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

Allied Health Professionals Flexible Pool Guiding Principles

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

Revised

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

The procedure has been developed to:

- Address the high volume of temporary appointments being made to cover long term absences such as maternity leave.
- Address the difficulties this high volume of temporary appointments in turn caused for service continuity and the retention of staff.

In order to address these difficulties, the Trust's SMT gave approval to replace the ad hoc recruitment of temporary staff with the introduction of a pool of permanent staff (to be known as the flexible pool) who, following appointment and for an initial period, would be deployed to provide the necessary cover for long term absences such as maternity leave.

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

These guiding principles will reduce the number of staff recruited to AHP services on Temporary contracts, therefore providing job security and a more stable workforce which will benefit persons i.e. section 75 categories seeking employment/already working within the Trust.

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

These guiding principles are owned and implemented by 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?)

There are financial implications for the introduction of the guiding principles which have been discussed with, and agreed by the Trust's Senior Management Team. In 2016 the SHSCT's SMT agreed to the proposal to employ 78wte AHP staff on permanent contracts through the flexible pool. The introduction of the AHP Flexible Pool has decreased the underspend in AHP services due to the fact there are less vacant temporary posts in the Trust, when temporary vacancies become available they are filled more quickly.

(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)

AHP staff across the 6 disciplines who will implement the new principles:

- Physiotherapists
- Occupational Therapists
- Speech and Language Therapists
- Podiatrists
- Dietitians
- Radiographers

Trade Unions Human Resources Recruitment services BSO

(1.8) Other policies with a bearing on this policy/proposal **(**for example regional policies) - what are they and who owns them? The need to adhere to all employment legislation and relevant Trust policies, to include the Trust's Equal Opportunity Policy, Recruitment and Selection Policy and Recruitment Advertising Procedures, Work Life Balance Policy, Disability Policy and associated Guidelines for Line Managers on Reasonable Adjustments, Trust Grievance Procedures, Sickness and Absenteeism Policy, AHP Supervision Policy and the Trust's Policy on Professional and Operational Management Interface with Integrated Care Teams (this list is not exhaustive). The need to adhere to the Trust's Management of Change Framework Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

(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

These guiding principles will reduce the number of staff recruited to AHP services on Temporary contracts, therefore providing job security and a more stable workforce which will benefit persons i.e. section 75 categories seeking employment/already working within the Trust.

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

Sexual Orientation *towards:*	Opposite Sex Same Sex Same and Opposite Sex Do Not Wish To Answer/Not Known	**See note above**

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)

By ensuring a stable workforce this will have a consequential impact in terms of the continuity of a high quality, safe service for those in need of service(s)/care).

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

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	No adverse impact - These guiding principles will reduce the number of staff recruited to AHP services on Temporary contracts, therefore providing job security and a more stable workforce which will benefit persons i.e. section 75 categories seeking employment/already working within the Trust.	No adverse Impact - By ensuring a stable workforce this will have a consequential impact in terms of the continuity of a high quality, safe service for those in need of our service(s)/care.
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	

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

This paper has been compiled following extensive engagement with a range of stakeholders (to include Operational Managers, Professional Heads of Service, Human Resources and Trade Union/Staff Representatives) and outlines the guiding principles and protocols for how the pool will operate.

Staff survey completed in June 2018 to gather views of staff employed through these processes.

Operational Manager survey completed in June 2018 for recruiting managers who have recruited staff through this process.

Feedback from staff and managers has been used to make changes to the existing principles to ensure that the views of staff and managers were considered.

(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			None – see 3.1 above
Age			None – see 3.1 above
Religion			None – see 3.1 above
Political Opinion			None – see 3.1 above
Marital Status			None – see 3.1 above
Dependent Status			None – see 3.1 above
Disability			None – see 3.1 above
Ethnicity			None – see 3.1 above
Sexual Orientation			None – see 3.1 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***
Gender	Adherence to the policies listed at 1.8 above
Age	Adherence to the policies listed at 1.8 above
Religion	Adherence to the policies listed at 1.8 above
Political Opinion	Adherence to the policies listed at 1.8 above
Marital Status	Adherence to the policies listed at 1.8 above
Dependent Status	Adherence to the policies listed at 1.8 above
Disability	Adherence to the policies listed at 1.8 above
Ethnicity	Adherence to the policies listed at 1.8 above
Sexual Orientation	Adherence to the policies listed at 1.8 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 – see details of engagement at 3.2
Political opinion		None – see details of engagement at 3.2
Racial group		None – see details of engagement at 3.2

(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	
Political opinion	
Racial group	

(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?

People with a disability will be able to apply for posts within the Southern Trust through existing recruitment processes and will be supported via associated policies such as the Trust's Policy on the Employment of Persons with a Disability together with the provision of timely reasonable adjustments in the workplace.

(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			X

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

Staff completion of 'Making a Difference' – Equality, Human Rights and Good Relations E-Learning modules Part 1 – to be completed by **all** staff. Parts 1 and 2 to be completed by line managers. NB: this training is Mandatory for all staff.

Taking into account Human Rights considerations as part of on-going policy development i.e. via equality screening and decision-making processes.

(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**

No impact	X	**Screened Out**

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

The guiding principles in relation to the AHP Flexible pool adhere to all existing Recruitment and Selections policies in the Southern Trust. Entry to the Trust as an AHP member of staff will follow existing procedures. These guiding principles will reduce the number of staff recruited to AHP services on Temporary contracts, therefore providing job security and a more stable workforce. On-going continuity of high quality safe services.

(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 monitoring 8.1 below

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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? The need to keep these guiding principles and protocols under review so as to enable the Trust to meet changing service needs and workforce requirements in a cost effective and efficient way.

Approved Lead Officer:	**Eamon Farrell**
Position:	**(A) Assistant Director for AHP Governance, Workforce Development and Training**
Email:	**Eamon.Farrell@southerntrust.hscni.net**
Telephone No:	**07747484157**
Date:	**27th September 2018**
Policy/proposal screened by:	**Lynda Gordon**

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.