

Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Regional Guidance and Procedures for the Reimbursement of Expenses for Service Users and Carers in the Department of Health and Health and Social Care Organisations

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

Revised

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

To provide guidance on the reimbursement of service users and carers for out-of-pocket expenses incurred during the course of their involvement in service improvement with the Southern Health & Social Care Trust until regional guidance has been developed and agreed by the DHSSPSNI.

- **Background:** There is an increased recognition of the need for service users and carers to be effectively and meaningfully involved in the commissioning, planning, delivery and evaluation of Health and Social Care (HSC) services. The HSC (Reform) Act (NI) 2009 placed a statutory legislative requirement on HSC organisations to involve and consult patients, families, carers and local communities on the planning, delivery and evaluation of services. This Government policy has actively encouraged and requires the involvement of service users and carers in shaping Health and Social Care services.

In August 2018, the Department of Health launched the Co-production Guide for Northern Ireland, "Connecting and Realising Value Through People". At the heart of this guide is a commitment to value, reward and recognise the contribution made by service users and carers. Health and Social Care organisations believe that where service users and carers are involved in supporting the ongoing development of services, they should at least not be left "out of pocket" or financially worse off as a result.

- **Scope:** This guidance applies to all service users and carers involved in supporting the commissioning, planning, delivery and evaluation work of Health and Social Care organisations, which require reimbursement of out of pocket expenses.

This guidance should be adhered to by all HSC staff when involving service users and carers in their area of work. Please note that the information contained in this guidance is accurate at

the date of publication.

- **Purpose:** The purpose of this policy is to provide guidance on the reimbursement of out of pocket expenses for service users and carers. Primarily these are costs associated with travel, caring responsibilities and subsistence.
- **Aims:** The policy is a revised version of the Interim service user, carer and stakeholder reimbursement guidelines and procedures, previously issued by the DOH during 2012 and aims to bring regional consistency to the reimbursement of service users and carer who are involved in the work of the Trust.
- **Dissemination:** This policy will be communicated to all staff via senior manager, staff briefing, placed on the HUB and covered during the delivery of Involvement training. The policy will be made available to service users and carers, who become involved, will be placed on the Trust website, covered in service user and carer training, and included in the involvement newsletter. It will be the responsibility of Trust staff leading on involvement work within their area to make service users and carer aware of this policy.

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

All S75 categories.

These guidelines have been developed to ensure where service users, carers and stakeholders are involved in supporting the on-going development of services that they are not be left "out of pocket" or financially worse off as a result. This will include all of the Section 75 categories.

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

This is a regional policy that is owned by the Department of Health, Finance, and Policy & Accountability Unit.

(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?)

- The current COVID -19 pandemic could impact on the revised Policy and the nature of reimbursements set out in policy.
- Financial and legislative.

(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)

Service users, carers, voluntary and community groups, general public, staff.

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

The legislative framework that sets the context for this guidance includes:

- Section 75, Northern Ireland Act 1998.
- The Health and Social Care (Reform) Act (Northern Ireland) 2009.

Other relevant documents include:

- Co-Production Guide for Northern Ireland, “Connecting and Realising Value Through People”, August 2018
- Health and Wellbeing 2026: Delivering Together, May 2017
- Carers and Direct Payments Act (Northern Ireland) 2002.
- Financial Policies - Southern Health & Social Care Trust

(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? Specify the details for each of the Section 75 categories for both staff affected, Trust Workforce, patients/clients, Trust general population **if appropriate**.

2.1 Staff Affected by this Policy/Proposal - Composition of Southern Trust Workforce

Section 75 Group	Southern Trust Workforce Profile as at 1 January 2021	Percentage
Gender	Female	85.1%
	Male	14.9%
Religion	Protestant	35.6%
	Roman Catholic	56.7%
	Neither	7.7%
Political Opinion	Broadly Unionist	9.7%
	Broadly Nationalist	10.1%
	Other	7.8%
	Do Not Wish To Answer/Not Known	72.4%
Age	16-24	6.5%
	25-34	25.0%
	35-44	25.3%
	45-54	21.8%
	55-64	18.4%
	65+	3.0%
Marital Status	Single	31.6%
	Married	59.1%
	Not Known	9.3%
Dependent Status	Caring for a Child/Children / Dependant Older Person / Person With a Disability	19.0%
	None	31.1%
	Not Known	49.9%
Disability	Yes	2.5%
	No	78.7%
	Not Known	18.8%
Ethnicity	Bangladeshi	0.02%
	Black African	0.21%
	Black Caribbean	0.02%
	Black Other	0.02%
	Chinese	0.1%
	Filipino	0.4%
	Indian	0.72%
	Irish Traveller	0.02%
	Mixed Ethnic	0.12%
	Pakistani	0.15%
	White	80.1%
	Not Known	18.1%
Sexual Orientation towards:	Opposite Sex	57.3%
	Same Sex	1.0%
	Same and Opposite Sex	0.1%
	Do Not Wish To Answer/Not Known	41.6%

2.2 Southern Trust's Area Population Profile – Census 2001

Section 75 Group	Trust's Area Population Profile	Percentage
Gender	Female	50.47
	Male	49.53
Religion	Protestant	42.25
	Roman Catholic	56.16
	Not known	1.59
Political Opinion	Not collected	
Age	0-15	25.32
	16-24	12.31
	25-44	29.07
	45-64	21.03
	65-84	11.09
	85+	1.19
Marital Status	Single	31.99
	Married	57.23
	Not known	10.78
Dependent Status (based on 109,414 households)	Households with dependent children.	39.75
Disability (based on 109,414 households)	Households with one or more persons with a limiting long term illness	43.65
Ethnicity	Black African	0.01
	Bangladeshi	0.01
	Black Caribbean	0.01
	Chinese	0.15
	Indian	0.05
	Irish Traveller	0.20
	Pakistani	0.05
	Mixed Ethnic Group	0.14
	Black Other	0.02
	White	99.32
	Not known	0.05
Sexual Orientation attracted to:	Estimated 10% of population is LGB equates to estimated 168,527 of the NI population i.e. possibly 1 in 10 in terms of clientele/service users – data source Rainbow Project July 2008.	

(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.

Section 75 Category	Details of Needs, Experiences and Priorities	
	Staff	Service Users
Gender	N/A – Will not affect staff groups	These guidelines have been developed to ensure where service users, carers and stakeholders are involved in supporting the on-going development of services that they are not “out of pocket” or financially worse off as a result.
Age	N/A – Will not affect staff groups	Under 18’s need consent from parents.
Religion	N/A – Will not affect staff groups	These guidelines have been developed to ensure where service users, carers and stakeholders are involved in supporting the on-going development of services that they are not “out of pocket” or financially worse off as a result.
Political Opinion	N/A – Will not affect staff groups	These guidelines have been developed to ensure where service users, carers and stakeholders are involved in supporting the on-going development of services that they are not “out of pocket” or financially worse off as a result.
Marital Status	N/A – Will not affect staff groups	These guidelines have been developed to ensure where service users, carers and stakeholders are involved in supporting the on-going development of services that they are not “out of pocket” or financially worse off as a result.
Dependent Status	N/A – Will not affect staff groups	May require child care/carers expenses.

Section 75 Category	Details of Needs, Experiences and Priorities	
	Staff	Service Users
Disability	N/A – Will not affect staff groups	May need additional support
Ethnicity	N/A – Will not affect staff groups	May need additional support/translated information/interpreters 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	N/A – Will not affect staff groups	N/A – Group will not be affected

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

This policy was developed through the regional PPI forum, which includes representation from service users and carers. A subgroup was developed to progress this work – there was representation of service users and carers on this subgroup. A workshop was facilitated to ensure wider input of service users and carers and the draft policy and guidelines were circulated to service users and carers on the regional forum for comment.

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/ none
	Staff	Service Users	
Gender	N/A – Will not affect staff groups	Includes provision regardless of age	minor
Age	N/A – Will not affect staff groups	Includes provision for travel costs and additional support	minor
Religion	N/A – Will not affect staff groups	Impacts all within this groups equally Includes provision regardless of religious belief.	none
Political Opinion	N/A – Will not affect staff groups	Impacts all within this groups equally Includes provision regardless of politics opinion.	none
Marital Status	N/A – Will not affect staff groups	Impacts all within this groups equally Includes provision regardless of marital status.	none
Dependent Status	N/A – Will not affect staff groups	Includes provision for child care/carer costs	minor
Disability	N/A – Will not affect staff groups	Includes provision for additional support	minor
Ethnicity	N/A – Will not affect staff groups	Includes provision of translated information/interpreters/additional support	minor
Sexual Orientation	N/A – Will not affect staff groups	Includes provision regardless of sexual orientation.	none

(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	These guidelines enable service users and carers of all S75 groupings to become involved in the planning, development and evaluation of health and social care services without being left “out of pocket” as a result of their involvement
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

(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	Enables service users and carers of all religious beliefs to become involved in the planning, development and evaluation of health and social care services without being left “out of pocket” as a result of their involvement.	Minor

Political opinion	Enables service users and carers of all political opinions to become involved in the planning, development and evaluation of health and social care services without being left “out of pocket” as a result of their involvement.	Minor
Racial group	Enables service users and carers of all racial groupings to become involved in the planning, development and evaluation of health and social care services without being left “out of pocket” as a result of their involvement.	minor

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
<i>Good relations category</i>	<i>Please provide details</i>
Religious belief	N/A
Political opinion	N/A
Racial group	Low numbers indicate a need to target under-represented groups including BAME groups by working with specific support organisations and community champions

(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 is committed to ensuring it meets its obligations within the Disability Discrimination Act 1995 and the United Nations Convention on the Rights of People with

Disabilities.

The Trust has a number of policies/plans in place including a Disability Action Plan as well as staff training, aimed at encouraging disabled people participation in public life and promoting positive attitudes towards disabled people including staff with disabilities.

The Trust is committed to Equal Opportunities.

(6) Consideration of Human Rights

(6.1) Does the policy/proposal affect anyone's 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			✓
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			✓
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			✓
Article 5 – Right to liberty & security of person			✓
Article 6 – Right to a fair & public trial within a reasonable time			✓
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			✓
Article 8 – Right to respect for private & family life, home and correspondence.			✓
Article 9 – Right to freedom of thought, conscience & religion			✓
Article 10 – Right to freedom of expression			✓

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 11 – Right to freedom of assembly & association			✓
Article 12 – Right to marry & found a family			✓
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			✓
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1st protocol Article 2 – Right of access to education			✓

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 3741 2522 / 2643 / 2509 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.

Guidance provides opportunity for all interested service users and carers to become involved in the planning, development and evaluation of health and social care services without being left “out of pocket” as a result of their involvement. Provision has been made in the guidance for the reimbursement of travel, caring costs, subsistence and additional support needs.

(7) Screening Decision

(7.1) How would you categorise the impacts of this decision or policy/proposal?

Major impact			EQIA Required? (Delete as appropriate)	
			Yes	No

Minor impact	✓ Positive	Click here for description (insert hyperlink)	Mitigation Required	Alternative Policy Required
			Yes	No

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

Guidance provides opportunity for all interested service users and carers to become involved in the planning, development and evaluation of health and social care services without being left “out of pocket” as a result of their involvement. Provision has been made in the guidance for the reimbursement of travel, caring costs, subsistence and additional support needs to accommodate those with a disability, dependents and transport and language difficulties.

Under 18's need consent from parents- consent forms available

People with dependants may require child care/carer expenses. Guidance includes provision for child care/carer costs

People with disabilities may need additional support. Guidance includes provision for travel costs and additional support

People from minority ethnic backgrounds may need additional support/translated information/interpreters. Guidance includes provision of translated information/ interpreters/ additional support

People from all categories may require transport. Guidance includes provision for travel costs

(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	✓

(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?

Feedback from Staff applying the aforementioned Policy and Service Users and Carer in receipt of same.

Comments/ complaints



Approved Lead Officer: Gerard Rocks

Position: Assistant Director for Promoting Wellbeing

Date: 17th August 2021

Policy/proposal screened by: Lisa Polland-O'Hare, Senior User Involvement Officer