Southern Health and Social Care Trust
Quality Care - for you, with you

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
Guidance on the recording of video conferencing using Pexip Meeting Space, Zoom or Microsoft Teams

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

(1.3) What is it trying to achieve (intended aims/outcomes)?
This guidance has been developed regionally by Information Governance staff in the five Trusts and covers the recording of virtual conferencing meetings, consultations and training sessions, etc., including one-to-one and team meetings, interviews and contractual reviews. Staff should consider making reasonable adjustments at the start of the process, for example a narrated training session that can be pre-recorded on PowerPoint and shared with participants may be considered. Subtitles to assist people with a hearing impairment could be added to the pre-recorded session. The default Information Governance position is to not record any virtual meetings, consultations or training sessions. However, this guidance applies where the recording is deemed to be necessary and authorised by the service.

(1.4) Are there any Section 75 categories which might be expected to benefit from the intended policy/proposal?
No

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

All of the five HSC Trusts own and implement the proposal.

(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?)

No

(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.)

Trust Management, staff, service users, other public sector organisations, and independent sector along with voluntary and community groups.

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

SHSCT Guidance on the Recording of Staff within Health and Social Care

SHSCT Guidance on Data Protection and Protection of Personal Information.

(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

Section 75 Group	*Southern Trust Workforce Profile as at 1 January 2021*	*Percentage*
Gender	Female Male	**85.1%** **14.9%**
Religion	Protestant Roman Catholic Neither	**35.6%** **56.7%** **7.7%**
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	**9.7%** **10.1%** **7.8%** **72.4%**
Age	16-24 25-34 35-44 45-54 55-64 65+	**6.5%** **25.0%** **25.3%** **21.8%** **18.4%** **3.0%**
Marital Status	Single Married Not Known	**31.6%** **59.1%** **9.3%**
Dependent Status	Caring for a Child/Children / Dependant Older Person / Person With a Disability None Not Known	**19.0%** **31.1%** **49.9%**
Disability	Yes No Not Known	**2.5%** **78.7%** **18.8%**
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	**0.02%** **0.21%** **0.02%** **0.02%** **0.1%** **0.4%** **0.72%** **0.02%** **0.12%** **0.15%** **80.1%** **18.1%**
Sexual Orientation ***towards:***	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	**57.3%** **1.0%** **0.1%** **41.6%**

2.2 Southern Trust's Area Population Profile – Census 2011

Section 75 Group	*Trust's Area Population Profile (Population of 358,034)*	*Percentage*
Gender	Female Male	**50.36** **49.64**
Religion	Protestant Roman Catholic Other	**39.15** **56.69** **4.16**
Political Opinion	Not collected	
Age	0-15 16-24 25-44 45-64 65-84 85+	**22.73** **12.25** **28.45** **23.40** **11.69** **1.48**
Marital Status (aged 16+ years)	Single Married/Civil Partnership Other	**34.99** **50.24** **14.77**
Dependent Status	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability	**11.34% of usually resident population provide unpaid care**
Disability	Yes No	**19.64** **80.36**
Ethnicity	Asian Other Bangladeshi Black African Black Caribbean Black Other Chinese Indian Irish Traveller Mixed Ethnic Group Other Pakistani White	**0.20** **0.01** **0.11** **0.01** **0.10** **0.22** **0.17** **0.15** **0.29** **0.16** **0.07** **98.51**
Sexual Orientation	Estimated 6-10% of persons identify as lesbian, gay, bisexual – *Source: 2012 report by Disability Action & Rainbow Project*	

(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.

Section 75 Category	***Details of Needs, Experiences and Priorities***	
	Staff	***Service Users***
Gender	This policy is technical in nature and it is expected will not have an adverse impact.	This policy is technical in nature and it is expected will not have an adverse impact.
Age	As above	As above
Religion	As above	As above
Political Opinion	As above	As above
Marital Status	As above	As above
Dependent Status	As above	As above
Disability	Consideration of reasonable adjustments, for example a narrated training session that can be pre-recorded on PowerPoint and shared with participants may be considered. Subtitles to assist people with a hearing impairment could be added to the pre-recorded session.	Consideration of reasonable adjustments, for example a narrated training session that can be pre-recorded on PowerPoint and shared with participants may be considered. Subtitles to assist people with a hearing impairment could be added to the pre-recorded session.
Ethnicity	Other languages can be considered on request	Other languages can be considered on request
Sexual Orientation	This policy is technical in nature and it is expected will not have an adverse impact.	This policy is technical in nature and it is expected will not have an adverse impact.

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

This guidance will be shared with Staff Side Representatives.

(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	This policy is technical in nature and it is expected will not have an adverse impact.	This policy is technical in nature and it is expected will not have an adverse impact.	None
Age	As above	As above	
Religion	As above	As above	
Political Opinion	As above	As above	
Marital Status	As above	As above	
Dependent Status	As above	As above	
Disability	May impact persons with a disability more.	May impact persons with a disability more.	Minor
Ethnicity	Other languages can be considered on request	Other languages can be considered on request	
Sexual Orientation	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

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	***Please provide details***
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	N/A	None
Political opinion	N/A	None
Racial group	N/A	None

(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	N/A
Political opinion	N/A
Racial group	N/A

(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?
Policy applies to staff, actual and potential service users. Consideration of reasonable adjustments, for example a narrated training session that can be pre-recorded on PowerPoint and shared with participants may be considered. Subtitles to assist people with a hearing impairment could be added to the pre-recorded session.

(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 9 – Right to freedom of thought, conscience & religion			✓
Article 10 – Right to freedom of expression			✓

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
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			✓

(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.

N/A

(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)*

		EQIA Required? *(Delete as appropriate)*	
Major impact		**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 is technical in nature and it is expected will not have an adverse impact.

Policy applies to staff, actual and potential service users. Consideration of reasonable adjustments, for example a narrated training session that can be pre-recorded on PowerPoint and shared with participants may be considered. Subtitles to assist people with a hearing impairment could be added to the pre-recorded session.

(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	✓

Southern Health and Social Care Trust
Quality Care - for you, with you

(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 Trust's Complaints Procedure is a mechanism whereby any feedback can be made.

Approved Lead Officer:	**Catherine Weaver**
Position:	**Head of Information Governance**
Email:	**Lisa.cartmill@southerntrust.hscni.net**
Telephone No:	**028 3756 1462**
Date:	**4 March 2021**
Policy/proposal screened by:	**Lisa Cartmill, Information Governance Manager**

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.