



## Equality, Good Relations and Human Rights Screening Template

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

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

### **(1) Information about the Policy/Proposal**

(1.1) Policy for the management of referrals for patients requiring a wig

(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 objectives of this policy are to ensure that:

- All staff involved in referral of patients for a wig understand and adhere to the correct process
- Patient receive their appliance in a timely and sensitive manner
- The Trust meets its contractual obligations for the procurement of wigs
- The Trust ensures strict financial control over the purchase of wigs

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

All categories outlined in Section 75 will benefit from the policy

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

This policy is owned by the Trust and Implementation is the responsibility of those involved in the referral, procurement, fitting and supply of a wig



(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

There are no specific key constraints that could detract from the intended aim or outcome.

(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)

- Patients
- Appliance Officer
- MacDermott Chemotherapy staff
- Dermatology Consultants
- Ward Sisters Out Patients
- Trust Cancer managers
- Outpatient Managers
- Cosmetician
- Regional procurement team

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

There are no specific policies that have a direct bearing on this policy.

## (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 details for relevant Section 75 categories.

<b><i>Details of evidence/information</i></b>
<p>This policy has been devised on guidance from the regional Procurement team and on discussion of best practice with Cancer Managers within the Northern Ireland Cancer Network (NICaN)</p>

## (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.

<b>Category</b>	<b>Needs, experiences and priorities</b>	
	<b><i>Service users</i></b>	<b><i>Staff</i></b>
Gender	Male and Female	This policy will impact on staff involved in the procurement and supply of a wig
Age	All patients will be over 16 years of age	All staff will be over 18 years of age
Religion	The policy has been written to meet the needs of all patients regardless of religion	The policy has been written to guide and support staff regardless of religion
Political	The policy has been written to meet	The policy has been written to guide

Opinion	the needs of all patients regardless of political opinion	and support all staff regardless of political opinion
Marital Status	The policy has been written to meet the needs of all patients regardless of marital status	The policy has been written to guide and support all staff regardless of marital status
Dependent Status	The policy has been written to meet the needs of all patients regardless of dependency	The policy has been written to guide and support all staff regardless of dependency
Disability	The policy has been written to meet the needs of all patients regardless of disability	The policy has been written to guide and support all staff regardless of disability
Ethnicity	The policy has been written to meet the needs of all patients regardless of ethnicity and will be provided in alternate languages and formats on request	The policy has been written to guide and support all staff regardless of ethnicity
Sexual Orientation	The policy has been written to meet the needs of all patients regardless of sexual orientation	The policy has been written to guide and support all staff regardless of sexual orientation

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

The authors have been contacted to carry out a review of the policy, comments have been incorporated and the policy has been updated

#### **(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.

<b>(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?</b>			
<b>Section 75 category</b>	<b>Details of policy/proposal impact</b>		<b>Level of impact? Minor/major/none</b>
	<b>Services Users</b>	<b>Staff</b>	
Gender	Male and Female	This policy will impact on staff involved in the procurement and supply of a wig	None/None
Age	All patients will be over 16 years of age	All staff will be over 18 years of age	None/None
Religion	The policy has been written to meet the needs of all patients regardless of religion	The policy has been written to guide and support staff regardless of religion	None/None
Political Opinion	The policy has been written to meet the needs of all patients regardless of political opinion	The policy has been written to guide and support all staff regardless of political opinion	None/None
Marital Status	The policy has been written to meet the needs of all patients regardless of marital status	The policy has been written to guide and support all staff regardless of marital status	None/None
Dependent Status	The policy has been written to meet the needs of all patients regardless of dependency	The policy has been written to guide and support all staff regardless of dependency	None/None
Disability	The policy has been written to meet the needs of all patients regardless of disability	The policy has been written to guide and support all staff regardless of disability	None/None
Ethnicity	The policy has been written to meet the needs of all patients regardless of ethnicity and will be provided in alternate languages and formats on request	The policy has been written to guide and support all staff regardless of ethnicity	None/None
Sexual Orientation	The policy has been written to meet the needs of all patients regardless of sexual orientation	The policy has been written to guide and support all staff regardless of sexual orientation	None/None

<b>(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?</b>	
<b>Section 75 category</b>	<b>Please provide details</b>
Gender	The policy provides equal opportunity for both male and female genders
Age	The policy provides equal opportunity for all ages over 16
Religion	The policy provides equal opportunity for all religious beliefs
Political Opinion	The policy provides equal opportunity for all political opinion
Marital Status	The policy provides equal opportunity for all types of marital status
Dependent Status	The policy provides equal opportunity for all types of dependant status
Disability	The policy enables disabled people to access the same services a able bodied people
Ethnicity	The policy provides equal opportunity for all ethnic groups
Sexual Orientation	The policy provides equal opportunity for all types of sexual orientation

<b>(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</b>		
<b>Good relations category</b>	<b>Details of policy/proposal impact</b>	<b>Level of impact Minor/major/none</b>
Religious belief	N/A	None
Political opinion	N/A	None
Racial group	The information will be provided in alternate languages and formats on request	None

<b>(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>	
<b>Good relations category</b>	<b>Please provide details</b>
Religious belief	No
Political opinion	No
Racial group	No – see above

## **(5) Consideration of Disability Duties**

<b>(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?</b>
The policy enables disabled people to access the same services as able bodied people.

## **(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			X
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			X
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			X

Article 5 – Right to liberty & security of person			X
Article 6 – Right to a fair & public trial within a reasonable time			X
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			X
Article 8 – Right to respect for private & family life, home and correspondence.			X
Article 9 – Right to freedom of thought, conscience & religion			X
Article 10 – Right to freedom of expression			X
Article 11 – Right to freedom of assembly & association			X
Article 12 – Right to marry & found a family			X
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			X
1 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X
1 <sup>st</sup> protocol Article 2 – Right of access to education			X

**Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. 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.

Human rights awareness is provided through:  
Trust corporate induction  
E learning  
Update sessions  
Face to face





**(7) Screening Decision**

**(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?**

Major impact	
Minor impact	
No impact	X

**(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening**

Yes	
No	X

**(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?**

Yes	
No	X

**(7.4) Please give reasons for your decision and detail any mitigation considered.**

The policy has been written to meet the needs of all nine equality categories. Trust will monitor the implementation and impact of the policy and review formally in May 2021



**(8) Monitoring**

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

- Monitoring patient complaints/compliments/ IR1 forms
- Feedback from staff
- Feedback from User forum and patient satisfaction surveys

Approved Lead Officer: Mary Jo Thompson  
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Date: 2/5/18  
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**Please forward completed schedule to:**

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