Southern Health and Social Care Trust

TOGETHER, IMPROVING CARE, TRANSFORMING LIVES

Equality, Good Relations and Human Rights Screening Template

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

See 'Equality, Good Relations and Human Rights Guidance Notes' (on SharePoint) for further background information on the relevant legislation and for help in answering the questions on this template.

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Induction Policy

(1.2) Is this a new, existing or revised policy/proposal?

This is a revised policy and supersedes the Induction Policy (July 2024).

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

The Trust values its people and is committed to integrating new employees, or established employees taking up new roles/posts, into the organisation as effectively as possible by providing them with the information, support and learning to develop the confidence and competence to settle quickly into their new role.

The Induction Policy establishes a framework for a planned and structured, employee-centred approach to induction ensuring new employees access relevant information and develop core knowledge and skills in a timely way to enable them to work effectively, competently and safely.

The Induction Policy describes the Trust's approach to the induction of employees into the Trust, their immediate working environment and their profession or job role.

(1.4) Are there any Section 75 categories which might be expected to benefit from the intended policy/proposal?

This policy applies to all employees who are new to the Trust, and established employees who have transferred department. It also applies to other individuals who should receive a relevant and tailored departmental induction which should include the crucial information they need to perform their roles safely and competently, for example, volunteers, placement students, agency workers and employees returning to work after a long-term period of

absence/career break. This policy does not apply to medical and dental trainees who are part of a rotation scheme.

The Induction Policy sets out the Trust's commitment to ensuring that all employees begin their employment with a positive experience and are supported during the period of induction, to the benefit of the individual and the organisation alike. To this end, all section 75 categories have the potential to benefit from the Trust's Induction Policy.

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB, the Trust?

This is a Trust-wide policy. The Human Resources & Organisational Development Directorate is responsible for the policy.

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

The Induction Policy states the Trust's commitment to ensuring that all employees begin their employment with a positive experience and are supported during the period of induction, to the benefit of the individual and the organisation alike. However, we recognise that in order to do this, our managers will require the necessary guidance, skills and information to carry out an effective departmental induction. The HROD directorate is responsible for providing advice and guidance to managers to help them prepare and complete an effective and supportive departmental induction that is tailored to their new team member's requirements.

HROD invite employees new to the organisation to a face-to-face Corporate Welcome event (as part of their corporate mandatory training CMT)), and require support from managers to release new employees to attend this on their first day (or the closest date thereafter), and for new employees to fully engage with this process.

HROD will provide regular CMT compliance reports at Trust and Directorate level.

(1.7) **Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, trade unions, professional bodies, independent sector, voluntary and community groups etc)**

Internal - Employees, Management, Trade Unions, HR

External – The induction process is an opportunity to welcome a new recruit, help them settle in and ensure they have the knowledge and support they need to perform their role. An effective induction enables new employees to work effectively, competently and safely in their new role as quickly as possible and will ensure new employees understand the Trust's vision and strategy, values, standards of behaviour and performance expected of them in fulfilling their role.

This list is not exhaustive.

This policy applies to all employees who are new to the Trust, and established employees who have transferred department. It also applies to other individuals who should receive a relevant and tailored departmental induction which should include the crucial information they need to perform their roles safely and competently, for example, volunteers, placement students, agency workers and employees returning to work after a long-term period of absence/career break.

This policy does not apply to medical and dental trainees who are part of a rotation scheme.

Trade Unions have been consulted on the Induction Policy.

(1.8) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

SHSCT:

The following Trust-wide policies/guidance notes/documents have a bearing on the Induction Policy:

- Trust Vision & Strategy 2030
- Our People Framework
- Workplace Health and Wellbeing Framework
- Digital Welcome Pack
- Departmental Induction Guidance for Managers
- Departmental Induction Checklist
- Management of Probationary Reviews
- Corporate Mandatory Training Policy
- Corporate Mandatory Training Matrix
- Appraisal Policy

This list is not exhaustive.

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy?

2.1 Staff Affected by this Policy/Proposal / 2.2 Composition of Southern Trust Workforce

The Induction Policy applies to all employees who are new to the Trust, and established employees who have transferred department. It also applies to other individuals who should receive a relevant and tailored departmental induction which should include the crucial information they need to perform their roles safely and competently, for example, volunteers, placement students, agency workers and employees returning to work after a long-term period of absence/career break. This policy does not apply to medical and dental trainees who are part of a rotation scheme.

The Trust is not aware of evidence that the revised Induction Policy would have a differential impact on any Section 75 groups.

Section 75 Group	Make up of Staff Affected January 2026	Percentage
Gender	Female	85.4%
	Male	14.6%
Religion	Protestant	33.9%
	Roman Catholic	55.9%
	Neither	10.2%
Political Opinion	Broadly Unionist	8.9%
	Broadly Nationalist	9.9%
	Other	7.2%
	Do Not Wish To Answer/Not Known	74%
Age	16-24	6.6%
	25-34	22.7%
	35-44	28%
	45-54	21.1%
	55-64	17.5%
	65+	4.1%
Marital Status	Single	32.1%

	Married/Civil Partnership	55.9%
	Other/Not Known	12%
Dependant Status	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability	13.8%
	None	31.9%
	Not Known	54.3%
Disability	Yes	2.8%
	No	73.3%
	Not Known	23.9%
Ethnicity	Bangladeshi	0.01%
	Black African	0.56%
	Black Caribbean	0.01%
	Black Other	0.03%
	Chinese	0.08%
	Filipino	0.55%
	Indian	1.24%
	Irish Traveller	0.01%
	Pakistani	0.15%
	Mixed Ethnic	0.24%
	White	73.5%
	Not Known	23.62%
Sexual Orientation towards:	Opposite Sex	58.3%
	Same Sex	1.2%
	Same and Opposite Sex	0.3%
	Do Not Wish To Answer/Not Known	40.2%

2.3 Patients / Clients Affected

The Trust is not aware of evidence that the revised Induction Policy would have a differential impact on patients/clients.

2.4 Northern Ireland Health And Social Care Workforce Key Statistics

According to the 2025 Census figures some key stats for the HSC are:

- The HSC workforce grew by 22% (11,944.8 WTE) between the 2016 and 2025 Censuses.
- The largest employer in the HSC was the Belfast Trust with 21,191 (19,038.9 WTE) staff or 28% of all HSC staff.
- The largest Occupational Family was Nursing & Midwifery with 24,887 (22,269.3 WTE) staff or 33% of all HSC staff.
- Over two thirds (34%, 22,402.2 WTE) of WTE HSC staff were employed at Agenda for Change Bands 1 to 4.
- Over three quarters (78% or 58,354 headcount) of HSC employees were female.

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff. ***(NB: Use relevant statistical and qualitative data to complete the table below)***

Section 75 Category	***Details of Needs, Experiences and Priorities***	
	Staff	***Service Users***
Gender	Those working part-time (most of which are females with dependants) may experience difficulties attending training courses. Any issues to be raised with line manager for consideration in the first instance for consideration of action.	No evidence of specific needs has been identified.
Age	No evidence of specific needs has been identified.	No evidence of specific needs has been identified.
Religion	No evidence of specific needs has been identified.	No evidence of specific needs has been identified.
Political Opinion	No evidence of specific needs has been identified.	No evidence of specific needs has been identified.
Marital Status	No evidence of specific needs has been identified.	No evidence of specific needs has been identified.
Dependent Status	Those working part-time (most of which are females with dependants) may experience difficulties attending training courses. Any issues to be raised with line manager for consideration in the first instance for consideration of action.	No evidence of specific needs has been identified.
	Training may need to be tailored to suit needs of staff who have a disability, i.e. accessibility, training style, etc.	
Disability		No evidence of specific needs has been identified.
Ethnicity	No evidence of specific needs has been identified.	No evidence of specific needs has been identified.
Sexual Orientation	No evidence of specific needs has been identified.	No evidence of specific needs has been identified.

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

- Trade Union Consultation
- Corporate HROD Team

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

Section 75 category	*Details of policy/proposal impact*		*Level of impact? Minor/major/none*
	Staff	***Service Users***	
Gender **Age** **Religion** **Political Opinion** **Marital Status** **Dependent Status** **Disability** **Ethnicity** **Sexual Orientation**	from an Equality perspective, the induction process presents an opportunity for relevant staff to have a positive welcome experience and be supported during the period of induction, to their benefit. To this end, this is created to be a positive intervention and all section 75 categories have the potential to benefit.	The Trust is not aware of evidence that the revised Induction Policy would have a differential impact on patients/clients.	Level of impact for **staff** – from an Equality perspective, the induction process presents an opportunity for relevant staff to have a positive welcome experience and be supported during the period of induction, to their benefit. To this end, this is created to be a positive intervention and all section 75 categories have the potential to benefit.

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	***Please provide details***
Gender	See considerations at 3.1. Must ensure the policy/associated training is fairly and sensitively applied.
Age	As above
Religion	As above
Political Opinion	As above
Marital Status	As above
Dependent Status	As above
Disability	As above
Ethnicity	As above
Sexual Orientation	As above

(4.3) To what extent is the policy/proposal 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/proposal impact***	***Level of impact Minor/major/none***
Religious belief		See Section 4.1
Political opinion		See Section 4.1
Racial group		See Section 4.1

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Good relations category	***Please provide details***
Religious belief	This Policy will be implemented in partnership with all relevant parties in particular Trade Union Representatives. All critical partners will have a role to play in the implementation of this Policy.
Political opinion	As above
Racial group	As above

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

The Policy is intended to reach all employees who are new to the Trust, and established

employees who have transferred department. It also applies to other individuals who should receive a relevant and tailored departmental induction which should include the crucial information they need to perform their roles safely and competently, for example, volunteers, placement students, agency workers and employees returning to work after a long-term period of absence/career break.

This policy does not apply to medical and dental trainees who are part of a rotation scheme.

All staff with or without a disability can receive the help, support and guidance that is available.

The policy and related information will be made available in alternative formats –where necessary/on request to ensure employees with a disability can access the policy and associated provisions. Reasonable adjustments will be considered in the out-working of the policy for employees with a disability.

(6) Consideration of Human Rights

The Trust has a duty to act compatibly and must take Human Rights considerations into account in its day-to-day functions/activities.

(6.1) How does the policy/proposal impact on Human Rights?
Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 2 – Right to life			✓
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			✓
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			✓
Article 5 – Right to liberty & security of person			✓
Article 6 – Right to a fair & public trial within a reasonable time			✓
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			✓
Article 8 – Right to respect for private & family life, home and correspondence.			✓

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 9 – Right to freedom of thought, conscience & religion	✓		
Article 10 – Right to freedom of expression	✓		
Article 11 – Right to freedom of assembly & association			✓
Article 12 – Right to marry & found a family			✓
Article 14 – 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 note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit on tel: 028 375 64151. It may also be necessary to seek legal advice.

(6.2) 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.

Ongoing Human Rights Awareness Training and staff completion of 'Making a Difference' – Equality, Good Relations and Human Right e-learning training. Considering human rights aspects as an integral part of the Trust's decision making processes and in this instance policy development, implementation and review

(7) Screening Decision

(7.1) Given the answers in Section 4 of this template, how would you categorise the impacts of this decision or policy/proposal? *(Please tick one option below and list your reasons for the decision in 7.2 below)*

Major impact		**EQIA Required? *(Delete as appropriate)***	
			No

Minor impact		Mitigation Required	Alternative Policy Required
		See table 3.1 needs and experiences	**No**

No impact		**Screened Out**

(7.2) Please give reasons for your decision and detail any mitigation or alternative policies considered.

The Policy will have a minor positive impact and is therefore screened out for an EQIA.

The intended aim of the Policy is to establish a framework for a planned and structured, employee-centred approach to induction ensuring new employees access relevant information and develop core knowledge and skills in a timely way to enable them to work effectively, competently and safely.

The Trust is committed to integrating new employees, or established employees taking up new roles/posts, into the organisation as effectively as possible by providing them with the information, support and learning to develop the confidence and competence to settle quickly into their new role

To this end, this is created to be a positive intervention and all section 75 categories have the potential to benefit.

The Trust will continue to monitor the uptake of this policy and later identify on-going and new trends

(7.3) Do you consider the policy/proposal needs to be subjected to ongoing screening? NB: for strategies/policies that are to be put in place through a series of stages – screen at various stages during implementation.

Yes	
No	✓

(8) Monitoring

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

This Policy will be reviewed in line with the Trust's default position to review polices at least once every 3 years/sooner where it is necessary to do so.

Approved Lead Officer:	Maxine Willliamson
Position:	Deputy HR Director, Workforce and Organisational Development
Email:	Maxine.Williamson@southerntrust.hscni.net
Telephone No:	Tel: 028 3756 4286 Mob: 07795561288
Date:	09/07/26
Policy/proposal screened by:	Lynne Hainey, Senior Organisational Development Practitioner

Please forward completed screening template to Equality.Unit@southerntrust.hscni.net for inclusion in the Trust's Policy Screening Reports which are uploaded to the Trust's website