.

As a result of the screening, the policy has been amended to include a section on monitoring and review which may identify if any potential adverse impacts arise in relation to any of the section 75 groups. The policy now includes a section in regards to undergraduate students who may have a dependant under the age of 16 coming to stay.

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.