

****Completed and Signed Screening Templates are public documents posted on the Trust's website****

- All policies / proposals require an equality screening
- Policy / Proposal authors / decision makers are responsible for Equality Screenings

Section 1: Information about the Policy / Proposal							
(1.1) Name of the policy/proposal	Relocation of Senior Executive Team and Admin support to RVH Site						
(1.2) Status of policy/proposal (please underline)	New		Existing		Revised		
(1.3) Department/Service Group: (please underline)	Corporate Services Group (Chief Executive's Office)	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
(1.4) Description of the policy/ proposal? State the aims and objectives/key elements of the policy/proposal. Detail the changes the policy/proposal will introduce. How will the policy/proposal be communicated to staff /service users? Describe how the policy/proposal will be rolled out/put into practice e.g. will there be changes in working patterns / changes to how services will be delivered etc.	<p><u>Aim:</u> Relocation of Senior Executive Team and Support Staff from BCH Site to RVH Site.</p> <p><u>Rationale For Change:</u> Current issues facing the service: Demand for Clinical space is always increasing and it is becoming more challenging to identify suitable accommodation.</p> <p><u>Proposal:</u> The Chief Executive Office and Admin Support Team are currently based at the Tower Block, BCH Site. This large portion on the A Floor has been identified as a prime clinical area that is in demand throughout the Trust and will assist in the trust delivering its service needs. It is proposed that the entire Directorate and supporting staff relocate to a non-clinical building. A detached non-clinical building based on the RVH site has been identified as the most appropriate location for relocation and requires minor works to accommodate the Senior</p>						

	<p>Executive Team and Support Staff.</p> <p><u>Benefits for Change:</u></p> <p>The move will vacate a prime space to be fully utilised and will therefore enable a continuation of services being delivered.</p> <p><u>What staff will be affected:</u></p> <p>In total there are 36 staff affected by this project. These include the Chief Executive, Trust Service Directors, Senior Management and Admin Support Teams</p> <p><u>Time Frame:</u></p> <p>It is envisaged that the minor works are completed in the preferred location at the RVH site and the project is completed by 30 September 2020</p>
<p>(1.5) Who owns the policy/proposal? Where does it originate? For example: DoH / HSCB</p>	<p>Chief Executive Directorate, Belfast Health & Social Care Trust</p>
<p>(1.6) Who are the main stakeholders affected (Internal and External)? For example: actual or potential service users, carers, staff, other public sector organisations, trade unions, professional bodies, independent, voluntary or community sector or others.</p>	<p>Chief Executive Directorate Service Area Directors Senior Management Team Admin Support Teams</p>
<p>(1.7) Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders when screening this policy/proposal.</p>	<p>Discussion group with Senior team and Admin Support Staff Trade Union HR</p>
<p>(1.8) Other policies/strategies with a bearing on this policy/proposal</p>	<p>N/A</p>

For example: internal or regional policies	
(1.9) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal? For example: Financial, legislative	N/A

Section 2: Classification of the Policy / Proposal

- The purpose of this Section is to consider the policy/proposal in terms of its **relevance** and likely **impact (actual/potential)** on **equality of opportunity, disability duties, good relations and human rights**.
- To **determine the impact (actual and potential)** of a policy/procedure on **equality of opportunity, disability duties, good relations and human rights** please **complete the screening questions at 2.1 – 2.6**.

Screening Questions	Yes	No
(2.1) Is there an impact on Equality of Opportunity for those affected by this policy, for each of the S75* equality categories?	✓	
(2.2) Are there better opportunities to promote equality of opportunity for people within the S75 categories?	✓	
(2.3) Does the policy impact upon Good Relations between people of a different religious belief, political opinion or racial group?		✓
(2.4) Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?		✓
(2.5) Are there opportunities to encourage Disabled People to participate in public life and promote positive attitudes toward disabled people? (Disability Duties)		✓
(2.6) Does the policy/proposal impact on Human Rights ?		✓
*S75 equality categories include : Age, Dependent Status, Disability, Gender, Marital Status Ethnicity, Religion, Political Opinion and Sexual Orientation.		

Screening Statement

- If you have answered **Yes** to **any** of the above questions complete **Sections 3 - 9. OR**
- If you have answered **No** to **all** of the above questions the policy may be **screened out** - go to **Screening Statement** at **2.7**.

N.B: All Staff must complete their **mandatory equality, good relations and human rights training** once every five years. This can be booked via HRPTS or completed online at www.hsclearning.com. The online programme is called 'Making a Difference'. Belfast Trust Staff can also access a suite of equality and diversity training including: disability awareness, human rights and embracing diversity in HSC – please contact Lesley.Jamieson@belfasttrust.hscni.net for more information.

(2.7) Screening Statement :

This policy / proposal is ‘**screened out**’ on the basis that: (please tick)

- It is a purely clinical or technical nature and has **no relevance** or **impact (actual / potential)** in terms of **equality of opportunity, disability duties, good relations and human rights.**
- It aims to standardise practice and / or achieve best practice based on current evidence.
- Reasonable adjustments** will be made for patients/service users as required including any information e.g. leaflets / letters in accessible/alternative formats

NB: Accessible/ Alternative formats can include, for example, information in easy to read formats or audio formats when the patient/service user has a learning disability or is visually impaired. For advice on making information accessible and inclusive for disabled patients/service users, click [Making Communication Accessible guidance.](#) In addition, if a patient/service user does not speak English as his/her first language, an interpreter / sign language interpreter should be provided and written information should be translated as appropriate.

Any other reasons: Please detail.

Approved Lead Officer: Position: Date:		<i>Countersigned by*:</i> Equality Manager: Date:	Martin McGrath 26/05/2020
----------------------------------------------	--	---------------------------------------------------------	------------------------------

Please sign / date and forward to the Equality and Planning Team for consideration - Lesley.Jamieson@belfasttrust.hscni.net.

***Equality screenings are completed with information provided by the policy / proposal author subject to advice and assistance provided by the Trust’s Equality Managers.**

Section 3: Consideration of Equality and Good Relations Issues and Evidence Used

This section records the quantitative and qualitative data you have used to consider equality and good relations issues including:

- The assessment of impact on staff and service users
- The identification of mitigation factors to reduce/remove any adverse impact
- Opportunities to better promote equality of opportunity

Evidence to help inform the screening process may be quantitative and qualitative. For example: previous consultations and equality impact assessments (eqias), statistics, research, complaints, feedback, referrals, grievances, inspection reports, focus groups, user groups etc.

(3.1) Quantitative and Qualitative Data: Service Users

SERVICE USERS – SERVICES USERS WILL NOT BE AFFECTED BY THIS RELOCATION

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

2. Dependent Status	Caring for a child dependant older person/ person with a disability	12% of usually resident population provide unpaid care - 36% of whom are male and 64% are female		
3. Disability	Yes No	21% 79%		
4. Gender	Female Male	49% 51%		
5. Marital Status	Married/Civil P'ship Single Other/Not known	34.21% 46.6% 19.19%		
6. Race Ethnicity	White Black/Minority Ethnic	98% 2%		
7. Religion	Roman Catholic	41%		

8. Political Opinion Based on Council seats on Belfast City Council, October 2017. Excludes Castlereagh	Presbyterian Church of Ireland Methodist Other Christian	42%		
	Buddhist Hindu Jewish Muslim Sikh Other None	17%		
	DUP SF SDLP UUP APNI Green PBP IND PUP	13 19 4 6 8 1 1 5 3		
		<i>Based on Council seats on Belfast City Council * Excludes Castlereagh</i>		

9. Sexual Orientation	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 <i>Source: 2012 report by Disability Action & Rainbow Project</i>		
------------------------------	---------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------	--	--

(3.3) Quantitative and Qualitative Data: Staff

This information will be provided together with analysis and advice by the Employment Equality Team in the Human Resources department.

Quantitative Data: For staff data please contact Martin McGrath on 028 95 048353 / martin.mcgrath@belfasttrust.hscni.net

Qualitative Data: Consideration will be given to the different needs, experiences and priorities of each of the categories in relation to the policy / proposal.

Should any equality / modernisation related issues arise they will be managed through the Organisational Change Framework. [Click here for Framework](#)

When organisational / policy change is necessary, regardless of whether it is a permanent or temporary change, the Trust is committed to treating staff fairly and equitably. Staff can be assured that the change process will be managed. This includes consultation with staff and the opportunity for staff to discuss in one to one meetings, any adverse equality impacts resulting in changes to their employment.

This framework also works alongside other Human Resources policies including for example the Disability and Reasonable Adjustment Framework, the Work Life Balance Policy and Procedure, the Recruitment and Selection Policy and Procedure and Agenda for Change Terms and Conditions Handbook.

There are a total of 34 staff who are affected by this proposal from the Admin and Clerical, Medical and Dental and Senior Executive

personnel areas				
Equality Category	Groups	Quantitative Data		Qualitative Data
		Belfast Trust workforce (@January 2019)	Staff affected by the Policy/Proposal %	
1. Age	16-24 25-34 35-44 45-54 55-64 65+	4% 24% 25% 26% 18% 3%	3% 18% 44% 35%	Higher proportion of staff aged above 45 years of age (79%). +14% compared to that of Trust Data (47%)
2. Dependant Status	Dependants No Dependants Not known	20% 16% 64%	35% 18% 47%	Higher proportion of staff have declared having a Dependant Status (35%). +15% compared to that of Trust Data (20%)
3. Disability	Yes No Not known	2% 63% 35%	76% 24%	Higher proportion of staff have confirmed that they have no disability. (76%) +13% compared to that of Trust (63%)
4. Gender	Female Male	77% 23%	82% 18%	Higher proportion of female staff compared to that of Trust (82%) +5%

5. Marital Status	Married/ Civil P'ship Single Other/ Not known	52% 32% 16%	65% 21% 15%	Higher proportion of staff who are Married or in Civil partnership (65%) =13% compared to that of the Trust data 52%.
6. Race a) Ethnicity	BME White Not Known	4% 72% 25%	85% 15%	Higher proportion of staff who are White (85%) +13% compared to that of the overall Trust data 72%.
b) Nationality	GB Irish Northern Irish Other Not known	18% 11% 2% 1% 68%	24% 6% 6% 65%	Higher proportion of staff have confirmed that their nationality is GB(24%), +6% compared to that of Trust (18%)
7. Religion a) Community Background	Protestant Roman Catholic Neither	40% 49% 11%	47% 47% 6%	Higher proportion of Protestant staff (47%)+7% and higher proportion of Roman Catholic Staff (49%) +2% compared to that of the Trust staff (40%), (47%) respectively
b) Religious Belief	Christian Other No religious belief	28% 1% 9%	44% 56%	Higher proportion of staff who have declared they are Christian (44%) +16%, compared to that of the Trust (28%)

Click here for Framework	Not known	62%		
8. Political Opinion <i>* 2011 Assembly election</i>	Broadly Nationalist Broadly Unionist Other Do not wish to answer/ Unknown Not known	6% 7% 8% 79%	12% 9% 79%	Higher proportion of staff have declared 'Broadly Nationalist' political opinion (12%)+6% compared to that of Trust data (6%)
9. Sexual Orientation	Opposite sex Same sex or both sexes Do not wish to answer	41% 2% 57%	44% 66%	Higher proportion of staff 'do not wish to answer' Sexual orientation as (66%) +9% compared to that of the Trust data (57%)

Section 4: Consideration of Impacts, Mitigation, Alternative Policies / Proposals

Given the **evidence** gathered in Section 3 please identify for each of the **nine equality categories** the level of **impact, mitigation measures** and **alternative** policies / proposals that better **promote equality of opportunity**.

(4.1) SERVICE USERS– **SERVICES USERS WILL NOT BE AFFECTED BY THIS RELOCATION**

Equality Category	Level of Impact			Mitigation Measures and 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				
Race (Ethnicity)				
Religion				
Political Opinion				
Sexual Orientation				
Multiple Identity e.g. disabled minority ethnic people or young Protestant men.				

(4.2) STAFF

Equality Category	Level of Impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact (where Major or Minor Impact identified)
	Major	Minor	None	
Age		X		The service will constructively engage with those affected and ensure that it adheres to the Organisations Management of Change Framework. Click here for Framework In line with this process staff will be offered the opportunity to discuss in one to one meetings any adverse impact on equality grounds.
Dependant Status		X		
Disability			X	

Gender			X		<p>Compared to the overall Trust profile there is a higher proportion of older staff with 79% aged more than 45 years old. A higher proportion of staff from a Protestant community background 47% also is evidenced. A higher proportion of female staff 82%* with a potential higher Caring Responsibilities rate than 35% as 47% of staff affected have not declared</p> <p>*With a high female workforce there may be a greater potential for female staff with caring responsibilities requesting flexible working options. All flexible working options and applications should be discussed and seriously considered whether or not for female/male staff whilst maintaining appropriate levels of service provision.</p>
Marital Status				X	
Race	Ethnicity			X	
	Nationality			X	
Religion	Community Background		X		
	Religious Belief			X	
Political Opinion				X	
Sexual Orientation				X	
Multiple Identity e.g. female staff with caring responsibilities			X		

Section 5: Good Relations

Based on the **evidence** collected in Section 3 & 4:

- To what extent is the policy/proposal likely to **impact Good Relations** i.e. between people of different religious belief, political opinion or racial group?
- Are there any **additional measures** that could be suggested to ensure the policy or proposal **promotes Good Relations**?

Good Relations category	Level of impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact
	Major	Minor	None	

				(where Major or Minor Impact identified)
Religious belief				All Trust staff attend mandatory Equality, Human Rights and Good Relations training which includes reference to the Good Relations duty.
Political opinion				The Trust has a clear and well defined Good Relations strategy 'Healthy Relations for A Healthy Future 2' whereby the corporate commitment to Good Relations is underlined. The Trust will ensure that all services and all facilities are welcoming to all staff regardless of their religious affiliation, political opinion and racial group.
Racial group				

Section 6: Disability Duties

<p>How does the policy / proposal:</p> <ul style="list-style-type: none"> • encourage disabled people to participate in public life <i>and</i> • promote positive attitudes towards disabled people? 	<p>The Trust is committed to ensuring equality of opportunity for all staff in terms of disability and complies with the Disability Discrimination Act 1995, the United Nations Convention on the Rights of people with disabilities, the Human Rights Act 1998 and Section 75 of the Northern Ireland act 1998.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Consider what other measures you could take to meet these duties.</p> <p><i>For example, have staff received disability equality training.</i></p>	<p>The policy furthers a number of actions in HSC's Equality and Disability Action Plans aimed at promoting the inclusion and integration of persons with a disability. Further, it aims to promote positive attitudes towards persons with a disability and a supportive work environment where everyone is encouraged to make a positive contribution.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Section 7: Human Rights

Belfast Health and Social Care Trust is committed to providing the **highest attainable standard of health** within our resources.

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

Article	Positive impact	Negative impact (Human Right has been interfered with or restricted)	Neutral impact
A2: Right to life			X
A3: Right to freedom from torture, inhuman or degrading treatment or punishment			X
A4: Right to freedom from slavery, servitude & forced or compulsory labour			X
A5: Right to liberty & security of person			X
A6: Right to a fair & public trial within a reasonable time			X
A7: Right to freedom from retrospective criminal law & no punishment without law			X
A8: Right to respect for private & family life, home and correspondence.			X
A9: Right to freedom of thought, conscience & religion			X

A10: Right to freedom of expression			X
A11: Right to freedom of assembly & association			X
A12: Right to marry & found a family			X
A14: Prohibition of discrimination in the enjoyment of the convention rights			X
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X
1st protocol Article 2 – Right of access to education			X
Please outline: any actions you will take to promote awareness of human rights and <ul style="list-style-type: none"> evidence that human rights have been taken into consideration in decision making processes. 			

Section 8: Screening Decision	Major	Minor	None
(8.1) How would you categorise the impacts of this policy / proposal? (Please underline one category)	(Screened In for an Equality Impact Assessment)	(Screened Out with mitigation)	(Screened Out)
(8.2) If you have identified any impact, what mitigation have you considered to address this?	N/A		

(8.3) Do you consider the policy/proposal needs to be subjected to on-going screening ?	Yes	No	Reasons N/A
(8.4) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA) ? NB: A full Equality Impact Assessment (EQIA) is usually confined to those policies or proposals considered to have <u>major</u> implications for equality of opportunity/good relations/human rights.	Yes	No	Reasons N/A

Section 9: Monitoring

(9.1) Please detail how you will **monitor** the effect of the policy/proposal for impact in terms of **equality of opportunity, good relations, disability duties and human rights**?

Please sign /date and forward to the Equality and Planning Team for consideration - Lesley.Jamieson@belfasttrust.hscni.net.

Equality screenings are completed with information provided by the policy / proposal author subject to advice and assistance from the Trust's Equality Managers.

Please note that Completed and Signed Screening Templates are public documents and are posted on the Trust's website.

Approved Lead Officer	Jacqui Kennedy	Countersigned by:	
Position	HR&OD Director	Equality Manager	
Date	25/01/21	Employment Equality Manager	Martin McGrath

