

Section 75 Screening Form

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.

Public authorities should remember that the 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).

Information about the policy

Name of the policy

The Social Security (Miscellaneous Amendments) Regulations (Northern Ireland) 2026

Is this an existing, revised or a new policy?

Revised

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

The Social Security (Miscellaneous Amendments) Regulations (Northern Ireland) 2026 introduce a series of legislative amendments affecting Universal Credit (UC) (Universal Credit Regulations (Northern Ireland) 2016 and Universal Credit (Transitional Provisions) Regulations (Northern Ireland) 2016), Pension Credit (PC) (State Pension Credit Regulations (Northern Ireland) 2003),

Housing Benefit (HB) (Housing Benefit Regulations (Northern Ireland) 2006 and Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations (Northern Ireland) 2006), Personal Independence Payment (PIP) (Personal Independence Payment (Transitional Provisions) Regulations (Northern Ireland) 2016), and Employment and Support Allowance (ESA) (Employment and Support Allowance Regulations (Northern Ireland) 2008). The Regulations also amend the Social Security (Recovery of Benefits) Regulations (Northern Ireland) 1997, the Social Security (Recovery of Benefits) (Lump Sum Payments) Regulations (Northern Ireland) 2008 and the Social Security (Overpayment and Recovery) Regulations (Northern Ireland) 2016.

The measures include regulatory clarifications, the introduction of a new compensation payment disregard, the implementation of a legal judgment, technical amendments to ensure that legislation accurately reflects existing policy intent, an increase in the rate of recovery for certain overpayments, and the correction of a drafting error.

The package includes:

- **Republic of Ireland Mother and Baby Institutions Payment Scheme Disregard:** introduction of a capital and income disregard to ensure compensation and health support payments paid under the Scheme are disregarded when assessing entitlement to income-related benefits.
- **Temporary Absence Abroad – Pension Credit:** correction of a drafting omission relating to the conditions for extended entitlement during temporary absences abroad.
- **Mileage Allowance Relief and Universal Credit:** clarification that Mileage Allowance Relief is to be claimed through HMRC rather than through Universal Credit.
- **Fraud-Related Overpayment Recovery from Pension Credit:** correction of a legislative oversight to align Pension Credit recovery provisions with existing policy across the wider benefit system.
- **PIP Transitional Provisions Amendment:** clarification of entitlement arrangements where a claimant moving from Disability Living Allowance (DLA) to PIP is subsequently found to have had good reason for failing to comply with a PIP claim requirement.
- **Universal Credit Transitional Protection:** implementation of a change to how Transitional Protection is reduced when Carer Element and Limited

Capability for Work/Limited Capability for Work Related Activity elements replace one another.

The intended outcome of these Regulations is to improve the clarity, consistency and integrity of the Northern Ireland social security framework by ensuring that legislation accurately reflects established policy intent, relevant legal judgments and operational practice. The amendments correct technical and drafting anomalies, reduce the risk of incorrect or inconsistent decision-making, and minimise avoidable disputes or appeals. They also provide targeted protection for claimants affected by specific legislative anomalies, including those impacted by transitional protection issues, DLA to PIP transfer provisions, and recognised compensation or redress schemes.

Subject to completion of the legislative process and Assembly approval, the Social Security (Miscellaneous Amendments) Regulations (Northern Ireland) 2026 are expected to come into operation on 30 October 2026.

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

Yes

If Yes, explain how.

Some Section 75 groups may benefit from specific measures. In particular, older people may benefit from the proposed disregard of payments made under the Republic of Ireland Mother and Baby Institutions Payment Scheme, as a significant proportion of those eligible are expected to be over State Pension age.

Women may also benefit from this disregard, reflecting both the nature of the scheme and the demographic profile of former residents who are likely to receive payments.

Disabled people may benefit from the PIP Transitional Provisions amendment, which protects continuity of DLA where good reason is accepted, and from the UC Transitional Protection amendment, which protects affected claimants where carer and health-related elements interact. Claimants with dependants or caring relationships may benefit indirectly where the amendments support continuity of benefit entitlement.

Who initiated or wrote the policy?

The policy proposals originate from corresponding changes being progressed in Great Britain by the Department for Work and Pensions. The Northern Ireland Regulations have been developed by the Department for Communities in line with the principle of maintaining parity, where appropriate, with the social security system in Great Britain.

Who owns and who implements the policy?

The Department for Communities owns and will implement the policy in Northern Ireland. Implementation will involve relevant operational delivery areas and, where applicable, delivery partners responsible for affected benefits.

Implementation factors

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

If yes, are they

- ☐ financial
- ☒ legislative
- ☐ other, please specify _____

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 _____

Other policies with a bearing on this policy

What are they and who owns them?

The policy has a bearing on existing Northern Ireland social security legislation and operational policy relating to Universal Credit, Pension Credit, Housing Benefit, Personal Independence Payment, Employment and Support Allowance, recovery of benefits and recovery of overpayments, all of which sit under the Department for Communities. The policy also sits within the wider policy context of maintaining parity, where appropriate, with corresponding social security provision in Great Britain. It also sits alongside redress/compensation disregard policy, including Northern Ireland's Truth Recovery Redress arrangements which sits under the authority of the Executive Office (TEO).

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 Department for Communities does not collect data relating to religious belief. As the Regulations do not differentiate between claimants based on religious belief, no adverse impact on people of different religious belief is expected.

Section 75 category	Details of evidence/information
Political opinion	The Department for Communities does not collect data relating to political opinion. As the Regulations do not differentiate between claimants based on political opinion, no adverse impact on people of different political opinion is expected.
Racial group	The Department for Communities does not hold information in relation to a person's racial group. As the Regulations do not differentiate between claimants based on racial group, no adverse impact on people of different racial groups is expected.
Age	The Department for Communities holds some information, but not a complete dataset in relation to age groups for the NI population. These regulations will impact claimants in receipt of both working age and pension age benefits. In February 2026¹, 272,280 claimants were in receipt of UC. 237,490 were under 60 and 34,790 were either 60+ or their age was unknown. We cannot confirm how many were of state pension age. In February 2026², 60,150* claimants were in receipt of PC. 9,090 were aged 66-69, 11,700 aged 70-74, 15,440 aged 75-79, 12,160 aged 80-84, 7,300 aged 85-89 and 4,470 aged 90 and over. In February 2026³, 229,620 claimants were in receipt of PIP. 19,230 were aged 16-24, 24,280 aged 25-34, 32,960 aged 35-44, 40,670 aged 45-54, 71,050 aged 55-65 and 41,430 aged 66+.

¹ [Universal Credit Statistics - February 2026 | Department for Communities](#)

² [Pension Credit Summary Statistics - February 2026](#)

³ [Personal Independence Payment Statistics - February 2026 | Department for Communities](#)

Section 75 category	Details of evidence/information
	In February 2026⁴, 56,330 claimants were in receipt of ESA. 10 were aged under 18, 160 aged 18-24, 2,480 aged 25-34, 7,500 aged 35-44, 13,530 aged 45-54, 12,610 aged 55-59, 19,940 aged 60-65 and 100 were aged 66 and over. The Mother and Baby Institutions Payment Scheme is expected to affect an older cohort, reflecting the period during which the relevant institutions operated. The disregard may therefore particularly benefit older claimants in receipt of Pension Credit and/or pension-age Housing Benefit. As the Regulations do not make any direct provision in relation to age, no adverse impact on people of different age is expected. *Note: Due to rounding of figures to the nearest 10, totals may not equal the sum of their component parts.
Marital status	The Department for Communities holds some information, but not a complete dataset in relation to marital status for the NI population. As the Regulations do not differentiate between claimants based on marital status, no adverse impact on people of different marital status is expected.
Sexual orientation	The Department for Communities holds some information, but not a complete dataset in relation to sexual orientation for the NI population. As the Regulations do not differentiate between claimants based on sexual orientation, no adverse impact on people of different sexual orientation is expected.

⁴ [Employment and Support Allowance Summary Statistics - February 2026](#)

Section 75 category	Details of evidence/information
Men and women generally	The Department for Communities holds some information, but not a complete dataset in relation to gender for the NI population. In February 2026⁵, 272,280 claimants were in receipt of UC. 113,820 were male, 158,310 were female and 150 claimants' gender was unknown. In February 2026⁶, 60,150* claimants were in receipt of PC. 37,380 were female and 22,780 were male. In February 2026⁷, 229,620 claimants were in receipt of PIP. 123,380 were female and 106,240 were male. In February 2026⁸, 56,330* claimants were in receipt of ESA. 30,200 were female and 26,120 were male. The Mother and Baby Institutions Payment Scheme may particularly benefit women who were resident in relevant institutions as mothers, although former child residents may be male or female. The policy applies equally to all eligible recipients of scheme payments. As the Regulations do not differentiate between claimants based on gender, no adverse impact on people of different gender is expected. *Note: Due to rounding of figures to the nearest 10, totals may not equal the sum of their component parts.
Disability	The Department for Communities holds some information, but not a complete dataset in relation to disabilities for the NI population. These regulations will

⁵ [Universal Credit Statistics - February 2026 | Department for Communities](#)

⁶ [Pension Credit Summary Statistics - February 2026](#)

⁷ [Personal Independence Payment Statistics - February 2026 | Department for Communities](#)

⁸ [Employment and Support Allowance Summary Statistics - February 2026](#)

Section 75 category	Details of evidence/information
	impact claimants in receipt of both working age and pension age benefits. In February 2026⁹, 226,590 households were in receipt of payment of UC. 121,680 of these households were receiving a Limited Capability for Work (LCW) element. In February 2026⁸, 56,330 claimants were in receipt of ESA. 50,250 had Limited Capability for Work Related Activity (LCWRA), 840 had LCW, 2,320 were in the assessment phase and 2,920 were unknown/credits only. The PIP Transitional Provisions amendment directly affects disabled claimants transferring from DLA to PIP where a negative determination is later overturned because good reason is accepted. The UC Transitional Protection amendment may also benefit claimants with limited capability for work or limited capability for work and work-related activity where those elements interact with the carer element. As the amendments do not differentiate between claimants based on disability, no adverse impact on people with a disability is expected.
Dependants	The Department for Communities holds some information, but not a complete dataset in relation to dependants for the NI population. As the Regulations do not differentiate between claimants based on whether they have dependants, no adverse impact on people with dependants is expected.

Note to reader - If you are aware of and would like the Department to take into account any further evidence or information relevant to this policy, please send this to:

⁹ [Universal Credit Statistics - February 2026 | Department for Communities](#)

The Department for Communities
Social Security Policy and Legislation Division
Causeway Exchange
Level 3
1-7 Bedford Street
Belfast
BT2 7EG
E-mail: SSPLD@communities-ni.gov.uk

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	There is no evidence to suggest that people of different religious beliefs have different needs, experiences or priorities in relation to these Regulations.
Political opinion	There is no evidence to suggest that people of different political opinions have different needs, experiences or priorities in relation to these Regulations.
Racial group	There is no evidence to suggest that people from different racial groups have different needs, experiences or priorities in relation to these Regulations.
Age	Some older claimants may have particular needs in relation to understanding and reporting compensation or redress payments, especially where they are in receipt of Pension Credit or Housing Benefit. The disregard of Mother and Baby Institutions Payment Scheme payments is intended to ensure that eligible claimants are not deterred from applying for, or accepting, a redress payment because of concerns about benefit entitlement.
Marital status	There is no evidence to suggest that people of different marital status have different needs, experiences or priorities in relation to these Regulations.
Sexual orientation	There is no evidence to suggest that people of different sexual orientation have different needs, experiences or priorities in relation to these Regulations.

Section 75 category	Details of needs/experiences/priorities
Men and women generally	There is no evidence to suggest that men or women generally have different needs, experiences or priorities in relation to these Regulations.
Disability	Disabled claimants may have particular needs in relation to continuity of payment, accessible communications and support in engaging with claims processes. The PIP Transitional Provisions amendment is intended to reduce the risk of financial disruption where good reason is accepted following a failure to comply with a PIP claim requirement. The UC Transitional Protection amendment is intended to avoid unintended detriment where carer and health-related elements replace one another.
Dependants	Some claimants may rely on family members, carers or appointees to support them through benefit processes. The PIP Transitional Provisions amendment may indirectly support carers and families by maintaining continuity of DLA entitlement where good reason is accepted.

Part 2. 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 its answers to the questions 1-4 which are given on pages 66-68 of this Guide.

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

- 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.
- b) 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 given overleaf and indicate the level of impact on the group i.e. minor, major or none.

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? minor/major/none

Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people of different religious belief.	None
Political opinion	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people of different political opinion.	None

Section 75 category	Details of policy impact	Level of impact? minor/major/none
Racial group	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people from different racial groups.	None
Age	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people of different ages.	None
Marital status	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure	None

Section 75 category	Details of policy impact	Level of impact? minor/major/none
	that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people of different marital status.	
Sexual orientation	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people of different sexual orientation.	None
Men and women generally	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme.	None

Section 75 category	Details of policy impact	Level of impact? minor/major/none
	It is not expected that there will be any adverse impact on equality of opportunity for men and women generally.	
Disability	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people with disabilities.	None
Dependants	The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme. It is not expected that there will be any adverse impact on equality of opportunity for people with dependants.	None

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		This policy does not offer any opportunity to better promote equality of opportunity for people of different religious beliefs.
Political opinion		This policy does not offer any opportunity to better promote equality of opportunity for people of different political opinions.
Racial group		This policy does not offer any opportunity to better promote equality of opportunity for people from different racial groups.
Age		This policy does not offer any opportunity to better promote equality of opportunity for people of different ages.
Marital status		This policy does not offer any opportunity to better promote equality of opportunity for people of different marital status.

Section 75 category	If Yes , provide details	If No , provide reasons
Sexual orientation		This policy does not offer any opportunity to better promote equality of opportunity for people of different sexual orientation.
Men and women generally		This policy does not offer any opportunity to better promote equality of opportunity for men and women generally.
Disability		This policy does not offer any opportunity to better promote equality of opportunity for people with a disability.
Dependants		This policy does not offer any opportunity to better promote equality of opportunity for people with dependants.

**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 Regulations are likely to have no impact on good relations between people of different religious beliefs.	None
Political opinion	The Regulations are likely to have no impact on good relations between people of different political opinions.	None
Racial group	The Regulations are likely to have no impact on good relations between people from different racial groups.	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 Yes , provide details	If No , provide reasons
Religious belief		This policy does not offer any opportunity to better promote good relations between people of different religious beliefs.
Political opinion		This policy does not offer any opportunity to better promote good relations between people of different political opinions.
Racial group		This policy does not offer any opportunity to better promote good relations between people from different racial groups.

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).

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

It is not envisaged that people who fall into more than one of the Section 75 categories will be adversely impacted by this proposed policy. The Regulations are mostly technical, corrective or clarificatory in nature and are intended to improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme.

Part 3. Screening decision

In light of your answers to the previous questions, do you feel that the policy should: (please underline one)

- 1. Not be subject to an EQIA**
- 2. Not be subject to an EQIA (with mitigating measures /alternative policies)**
- 3. Be subject to an EQIA**

If 1 or 2 (i.e. not be subject to an EQIA), please provide details of the reasons why:

The Department does not believe that this policy should be subject to an EQIA. The Regulations are mostly technical, corrective or clarificatory in nature and are expected to have a neutral to positive impact on Section 75 groups. The amendments will improve fairness, provide greater legal certainty, protect entitlement in specific circumstances, and ensure that eligible claimants are not disadvantaged because of legislative anomalies, technical errors or compensation payments received under a recognised redress scheme.

If 3. (i.e. to conduct an EQIA), please provide details of the reasons:

Mitigation

When the public authority concludes that the likely impact is 'minor' and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

No.

If so, **give the reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

N/A

Part 4. Monitoring

Effective monitoring will help identify any future adverse impacts arising from the policy which may lead you to conduct an EQIA, as well as help with future planning and policy development.

You 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, then you should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Please detail proposed monitoring arrangements below:

The Department will monitor the operation of the Regulations through existing benefit management information, operational assurance processes, decision-making feedback, complaints, appeals, stakeholder feedback and equality screening review arrangements. Where operational evidence identifies unexpected or adverse impacts on any Section 75 group, the Department will consider whether further mitigation, guidance, communication or equality analysis is required.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Seamus Breen	Staff Officer	19/08/2026
Approved by:		
David Tarr	Director of Social Security Policy, Legislation and Decision-Making Services	07.10.26

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 easily accessible on the public authority's website as soon as possible following completion and made available on request.