

**Northern Ireland Local Government Officers' Superannuation Committee
Equality screening report – 1 October to 31 December 2016**

Policies screened in Q3 of 2016/2017

Policy title	Aim of policy	New / existing policy	Date of screening	Screening decision
Policy Statement on Determination of Compassionate Grounds for Early Payment of Deferred Benefits	The Policy Statement sets out the manner in which NILGOSC will exercise its discretion in relation to when it will agree to the early payment of deferred benefits for persons over the age of 50 who became deferred members during the period 15 August 1975 to 31 January 2003. Decisions will be based on compassionate grounds and on financial hardship. The policy sets out the criteria or circumstances in which NILGOSC will consider as constituting compassionate grounds or financial hardship and the evidence they will require to make a decision.	Existing	12/09/2016	Screened out with mitigation.
Communications Policy	The Communications Policy outlines how NILGOSC will communicate with members, representatives of members, prospective members and employing authorities. It also sets out how NILGOSC communicates with its staff internally as well as with other external bodies such as DWP and HMRC. In particular, the policy covers the provision of information and the publicity of the Scheme; the format, frequency and method of distributing such information or publicity; and the promotion of the Scheme to prospective members and their employing authorities.	Existing	12/09/2016	Screened out with mitigation.
Shared Parental Leave Policy	The aim of this policy is to help employees to combine their career with family responsibilities, and to help NILGOSC retain key skills. This policy complies with both the letter and spirit of the law on parental leave rights, and it reflects the enhanced benefits as laid down by the National Joint Council.	New	28/10/2016	Screened Out.
Staff Code of Conduct	The Staff Code of Conduct is intended to provide guidance on the conduct expected of members of NILGOSC staff. It expresses obligations that already exist in legislation or are communicated or implied in staff terms and conditions of employment.	Existing	29/12/2016	Screened Out.

Northern Ireland Local Government Officers' Superannuation Committee
Equality screening report – 1 October to 31 December 2016

Policies scheduled for screening in Q4 of 2016/2017

Policy title	Aim of policy	New / existing policy
Recruitment and Selection Policy and Procedure	This procedure is intended to define, as clearly and precisely as possible, the basis on which NILGOSC will seek to fill vacancies, with the criteria for selection being based on merit and suitability for the post. It also provides an outline of the process to be followed when recruiting new members of staff.	Existing
Information Security Policy	The aim of Information Security Policy is to ensure that: (i) All NILGOSC IT Systems and electronic interconnections with others have appropriate countermeasures in place so as to maintain: <ul style="list-style-type: none"> • Confidentiality - By ensuring information is accessible only to authorised persons • Integrity - By safeguarding the accuracy and completeness of information • Availability - By ensuring that information is available when and where required (ii) All NILGOSC users understand their responsibilities with regard to information held on the internal IT systems, or on the systems of third parties. (iii) All information exchanged with third parties is protected effectively against unauthorised disclosure, modification, unavailability or destruction, whether intentional or unintentional.	Existing
Use of Irish in Official Business Policy	This purpose of this policy is to define, as clearly as possible, how to respond to business requests in Irish.	Existing
Health and Safety Policy	NILGOSC has established a Healthy and Safety Policy to provide and maintain a safe and healthy working environment for NILGOSC employees and visitors.	Existing