Southern Health and Social Care Trust

Quality Care - for you, with you

Screening Outcome Report

1st January to 31st March 2019

Introduction

Section 75 of the Northern Ireland Act 1998 requires the Trust, when carrying out its functions in relation to Northern Ireland, to have due regard to the need to promote equality of opportunity between nine categories of persons, namely:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

Without prejudice to its obligations above, the Trust must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The Trust's Equality Scheme outlines how we propose to fulfil our statutory duties under Section 75. Within the Scheme, the Trust gave a commitment to apply the screening methodology below to all new and revised policies and where necessary and appropriate to subject new policies to further equality impact assessment.

Screening Methodology

For new or revised policies the Trust will consider:-

- What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?
- Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?
- To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group?
- Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

In keeping with the commitments in its Equality Scheme the Trust has applied the above screening criteria to new policies and proposals. The screening process is used to identify which policies are likely to have an

impact on equality of opportunity and/or good relations. Screening assesses the likely impact of the policy as major, minor or none.

If it is decided that a policy/proposal is likely to have major issues relating to equality, it is then necessary to consider carrying out a more detailed exercise called an equality impact assessment (EQIA).

This screening report outlines the screening outcomes for the quarter 1st January to 31st March 2019.

Communication and Engagement

In order to carry out our functions there is a need to continue to effectively engage and work collaboratively with a wide range of stakeholders including Trust staff, Trade Unions, service users, carers, commissioners, primary care, public representatives and independent providers.

The Trust is committed to promoting personal and public involvement in all its activities. The development of new policies and proposals will be supported by effective engagement processes to ensure that staff, service users and all interested parties are fully involved. Planning for, and delivering safe, clinically effective and cost effective services requires close collaboration at many levels.

If you have any queries about this document, or its availability in alternative formats (including Braille, disk and audio cassette, and in minority languages to meet the needs of those who are not fluent in English) then please contact:

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Outcome of Screening

The screening outcomes are outlined below. Four possible outcomes are recorded:

1. The policy has been **'screened in' for equality impact assessment**;

2. The policy has been '**screened out' <u>with</u> mitigation or an alternative policy proposed to be adopted;**

3. The policy has been **'screened out' <u>without</u> mitigation or an alternative policy proposed to be adopted.**

4. The policy will be **subjected to ongoing screening.** For more detailed strategies or policies that are to be put in place through a series of stages, screening should be considered at various times during implementation.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
Relocation of Newtownhamilton Community Dental Services (CDS) The CDS clinic at Newtownhamilton GP surgery is located on the first floor which is not suitable for CDS patients, many of whom have disabilities, severe medical conditions or mobility problems. It's not accessible either for families with young children. The proposed change is consistent with the Strategic Direction for dental services to offer increased access across a range of localities in the community.	Screened out with mitigation	Patients will be able to attend their dental appointment at an accessible clinic suitable for all abilities and fit for purpose. It will provide more choice of available appointment dates and times in an area of the patient's choice. There will be no impact on domiciliary patients as they continue to receive the same service. Similarly service to care homes will not be affected. There is no impact on staff.
Cessation of Citizens Advice Mid Ulster (CAMU) Contract - Outreach Services only This contract with CAMU was to provide outreach advice services in Donaghmore (Cancer Choices), Coalisland (LILAC),	Screened out	From 1 April 2019 advice services will continue to be available in the Mid Ulster area through STEP under the terms of their core contract as funded by Mid Ulster District Council.

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Dungannon (Inspire Mental Health) and Aughnacloy (Moore Street). However after the Provider failed to secure the generalist advice service contract with Mid Ulster District Council, which covered core costs, it is no longer in the position to deliver these services and has advised the SHSCT that it will be terminating its contract on 31/3/19.		
Proposed protocol for the management of employee acting ups and secondments 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 at their acting/seconded banding.	Screened out with mitigation	Give the primary objectives outlined in the proposal and subject to robust monitoring arrangements being put in place to avoid further recurrence 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.
Conflict, Bullying and Harassment in the Workplace Policy (Regional) This is a new policy to replace both the existing HSCNI policy on Working Well Together and Trust local Management of Harassment policies.	Screened out	This policy will be applied fairly to all staff. The Trust will monitor its implementation. The needs of persons with a disability and those who do not speak English as a first language will be taken into account in any subsequent investigation to ensure a fair hearing and that no

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The aims of the policy are: • To provide all staff, particularly managers, with clear guidance on how to handle conflict, bullying and harassment in accordance with best practice and relevant employment legislation; • To outline to all staff their rights and their collective responsibility to create and maintain a safe, harmonious, positive and enabling working environment for all; • To provide a mechanism to facilitate prompt resolution of issues that may arise; • To prevent bullying of all staff members, including agency workers; • To prevent harassment of all staff members, including agency workers.		one is placed at a procedural disadvantage on any of the 9 equality grounds.
Equality, Diversity and Inclusion Policy (Regional) This is a revised policy, replacing HSC Equal Opportunity Policies. HSC organisations are committed to the promotion of equality and to creating and sustaining an environment that values and celebrates the diversity of its staff and service users. The HSC aims to be representative of the community it serves and for each employee to feel respected and able to give of their best. Selection for employment and advancement will be on the basis of ability, qualifications and aptitude for the work.	Screened out	The Equality, Diversity and Inclusion Policy is designed to promote equality of opportunity in the workplace and has given rise to a range of policy initiatives and training interventions to tackle inequalities and to promote fair participation in the workplace including the promotion of a good and harmonious working environment for all staff regardless of their background or personal identity
Disability Equality Policy (Regional) This is a revised policy. Its purpose is to: • Set out the approach of HSC	Screened out	The policy aims to promote positive attitudes towards persons with a disability and a supportive work environment where everyone is encouraged to make a positive

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organisations in their aim to embrace a 'social model of disability' in line with the legislative framework including their duties to promote positive attitudes towards people with disabilities and to encourage their participation in employment. • Set out what HSC organisations will do to ensure that disabled staff and job applicants do not experience barriers to employment in HSC. • Promote a supportive working environment for people with disabilities and for those staff who provide assistance to employees with disabilities. • Ensure that existing employees who become disabled are retained and supported in their current role, wherever possible, or in alternative suitable employment if available and provide retraining where necessary. • Develop and extend work placement programmes and volunteering opportunities to make sure that people with disabilities can gain real work experience within the HSC to improve their likelihood of securing future employment.		contribution.
Cessation of contract for the Provision of Adult Primary Mental Health Care (PMHC) Services across the Southern HSC Trust area The contract was initially entered into to provide assistance with breaching waiting lists within PMHC. Rationale for ending the contract is that this has come to an end	Screened out	Service users are unaffected. The Trust is now appointing a Navigator post to provide advice and guidance and direct to appropriate alternative services.

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and the waiting list no longer needs this level of work completed. There will be no service in its place. However the Trust will continue to complete the work within PMHC that it has always completed. Such services will be sign posted by the Trust to optimise service delivery and patient centeredness.		
Allied Health Professionals (AHP) Flexible Pool Guiding Principles This is a revised procedure. It 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.	Screened out	The guiding principles in relation to the AHP Flexible Pool adhere to all existing Recruitment and Selection 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.
Health & Safety at Work Policy This is a revised policy. Its aims are: • To provide a safe and healthy environment for its employees, patients, clients, visitors, contractors and others who	Screened out	The policy does not have any adverse impact on any of the Section 75 categories - provided proper consideration is given to those who may have particular needs e.g. staff with a disability or those who do not speak English as

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may be affected whilst at work, by the services it provides or whilst on its premises. A safe working environment can only be achieved and maintained with close co-operation and active participation from staff of all grades and disciplines. • To ensure the Trust complies with its statutory responsibilities under the Health & Safety at Work (NI) Order 1978 and other related legislation and to actively promote a positive health and safety culture. • To ensure that health and safety management in the Trust is based on a continuous improvement model and embraces the Trust's risk management strategy and processes.		a first language - as it is designed to support all individual staff members within the workplace thus ensuring a safe and healthy working environment.
Time Off Work Policy 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.	Screened out with mitigation	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. Staff with disabilities will continue to be managed in accordance with our obligations under DDA legislation.