



## **NIFRS Screening Report 01.01.2023 to 31.12.23**

### **Introduction**

Section 75 of the Northern Ireland Act 1998 requires Northern Ireland Fire & Rescue Service (NIFRS), when carrying out its functions in relation to Northern Ireland, to have due regard to the need to promote equality of opportunity between nine categories of persons, namely:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

Without prejudice to its obligations above, NIFRS must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Our Equality Scheme outlines how NIFRS will fulfil our statutory duties under Section 75. NIFRS gave a commitment to apply screening methodology (outlined below) to all new and revised policies and where necessary and appropriate to subject new policies to further equality impact assessment.

### **Screening Methodology**

For new or revised policies NIFRS will consider:-

- What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?
- Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?
- To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group?
- Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

The above criteria have been applied to new policies and proposals to determine if there are any impacts on equality of opportunity and/or good relations. An impact can be major, minor or none.

If after initial screening it has been determined that the policy/procedure/strategy will have major issues relating to equality, it will be necessary to consider a more detailed exercise called an equality impact assessment (EQIA).

This screening report outlines the screening outcomes for the period 01.01.2023 to 31.12.23.

Screening Date	Policy	Aim	Screening Outcome	Decision
Jan 2023	Strategic Risk Management Policy	NIFRS Strategic Risk Management Policy & Procedure applies a strategic and systematic approach for evaluating and addressing the impacts of risks and for approving their inclusion in the Strategic Risk Register.	<p>The primary objective of the Policy is to provide a mechanism through which significant risks to the achievement of the organisations Strategic Objectives can be identified; evaluating their potential consequences; and implementing the most effective way of controlling them.</p> <p>Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.</p>	Screened Out

4 May 2023	False Alarm Policy	The purpose of the Policy is to detail Northern Ireland Fire & Rescue Service (NIFRS) protocols for the effective management of Automatic Fire Alarms (AFAs). The policy details expectations for NIFRS staff, fire alarm monitoring organisations, fire alarm installers, fire alarm maintainers and the end users of fire alarm systems.	<p>The aims of this Policy are to:</p> <ul style="list-style-type: none"> <li>• provide a proportionate and consistent response to AFAs;</li> <li>• reduce the number of false alarms and unnecessary mobilisations of NIFRS resources;</li> <li>• provide engagement advice to stakeholders on how to manage their systems and reduce false alarms; and</li> <li>• support managers of premises to comply with fire safety legislation.</li> </ul> <p>Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.</p>	Screened out
June 2023	Appeals Policy Skills for Justice Awards	NIFRS objective is working to achieve Skills for Justice Awards (SFJA) Quality Assurance Framework and SFJA Centre Approval status. To do so NIFRS must adhere to the Skills for Justice Awards – Candidate appeals policy and therefore SFJA Candidate appeals policy has been adopted.	<p>The Implementation of this policy involves considering all factors that could hinder or contribute positively to its execution.</p> <p>Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.</p>	Screened out

June 2023	Malpractice Policy Skills for Justice Awards	The aim of the Policy is to promote accountability and create an environment of openness within NIFRS Skills for Justice Awards activities.	This policy establishes guidelines to encourage the reporting of allegations related to malpractice and maladministration, ensuring transparency and maintaining the integrity of awards activities.  Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.	Screened out
June 2023	Conflict of Interest Skills for Justice Awards	NIFRS is engaged in efforts to achieve the Skills for Justice Awards Quality Assurance Framework and Skills for Justice Awards Centre Approval Centre Status. This requires adherence to the Skills for Justice Awards – Conflict of Interest Procedure.	This procedure outlines the guidelines for handling and disclosing potential conflicts of interest that may arise .  Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.	Screened out
July 2023	Information Governance Policy	This Policy supports the principles of the Information Governance Strategy and Information Governance Framework; which is based upon national best practice models including the Health & Social Care (HSC) Information Management Controls Assurance Standard.	NIFRS aspires to reach the highest standards included within the Information Governance Framework and is committed to using the HSC Information Management Assurance Checklist against it, to achieve this.  Screening indicates that the policy is likely to	Screened out

		Through the Information Management Assurance Checklist, NIFRS can ensure that it maintains information in a manner that effectively services its needs and those of its stakeholders in line with appropriate legislation.	have no adverse impact on equality of opportunity.	
August 2023	Information Governance Strategy	<p>The Information Governance Strategy supports the principles of the Information Governance Framework which is based upon national best practice models including the Health &amp; Social Care (HSC) Information Management Controls Assurance Standard.</p> <p>Through the Information Management Assurance Checklist, NIFRS can ensure that it maintains information in a manner that effectively services its needs and those of its stakeholders in line with appropriate legislation.</p>	<p>The objectives of this document are to maximise the value of organisational assets by ensuring that data is:</p> <ul style="list-style-type: none"> <li>&gt; held securely and confidentially;</li> <li>&gt; obtained fairly and lawfully;</li> <li>&gt; recorded accurately and reliably;</li> <li>&gt; used effectively and ethically; and</li> <li>&gt; shared and disclosed appropriately and lawfully.</li> </ul> <p>Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.</p>	Screened out
August 2023	Information Management Risk Procedure	To ensure that information assets and information systems are used and managed effectively, efficiently and ethically, and related risks are managed, NIFRS has produced this	<p>This procedure has been created to:</p> <ul style="list-style-type: none"> <li>&gt; Protect NIFRS, its employees and its users from information risks where the likelihood of occurrence and the consequences are significant;</li> <li>&gt; Provide a consistent risk management framework in which information risks will be</li> </ul>	Screened out

		<p>procedure, to ensure that –</p> <ul style="list-style-type: none"> <li>&gt; Employees are aware of their obligations in terms of information riskassessment; and</li> <li>&gt; Organisational information risks are being identified; assessed and appropriate action is being taken, based on the organisation risk appetite, to manage/mitigate risks.</li> </ul>	<p>identified, considered and addressed in key approval, review and control processes;</p> <ul style="list-style-type: none"> <li>&gt; Encourage pro-active rather than re-active risk management;</li> <li>&gt; Provide assistance to and improve the quality of decision making throughoutNIFRS; and</li> <li>&gt; Assist in safeguarding NIFRS information assets.</li> </ul> <p>Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.</p>	
July 2023	Data Protection Policy	<p>NIFRS is committed to protecting the privacy of individuals and will ensure that it handles all personal information in a manner that complies with UK GDPR.</p> <p>This policy sets out how personal data must be collected, handled and stored to meet data protection standards and to comply with the law.</p>	<p>The Data Protection Policy will ensure that:</p> <ul style="list-style-type: none"> <li>&gt; information and information systems are managed, maintained and used in a way that complies with UK GDPR whilst continuing to deliver information which is relevant, timely and accurate;</li> <li>&gt; all employees know, understand and implement the provisions of UK GDPR; and</li> <li>&gt; all employees abide by both their contractual and common law duty of confidentiality with regards to the data they handle in the course of their business.</li> </ul> <p>Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.</p>	Screened out

July 2023	Data Quality Policy	Ensuring that data and information is of an appropriate quality for its purpose underpins the usefulness of information. Poor data quality can have a negative impact on all NIFRS functions from service provision through to performance management and decision-making, as well as affecting overall efficiency.	This Policy applies to all data within NIFRS and applies to all those involved in collecting and entering data and those responsible for the management of those information assets.  Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.	Screened out
July 2023	Data Sharing Protocol	The aim of this document is to define how NIFRS should share data with outside bodies and partners. It will provide the basic principles to ensure NIFRS is compliant with relevant legislation as well as its own policies and procedures.	The aim of any Data Sharing Protocol (DSP) is to define how information should be treated between organisations. These protocols provide a way to help organisations to understand and comply with their legal obligations.  Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.	Screened out
August 2023	Freedom of Information Policy	NIFRS recognises the importance of the Freedom of Information Act 2000 (FOI). The Act gives people the right to request information from public authorities. It is intended to promote a culture of openness and accountability	This Policy will establish a framework to enable NIFRS to meet its statutory obligations under the FOI Act. It will demonstrate and deliver, by words and action, commitment to openness and accountability and to servicing the public's	Screened out

		amongst public sector bodies, and therefore facilitate better public understanding of how public authorities carry out their duties, why they make the decisions they do, and how they spend public money.	general right of access to information held by NIFRS.  Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.	
August 2023	Information Governance Framework	This Framework sets out how NIFRS will meet its information governance obligations and outlines the underlying operational policies and procedures which will enable NIFRS to fulfil its information governance responsibilities. This framework brings together all of the requirements, standards and best practice that apply to the handling of confidential, business sensitive and personal information.	The aim of this Framework is to set out how NIFRS will effectively manage Information Governance and achieve compliance.  Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.	Screened out
August 2023	Personal Data Breach Procedure	NIFRS collects, holds, processes, and shares personal data, a valuable asset that needs to be suitably protected.  Breaches of information confidentiality, integrity, or availability may result in harm to individual(s),	The purpose of this procedure is to provide a framework within which NIFRS will ensure:  > Compliance with the legislative requirements and > Early identification and containment of any breaches.  Screening indicates that the policy is likely to have no adverse impact on equality of	Screened out



		reputational damage, detrimental effect on service provision, legislative non-compliance, and/or financial penalties.	opportunity.	
August 2023	TV Licencing Policy	This Policy sets out the appropriate actions and guidance to ensure that NIFRS complies with the Communications Act 2003.	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> <li>&gt; Provide clear guidance to all NIFRS employees on TV licencing requirements.</li> <li>&gt; Detail how NIFRS will meet the statutory legal requirements of the governing legislation and provide assurance to the NIFRS Board as to this compliance.</li> </ul> <p>Screening indicates that the policy is likely to have no adverse impact on equality of opportunity.</p>	Screened out
September 2023	Wholetime Firefighter 2023 Recruitment Process	A Wholetime Firefighter Recruitment Project Group was established to develop and progress the project plan for implementing Wholetime Firefighter recruitment Campaign in 2023.	<p>The screening exercise identified some likely impacts upon equality of opportunity at a minor level. In order to mitigate such impacts NIFRS will implement a number of interventions including:</p> <ul style="list-style-type: none"> <li>&gt; community, gender and ethnic minority based outreach programmes,</li> <li>&gt; signposting applicants to qualification providers,</li> <li>&gt; deferring the date to evidence qualifications and driving licence to the final stage</li> </ul>	Screened out with mitigations

			<p>&gt; modify strength selection tests at initial stages and develop and provide access to strength and fitness program and guidance. Thus supporting applicants to be able to demonstrate mandatory 30kg strength test at pre-employment fitness tests.</p> <p>To ensure there is no significant detrimental impact due to the introduction of strength related tests, at various stages, NIFRS will continually capture and monitor relevant data to inform future recruitment processes.</p>	
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If you have any queries about this document and its availability in alternative formats then please contact:

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