

# Equality, Good Relations and Human Rights SCREENING TEMPLATE

- Note:
- 1) Proposals cannot be implemented until an Equality Screening or EQIA has been completed
  - 2) This template should be completed in conjunction with the accompanying Guidance Notes
  - 3) Completed Screening Templates are public documents and will be posted on the Trust's website

## Section 1: INFORMATION ABOUT THE POLICY/PROPOSAL

<b>(1.1) Name of the policy/proposal</b>	Travel and Expenses Handbook						
<b>(1.2) Status of policy/proposal</b> <i>(please underline)</i>	New		Existing		<u>Revised</u>		
<b>(1.3) Department/Service Group:</b> <i>(please underline)</i>	<u>Corporate Services Group</u> <i>(Finance)</i>	Nursing and User Experience	Un-scheduled and Acute Care	Surgery & Specialist Services	Specialist Hospitals & Women's Health	Children's Community Services	Adult Social & Primary Care
<b>(1.4) Description of the policy including intended aims/outcomes</b>	A revision and expansion of the Travel and Expenses Policy detailing the key aspects of the previously policy which incorporates many of the main issues and themes arising from the old Policy that managers and claimants are often unclear about. This will hopefully clarify for managers and claimants their entitlement ensuring they are claiming and being paid in line with their Terms and Conditions of Service.						
<b>(1.5) Who are the internal and external stakeholders (actual or potential) that the policy/proposal could impact upon?</b> <i>(E.g. service users/staff/ other public sector organisations/trade unions/ professional bodies/independent, voluntary or community sector)</i>	All staff who either claim or approves expenses and that are eligible for such entitlements.						

## Section 2: CLASSIFICATION OF POLICY

The purpose of this Section is to identify those policies/proposals which have **no impact on equality** e.g. policies of a purely clinical or technical nature.

***It should be noted however that the majority of policies /proposals will have some equality impact on staff and/or service users and will require the***

**completion of the entire template.**

**PART A:**

(2A.1) Is there an impact on equality of opportunity for those affected by this policy, for each of the S75\* equality categories?

**Yes**

**No**

✓

(2A.2) Are there better opportunities to promote equality of opportunity for people within the S75 categories?

✓

(2A.3) Does the policy impact upon good relations between people of a different religious belief, political opinion or racial group?

✓

(2A.4) Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

✓

(2A.5) Are there opportunities to encourage disabled people to participate in public life and promote positive attitudes toward disabled people?

✓

(2A.6) Does the policy/proposal impact on Human Rights?

✓

(2A.7) If you have answered **Yes** to **any** of the above questions proceed to Section 2B overleaf.

If you have answered **No** to **all** of the above questions the policy **may** be screened out at this stage. Please give reasons supporting this decision below then sign and date below then forward to the Health & Social Inequalities Team for consideration

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This policy is clinical in nature in terms that it is guidance for staff and does not have any adverse impact on equality or human rights for staff or service users (patients) and can be screened out at this stage.

This guideline contains the current evidenced based thinking on the topic.

There is no adverse impact on equality or human rights for staff or service users and so the screening outcome is 'screened out'. This outcome is subject to review - if there are substantive changes in the guideline or additional evidence is provided.

Inherent to this screening determination is the assumption, based on person centred care, that any information provided to patients will be provided in accessible/alternative formats as required. Accessible formats can include, for example, information in easy to read formats or audio formats when the patient has a learning disability or is visually impaired. If a patient does not speak English as a first language the information

will be translated or an interpreter / sign language interpreter provided as appropriate.

In addition, it is recommended that staff comply with the requirement that all Belfast Trust staff complete mandatory equality, good relations and human rights training once every five years. Belfast Trust Staff can also access a suite of equality and diversity training including: disability awareness, human rights and embracing diversity in HSC training – please contact the Health and Social Inequalities team for more information

Approved Lead Officer: Position: Date:	Jim Seeley Head of Financial reporting. 16-11-2018	Countersigned by: Health Inequalities Manager: Employment Equality Manager:	Veronica McEneaney 10.03.2020
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<b>PART B</b>  (2B.1) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/ proposal? <i>Financial, legislative or other constraints?</i>	<i>Disability * Gender * Marital - Civil Partnership Status * Political Opinion * Race * Religion * Sexual Orientation</i>  <b>No</b>
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(2B.2) Other policies/strategies/information with a bearing on this policy/proposal ( <i>for example internal or regional policies</i> ) - What are they and who owns them?	The Policy reflects entitlements due to AFC T&C's and those of the Medical and Dental staff T&C's
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(2B.3)  
 Provide details of how you have or how you intend to involve stakeholders (refer 1.6 above) when screening this policy/proposal

This is only a revised Policy update to take into account some of the main themes and issues arising from staff and managers concerns. Entitlements remain as they were previously with no-one either more or less impacted on.

**Section 3: AVAILABLE EVIDENCE , CONSIDERATION OF IMPACTS AND MITIGATION**

You will need to collect quantitative and qualitative equality data for those service users and staff affected using the templates provided in Tables 1 & 2 at the end of this document.

**Taking into account this data and the information gathered in Sections 1&2 you should now identify, for each of the nine Section 75 categories, the level of impact, mitigation measures and opportunities to better promote equality of opportunity.**

*NB: Where both staff and service users are impacted, a separate table for each is required.*

**3A) SERVICE USERS**

Equality Category	Level of Impact			Mitigation Measures and consideration of alternative policies or actions that might lessen the severity of the equality impact (where Major or Minor Impact identified)
	Major	Minor	None	
Age				
Dependant Status				
Disability				
Gender				
Marital Status				

<b>Race (Ethnicity)</b>				
<b>Religion</b>				
<b>Political Opinion</b>				
<b>Sexual Orientation</b>				
<b>Multiple Identity</b> e.g. <i>disabled minority ethnic people or young Protestant men.</i>				

### 3B) STAFF

Equality Category		Level of Impact			Mitigation Measures and consideration of alternative policies or actions that might lessen the severity of the equality impact (where Major or Minor Impact identified)
		Major	Minor	None	
<b>Age</b>					
<b>Dependant Status</b>					
<b>Disability</b>					
<b>Gender</b>					
<b>Marital Status</b>					
<b>Race</b>	<b>Ethnicity</b>				
	<b>Nationality</b>				
<b>Religion</b>	<b>Community Background</b>				

	<b>Religious Belief</b>				
	<b>Political Opinion</b>				
	<b>Sexual Orientation</b>				
	<b>Multiple Identity</b> e.g. female staff with caring responsibilities				

**Section 4: GOOD RELATIONS**

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

Good relations category	Level of impact			Mitigation Measures and consideration of alternative policies or actions that might lessen the severity of the equality impact (where Major or Minor Impact identified)
	Major	Minor	None	
Religious belief				
Political opinion				
Racial group				

**Section 5: DISABILITY DUTIES**

**How does the policy/proposal or decision currently encourage disabled people to participate in public life and promote positive attitudes towards disabled people? Consider what other measures you could take.**

*For example, have staff received disability equality training or training on the Trust's Patient and Client Experience Standards?*

## Section 6: HUMAN RIGHTS

***Does the policy/proposal affect human rights in a positive or negative way?***

*NB: If you identify potential negative impact in relation to any of the Articles seek advice from your line manager and/or a representative from the Equality Team. It may also be necessary to seek legal advice.*

Article	Positive impact	Negative impact *	Neutral impact
A2: Right to life			
A3: Right to freedom from torture, inhuman or degrading treatment or punishment			
A4: Right to freedom from slavery, servitude & forced or compulsory labour			
A5: Right to liberty & security of person			
A6: Right to a fair & public trial within a reasonable time			
A7: Right to freedom from retrospective criminal law & no punishment without law			
A8: Right to respect for private & family life, home and correspondence.			
A9: Right to freedom of thought, conscience & religion			
A10: Right to freedom of expression			
A11: Right to freedom of assembly & association			
A12: Right to marry & found a family			
A14: Prohibition of discrimination in the enjoyment of the convention rights			

1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			
1st protocol Article 2 – Right of access to education			
Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.			

*\* A negative impact is where human rights have been interfered with or restricted*

<b>Section 7: SCREENING DECISION</b>	<b>Major</b>	<b>Minor</b>	<b>None</b>
<b>(7.1) How would you categorise the impacts of this policy/proposal?</b>			
<b>(7.2) If you have identified any impact, what mitigation have you considered to address this?</b>			
<b>(7.3) Do you consider the policy/proposal needs to be subjected to on-going screening?</b>	<b>Yes</b>	<b>No</b>	<b>Reasons</b>
<b>(7.4) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)?</b> <i>NB: A full Equality Impact Assessment (EQIA) is usually confined to those policies or proposals considered to have major</i>	<b>Yes</b>	<b>No</b>	<b>Reasons</b>



<i>implications for equality of opportunity.</i>			
<b>(7.5) Monitoring- Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?</b>			
Please sign and date below and forward to the Health & Social Inequalities Team <a href="mailto:Lesley.Jamieson@belfasttrust.hscni.net">Lesley.Jamieson@belfasttrust.hscni.net</a>			
<b>Approved Lead Officer</b>		<b>Countersigned by:</b>	
<b>Position</b>		<b>Health Inequalities Manager</b>	
<b>Date</b>		<b>Employment Equality Manager</b>	

Tables 1 and 2: **Qualitative and Quantitative Data required to assess level of impact, mitigation and opportunities to better promote equality of opportunity** (As referred to in Section 3)

<b>Table 1: SERVICE USERS</b> *2011 Census Data unless otherwise stated				
<b>Equality Category</b>	<b>Service users</b>	<b>Quantitative Data*</b>		<b>Qualitative Data</b> (Needs, Experiences, Priorities)
		<b>Belfast / Castlereagh population</b>	<b>Service users affected</b>	
<b>1. Age</b>	0-16	22%		
	16-24	11%		
	25-34	12%		
	35-44	14%		
	45-54	14%		
	55-64	12%		
	65+	15%		

<b>2. Dependent Status</b>	Caring for a child dependant older person/ person with a disability  None Not known	12% of usually resident population provide unpaid care		
<b>3. Disability</b>	Yes No Not known	21% 69% n/a		
<b>4. Gender</b>	Female Male	51% 49%		
<b>5. Marital Status</b>	Married/Civil P'ship Single Other/Not known	47% 36% 17%		
<b>6. Race</b>  Ethnicity	White Black/Minority Ethnic	98% 2%		

	Not known	n/a		
<b>7. Religion</b>	Roman Catholic	41%		
	Presbyterian Church of Ireland Methodist Other Christian	42%		
	Buddhist Hindu Jewish Muslim Sikh Other None	17%		
<b>8. Political Opinion</b>  <i>* 2011 Assembly election</i>	Broadly Nationalist	45%		
	Broadly Unionist	48%		
	Other	2%		
	Do not wish to answer/ Unknown	5%		

<b>9. Sexual Orientation</b>  <i>*2012 report by Disability Action &amp; Rainbow Project</i>	Opposite sex Same sex Same and Opposite sex Do not wish to answer /Not known	Estimated 6 - 10% of persons identify as lesbian, gay, bisexual		
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\*Due to small numbers of staff within certain equality categories a detailed breakdown of equality data will not be provided\*.

<b>Table 2: STAFF</b> *@January 2017				
<b>Equality Category</b>	<b>Groups</b>	<b>Quantitative Data</b>		<b>Qualitative Data</b>
		Trust workforce*	Staff affected	
<b>1.</b>  <b>Age</b>	<25 25-34 35-44 45-54 55-64 65+	4% 24% 26% 28% 16% 2%		

<b>2.</b> <b>Dependant Status</b>	Dependants No Dependants Not known	23% 19% 58%		
<b>3.</b> <b>Disability</b>	Yes No Not known	2% 67% 31%		
<b>4.</b> <b>Gender</b>	Female Male	78% 22%		
<b>5.</b> <b>Marital Status</b>	Married/ Civil P'ship Single Other/Not known	56% 34% 10%		
<b>6. Race</b> a) Ethnicity	BME White Not Known	4% 76% 20%		

b) Nationality	GB Irish Northern Irish Other Not known	18% 10% 2% 1% 69%		
<b>7. Religion</b>  a) Community Background	Protestant Roman Catholic Neither	42% 50% 8%		
b) Religious Belief	Christian Other No religious belief Not known	28% 1% 8% 63%		
<b>8. Political  Opinion</b>  * 2011 Assembly election	Broadly Nationalist Broadly Unionist Other Do not wish to answer/ Unknown	6% 7% 8% 79%		

<b>9. Sexual Orientation</b>	Opposite sex Same sex or both sexes Do not wish to answer /Not known	41% 1% 58%		
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## Section 1: Define activity subject to Section 1(1) of Rural Needs Act (NI) 2016

1A. Name of Public Authority:

1B. Short title describing activity being undertaken that is subject to Section 1(1) of the Rural Needs Act (NI) 2016:

1C. Are you developing, adopting, Implementing, Revising a policy/strategy or plan? Or delivering/designing public service? (Underline or Circle). What is official title of this?

1D. Give details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service:

## Section 2 - Understanding impact of Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If response is NO Go To Section 2E.

2B. How is it likely to impact on people in rural areas?

2C. If Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently?

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.



Jobs or Employment in Rural Areas	<input type="checkbox"/>	Health or Social Care Services in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>	Broadband/Mobile Communications in Rural Areas	<input type="checkbox"/>
		Poverty or Deprivation in Rural Areas	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>	Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Community Safety	<input type="checkbox"/>	Other (Please state)	

**2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.**

### **SECTION 3 - Identifying Social and Economic Needs of Persons in Rural Areas**

**3A. Has the Trust taken steps to identify the social and economic needs of people in rural areas , relevant to the Policy, Strategy, Plan or Public Service? Yes No**

**3B. Which of following methods or information sources were used by the Trust to identify these needs ?**

**Consultation/ Survey/Research/Statistics/Publications/Other methods. Please provide details:**

**3c. What social and economic needs of the people in rural areas have been identified?**

**3d Please explain why no steps were taken by the Trust to identify the social and economic needs of people in rural areas?**

**SECTION 4 - Considering Social and Economic Needs of Persons in Rural Areas**

**4a. What issues were considered in relation to the social and economic needs of people in rural areas?**

**SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service**

**5A. Has the policy, strategy, plan or public service been changed by consideration of the rural needs identified?**

**5b. If yes, how have rural needs influenced the policy, strategy plan or public service?**

**5c. If no, why have the rural needs identified not influenced the policy, strategy, plan or public service?**

**Section 6: Documentation :** 6A. Please tick below to confirm that the RNIA Template will be retained by the Trust and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance. I confirm that the RNIA Template will be retained and relevant information compiled.

Rural Needs Impact Assessment undertaken by:

Job Title/Division/Directorate

Date:

Approved by:

Job Title/Division/Directorate

Date