Southern Health and Social Care Trust
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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

Menopause at Work Policy

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

New policy and guidance for managers

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

This policy and supporting guidance aims to ensure there is a supportive working environment for staff experiencing the menopause related issues and the potential impact at work.

To increase managers' and staff's awareness of menopause related issues and the potential impact on staff health, wellbeing, safety and capacity at work.

To create an environment where women feel confident enough to raise issues about their symptoms and ask for support.

To provide menopause at work guidance to inform managers and employees about the potential symptoms of menopause, enabling them to have supportive conversations and agree support needed.

Ensure a consistent approach in the support of staff that are experiencing menopausal symptoms whilst at work.

Reduce menopause related sickness absence through provision of support and promote the retention of menopausal female staff to retain a skilled and experienced workforce within the organisation.

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

Women - The policy aims to ensure that women are treated fairly and with dignity and respect in their working environment. It is also committed to ensuring the health, safety and wellbeing of women experiencing menopause related issues at work.

In a more recent case, Davies -v- Scottish Courts & Tribunal Service in May 2018, an employee's menopausal symptoms were deemed to be a disability for the purposes of the Disability Discrimination Act 1995.

Therefore when dealing with employees who have menopausal symptoms, the Trust will be mindful of the need to consider if an employee is disabled as a result of those symptoms and if it is concluded that they are - reasonable adjustment(s) will be considered in line with relevant Trust Policy and related legislative provisions such as the DDA 1995. Case law has also recognised the importance of putting in place 'timely' reasonable adjustments for staff with a disability.

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

The Trust - Staff Health and Wellbeing Steering Group

(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?)

There may be some working environments such as hospital settings where it is more difficult to offer adjustments to women.

NB: That said the Trust has a legal obligation to consider reasonable adjustments for staff who are considered to have a disability brought on by the symptoms of the menopause – see 1.4 above.

(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)**

- Women make up 79% of the HSC workforce and DoH data indicates that across HSC 14,679 women aged 45-54 years are of menopausal age. *The gender spilt of the SHSCT workforce is currently 85.6% female.*
- Trade Union Organisations such as the RCN, NIPSA and UNISON have produced guidance for their members and organisations in relation to the menopause.
- The average age of onset menopausal transition is 47.5 years. The menopause is not necessarily a stressful time but it normally occurs during midlife when one may be dealing with other life challenges, such as parents' ill-health or bereavement, adolescent children, children leaving home (or not leaving home), and work demands.

Women's Health.gov

Age profile of the Southern HSC Trust's female employees as at 1st January 2019

Age Band	Number of Females	Percentage
18-39	4874	44.2
40-59	5105	46.2
60+	1059	9.6
	11038	100

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

- Staff Health and Wellbeing Strategy
- Health and Safety at Work Policy
- Equality, Diversity and Inclusion Policy

- Disability Tool Kit and Reasonable Adjustments for Managers
- Work Life Balance Policy
- Recognising and Responding to Stress Workplace Policy
- Sickness Absenteeism Policy
- Uniform Policy
- Human Rights Act
- UN Convention on the Rights of Persons with a Disability

(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 (see table 2.2)

Section 75 Group	*Make up of Staff Affected*	*Percentage*
Gender	Female Male	
Religion	Protestant Roman Catholic Not Known/Other	
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	
Age	16-24 25-34 35-44 45-54 55-64 65+	
Marital Status	Single Married/Civil Partnership Other/Not Known	
Caring Responsibility	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability None Not Known	
Disability	Yes No Not Known	
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	
Sexual Orientation ***towards:***	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	

2.2 Composition of Southern Trust Workforce

Section 75 Group	*Southern Trust Workforce Profile as at 1 January 2019*	*Percentage*
Gender	**Female** Male	**85.6** **14.4**
Religion	Protestant Roman Catholic Neither	**37.0** **57.1** **5.9**
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	**9.5** **9.6** **7.6** **73.4**
Age	16-24 25-34 35-44 **45-54** **55-64** 65+	**5.1** **25.8** **24.6** **23.3** **18.3** **2.9**
Marital Status	Single Married Not Known	**29.3** **62.3** **8.4**
Dependent Status	Caring for a Child/Children / Dependant Older Person / Person With a Disability None Not Known	**22.2** **27.8** **50.0**
Disability	Yes No Not Known	**2.3** **78.3** **19.4**
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	**0** **0.09** **0.02** **0.03** **0.12** **0.24** **0.64** **0.03** **0.1** **0.1** **80.4** **18.2**
Sexual Orientation ***towards:***	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	**52.9** **0.9** **0.1** **46.1**

2.3 Patients / Clients Affected Not applicable

(complete as far as possible with information available to you)

Section 75 Group	*Make up of Patients/Clients Affected*		
Gender	Female Male		
Religion	Protestant Roman Catholic Other		
Political Opinion	Not collected		
Age	45-64 65-84 85+		
Marital Status	Single Married/Civil Partnership Other/Not Known		
Caring Responsibility	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability None Not Known		
Disability	Yes No Not Known		
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known		
Sexual Orientation ***towards:***	Do Not Wish To Answer/Not Known		

(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	The Policy and Guidance will increase support for women experiencing menopause related issues at work	
Age	23.3% of HSC female workforce is aged 45-54 years which is the average age range for the menopause. 18.3% are in the 55–64 years age range.	With an ageing population increasing numbers of women are working whilst experiencing the menopause.
Religion		NA
Political Opinion		NA
Marital Status		NA
Dependent Status		NA
Disability	25% of women can experience debilitating symptoms during the menopause. These symptoms can adversely affect the quality of both personal and working life. There may be occasions in which severe menopausal symptoms have such a substantial adverse impact on daily functioning and have lasted or are likely to last for 12 months or more that the disability legislation could	

Section 75 Category	***Details of Needs, Experiences and Priorities***	
	Staff	***Service Users***
	potentially apply and reasonable adjustments should be considered in the workplace. See also point 1.4.	
Ethnicity		NA
Sexual Orientation		NA

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

The policy was developed in partnership with NHSCT and PHA. The policy has been shared with the Staff Health and Wellbeing Steering Group in the Southern and Northern HSC Trusts.

(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	Impact on female workforce experiencing menopause related issues		The policy is intended to provide support/advice/ information for women experiencing difficulties related to menopause symptoms at work and as an aid to recruitment and retention.
Age	For women in menopausal age range 45–54 years – see also 1.7		See 1.7 age profile analysis of the Trust. The policy is a positive intervention for all those experiencing the impact(s) of the menopause and is part of the Trust's wider Health and Wellbeing Strategy.
Religion			
Political Opinion			
Marital Status			
Dependent Status			
Disability	For women experiencing severe		Protection for women experiencing

	menopausal symptoms that have a substantial adverse impact on daily functioning and have lasted for 12 months or more.		adverse symptoms impacting on functioning at work – see comments at 1.4. re Reasonable Adjustments DDA 1995 refers. The policy is intended as a positive and supportive intervention for staff affected by the menopause and forms part of the Trust's wider suite of policy interventions under the Trust's Health and Wellbeing Strategy.
Ethnicity			
Sexual Orientation			

(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	
Age	Policy will support women of menopausal age and help retain women in the workforce through early intervention and supportive measures e.g. health related advice/ information and the provision of reasonable adjustments - in line with the DDA 1995 and related Trust Policy.
Religion	
Political Opinion	
Marital Status	
Dependent Status	
Disability	Policy will support those experiencing severe menopausal symptoms that are impacting on daily functioning. See also comments elsewhere in relation to reasonable adjustments for staff who are substantially and adversely affected by the symptoms of the menopause on their normal day-to-day activities.
Ethnicity	
Sexual Orientation	

(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		None
Racial group		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	no
Political opinion	no
Racial group	no

(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 will increase support for all female employees experiencing the effects of the menopause. Where severe menopausal symptoms have a substantial adverse impact on an employee's daily functioning for 12 months or more - reasonable adjustments will be considered and provided for in line with the DDA 1995 and related Trust Policy.

(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			Neutral
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			Neutral
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			Neutral
Article 5 – Right to liberty & security of person			Neutral
Article 6 – Right to a fair & public trial within a reasonable time			Neutral
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			Neutral
Article 8 – Right to respect for private & family life, home and correspondence.			Neutral
Article 9 – Right to freedom of thought, conscience & religion			Neutral
Article 10 – Right to freedom of expression			Neutral
Article 11 – Right to freedom of assembly & association			Neutral
Article 12 – Right to marry & found a family			Neutral
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			Neutral
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			Neutral
1st protocol Article 2 – Right of access to education			Neutral

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 – see also 8.1 monitoring arrangements.

(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
			No

No impact		**Positive impact see reasons detailed in 7.2 below**

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

Menopausal symptoms can vary for each individual and can be quite significant for some women.

This policy is part of a wider suite of policies provided for under the Trust's Health and Wellbeing Strategy and is intended to provide for early support and intervention for all staff affected by the menopause. Reasonable adjustments will be considered in line with relevant Trust Policy and related legislative provisions - in this instance the DDA 1995 - for staff who are considered as having a disability as a result of the substantial and adverse effects of their menopausal symptoms on their normal day-to-day activities.

(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

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(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? Monitored through feedback from Occupational Health, managers and staff on supportive conversation provided and type of adjustments supported.

Approved Lead Officer: **Lynne Smart**

Position: **Head Health Improvement**

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Telephone No: **028 37564467**

Date: **11th December 2019**

Policy/proposal screened by: **Lynne Smart**

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