

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 Screening 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

Digital Project Management Policy

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

Review

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

The purpose of this policy is to provide clear information to staff about the management of Digital projects within the Trust.

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

This policy applies to all staff involved in Digital Projects.

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

The Southern Trust.

(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?)

Staff being unaware of the policy.

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

Chief Executive, Director of Planning Performance & Informatics, Assistant Director of Digital Services, Head of Technology Innovation, Technology Enabled Change Manager, ITS Programme Manager.

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

Procedure for the management of Digital projects within the Southern HSC Trust

(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? *NB: Specify the details for each of the Section 75 categories for any staff affected, the Trust Workforce, any patients/clients affected and the Trust general population in the following tables **if appropriate**.*

2.1 Staff Affected by this Policy/Proposal / 2.2 Composition of Southern Trust Workforce - all staff are potentially affected by this policy.

Section 75 Group	Southern Trust Workforce Profile as at 1 January 2025	Percentage
Gender	Female	85.6%
	Male	14.4%
Religion	Protestant	34.1%
	Roman Catholic	55.9%
	Neither	10.0%
Political Opinion	Broadly Unionist	8.9%
	Broadly Nationalist	9.7%
	Other	7.4%
	Do Not Wish To Answer/Not Known	74.0%
Age	16-24	6.7%
	25-34	22.5%
	35-44	27.9%
	45-54	21.2%
	55-64	17.8%
	65+	3.9%
Marital Status	Single	31.7%
	Married	56.8%
	Not Known	11.5%
Dependent Status	Caring for a Child/Children / Dependant Older Person / Person With a Disability	14.7%
	None	31.3%
	Not Known	54.0%
Disability	Yes	2.6%
	No	73.9%
	Not Known	23.5%
Ethnicity	Bangladeshi	0.01%
	Black African	0.45%
	Black Caribbean	0.01%
	Black Other	0.03%
	Chinese	0.09%
	Filipino	0.6%
	Indian	1.2%
	Irish Traveller	0.01%
	Mixed Ethnic	0.2%
	Pakistani	0.15%
	White	74.2%
	Not Known	23.0%
Sexual Orientation towards:	Opposite Sex	57.9%
	Same Sex	1.03%
	Same and Opposite Sex	0.26%
	Do Not Wish To Answer/Not Known	40.81%

2.3 Patients / Clients Affected / 2.4 Southern Trust's Area Population Profile – Census 2021: no patients/clients will be affected by this Policy.

2.5 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	<p>The purpose of this policy is to provide clear information to staff about the management of Digital projects within the Trust.</p> <p>This policy is designed to support staff to ensure projects are delivered within agreed timescales and budget.</p>	N/A
Age	As above	N/A
Religion	As above	N/A
Political Opinion	As above	N/A
Marital Status	As above	N/A
Dependent Status	As above	N/A
Disability	As above	N/A
Ethnicity	As above	N/A
Sexual Orientation	As above	

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

The Digital Project Management Policy has been consulted by the Digital Services Managers.

(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	N/A	N/A	none
Age	As above	As above	As above
Religion	As above	As above	As above
Political Opinion	As above	As above	As above
Marital Status	As above	As above	As above
Dependent Status	As above	As above	As above
Disability	As above	As above	As above
Ethnicity	As above	As above	As above
Sexual Orientation	As above	As above	As above

(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	N/A
Age	N/A
Religion	N/A
Political Opinion	N/A
Marital Status	N/A
Dependent Status	N/A
Disability	N/A
Ethnicity	N/A
Sexual Orientation	N/A

(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		None
Political opinion		As above
Racial group		As above

(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	NA
Political opinion	NA
Racial group	NA

(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 Trust is committed to ensuring equality of opportunity for all service users and staff in line with the provisions of the Disability Discrimination Act 1995 and the United Nations Convention on the Rights of People with disabilities. The Trust has a number of policies/plans in place including a Disability Action Plan, aimed at encouraging disabled people participation in public life and promoting positive attitudes towards disabled people.

(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			X
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			X
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			X
Article 5 – Right to liberty & security of person			X

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 6 – Right to a fair & public trial within a reasonable time			X
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			X
Article 8 – Right to respect for private & family life, home and correspondence.			X
Article 9 – Right to freedom of thought, conscience & religion			X
Article 10 – Right to freedom of expression			X
Article 11 – Right to freedom of assembly & association			X
Article 12 – Right to marry & found a family			X
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			X
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			x
1 st protocol Article 2 – Right of access to education			X

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.

The Trust is committed to the protection and promotion of Human Rights in all aspects of its work. The Human Rights Act 1998 gives effect in UK Law to the European Convention on Human Rights and requires legislation to be integrated so far as possible in a way that is compatible with the Convention rights. It also makes it unlawful for a public body to act incompatibly with the Convention rights.

(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? <i>(Delete as appropriate)</i>	
		Yes	No
Minor impact		Mitigation Required	Alternative Policy Required
		Yes/No	Yes/No
No impact	✓	Screened Out	

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

This Policy defines the project management procedures used within the Digital Services division and provides guidance on the application of a formal Project Management Methodology

- (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	x

(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

The Policy will be reviewed and screened again in 2 years.

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Date: 19/11/2025

Policy/proposal screened by: Bridín Catney

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.