

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

Time Off Work Policy

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

New

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

This Policy aims to provide staff and managers with information on the circumstances in which staff may be entitled to time off work to assist them in meeting their personal commitments. The Policy sets out the time off work entitlements for staff, the periods of time permitted and if the time off work is paid or unpaid.

The aim of the Policy is to ensure a consistent and fair approach when granting time off work under the Policy.

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

All staff and all section 75 categories.

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

This is a Trust Policy, owned by the Human Resources and Organisational Development Directorate.

The Policy takes account of all relevant legislative requirements and terms and conditions of employment i.e. Agenda for Change, Medical & Dental, Senior Executive.

(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 a variety of arrangements in place currently and the introduction of this Policy may result in some staff resistance because of custom and practice arrangements.

(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)

Internal: Management, Staff, Trade Unions and Professional Bodies

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

Trust's Work Life Balance Policy

Trust's Management of Sickness Absence Procedure

Grievance Procedure

Regional Equality, Diversity and Inclusion Policy

Human Rights Act

Agenda for Change Terms and Conditions of Employment

Medical and Dental Terms and Conditions

Senior Executive Terms and Conditions

(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

All staff are likely to be affected by this Policy – see make up of staff as at 1st January 2019 table 2.2 refers

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

2.3 Patients / Clients Affected

This Policy does not affect patients / clients.

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

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

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).

Section 75 Group	Trust's Area Population Profile (Population of 358,034)	Percentage
Gender	Female	50.36
	Male	49.64
Religion	Protestant	39.15
	Roman Catholic	56.69
	Other	4.16
Political Opinion	Not collected	
Age	0-15	22.73
	16-24	12.25
	25-44	28.45
	45-64	23.40
	65-84	11.69
	85+	1.48
Marital Status (aged 16+ years)	Single	34.99
	Married/Civil Partnership	50.24
	Other	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	19.64
	No	80.36
Ethnicity	Asian Other	0.20
	Bangladeshi	0.01
	Black African	0.11
	Black Caribbean	0.01
	Black Other	0.10
	Chinese	0.22
	Indian	0.17
	Irish Traveller	0.15
	Mixed Ethnic Group	0.29
	Other	0.16
	Pakistani	0.07
White	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	<p>Provision of Work Life Balance Policy to enable staff to reconcile the demands of work and personal / family responsibilities.</p> <p>Facilitation of annual leave, TOIL and / or unpaid leave for required periods of time off work.</p>	N/A
Age	Nil of Note	N/A
Religion	Nil of Note	N/A
Political Opinion	Nil of Note	N/A
Marital Status	Nil of Note	N/A
Dependent Status	The provisions of the Trust's Work Life Balance Policy is aimed at meeting the needs of staff and provides a means to reconcile work and caring commitments.	N/A
Disability	Time off work requests will be managed in accordance with the DDA 1995. As such an element of flexibility will be considered for staff with a disability. Managers should seek advice from HR and consult the	N/A

Section 75 Category	Details of Needs, Experiences and Priorities	
	Staff	Service Users
	Reasonable Adjustments Guidelines for Managers	
Ethnicity	Nil of note	N/A
Sexual Orientation	Nil of note	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.

Management and Trade Unions were involvement in the consultation and implementation of the Time Off Work Policy.

(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	Nil of note	NA	Nil of note
Age	Nil of note	NA	Nil of note
Religion	Nil of note	NA	Nil of note
Political Opinion	Nil of note	NA	Nil of note
Marital Status	Nil of note	NA	Nil of note
Dependent Status	Nil of note	NA	Nil of note
Disability	Minor	NA	Minor
Ethnicity	Nil of note	NA	Nil of note
Sexual Orientation	Nil of note	NA	Nil of note

(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	
Religion	
Political Opinion	
Marital Status	

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	Please provide details
Dependent Status	
Disability	
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		Nil of note
Political opinion		Nil of note
Racial group		Nil of note

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
FOR ALL STAFF – The Trust will continue to work with staff affected and their representatives in the interests of promoting good relations.	
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?

The Trust will consider and manage all requests for time off work for staff with disabilities on a case by case basis, taking into account any reasonable adjustments required and ensuring all cases are considered in accordance with our obligations under the Disability Discrimination Act legislation.

(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	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
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 will continue to receive training on human rights and will facilitate time off work requests in line with our human rights obligations.

(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	x	Mitigation Required	Alternative Policy Required
		Yes/No	Yes/No

No impact		Screened Out
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(7.2) Please give reasons for your decision and detail any mitigation or alternative policies considered.

The Southern Trust currently has a range of practices in place from legacy Trusts in respect of approval for ‘time off work’ requests. The introduction of this Policy brings consistency and fairness to approvals and ensures all staff are managed equitably.

To ensure staff are facilitated and supported in balancing their work and personal commitments, managers will be asked to ensure time off work requests are facilitated for staff. Many staff within the Trust, c. 85% of staff, are currently able to avail of appointments in their time off work due to part time working or shift work providing for time off work during the working week without disruption to their working pattern.

Staff with disabilities will continue to be managed in accordance with our obligations under DDA legislation.

(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?

Please refer above.

Approved Lead Officer: Siobhan Hynds

Position: Deputy Director – HR Services

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Date: March 2019

Policy/proposal screened by: Siobhan Hynds

**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.**