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 Intranet) 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

Proposed protocol for the management of employee acting ups and secondments

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

New

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

This proposed protocol has two primary objectives:

(i) the achievement of workforce and service stabilisation by reviewing and taking appropriate actions with the current number of long term acting ups and secondments **lasting two years or more**; and

(ii) to ensure, that going forward, robust controls are in place to monitor and manage all long term acting ups and secondments within Directorates.

It is proposed, subject to SMT approval and subject to satisfying the necessary criteria in (i) above to consolidate affected staff as a **one off** exercise to their substantive acting/seconded banding.

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

See table 2.1 i.e. S75 make up staff currently affected by this proposed protocol. All staff who meet the criteria in point (i) 1.3 above would benefit from being substantiated at their current acting/seconded banding – thus providing for

stability in the workforce and service provision at a time of unprecedented transformational change in HSC, which will include recruitment to approximately 1,200 new posts.

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

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?)

- Risk of further destabilisation of the workforce if current long term acting ups and secondments are not addressed / consolidated, particularly at a time when a number of transformation posts are being advertised within and across Trusts.
- Morale and health & wellbeing of staff are affected as a result of ongoing temporary arrangements in relation to their employment.

(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)

Management, Trade Unions and affected staff primarily.

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

Trust's Equal Opportunity Policy

Trust Recruitment and Selection Procedures

Trust Redeployment Procedure

Trust Policy on the Employment of Persons with a Disability

(NB: The above list is not intended to be 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? *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	*Make up of Staff Affected*	*Percentage*
Gender	Female Male	**87.0** **13.0**
Religion	Protestant Roman Catholic Not Known/Other	**41.7** **54.0** **4.3**
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	**9.3** **10.6** **8.1** **72.0**
Age	16-24 25-34 35-44 45-54 55-64 65+	**0** **13.0** **32.9** **31.7** **20.5** **1.9**
Marital Status	Single Married/Civil Partnership Other/Not Known	**19.9** **72.7** **7.4**
Caring Responsibility	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability None Not Known	**31.1** **12.4** **56.5**
Disability	Yes No Not Known	**5.6** **73.9** **20.5**
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	**0** **0** **0** **0** **0** **0** **0** **0** **0** **0** **78.3** **21.7**
Sexual Orientation *towards:*	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	**39.8** **0.6** **0** **59.6**

2.2 Composition of Southern Trust Workforce

(please contact the Equality Unit on 028 375 64152 to ensure the figures below are the most recent)

Section 75 Group	*Southern Trust Workforce Profile as at 1 January 2018*	*Percentage*
Gender	Female Male	**85.7** **14.3**
Religion	Protestant Roman Catholic Neither	**37.3** **57.2** **5.5**
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	**9.3** **9.2** **7.4** **74.1**
Age	16-24 25-34 35-44 45-54 55-64 65+	**5.8** **26.3** **23.8** **23.8** **17.7** **2.6**
Marital Status	Single Married Not Known	**29.6** **62.5** **7.9**
Dependent Status	Caring for a Child/Children / Dependant Older Person / Person With a Disability None Not Known	 **23.3** **26.4** **50.3**
Disability	Yes No Not Known	**2.3** **77.5** **20.2**
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	**0** **0.08** **0.02** **0.01** **0.1** **0.3** **0.6** **0.03** **0.2** **0.1** **79.7** **18.9**
Sexual Orientation ***towards:***	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	**50.9** **0.7** **0.1** **48.3**

2.3 Patients / Clients Affected

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

Section 75 Group	*Make up of Patients/Clients Affected*	*Percentage*
Gender	Female Male	n/a
Religion	Protestant Roman Catholic Other	n/a
Political Opinion	Broadly Unionist Broadly Nationalist Other Do Not Wish To Answer/Not Known	n/a
Age	0-15 16-24 25-44 45-64 65-84 85+	n/a
Marital Status	Single Married/Civil Partnership Other/Not Known	n/a
Caring Responsibility	Caring for a Child/Children/Dependant Older Person/Person(s) With a Disability None Not Known	n/a
Disability	Yes No Not Known	n/a
Ethnicity	Bangladeshi Black African Black Caribbean Black Other Chinese Filipino Indian Irish Traveller Mixed Ethnic Pakistani White Not Known	n/a
Sexual Orientation ***towards:***	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	n/a

2.4 Southern Trust's Area Population Profile – Census 2011

(NB: in some instances you may need to be more specific and use local District Council areas – please contact the Equality Unit on 028 375 64152).

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. ***(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	This proposal, subject to approval, would as a one off exercise consolidate all affected staff, on long term acting up/seconded roles **lasting two years or more** to the substantive acting/seconded banding. This consolidation will provide a robust baseline for future workforce planning/ monitoring.	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	n/a

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

JNCF – representatives consulted and have had input to this screening.
CHROD Team have been consulted.
SMT approval sought and obtained subject to outcome of this screening.

(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	Level of impact on staff none – rather the proposed protocol would have a positive impact on all affected staff in that it would offer certainty for staff on long term acting ups and secondments lasting by 2 years or more consolidating them at the substantive acting/seconded banding.
Age		n/a	
Religion		n/a	
Political Opinion		n/a	
Marital Status		n/a	
Dependent Status		n/a	
Disability		n/a	The Trust will continue to apply its robust arrangements for the redeployment of staff who, due to ill

			health and/or disability, may require redeployment to an alternative role. As at the time of this screening there were only 5 employees requiring such redeployment. This proposal will not weaken the ongoing commitment and efforts currently being made to identify suitable alternative vacant posts for the 5 employees requiring redeployment.
Ethnicity		n/a	
Sexual Orientation		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***
Gender	See 4.1 above
Age	See 4.1 above
Religion	See 4.1 above
Political Opinion	See 4.1 above
Marital Status	See 4.1 above
Dependent Status	See 4.1 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***
Disability	See 4.1 above
Ethnicity	See 4.1 above
Sexual Orientation	See 4.1 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		None having engaged with the necessary stakeholder interests
Political opinion		
Racial group		

(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	See 4.3 above
Political opinion	See 4.3 above
Racial group	See 4.3 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 needs of staff with a disability with be taken into account in line with relevant Trust Policy. The Trust is mindful of its statutory obligations as laid down in the DDA 1995 as well as the *Disability Duties* laid down in its Disability Action Plan. See also considerations at 4.1.

(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 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	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
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
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 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 staff awareness training. Completion of mandatory 'Making a Difference' – Equality, Good Relations and Human Rights Training.
Ensuring human rights are taken into account as part of policy development and as an integral part of the equality screening process.

(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
		Yes – see 8.1 monitoring arrangements to avoid recurrence	**/No**

No impact	X	**Screened Out**

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

The proposed protocol has the primary objective of bringing about workforce and service stability. Further it offers affected staff, who meet the defined eligibility criteria, certainty in terms of their banding.

Going forward robust monitoring arrangements will be put in place – see 8.1 below.

Give the primary objectives outlined above and subject to robust monitoring arrangement being put in place to avoid further recurrent of long term acting ups and secondments – this action is considered to be both proportionate and legitimate in that it satisfies a valid business aim.

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(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 see 8.1 below

(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?

Directors, in conjunction with their management teams, will ensure robust management arrangements are implemented going forward to avoid a situation where there are large number of long term acting ups reoccurring.

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Policy/proposal screened by:	**Lynda Gordon, Head of Equality Assurance Unit, Maura Mallon, Asst. Director HR OPPC**

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.