

## 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) Name of the policy/proposal

Grievance Procedure

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

Review – completed regionally and to be adopted within each Trust

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

The Trust recognises the right of employees to seek a satisfactory resolution to their grievances.

The purpose of this procedure is to provide an employee or group of employees with the opportunity to have their grievance considered quickly and effectively.

(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 section 75 categories are represented and this procedure will ensure that all staff have guidance on how to raise a grievance in the workplace.



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

The procedure originates from regional JNF which will be adopted locally within South Eastern HSC Trust for implementation.

(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?)

- Service demands
- Staff not being aware of the policy
- Staff resistance
- Failure of trade unions to agree procedure

(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)

- All staff
- Trade unions

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

Other HR Policies, including Management of Attendance Protocol, Working Well Together and Harassment Policies

LRA Code of Practice



## (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.

### *Details of evidence/information*

- Information was gathered on the makeup of Section 75 categories from the Workforce Information Section of HR.
- Census 2011 data and Trust population plans
- Feedback from regional JNF group
- Feedback from HR colleagues

### (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>Service users</b>	<b>Staff</b>
<b>Gender</b>	Women generally use the service more than men	80.8% Female 19.2% Male
<b>Age</b>	All age ranges are represented within the Trust area	0.2% 16-19 13.4% 20-29 24.1% 30-39 26.8% 40-49 26.8% 50-59 8.7% 60+
<b>Religion</b>	Majority protestant	51.4% Protestant 27.3% Roman Catholic 21.3% Other /Not known
<b>Political Opinion</b>	2 out of 3 councils return a Unionist majority	2 out of 3 council areas return a Unionist majority 4.3% Broadly Nationalist 12.5% Broadly Unionist 15.6% Do not wish to answer 7.7% Other 59.9% Not known
<b>Marital Status</b>	All statuses represented	29% Single 62.8% Married 3.6% Divorced 0.7% Widowed 1.7% Separated 0.4% Other 1.8% Not known
<b>Dependent Status</b>	Correlation with gender and age	20.7% Child or Children 4.5% Dependant Older 2.7% A person with Disability 15.6% None 56.5% Other /Not known
<b>Disability</b>	Some have a level of disability	60% Not Known 37.9% No 2.1% Yes – Under-reporting. (NI average 20%)
<b>Ethnicity</b>	Majority white	44.8% White 1.29% BME 53.91% Not Known
<b>Sexual Orientation</b>	6-10% LGBT (NI average)	37.5% Opposite Sex 0.7% LGB&T 2.5% Do not wish to answer 59.3% Not Known - Under-reporting. NI average is 6 – 10%

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

- Trade Unions
- HR staff
- Regional JNF group

#### (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	
	Services Users	Staff	Service users	Staff
Gender	Women generally use the service more than men	80.8% Female 19.2% Male	None	None
Age	All age ranges are represented within the Trust area	0.2% 16-19 13.4% 20-29 24.1% 30-39 26.8% 40-49 26.8% 50-59 8.7% 60+	None	None
Religion	Majority protestant	51.4% Protestant 27.3% Roman Catholic 21.3% Other /Not known	None	None
Political Opinion	2 out of 3 councils return a Unionist majority	2 out of 3 council areas return a Unionist majority 4.3% Broadly Nationalist 12.5% Broadly Unionist 15.6% Do not wish to answer 7.7% Other 59.9% Not known	None	None
Marital Status	All statuses represented	29% Single 62.8% Married 3.6% Divorced 0.7% Widowed 1.7% Separated 0.4% Other 1.8% Not known	None	None
Dependent Status	Correlation with gender and age	20.7% Child or Children 4.5% Dependant Older 2.7% A person with	None	None

		Disability 15.6% None 56.5% Other /Not known		
Disability	Some have a level of disability	60% Not Known 37.9% No 2.1% Yes – Under-reporting. (NI average 20%)	None	None
Ethnicity	Majority white	44.8% White 1.29% BME 53.91% Not Known	None	None
Sexual Orientation	6-10% LGBT (NI average)	37.5% Opposite Sex 0.7% LGB&T 2.5% Do not wish to answer 59.3% Not Known - Under-reporting. NI average is 6 – 10%	None	None

***(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?***

<b><i>Section 75 category</i></b>	<b><i>Please provide details</i></b>
Gender	The Trust remains committed to embracing diversity, promoting good relations and challenging sectarianism and racism to ensure service users and staff enjoy equality of opportunity and access to health and social care in a welcoming and safe environment.
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***

<b>Good relations category</b>	<b>Details of policy/proposal impact</b>	<b>Level of impact Minor/major/none</b>
Religious belief		None
Political opinion		None
Racial group		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	<p>The Trust remains committed to embracing diversity, promoting good relations and challenging sectarianism and racism to ensure service users and staff enjoy equality of opportunity and access to health and social care in a welcoming and safe environment.</p> <p>The Trust has in place its Good Relations Statement which is displayed on staff and service user notice boards.</p> <p>The Trust has an ongoing strategy of staff training and raising awareness.</p>
Political opinion	As above
Racial group	<p>As above</p> <p>The Trust provides telephone and face to face interpreting services as requested.</p>

## (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 Disability Action Plan 2014 – 2017 promotes these two duties.
- The Trust is currently consulting on its Disability Action Plan 2017 – 2022 and will ensure that the views of all the representatives form part of and inform the Trust’s consultation process.
- Consideration has been given to the profile of staff and/or service users affected by the proposal including those with a disability
- No specific issues were identified in this proposal re disability duties.

## (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 discussed during screening process. This policy will ensure that staff have access to a fair and consistent grievance procedure which will have a positive impact on Article 6 and their right to a fair trial within a reasonable time.
- E-Learning module on Equality and Human Rights promoted to all staff

## (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 an Equality Impact Assessment (EQIA)?**

Yes	
No	x

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

- Little or no impact has been identified. This procedure applies to all staff and is designed to enable staff to raise a grievance and to have this dealt with in a timely manner.
- Due to a failure to agree the inclusion of a 'status quo' clause means that this is not a formally agreed procedure with HSC Trade Union Side. All other aspects of this procedure are agreed regionally.



**(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 of grievances

The above will be monitored to ensure that any potential adverse impact on any of the nine categories is identified.

Approved Lead Officer: Jennifer Buchanan

Position: Assistant Director Employee Relations

Date: 10<sup>th</sup> November 2017

Policy/proposal screened by: Jennifer Buchanan/Kathey Neill