# CITB master artwork1 jpeg

**Screening Template**

**The Industrial Training Levy (Construction Industry) Order 2023**

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| --- | --- |
| CITB NI  Nutts Corner Training Centre  17 Dundrod Road  Crumlin  BT29 4SR | IIP_LOGO_BLACK |

**SCREENING TEMPLATE**

**1 Screening Flow Chart**

Policy Scoping

* + Policy
  + Available data

Screening Questions

* Apply screening questions
* Consider multiple identities

Screening Decision None/Minor/Major

Mitigate

Publish Template

Re-consider screening

Publish Template

for information

Publish Template

EQIA

Monitor

**‘None’**

Screened out

**‘Major’**

Screened in for EQIA

**‘Minor’**

Screened out with mitigation

Concerns raised with evidence

Concerns raised with evidence re: screening decision

**2 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.

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

**2.1 Information about the policy**

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| --- |
| Name of the policy  The Industrial Training Levy (Construction Industry) Order (Northern Ireland) made annually.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is this an existing, revised or a new policy?  This is an existing policy to implement a Levy rate and exemption threshold across the Construction Industry in Northern Ireland in compliance with Clause 23 of the Industrial Training (Northern Ireland) Order 1984  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What is it trying to achieve? (intended aims/outcomes)  By applying this training levy across the industry the cost of ensuring an adequate supply of trained and qualified individuals to the industry is shared. CITB NI meets its legislative obligations by ensuring the adequate training of those employed or intending to be employed in the Construction Industry in Northern Ireland.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are there any Section 75 categories which might be expected to benefit from the intended policy?  If so, explain how.  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who initiated or wrote the policy?  Construction Industry Training Board (CITB) NI in accordance with requirements of its legislative duties set by the NI Assembly  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who owns and who implements the policy? Construction Industry Training Board (CITB) NI on behalf of the NI Assembly and Partnership Department |

**2.2 Implementation factors**

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

If yes, are they

X

financial

X

legislative

other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.3 Main stakeholders affected**

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

X

staff

X

service users

other public sector organisations

voluntary/community/trade unions

X

other, please specify Construction Employers and employees

**2.4** [**Other policies with a bearing on this policy**](#Onefour)

* what are they?

1964 No.145 Industrial Training Construction Industry Training Board Order The Industrial Training (Northern Ireland) Order 1984 (No 1159 (NI 9)).

Income Tax (Earnings and Pensions) Act 2003

* who owns them?

CITB NI

UK Legislation

**2.5 Available evidence**

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

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

|  |  |
| --- | --- |
| **Section 75 category** | **Details of evidence/information** |
| Religious belief | The Levy Order is introduced annually on 31 August each year, to enable CITB NI to collect levy from the industry and carry out its functions, including the payment of training grant to construction employers.  The Equality Commission’s 32nd Monitoring Report for 2021 indicates no change in the composition of the construction workforce from the previous year, with 42.4% Protestant and 57.6% Roman Catholic. This indicates a skew towards Roman Catholic workers in the construction sector as compared with the general population in Northern Ireland.  We do not hold information on the religious make-up of the breakdown between the larger employers required to pay a levy or the smaller construction employers, who are exempt. |
| Political opinion | We do not hold information on the political opinion of the larger employers required to pay a levy or the smaller construction employers, who are exempt. Neither do we have any data regarding the political opinions held by construction workers in Northern Ireland in general. |
| Racial group | We do not hold information on the racial groups of workers employed by the smaller construction employers. Neither do we have any data regarding the racial make-up of workers employed in the industry in Northern Ireland in general.  Through our work we promote CITB NI services to the industry and groups of employees within the industry including females. Promotional imagery regularly features females and ethnic minorities. |
| Age | CITB NI does not hold data regarding the age profile of workers employed within the construction industry in Northern Ireland.  However young people are regularly targeted by CITB NI as potential new entrants into the industry. This work includes careers information, apprenticeships and Skillbuild NI competition. |
| Marital status | CITB NI does not hold data regarding the Marital status of workers employed within the Construction Industry in Northern Ireland |
| Sexual orientation | CITB NI does not hold data regarding the sexual orientation of workers within the Construction Industry in Northern Ireland. |
| Men and women generally | Women make up approx. 13% of the workforce employed within the construction industry in Northern Ireland. However, is it likely that only about 1% are employed within the crafts.  CITB NI regularly target females as potential new entrants into the industry via various services including, Women in construction network, female construction ambassadors, mentoring, female imagery in promotional activities and case studies on successful females within the industry. |
| Disability | CITB NI does not hold data regarding disabilities among workers employed within the construction industry in Northern Ireland. |
| Dependants | CITB NI does not hold data regarding whether or not construction works employed within the industry in Northern Ireland have dependants. |

**2.6 Needs, experiences and priorities**

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

|  |  |
| --- | --- |
| **Section 75 category** | **Details of needs/experiences/priorities** |
| Religious belief | The Levy Order is introduced annually on 31 August each year, to enable CITB NI to collect levy from the industry in order that the organisation can carry out its functions, duties and powers in ensuring the adequate training of those employed, or intending to be employed within the construction industry in Northern Ireland. The rate is set annually. |
| Political opinion | As above |
| Racial group | As above |
| Age | As above |
| Marital status | As above |
| Sexual orientation | As above |
| Men and women generally | As above |
| Disability | As above |
| Dependants | As above |

**3 Screening questions**

**Introduction**

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider published guidance.

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

If the public authority’s 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 the public authority’s 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:

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

**In favour of a ‘major’ impact**

1. The policy is significant in terms of its strategic importance;
2. 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;
3. 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;
4. 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;
5. The policy is likely to be challenged by way of judicial review;
6. The policy is significant in terms of expenditure.

**In favour of ‘minor’ impact**

1. The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
2. 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;
3. 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;
4. By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

**In favour of none**

1. The policy has no relevance to equality of opportunity or good relations.
2. 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.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions next and indicate the level of impact on the group i.e. minor, major or none.**3.1 Screening questions**

|  |  |  |
| --- | --- | --- |
| 3.1.1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none | | |
| Section 75 category | Details of policy impact | Level of impact? minor/major/none |
| Religious belief | The legislation will neither actively promote, nor adversely affect, equality of opportunity between different religious beliefs.  The levy will be applied equally to all construction employers, irrespective of religious denomination. | None |
| Political opinion | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different political opinions.  The levy will be applied equally to all construction employers, irrespective of political opinion. | None |
| Racial group | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different racial groups.  The levy will be applied equally to all construction employers, irrespective of racial group. | None |
| Age | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different ages.  The levy will be applied equally to all construction employers, irrespective of the age of their staff. | None |
| Marital status | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different marital status.  The levy will be applied equally to all construction employers, irrespective of the marital status of their staff. | None |
| Sexual orientation | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different sexual orientation.  The levy will be applied equally to all construction employers, irrespective of the sexual orientation of their staff. | None |
| Men and women generally | The legislation will neither actively promote, nor adversely affect, equality of opportunity between sexes.  The levy will be applied equally to all construction employers, irrespective of the gender of their staff. | None |
| Disability | The legislation will neither actively promote, nor adversely affect, equality of opportunity between persons with or without a disability.  The levy will be applied equally to all construction employers, irrespective of whether their staff have or do not have disabilities. | None |
| Dependants | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people with or without dependants.  The levy will be applied equally to all construction employers, irrespective of whether their staff have or do not have dependants. | None |

|  |  |  |
| --- | --- | --- |
| 3.1.2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories? | | |
| Section 75 category | If **Yes**, provide details | If **No**, provide reasons |
| Religious belief |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between different religious beliefs. The levy will be applied equally to all construction employers, irrespective of religious denomination. |
| Political opinion |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different political opinions. The levy will be applied equally to all construction employers, irrespective of political opinion. |
| Racial group |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different racial groups. The levy will be applied equally to all construction employers, irrespective of racial group. |
| Age |  | This legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different ages. The levy will be applied equally to all construction employers, irrespective of the age of their staff. |
| Marital status |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different marital status. The levy will be applied equally to all construction employers, irrespective of the marital status of their staff. |
| Sexual orientation |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people of different sexual orientation. The levy will be applied equally to all construction employers, irrespective of the sexual orientation of their staff. |
| Men and women generally |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between sexes. The levy will be applied equally to all construction employers, irrespective of the gender of their staff. |
| Disability |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between persons with or without a disability. The levy will be applied equally to all construction employers, irrespective of whether their staff have or do not have disabilities. |
| Dependants |  | The legislation will neither actively promote, nor adversely affect, equality of opportunity between people with or without dependants. The levy will be applied equally to all construction employers, irrespective of whether their staff have or do not have dependants. |

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| --- | --- | --- |
| 3.1.3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none | | |
| Good relations category | Details of policy impact | Level of impact minor/major/none |
| Religious belief | The Levy rate is introduced annually on 31 August to enable CITB NI to fulfil its duties, functions and powers. The rate is applied equally across all employers. | None |
| Political opinion | As above | None |
| Racial group | As above | None |

|  |  |  |
| --- | --- | --- |
| 3.1.4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group? | | |
| Good relations category | If **Yes**, provide details | If **No**, provide reasons |
| Religious belief |  | No, CITB NI levy and operations are conducted without reference or knowledge of religious beliefs |
| Political opinion |  | No CITB NI levy and operations are conducted without reference or knowledge of political opinion |
| Racial group |  | No CITB NI levy and operations are conducted without reference or knowledge of race |

**3.2 Additional considerations**

**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).*

No

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

N/A

**4 Screening decision**

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

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| --- |
| The Levy Order is introduced annually on 31 August each year, to enable CITB NI to fulfil its functions, duties and powers by collecting a levy from the industry.  CITB NI then uses the levy collected to ensure the adequate training of those employed, or intending to be employed, within the Construction Industry in Northern Ireland through the provision of various services.  The Levy is based on a 0.55 % of employer’s emoluments. A threshold is applied (currently £80K), below which no levy is payable, having the effect of exempting small employers.  These small employers along with all levy paying employers, are entitled to avail of all CITB NI services which includes training grant.  CITB NI through is policies and processes, ensures the levy is applied equally across all employers considered in-scope. These processes include identification of new registrations, levy auditing, scope challenge processes and debt recover when necessary. |

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

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| --- |
| N/A |

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

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**5 Timetabling and prioritising**

If the policy has been **‘screened in’** for equality impact assessment, then please 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 a public authority’s functions |  |

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority’s Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

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

If yes, please provide details

**6 Monitoring**

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

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

**7 Approval and authorisation**

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| --- | --- | --- |
| **Screened by:** | **Position/Job Title** | **Date** |
| Elaine Doran | HR/Equality Manager | 12/06/2023 |
| **Approved by:** |  |  |
| Barry Neilson | Chief Executive | 12/06/2023 |

Note: A copy of the Screening Template, for each policy screened should be ‘signed off’ and approved by a senior manager responsible for the policy, made accessible on CITB NI website as soon as possible following completion and made available on request.

**Please forward a copy of the completed Screening Form to:-**

Human Resources Manager

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