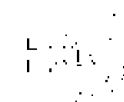


Equality, Good Relations and Human Rights SCREENING TEMPLATE



Belfast Health and
Social Care Trust

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 Trusts website

Section 1: INFORMATION ABOUT THE POLICY/PROPOSAL								
(1.1) Name of the policy/proposal		Work Life Balance Flexible Working Policies and Arrangements						
(1.2) Status of policy/proposal (<i>please underline</i>)		New		Existing		<u>Revised</u>		
(1.3) Department/Service Group: (<i>please underline</i>)		Corporate Services Group HUMAN RESOURCES	Nursing and User Experience	Un- scheduled and Acute Care	Surgery & Specialist Services	Specialist Hospitals & Womens Health	Childrens Community Services	Adult Social & Primary Care
(1.4) Description of the policy including intended aims/outcomes		To provide staff with a range of flexible working arrangements to enable them to balance both home and work commitments and improve their working lives. The Trust is committed to promoting equality and to attracting and retaining highly skilled and experienced staff and these policies will assist in meeting this objective.						
(1.5) How will the policy/proposal be implemented?		Information and awareness sessions, Mandatory Equality Training						
(1.6) Who are the internal and external stakeholders (actual or potential) that the policy/proposal could impact		Belfast Trust Staff, Families and Trade Unions						

upon? (E.g. service users/staff/ other public sector organisations/trade unions/ professional bodies/independent, voluntary or community sector)		
Section 2: CLASSIFICATION OF POLICY <i>The purpose of this Section is to identify those policies/proposals which have <u>no impact on equality</u> e.g. policies of a purely clinical or technical nature.</i> <i>It should be noted however that the majority of policies /proposals will have <u>some</u> equality impact on staff and/or service users and will require the completion of the entire template.</i>		
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? (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?		Yes Yes No No No No No No No No Positive impact
(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 [REDACTED] hscni.net		
Approved Lead Officer: Position: Date:		Countersigned by: Health Inequalities Manager: Employment Equality Manager:

PART 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>	Not applicable
(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?	Belfast Trust Equal Opportunities Policy owned by Human Resources Flexible Working Regulations Equality Scheme Management of Stress Health & Well Being Policy Carers Strategy
(2B.3) Provide details of how you have or how you intend to involve stakeholders (refer 1.6 above) when screening this policy/proposal	Internal stakeholders such as staff, Trade Unions and Professional Organisations were consulted in the development of this policy. The policy was tabled at the Policy Sub Committee involving Management Side and Trade Union Side representatives and approved.

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 THESE POLICIES WILL NOT IMPACT ON 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				
Race (Ethnicity)				
Religion				
Political Opinion				
Sexual Orientation				
Multiple Identity e.g. disabled minority ethnic people or young Protestant men.				

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	
Age				X	
Dependant Status				X	
Disability				X	
Gender				X	
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 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			X	There will be no potential adverse impact on grounds of race, religious belief or political opinion. The Trust is committed to the promotion of good relations in accordance with its Healthy Relations for a Healthy Future 2 Strategy.
Political opinion			X	
Racial group			X	

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 Trusts Patient and Client Experience Standards?

Work Life Balance Policies will give greater flexibility to make appropriate reasonable adjustments for staff whose duties or work location changes and should therefore encourage disabled staff to remain in employment. Mandatory Equality training, which includes disability, is provided for all staff.

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			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 evidence that human rights have been taken into consideration in decision making processes.

The Trust provides mandatory Equality and Human Rights Training

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

Section 7: SCREENING DECISION		Major	Minor	None
(7.1) How would you categorise the impacts of this policy/proposal?				X
(7.2) If you have identified any impact, what mitigation have you considered to address this?				
(7.2) Do you consider the policy/proposal needs to be subjected to on-going screening?	Yes	No X	Reasons The Work Life Balance Policy is open to all staff in the Belfast Trust.	
(7.3) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)? <i>NB: A full Equality Impact Assessment (EQIA) is usually confined to those policies or proposals considered to have major implications for equality of opportunity.</i>	Yes	No X	Reasons	
(7.4) 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?				
Please sign and date below and forward to the Health & Social Inequalities Team [REDACTED]				
Approved Lead Officer	Samantha Whann [REDACTED]	Countersigned by:		
Position	Senior HR Manager	Health Inequalities Manager	Orla Barron	

Date	21 November 2017	Employment Equality Manager	Martin McGrath
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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)

Table 1: SERVICE USERS *2011 Census Data unless otherwise stated				
Equality Category	Service users	Quantitative Data*		Qualitative Data (Needs, Experiences, Priorities)
		Belfast / Castlereagh population	Service users affected	
1. Age	0-16 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 None Not known	12% of usually resident population provide unpaid care		

3. Disability	Yes No Not known	21% 69% n/a		
4. Gender	Female Male	51% 49%		
5. Marital Status	Married/Civil Pship Single Other/Not known	47% 36% 17%		
6. Race Ethnicity	White Black/Minority Ethnic Not known	98% 2% n/a		
7. Religion	Roman Catholic	41%		

	Presbyterian Church of Ireland Methodist Other Christian	42%		
	Buddhist Hindu Jewish Muslim Sikh Other None	17%		
8. Political Opinion <i>* 2011 Assembly election</i>	Broadly Nationalist Broadly Unionist Other Do not wish to answer/ Unknown	45% 48% 2% 5%		
9. Sexual Orientation <i>*2012 report by Disability Action & 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		

Table 2: STAFF *@January 2017

Equality Category	Groups	Quantitative Data		Qualitative Data
		Trust workforce*	Staff affected	
1. Age	<25 25-34 35-44 45-54 55-64 65+	4% 24% 26% 28% 16% 2%		The Trust recognises that many staff may wish to retire from the Trust in a phased and managed way and consequently has developed a Flexible Retirement Policy, to facilitate staff with the opportunity to apply for a number of options to assist them in planning and managing their retirement from the Trust in the three year period leading up to their actual intended retirement date.
2. Dependant Status	Dependants No Dependants Not known	23% 19% 58%		The Work Life Balance Policies are open to all staff however there may be a greater need for female staff with caring responsibilities to avail of these policies
3. Disability	Yes No Not known	2% 67% 31%		The Trust has policies and procedures to support disabled staff Policy on the employment of staff with disabilities and a Disability Action Plan. Work Life Balance Policies will give greater flexibility to make appropriate reasonable adjustments for staff.
4. Gender	Female Male	78% 22%		The Work Life Balance Policies are open to all staff however there may be a greater need for female staff with caring responsibilities to avail of these policies.

5. Marital Status	Married/ Civil Pship Single Other/Not known	56% 34% 10%		The Trust has in place appropriate policies and procedures to ensure that staff are treated fairly and that discrimination on any equality related grounds does not occur.
6. Race a) Ethnicity	BME White Not Known	4% 76% 20%		The Trust has in place appropriate policies and procedures to ensure that staff are treated fairly and that discrimination on any equality related grounds does not occur.
b) Nationality	GB Irish Northern Irish Other Not known	18% 10% 2% 1% 69%		The Trust has in place appropriate policies and procedures to ensure that staff are treated fairly and that discrimination on any equality related grounds does not occur.
7. Religion a) Community Background	Protestant Roman Catholic Neither	42% 50% 8%		The Trust has in place appropriate policies and procedures to ensure that staff are treated fairly and that discrimination on any equality related grounds does not occur.
b) Religious Belief	Christian Other No religious belief Not known	28% 1% 8% 63%		The Trust has in place appropriate policies and procedures to ensure that staff are treated fairly and that discrimination on any equality related grounds does not occur.

8. Political Opinion	Broadly Nationalist Broadly Unionist Other Do not wish to answer/ Unknown	6% 7% 8% 79%		The Trust has in place appropriate policies and procedures to ensure that staff are treated fairly and that discrimination on any equality related grounds does not occur.
* 2011 Assembly election				
9. Sexual Orientation	Opposite sex Same sex or both sexes Do not wish to answer /Not known	41% 1% 58%		The Trust has in place appropriate policies and procedures to ensure that staff are treated fairly and that discrimination on any equality related grounds does not occur.