

**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 Screening Guidance Notes' (on SharePoint) 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

SH&SCT Corporate Mandatory Training Policy

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

This is a revised policy.

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

The aim of this policy is to ensure that all staff, including new staff or staff moving to a new position within the Trust, have access to a relevant and timely Corporate Mandatory Training programme and receive corporate mandatory training updates that are relevant, appropriate and timely to support them in their role within the Trust.

Objectives of this Policy are:

- All new employees must complete comprehensive, relevant and timely Corporate Mandatory Training.
- All existing staff must complete corporate mandatory training updates that are relevant, appropriate and timely.

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

All staff will be expected to benefit from the Policy.

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

SH&SCT

(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 ability of managers to release staff from their area of work to attend training, especially when there may be a large number of staff on leave, work pressures, etc, may detract from the intended outcome of the policy.

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (E.g. staff, service users, other public sector organisations, trade unions, professional bodies, independent sector, voluntary and community groups etc.)

Internal Stakeholders - SH&SCT Board, Director of HROD, Directors, Line Managers, all staff.

External stakeholders - agency staff, students on placement within the Trust, independent sector employees, voluntary and community groups.

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

This policy should also be read in conjunction with the following:

- SH&SCT Corporate Induction Policy
- SH&SCT E-learning Policy
- KSF and PDR/PDP Guidelines
- Risk Management Strategy
- Agenda for Change Terms & Conditions
- Nurse and AHP Preceptorship and Development Programme
- Recruitment & Selection Policy
- Equal Opportunities Policy
- Reasonable Adjustment Guidelines for Managers
- Other relevant policies

(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 / 2.2 Composition of Southern Trust Workforce - all staff are potentially affected by this policy.

Section 75 Group	Southern Trust Workforce Profile as at 1 January 2022	Percentage
Gender	Female	85.3%
	Male	14.7%
Religion	Protestant	34.9%
	Roman Catholic	57.2%
	Neither	7.9%
Political Opinion	Broadly Unionist	9.1%
	Broadly Nationalist	9.9%
	Other	7.8%
	Do Not Wish To Answer/Not Known	73.2%
Age	16-24	8.7%
	25-34	24.3%
	35-44	25.3%
	45-54	21.0%
	55-64	17.5%
	65+	3.2 %
Marital Status	Single	33.2%
	Married	56.9%
	Not Known	9.9%
Dependent Status	Caring for a Child/Children / Dependant Older Person / Person With a Disability	17.1%
	None	31.1%
	Not Known	51.8%
Disability	Yes	2.4%
	No	76.3%
	Not Known	21.3%
Ethnicity	Bangladeshi	0.01%
	Black African	0.2%
	Black Caribbean	0.02%
	Black Other	0.02%
	Chinese	0.08%
	Filipino	0.4%
	Indian	0.7%
	Irish Traveller	0.02%
	Mixed Ethnic	0.2%
	Pakistani	0.1%
	White	77.5%
Not Known	20.8%	
Sexual Orientation towards:	Opposite Sex	57.2%
	Same Sex	1.0%
	Same and Opposite Sex	0.2%
	Do Not Wish To Answer/Not Known	41.6%

2.3 Patients / Clients Affected

Not applicable, internal Policy for all staff

2.4 Southern Trust's Area Population Profile – Census 2011

(NB: in some instances you may need to be more specific and use local District Council areas – please contact the Equality Unit on 028 375 64152).

Section 75 Group	Trust's Area Population Profile (Population of 358,034)	Percentage
Gender	Female	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 – <i>Source: 2012 report by Disability Action & Rainbow Project</i>	

(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	As detailed in the table on page 3 85.3% of Trust staff are female and who may in turn work part-time hours to accommodate dependents, therefore training sessions are held at a variety of times, eg mornings, afternoons, and days where possible to take account of working patterns, job sharing, etc.	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	Training sessions are held over a variety of times, eg mornings, afternoons, and days where possible to take account of working patterns, job sharing, etc to accommodate staff who have dependents.	N/A
Disability	Reasonable adjustments will be considered for staff with a disability, this is highlighted on our booking forms and information. Training information can be provided in advance where necessary.	N/A
Ethnicity	Consideration is given to those staff for whom English is not their first language and where necessary information can be shared with the use of a translator or translated into appropriate language.	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.

The policy has been circulated for consultation with the Corporate HROD Team, Corporate Mandatory Training Subject Matter Experts, Trade Union Representation and tabled at Policy Scrutiny Committee. and members of the Education, Training and Workforce Development Committee which includes Trade Union representation.

(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	Minor	N/A	Minor positive
Age	Minor	N/A	Minor positive
Religion	Minor	N/A	Minor positive
Political Opinion	Minor	N/A	Minor positive
Marital Status	Minor	N/A	Minor positive
Dependent Status	Minor	N/A	Minor positive
Disability	Minor	N/A	Minor positive
Ethnicity	Minor	N/A	Minor positive
Sexual Orientation	Minor	N/A	Minor positive

(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	Ensure we keep abreast of various different methods of training delivery and be mindful of the different types of learning styles.

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	Please provide details
Age	Ensure we keep abreast of various different methods of training delivery and be mindful of the different types of learning styles.
Religion	None
Political Opinion	None
Marital Status	None
Dependent Status	Ensure we aim to provide training at times which are suitable for all.
Disability	Ensure we aim to provide training which is accessible to all.
Ethnicity	Ensure we aim to provide training which is accessible to all by addressing language needs and translation of relevant material where necessary.
Sexual Orientation	None

(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		The Trust is committed to ensuring that staff and patients have equality of access to its services and feel welcome, comfortable and safe accessing all Trust facilities regardless of race, religion or political opinion. This is a requirement of staff and is in line with the Trust's Good and Harmonious Working Environment Guidelines.
Political opinion		As above
Racial group		As above

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Good relations category	Please provide details
Religious belief	None
Political opinion	None
Racial group	None

(5) Consideration of Disability Duties

<p>(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?</p> <p>Any training will take consideration of staff with disabilities to ensure full participation of all involved.</p>
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(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			✓
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	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 9 – Right to freedom of thought, conscience & religion			✓
Article 10 – Right to freedom of expression			✓
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: 028 375 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.

This document has been considered under the terms of the Human Rights Act 1998 and was deemed compatible with the European Convention Rights contained in the Act.

(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>	
	No	

Minor impact	Mitigation Required	Alternative Policy Required
	No	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.

Having given regard to gender, disability and ethnicity this policy is categorised as Screened Out.

(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?

The effect will be monitored by regular corporate reports and completed evaluation forms from participants.

Approved Lead Officer: Andrea Sergeant

Position: Interim Head of Workforce & Organisational Development

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Date: 8th November 2022

Policy/proposal screened by: Áine Hamill, Equality Advisor, SHSCT

Please forward completed screening template to Equality.Unit@southerntrust.hscni.net for inclusion in the Trust's Policy Screening Reports which are uploaded to the Trust's website.