

BOARD REPORT SUMMARY SHEET

Meeting Date	Trust Board 26 th September 2019
Title	Section 75 Annual Progress Report Period 2018-2019
Lead Director	Mrs Vivienne Toal - Director of HROD
Purpose	Trust Board <u>approval</u> is being sought so that the Report can be submitted formally to the Equality Commission for NI.

Key strategic aims:

This report presents the Trust's progress in fulfilling its Section 75 statutory equality and good relations duties, the Trust's Equality Scheme commitments and Disability Action Plan between April 2018 and March 2019. The report therefore contributes to meeting all 6 of the Trust's strategic aims.

Key issues/risks for discussion:

The Section 75 Annual Progress Report has been prepared using a template circulated by the Equality Commission for NI to all Public Authorities.

The key issues and achievements have been presented in accompanying newsletter format, highlighting the breadth of work which has been undertaken during the reporting period to bring about improved outcomes for the 9 Section 75 equality categories.

Summary of SMT discussion:

Breadth of work undertaken during the reporting period was commended across services and employment spheres.

Cost of interpreting in Southern Trust – continues to be highest across the region. Always need for face to face interpreting as well as telephone, given sensitivities and complexity of care situations.

Focus on progressing the commitments in the Mental Health Charter through the psychological wellbeing group chaired by Dr L McGurk.

Disability toolkit welcomed, and need to ensure these are well embedded throughout organisation at all levels.

Commended the work of the Head of Equality Assurance Unit as key point of contact for the Trust for early EU Exit preparation and acknowledged that this had an impact on other business as usual work of the Unit during the year.

Human Rights/Equality:

The implementation of the Trust's new 5 year Equality and Disability Action Plans are central to the implementation of the Trust's statutory equality and disability duties, as are the tools of equality screening and equality impact assessment.

The Equality Commission for NI is the responsible organisation for the enforcement of the Section 75 equality and disability duties.

A review meeting took place during the year (21 February 2019) with the Head of the Equality Unit and a Senior Representative from the Commission – Kevin Oakes. The Commission praised the Trust's Equality Unit for the wide range of equality work being taken forward in furthering the Trust's equality obligations. The Commission also noted the high quality of the Equality Screenings completed.

The overarching aim of these statutory duties is to place equality, good relations, human rights and the disability duties at the heart of public policy decision making - as a service provider, an employer and a procurer of goods, facilities and services.

Equality in Action Newsletter

Equality Assurance Unit — Tel: 028 375 64152 / 64247 / 64151

S75 Annual Progress Report 2018-2019

This is the 12th Section 75 Annual Progress Report prepared by the Southern HSC Trust's Equality Assurance Unit the purpose of which is to demonstrate how the Trust has fulfilled its:

- Equality and Good Relations Duties under Section 75 of the NI Act 1998 together with its -
- Disability Duties i.e. *to promote positive attitudes toward persons with a disability and to encourage the participation of disabled people in public life* — Section 49A of the Disability Discrimination Act 1995 (as amended) refers.

Promoting Equality in Employment

Regional Recruitment & Selection Framework (R&S)

This Framework has been developed through the collective efforts of key stakeholders from across HSC. Its usage will support the provision of clear, consistent and transparent recruitment within HSC for all non-medical appointments. The Framework went live on 1 November 2018 and replaces the Trust's current Recruitment & Selection Procedures with immediate effect. The new Framework is accessible via the Resourcing SharePoint site at [HSC Recruitment & Selection Framework October 2018](#). Supporting guides for managers on the various stages of the recruitment and selection process are also available.

Recruitment & Selection Training requirements

In conjunction with the Framework, a newly designed recruitment and selection eLearning package has been developed. Upon completion of this eLearning package, staff will then undertake face to face recruitment and selection skills training.

The updated recruitment and selection eLearning package for new and refresher training is accessible via the following link <http://www.hsclearning.com/>

HSC Recruitment website updated – Job search more accessible

After listening to feedback from users, a regional group of senior HSC Recruitment Managers worked with the Business Services Organisation to improve the HSC recruitment website. The process of searching for job opportunities in HSC is more **user friendly and fully accessible to all users on desktop, tablet and mobile devices**. Social media buttons have been added so job advertisements can easily be shared with friends, family and colleagues.

As part of this update the website has changed to Jobs.hscni.net and anyone going to HSCRecruit.com will be automatically redirected to this new address.



Equality in Action Key Achievements

Employability Scheme – Positive Action Making it Work

Across UK only 6% of adults with a learning disability are in paid employment yet two thirds would like to work (Mencap). More than 20% of the population in NI report a long-standing health problem or disability and 40% of households have at least one person with a disability.

During the year under review, the Southern Trust set up a small working group to explore opportunities under the 'Workable NI' programme to provide an opportunity for the first cohort of persons with a disability to participate in a 14 week pilot Employability Programme leading to permanent part time employment upon successful completion. The group agreed the following actions:

- Commence in an incremental way with a small number of trainees (to begin with)
- Identification of possible trainees who may be eligible for entry onto a supported employment scheme.
- Commence an open discussion with Southern Regional College/further education colleges about the possibility of developing 14 week modular training programme.
- Secure staff side involvement in process.
- Explore potential for service user advocate/carers rep for this initiative at the outset – in keeping with co-production/co-design principles.
- Explore opportunities within support services for the first cohort of trainees.

Mainstreaming Section 75 Duties

Review Meeting



The Equality Commission for NI is the responsible organisation for the enforcement of the Section 75 Equality Duties. The Commission is also responsible for ensuring compliance with anti-discrimination legislation and the promotion of equality of opportunity and good relations.

A review meeting took place during the current reporting period (i.e. 21 February 2019) with the Head of the Equality Unit and a Senior Representative from the Commission – Kevin Oakes. The Commission praised the Trust's Equality Unit for the wide range of equality work being taken forward in furthering the Trust's equality obligations. The Commission also noted the high quality of Equality Screenings completed.

Regional Consultative Forum

One of the actions in HSC Trusts' Regional Equality Action Plans is to set up a Regional Consultative Forum to facilitate ongoing partnership working with the Equality Commission for NI, Northern Ireland Human Rights Commission and the Community Relations Commission (CRC). The inaugural meeting of this new Forum took place on 20 May 2019.



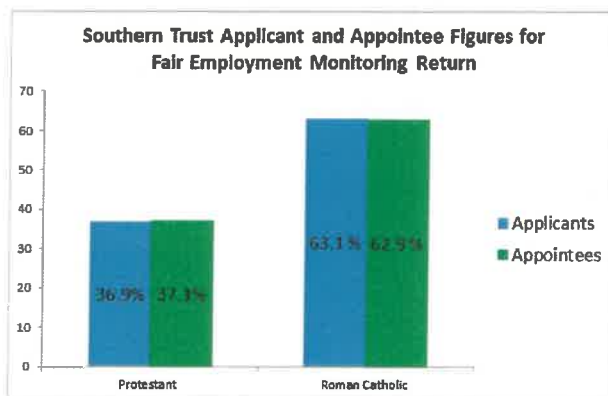
The Forum will facilitate ongoing communication and collaboration between the Commissions and the CRC in order to optimise outcomes for Section 75 groups. Both Commissions and the CRC have also committed to promoting the partnership Forum through their social media channels to further raise the commitment, on the part of HSC Trusts, in ensuring the effective and timely discharge of their Section 75 Equality and Good Relations Duties as well as Human Rights obligations.



Equality in Action Key Achievements

Employment Equality — Annual Fair Employment Monitoring Return

The Trust submitted its statutory Fair Employment Monitoring Return to the Equality Commission, by the statutory deadline, showing workforce composition between the 2 main communities in NI, applicant flows, success/appointee rates, promotees and leavers for the year ending 31 December 2018.

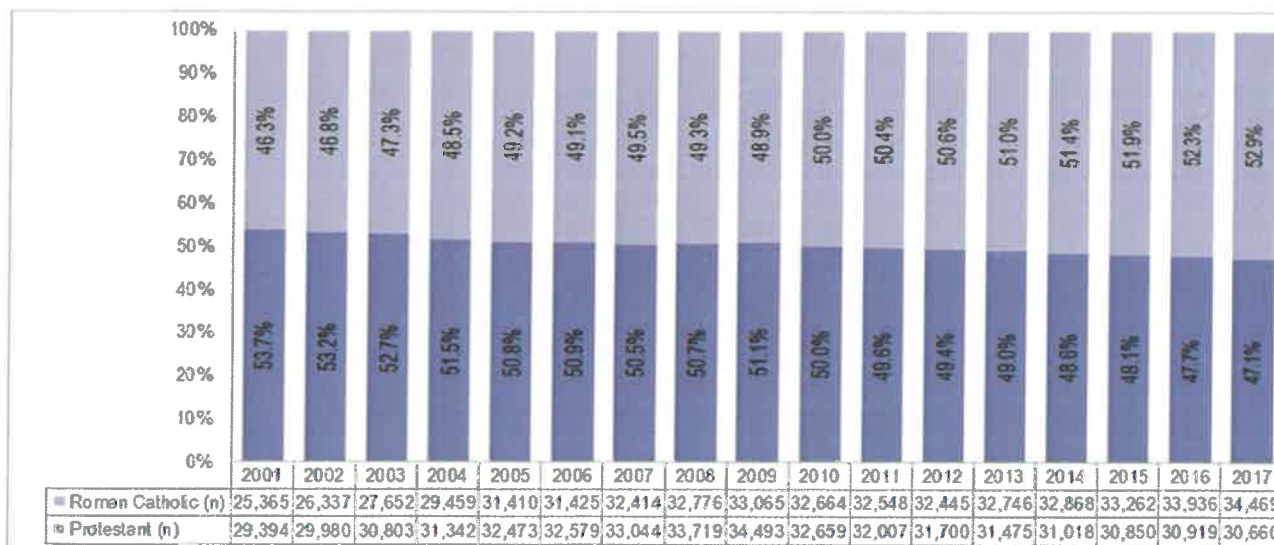


Assessment of Fair Participation amongst the SHSCT workforce - Article 55 Tri-annual Review

The Trust's next tri-annual review is due for completion end December 2019. Preliminary analysis shows the workforce composition is largely reflective of the local Census figures:

COMMUNITY BACKGROUND	SOUTHERN TRUST STAFF	PERCENTAGE OF P & RC	SOUTHERN AREA CENSUS 2011
Protestant	5,872	[38.4%]	[42.0%]
Roman Catholic	9,438	[61.6%]	[58.0%]
Non-Determined	927		
TOTAL	16,237*	100%	

Latest figures, released in February 2019, from the ECNI Monitoring Report No.28 showed that in 2017 the Roman Catholic community share [52.9%] of health sector employment continued to increase, continuing the trend observed since 2011 of a greater share of members of the Roman Catholic community in the health sector. While members of the Protestant community continued to comprise the majority of the public sector workforce, the share of public sector employees from the Roman Catholic community continued to increase. Those from the Roman Catholic community comprised more than half of all applicants and appointees.



Equality in Action Key Achievements

Review of the Trust's Equal Opportunity Policy

A review of the Trust's Equal Opportunity Policy took place during the current reporting period. The new policy is entitled Equality, Diversity and Inclusion and carries forward the values and principles in the former Equal Opportunity Policy. The policy has been updated to take account of developments within the sphere of equality, human rights, disability and good relations duties.

This policy is concerned with the promotion of equality and the prevention of unlawful discrimination. However, the existence of the law cannot itself ensure that any policy of non-discrimination will work effectively. The Trust recognises that this will only be achieved if management and staff at all levels examine critically their attitudes to people and ensure that no trace of discrimination is allowed to affect their judgement.

Para 2.1 of the Trust's Equality Diversity and Inclusion Policy refers.

Disability Tool Kit

Disability discrimination remains the most reported form of discrimination to the Equality Commission.

A small regional working group worked steadfastly, during the year under review, to produce a number of practical resources to further promote the effective application of the Disability Discrimination Act in the workplace. The Tool Kit aims to promote greater understanding and staff awareness of the Disability Duties.

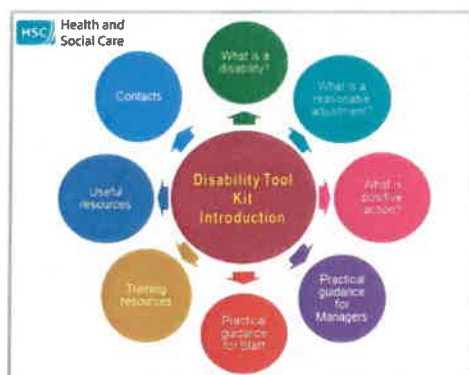
These resources draw upon the Equality Commission's Disability Code of Practice – 'Disability and Occupation', case law and best practice together with practical working experience.

In addition to the interactive Tool Kit for staff and managers other resources developed include:

- Regional Disability Equality Policy
- Regional Staff Disability Etiquette Booklet
- Regional Staff information leaflet 'Should I Disclose to My Employer that I Have a Disability'.

The above resources are available for viewing on the Southern Trust's [SharePoint under the Equality Section.](#)

The Tool Kit provides very practical advice for both managers and staff when managing disability in the workplace and will be used across the region as a resource to aid best practice and understanding of the out workings of DDA 1995.



The resources were informed with input from the disability sector, managers, staff across HSC as well as Equality Leads.

Equality in Action Key Achievements

Staff Training: Making A Difference

The official launch date of the new 'Making a Difference' regional eLearning modules took place within the Trust on 6 October 2017 – 'Go Live date'.

These 2 new regional interactive modules take approximately 30 minutes to complete and are scenario based introducing the concepts of equality, good relations and human rights.

During the year under review the Equality Unit continued with the deployment of the new eLearning modules across the Trust. These 2 new modules are now **mandatory** - Part 1 to be completed by all Staff, Parts 1 and 2 to be completed by Managers. The modules are designed by HSC for HSC staff. This new regional resource sets out 'staff rights, roles and responsibilities' and aims to increase awareness of how committed the Trust is to promoting equality of opportunity, good relations and human rights.

MANDATORY

Staff Benefits of 'Making a Difference' eLearning:

- Helps you to Recognise, Respect and Respond to the different needs of people you come into contact with.
- Will enable you to feel more confident and knowledgeable in different situations while furthering personal development.
- The training covers Equality, Good Relations and Human Rights in a range of health care settings.
- The learning is transferable to the hospital ward, the workplace and when engaging with patients, service users and colleagues.
- The programme has been adopted by all organisations across HSC Northern Ireland - ensuring all staff have equality of access to a high quality eLearning programme framed around equality, human rights and good relations.
- The design of the modules is as much about 'Quality' as about 'Equality' – promoting high quality safe services.

Discussions also took place during the current reporting period with the Head of Domiciliary Care, Domiciliary Locality Managers, Assistant Director of HR OPPC, ELD and the Head of the Equality Assurance Unit. The resulting outcome was an agreed deployment plan and rolling programme to ensure all Domiciliary Care Staff eventually receive 'Making a Difference' training. Progress to be reported on in subsequent reports.

Equality, Good Relations and Human Rights: Making a Difference
now
CORPORATE MANDATORY **TRAINING FOR ALL TRUST STAFF**
contact elearning.support@scs@hscni.net for more information



Equality in Action Key Achievements

Deployment Plan 'Making A Difference' eLearning Modules

Regular progress reports are generated by the Trust's Equality Assurance Unit to facilitate effective targeting and to encourage completion. See latest figures below:-

Equality, Good Relations and Human Rights E-Learning Figures - August 2019			
Directorate	No of Staff Completed	Total Staff	% of Staff Completed
Functional Areas			
Performance & Reform	126	168	75.0%
HR & Organisational Development	130	140	92.9%
Medical Directorate	24	48	50.0%
Finance & Procurement (Including Estates)	143	257	55.6%
Executive Director of Nursing	22	41	53.7%
Service Directorates			
Mental Health & Disability Services	748	1615	46.3%
Older People & Primary Care	925	3087	30.0%
Children & Young People's Services	465	1678	27.7%
Acute Services	1035	4679	22.1%
Trust Bank staff aligned to HROD	298	1333	22.4%
Locum Staff	0	29	0%
Total	3916	13,075	30.0%

Top Level Commitment to Equality, Goods Relations & Human Rights



Equality in Action Key Achievements

Promoting Equality of Access to High Quality and Safe Services

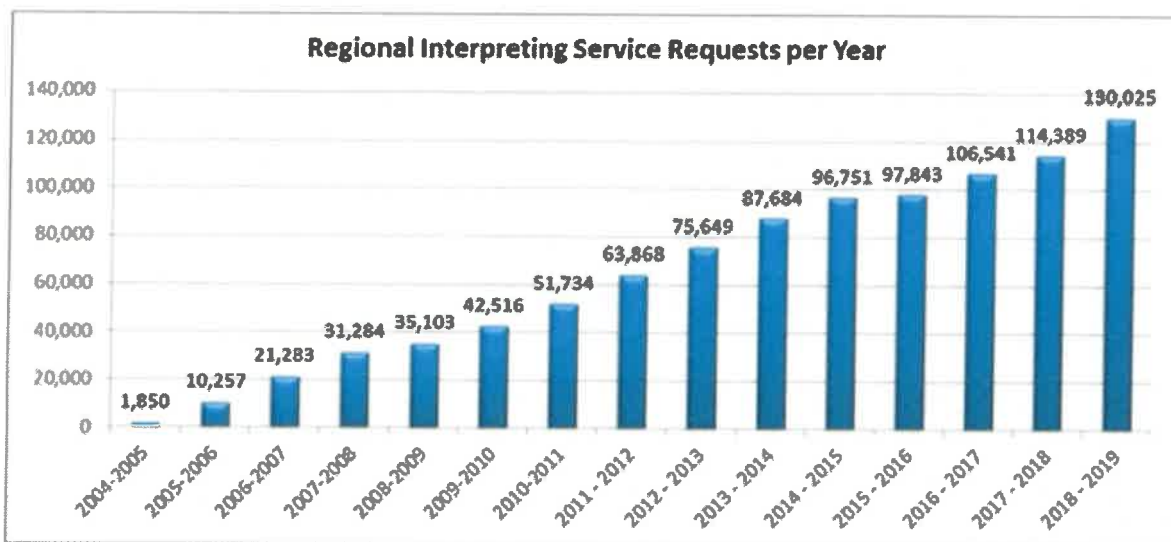
Regional Interpreting Service - NIHSCIS

The primary aim of the NI HSC Interpreting Service is to improve equality of access to Health and Social Care for patients who do not speak English as a first or competent second language. It also ensures that information is communicated through a qualified interpreter which in turn ensures high quality safe services. Access to an interpreter is a legal entitlement.

The HSC Regional Interpreting Service (RIS) reached 1 million requests on 6 June 2019

RIS was launched in 2004 to provide region-wide face to face interpreting services to the 5 HSC Trusts, Primary Care and other HSC providers in Northern Ireland.

The RIS in-house team consists of 9 Staff who process in the region of 2,500 requests per week – over 98% of which are successfully fulfilled. The most requested RIS languages include Polish, Arabic, Lithuanian, Romanian, Portuguese, Bulgarian, Tetum, Slovak, Mandarin and Cantonese. RIS currently manages a central Register of 350 trained, self-employed, sessional Interpreters covering 35 different languages.



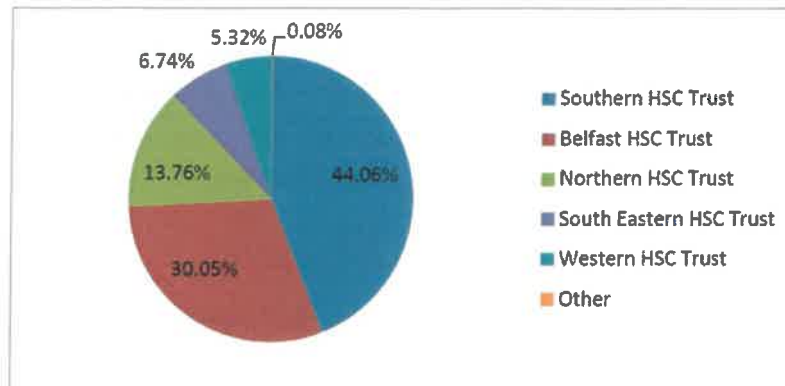
NI HSC Interpreting Service Report 1 April 2018 to 31 March 2019

Key Performance Indicators - 1 April 2018 to 31 March 2019

HSC Trust	Total No of Requests Received	Cancellations	Non-Provision	Out of Hours
Southern	57289	6613	827	697
Belfast	39072	4771	743	609
Northern	17888	2392	294	231
South Eastern	8761	1071	176	135
Western	6914	937	168	79
Other	101	39	1	0
Total	130025	15823	2209	1751

Equality in Action Key Achievements

% of Requests per HSC Trust



Top 10 Language Requests in the Southern Trust

Polish	13909
Lithuanian	12361
Portuguese	6239
Tetum	6077
Bulgarian	6041
Romanian	3265
Arabic	2600
Russian	1437
Slovak	1281
Latvian	1183

Regional Communication Support Services (RCSS) to the Deaf, Deafblind and Hard of Hearing

Valerie Watts, CE of the HSC Board, wrote to HSC Trust CEs on 11 June 2019 setting out the progress and direction for the provision of RCSS to the Deaf, Deafblind and Hard of Hearing. It is anticipated the regional service **will be operational during 2019/20**. It is the intention of the HSC Board that the proposed new service and changes associated with it will enhance and improve the current arrangements.

A regional (throughout NI) service will be provided by the HSC's Business Services Organisation (BSO).

Communication Support Services include:

1. British Sign Language (BSL)/Irish Sign Language (ISL) interpreting for those who use BSL/ISL as their first language;
2. Lip Speaking/Electronic Note Taking for people who are hard of hearing;
3. Specialist interpreting services for deafblind people.

A communication sub-group has been established with membership comprising of HSC staff, communication support professionals, specialist voluntary groups and service users to develop and take forward an initiative to make key stakeholders aware of **both the new service model and the communication needs of the deaf, deafblind and hard of hearing**.

Equality in Action Key Achievements

Written Translations

The Trust continues to provide information in an increasing range of languages some examples this year include:

- Patient Information Leaflet for Moviprep Sachets (a bowel cleanser) in Polish, Lithuanian and Portuguese
- Patient Information Leaflet for Dental Pain Relief in Arabic, Lithuanian and Polish
- Patient Information Leaflet on Blood Transfusions translated into top 10 Languages
- Patient Information pack on epilepsy.



Easy Read Database

The Trust's Accessible Information Strategy Group is progressing this initiative. A dedicated space on the Trust website and resources in easy read format will be uploaded to the website. A tile has been created on SharePoint within the Learning Disability Directorate for Accessible Information giving staff advice on how to create accessible information. Templates will also be uploaded for staff to use. The Accessible Information Strategy Group has started to create templates for information about each service and appointment letters. Service users opinions will be sought on the templates.



Improvements in Accessing Information and Services

New electronic letters improving patient discharge

Craigavon and Daisy Hill Hospitals have introduced a new electronic way to send important patient information to GPs much more quickly.

The Southern Trust was the first in NI to introduce an electronic system to improve safety and timeliness of discharging patients from its acute hospitals. The system has now been developed further, to generate immediate patient discharge letters which are sent directly to GPs.

Mark Toal, Head of Technology Innovation for the Southern Trust explains the huge benefit for administration: *"Our administrative team creates over 25,000 patient information letters each month including outpatient clinic appointments, results or detailed discharge letters which are sent to GPs. Previously these had to be posted, which was time consuming, could lead to delays in GPs receiving results and there was always a risk of letters getting lost in the post. The new system now transfers the discharge information immediately to the GP, significantly reducing time delays, providing a full delivery trail and reducing printing costs."*

The electronic discharge letter is also a real improvement in terms of patient safety as Rose McCullagh Southern Trust Associate Medical Director for Primary Care says: *"Since it was originally introduced, the E discharge system has continually been improving the accuracy and quality of information that GPs receive. The automatic discharge letter is another much welcome development in the interests of patient safety by improving the transfer of information between hospital and primary care. GPs are now aware of changes to medication or any follow up required for their patients in a more timely way so we can improve their ongoing care in the community. The medication section clearly outlines the prescription on discharge and any reasons for these changes. The electronic format greatly reduces the risk of error in interpreting discharge information and it is now available as soon as the patient leaves hospital, helping to ensure that patients receive the best possible care."*



Patients also continue to receive a paper copy of the discharge letter for their own information but will be glad to know that they no longer have to deliver a copy to their GP.

Accessible Communication

Lurgan Deaf Club Creates Books for Visually Impaired Children

Members of Lurgan Deaf Club have created specially designed tactile books for local children who are visually impaired. The group wanted to use their time to produce something that would be of value to others.

The Southern Trust's Sensory Disability Team identified three children who would benefit from the books and worked with their families to understand the children's interests.

Artist Jill McKeown then worked with the Deaf Club members to produce three bespoke books, one for each child. Jill said: *"I found this a very interesting project to work on as we had to consider all aspects of communication. As we were working specifically to meet the needs of three individual children we really wanted their experience to be special and are delighted with the feedback we received. It was lovely to hear the books have given the children such a positive experience."*



Pat McAteer, Specialist Services Manager at the Southern Trust, says: *"We have a very active Deaf Club who work together to raise awareness of the needs of and reduce isolation amongst the deaf community. Because of their own communication challenges, our deaf club members have great empathy for this group of visually impaired children and we sincerely thank them for their thoughtfulness in creating such beautiful interactive books which are bringing great enjoyment."*

Improving Information for Mental Health Service Users

A new series of *information leaflets* is now available to help people using mental health services in the Southern Trust area. The Trust, in collaboration with service users, has been at the forefront in Northern Ireland for co-producing such information. The set of **14 leaflets** aims to offer mental health service users help and support in a user friendly way. The leaflets cover many of the wide range of services available including community addictions, eating disorders, inpatient services, supported living, home treatment and recovery. The information was developed in response to feedback from service users as Carmel Harney, Interim Director of Mental Health and Disability Services for the Southern Trust explains: *"We are continually trying to improve our services and are delighted to team up with our Mental Health Forum to improve the information we have available to service users. Effective communication and offering the right information at the right time can have a huge influence on a person's wellbeing and recovery, so we are delighted to now have such a comprehensive set of leaflets to complement the expertise and support offered by our staff. I would like to thank all of our teams and service users who have put so much effort into producing this high quality resource and hope that we will be able to develop it to include more service areas in the future."*



International Children's Day

The Trust took part in a healthy living event to celebrate International Children's Day in Newtownhamilton Community Centre on 8 June 2018.

The event had a particular emphasis on **promoting community engagement with the Bulgarian Roma Community in the town**. Over 150 people attended the event.

A health needs assessment was carried out with members of the community by the Southern Trust. This identified some priorities from members of BME groups including the need for mental health support with specific reference to young men. Translated material on e.g. dental care was also distributed at the event.

Equality in Action Key Achievements

Supporting our Staff - Health and Wellbeing

Trust signs up to Mental Health and Every Customer Counts Charters – 31 January 2019

All six Health and Social Care Trusts (which includes the NI Ambulance Service) signed up to the Mental Health Charter on 31 January 2019. Pictured below, along with Trust staff, is Evelyn Collins, Chief Executive of the Equality Commission for NI.

The Charter is modelled on the knowledge that everyone in the workplace has a responsibility to create an environment that promotes wellbeing and to look after their mental health.

Speaking at the launch event, Dr Evelyn Collins CBE said: *“It is most encouraging that all six Trusts have committed themselves to the principles and objectives of this charter which can make a real difference to the lives of people facing difficulties. We welcome their commitment and hope it will encourage other organisations across the public sector to follow suit. By signing up to the Mental Health Charter the Trusts are showing their commitment to helping employees who may be going through a difficult time. Mental ill health can take many forms and its impact can be devastating particularly if a person feels that their problems are not treated seriously or sensitively. It is good that large public employers are subscribing to this initiative. It takes strong leadership in any organisation to create an open workplace culture in which these issues can be openly discussed and where prompt and effective support is available for staff who need it.”*

Barney McNeaney, Director of Mental Health and Disability Services, Southern Trust said: *“By signing up to the Mental Health Charter and Every Customer Counts HSC Trusts are making a public statement to further the commitments in both Charters. We will use today’s launch and signing as a further impetus and a catalyst to continue with the excellent examples of work currently underway across our organisations and to seize opportunities to do more.*

One of the examples cited at the launch of the Mental Health Charter by way of exemplary practice was the provision of financial wellbeing workshops for Southern Trust staff. As a result of an online survey to discern what issues were important to staff these workshops are now being rolled out across the Trust. Difficulties with finances can have an adverse impact on staffs’ mental wellbeing brought on by stress and anxieties.



SUPPORT

Equality in Action Key Achievements

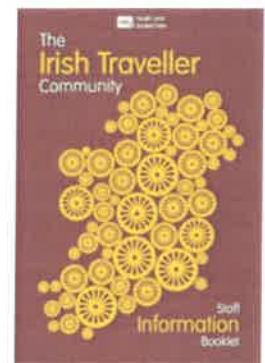
Promoting Inclusivity in the Workplace

Irish Traveller Information Booklet

The Irish Traveller Staff Information booklet was co-produced with input from Health and Social Care staff with experience of working alongside the Traveller Community. The Trust wishes to thank all those who provided their valuable input in finalising this staff information booklet.

The booklet provides an insight to the Irish Traveller community — way of life, culture and identity, Traveller health, factors influencing Traveller health, loss and bereavement along with practical advice for staff. A list of useful contacts and established Traveller Networks are also included.

The Southern Trust led on the production of this booklet. The resource is being used as a reference guide across the region.



Belfast Pride Saturday 3 August 2019 – Promoting Inclusive Workplaces 'Rights Now' was the theme for Belfast Pride this year

Belfast Pride festival is one of the biggest festivals in Belfast in a celebration of the LGBT+ community. Over 100 events were scheduled over two weeks which included music, comedy, debate, drama, art, health and wellbeing. The parade is the biggest cross community parade in the city, the main event in the LGBT+ calendar and one of the key events in the Belfast Pride festival.

As in previous years, the HSC LGBT Staff Forum took part in the Belfast and Newry Pride parades. The Pride parade offers an opportunity for staff to stand alongside LGBT colleagues to continue to promote an inclusive society. As in previous years the Trust had promotional stands in place providing support, advice and information.



The festival was an opportunity to promote visibility and equality for all. For more information on the HSC LGB&T Staff Forum go to

Regional Policy for Dealing with Conflict, Bullying and Harassment in the Workplace

This regional policy was adopted by the Trust during the current reporting period. The draft policy was subjected to wide spread consultation and has been endorsed by both management and Trade Unions.

This new regional policy replaces the former Working Well Together Policy and Harassment At Work Procedure. At the time of completing this year's annual progress report a plan was being drawn up to ensure the effective communication of the policy across the Trust. In keeping with the commitments in the Trust's Equality Scheme this regional policy was subjected to equality screening and aims to promote positive working relationships in the workplace and further the Trust's good relations duty.



Equality in Action Key Achievements

Promoting Gender Equality

The Menopause: An Awareness Guide

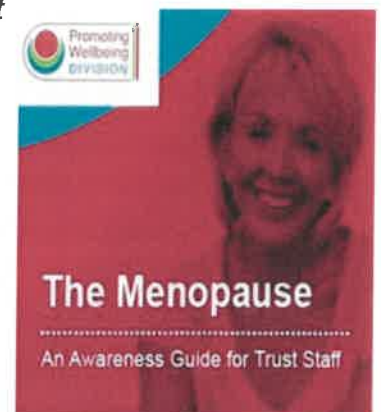
The average age of onset of **menopausal** transition is 47.5 years. The menopause is not necessarily a stressful time but it normally occurs during midlife when one may be dealing with other life challenges, such as parents' ill-health or bereavement, adolescent children, children leaving home (or not leaving home), and work demands. (*Women's Health.gov*)

When drafting HSC Trust's regional Equality Action Plans Trade Union colleagues echoed Management's call for more information and support for staff around the menopause.

Paul Oakes, Manager of the Advisory Services Team, Equality Commission for NI writing on the subject of the menopause said: *"Many equality issues in the workplace come quickly to the Commission's attention because people affected by them contact us with complaints. Sometimes, however, it is the other way round. Even though it is not a common cause of complaint to the Commission, the second most discussed issue by employers at the Commission's seminars last year was the impact of the menopause as an equality issue in the workplace. Issues arising from the menopause can sometimes have an effect on women's ability to do their job effectively – and employers' reaction to this can cause problems. Paul continued: Employers also need to bear in mind that there may be legal implications if employers do not engage effectively with any of their employees affected by menopause.*

*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. So, when dealing with employees who have menopausal symptoms, employers should consider whether the employee is disabled as a result of those symptoms. And, if they conclude that they are, then they should consider what reasonable adjustments they might be able to make for them. Employers should recognise that menopause can be a very significant issue for many women and may impact on their ability to work effectively. They also need to acknowledge that this may have legal implications for them as employers. An important step would be to ensure that menopause is considered as part of the employer's wider occupation health awareness campaign and strategy – to make sure that those affected by menopause feel comfortable in raising it as a workplace equality issue."* Paul concluded.

During the year under review two new Menopause Information Leaflets and a Menopause Information Tool Kit were developed by the Trust as part of its drive to improve staff health and wellbeing and to further promote equality and support staff in the workplace.



Age Profile of Southern Trust's Female Workforce — 86.6% of Total Workforce

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

Equality in Action Key Achievements

Work Life Balance – Uptake – Striking a Balance

It still remains a fact that the responsibilities which accompany having and caring for children have a greater impact on the lives and employment prospects of women than on men. Even when women have found work, family circumstances can still place limitations on women's prospects when they are in employment. A number of cases supported by the Equality Commission for NI have involved women whose employers have not been prepared to agree more flexible working arrangements.

Michael Wardlow, Chief Commissioner, ECNI

With almost an 86% female workforce the Trust continues to promote a wide range of work life balance options to enable employees to reconcile their work life balance commitments and which extend beyond the statutory minimum requirements. During 2018-19 there were **1,003** work life balance applications received with an **88.8%** approval rate, with Term Time working proving to be the most popular. Managing WLB requests fairly is a key theme incorporated into the new eLearning programme 'Making a Difference' for managers.



Changes to Child Care Voucher Scheme

From April 2017 the Government began its roll out of the Tax Free Child Care Scheme which sees child care costs being subsidised by up to £2,000 per year for each child. The Tax Free Child Care Scheme will eventually replace the current Child Care Voucher Scheme. There are approximately 375 applications per month from Trust staff to avail of the child care voucher scheme.



Supporting our staff who care for Dependents

There are likely to be around 220,000 people in Northern Ireland with some form of caring role. The majority of carers lie within the 35–64 age band, with one third (33%) aged 35–49, and a further (31%) aged 50–64. There are also a significant number of young carers (those aged under 18).

Carers in NI Census 2011

With the extension of the working age many of our staff care for aging parents and relatives in addition to younger children. Carers themselves are getting older as evidenced in the aging demographic.

Throughout November 2018 and in various locations the Trust ran a series of one hour sessions for staff who are carers.

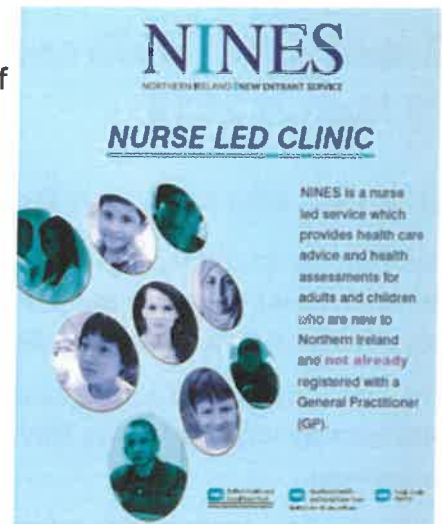
The sessions were aimed at staff who are unsure if they are a carer, staff who care regularly or staff who intend to provide a substantial amount of care for a friend or relation who is in need of help because they are ill, frail, or have a disability. Staff were encouraged to come along to find out more and to pick up some free resources



Equality in Action Key Achievements

Promoting Equality in our Services

NINES (NI New Entrants Service) is seeing an increasing number of referrals for the health assessments for clients that require GP registration and for the first time the Trust has a waiting list for clients needing an appointment.



2017/18 198 referrals 198 offered appts
180 Health Assessments completed.

2018/19 843 referrals 723 offered appts
659 Health Assessments completed.
120 awaiting Health Assessment.

The Health Protection Nurse Specialist, attended a Health Promotion event in Moy Park in March and was able to refer **74** clients into NINES who were not registered with a GP. The company have since referred a further **3** clients. There are plans to replicate this outreach service in the other large factories in Dungannon to promote NINES and to refer new clients for health assessment.

GP registration continues to be a challenge in the Dungannon area but this hopefully has now been resolved with a new process. All new clients seeking registration are sent to BSO and they are allocated a GP by them which has sped up the process of the clients being allocated a GP and receiving a H&C number.

The Health Protection Nurse Specialist continues to promote NINES within the Trust and recently attended the medical clinical ward manager's meeting for CAH and DHH and hopes to do the same for the surgical wards.

10,000 more voices questionnaire resulted in **26** responses from June 18 to February 19 and a report will shortly be produced. **The results were very positive about the NINES service.**

The Public Health Nurse for BME Communities also continues to see an increasing number of BME families who are **new entrants** into the Primary Schools. In 2018 there were 253 referrals and so far this year there have been **41**, with more anticipated once the school nurses complete their nurse reviews in schools. The Roma communities of Bulgaria and Romania have complex needs and are requiring more intensive visits and follow up. NINES has forged strong links with the Intercultural Project in Portadown and the Roma Interagency group as well as the Education Authority.

The service continues to work closely with the NI Interpreting Service and BME groups to overcome any cultural or language barriers and has appointed a Bi-lingual Health Care Assistant to the team. NINES also works with the community and voluntary sectors as well as local employers to raise awareness and encourage new migrants to avail of this service.

Staff who come in contact with anyone from the migrant population are encouraged to raise awareness of this Service .

Email: nines@southerntrust.hscni.net



Equality in Action Key Achievements

Brexit Trust Delivery Planning - Day 1 EU Exit 29 March 2019



EU Exit – Day 1 – Trust Delivery Planning

The Permanent Secretary for Health wrote to CEs seeking nominations from all HSC Arms-Length Bodies (ALBs) to participate in a regional work stream to ascertain the impact on the HSC family of organisations as a consequence of the UK's exit from the EU on 29 March 2019.

The DoH and its ALBs were required to develop Business Continuity Plans by 30 June 2018 to ensure business as usual following Day 1 EU Exit and in the longer term whilst ensuring no/minimal disruption to services.

All ALBs were tasked with actively scoping the potential impact on their functions against a 'no deal' scenario. (A 'no deal' scenario meaning no formal agreement being reached during the negotiations between the UK and EU). **The Trust's CE submitted a statement of assurance on 4 July 2018 confirming that the Trust had actively scoped the impact of a 'No Deal' scenario and highlighted any issues over and above those already identified by the DoH.**

From December 2018 contingency planning arrangements were stepped up in earnest by the DoH for a 'No Deal' Brexit. ALBs were also directed to align their Brexit Delivery Planning activity with normal business continuity arrangements.

Risks to the delivery of health were highlighted in a number of areas:

- Workforce
- Medication
- Supplies of goods & services
- Cross border emergency preparedness

Two strands of activity were identified in terms of Brexit preparedness:

- **Preventative** - things we can do now and should be doing now – completion by mid February 2019.
- **Mitigation** - mid February onwards, EU Exit 29 March and beyond.

Various work streams were established within the health sector and have been working expeditiously to plan for and mitigate the impact of a 'No Deal' EU Exit.

A comprehensive presentation was delivered to Trust Board on 24 January 2019 to provide assurances to Trust Board that the Trust has been and will continue to work with the Department for Health and all other HSC ALBs to ensure no/minimal disruption to services.

Parallel emergency planning arrangements were also put in place with the Head of the Civil Service as the senior responsible officer for NI. ALBs were called to participate in testing arrangements in the run up to EU Exit and beyond.

Equality in Action Key Achievements

Brexit Trust Delivery Planning - Day 1 EU Exit 29 March 2019 cont..d

A further update was delivered to the Trust Board on 28 March 2019, the overriding message was one of reassurance to both staff and patients see extract below - global email from the Trust's Chief Executive on 13 March 2019 refers:

As the 29th March approaches the Trust would like to provide an assurance to all our staff in relation to our continuity planning ahead of the EU Exit process. Over the last 12 months, work has been ongoing, both regionally and locally, to make preparations in advance of 29 March 2019 - UK EU Exit. We do not therefore anticipate any immediate impact on day-to-day provision of HSC services. The safety of people receiving health and social care remains our top priority..... Chief Executive Southern Trust.

A Word of Thanks from the Permanent Secretary

Correspondence dated 16 April 2019 from the Permanent Secretary and HSC Chief Executive sent to all ALB Chief Executives acknowledged that the UK Government had been granted a further extension of Article 50 to 31 October 2019. Further, it was acknowledged ... *If the Withdrawal Agreement is ratified by both sides before 31 October 2019, the UK will leave the EU earlier and in that case it would leave with a deal.*

As a consequence the Department indicated to all ALBS that it would **not** be enacting the 'no deal' contingency plans, currently in place. ALBs were asked to make the necessary changes to their respective plans as a consequence.

Further, the Permanent Secretary and HSC CE acknowledged that *"the excellent work already undertaken had not been wasted and asked that his personal thanks be extended to everyone who has worked so hard, and with such commitment and energy to ensure preparedness"*.

Over the ensuing weeks and alongside colleagues in the UK the DoH will be considering the EU Exit work programme and re-planning for the revised October date. Until a deal is agreed and ratified there remains a risk of a 'no deal' exit. As such the DoH will carefully review how best to prepare for this scenario and in so doing will of course continue to work closely with colleagues across the HSC system and have given a commitment to share further guidance at the earliest opportunity.

NB: Whilst the UK remains in the UK it will continue to have the rights and obligations of a Member State.

EU Settlement Scheme – HSC Pilot

EU citizens make a huge contribution to the health and social care sector. As part of the Home Office EU Settlement Scheme EU citizens are being encouraged by the Government to remain after the UK leaves the EU. To do so they will need to apply to the EU Settlement Scheme. In advance of the UK's planned exit from the EU on 29 March 2019, the UK government has committed to protect the rights of EU citizens and their family members currently living in the UK. This includes the right to live here, work here and access public services such as healthcare and benefits. To retain these rights after 31 December 2020, EU citizens must apply for UK immigration status under the EU Settlement Scheme.

HSC Trusts took part in the pilot phase of the EU Settlement Scheme the purpose of which was to test the on-line application process before full deployment of the Scheme on 30 March 2019. In the interest of staff retention and attraction HSC Trusts agreed to pay the £65 registration fee for eligible applicants to the scheme during the pilot phase. The then Prime Minister subsequently announced (on 21 January 2019) that there will be **no fee** charged for registration now that the Scheme has been fully deployed.

Equality in Action Key Achievements

EU Settlement Scheme cont..d

At the time of completing this year's Annual Progress Report a global email was issued to all staff along with a desk top display (on personal computers) highlighting the 'Go Live' date of the EU Settlement Scheme which opened for applications on 30 March 2019. In addition, information was targeted toward staff groups who are eligible to apply and in collaboration with TU colleagues e.g. Medical Staff (including Locums), Nursing staff, Support Services staff. Information was also shared with local BME Groups and the NI HSC Interpreting Service to further highlight and promote awareness of the scheme.

All eligible employees will be able to register up until 30 June 2021 to have their rights protected.

CITIZENS

STAY INFORMED

If you are an EU citizen, you and your family members will be able to apply to the EU Settlement Scheme to continue living in the UK after

31 December 2020



The EU Settlement Scheme now open wef **30 March 2019**. You will be able to apply until **31st Dec 2020** and your rights will remain unchanged until then. Go to [gov.uk/eu-settled-status](https://www.gov.uk/eu-settled-status) for more information.

CAWT - Brexit

CAWT (Co-operation and Working Together) also provided input to Brexit planning and debates from a variety of sources including political parties, government departments, academic institutions and government inquiries. For example, in January, CAWT, at the request of the House of Lords EU Home Affairs Sub-Committee, provided both oral and written evidence to inform the 'Inquiry into Brexit and Reciprocal Healthcare.' CAWT experience of practical cross border healthcare has informed the debate in relation to the potential impacts of Brexit on health and social care.

Equality in Action Key Achievements

Key Priorities for the Year Ahead

- Implementation of the Trust's Equality Action Plan covering the period 2018-2023 – Year 2 action measures.
- Implementation of the Trust's Disability Action Plan covering the period 2018-2023 – Year 2 action measures.
- Ensuring the effective discharge of the Trust's Section 75 Equality Duties in relation to Financial Planning and the Regional Transformation Programme.
- Continued roll out of the new 'Making a Difference' eLearning modules for management and staff – targeting hard to reach groups e.g. Domiciliary Care and Support Services staff.
- Finalisation of new Equality Screening and associated Guidelines Toolkit for managers.
- Review of Section 75 training materials in association with above.
- Collaboration with DoH and all ALBs in Brexit planning, monitoring and review arrangements.
- Continued roll out and promotion of the EU Settlement Scheme.
- Continue to work with the Equality Commission, Human Rights Commission and Community Relations Council via a newly established Joint Consultative Forum.



The above examples are intended to be illustrative and are not an exhaustive list of planned activity.

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Equality Fairness Dignity Respect

