

SCREENING TEMPLATE

For further information on screening, please refer to the 'Guidance Notes', which are also available in hard copy from your organisation's equality contact

1.1 Title of policy/decision

Policy and Procedure for Supervision in Nursing in South Eastern Health and Social Care Trust

1.2 Description of policy/decision

What is it trying to achieve?

The policy requires every nurse in the South Eastern Trust to have regular supervision at a minimum of two documented sessions per year

how will this be achieved? (key elements)

Through protected time for staff

what are the key constraints? (e.g. financial, legislative)

Staff shortages/sickness

Time

Apathy from staff

1.3 Main stakeholders affected

(e.g. staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions/professional organisations or private sector organisations)

- Staff

1.4 Other policies/decisions with a bearing on this policy/decision

- Bank & Agency Expenditure for Nursing (qualified & unqualified)
- PfA and workforce control targets
- Financial balance
- Workforce control
- Annual Leave policy
- Managing of Attendance Protocol
- Family friendly policy
- Study Leave
- Continuing Professional Development
- Special Leave

(2) SCREENING THE POLICY/DECISION

2.1 In terms of groupings under Section 75, what is the make up of those affected by the policy/decision ?

Group	Please provide details			
Gender	Of the staff included in the E Rostering project 34 (18%) are male and 370 (92%) are female.			
Age	<20	1	0%	
	21-30	92	23%	
	31-40	124	31%	
	41-50	107	26%	
	51+	80	20%	
Religion	Roman Catholic	96	24%	
	Protestant	254	63%	
	Not known	54	13%	
Political Opinion	No direct information gathered on political opinion. Council voting patterns have been considered.			
Marital Status	Married	263	65%	
	Single	125	31%	
	Divorced	4	1%	
	Separated, Widowed and Other	12	3%	
Dependent Status	As the majority of staff are female and many work part-time it is likely that they may have caring responsibilities.			
Disability	Not routinely recorded by the Trust but the Trust is aware of the under reporting of disability by staff			
Ethnicity	Not gathered routinely though there are a very small number of staff from an ethnic minority			
Sexual Orientation	No direct information is gathered on sexual orientation. Population trends of 10% are assumed for gay, lesbian and bisexual individuals – data source: Rainbow Project.			

2.2 Is there any indication or evidence of higher or lower participation or uptake by different groups?

Group	Yes/No/ Don't Know	Please provide details
Gender		As Trust staff are predominately female, there may potentially be a bigger impact on female staff than male staff. The gender profile for SET workforce as at 1 January 2011 is 82% female and 18% male. The profile of staff included in this pilot project is 92% female and 8% male. Therefore, there may be a low adverse impact on female staff and the Trust is committed to monitoring the pilot E Rostering project
Age		The profile of staff involved in the E Rostering pilot shows that 46% are aged over 41 years of age. Of the SET workforce 30% are aged over 41 years of age. Therefore, there may be a low adverse impact to staff falling into this age range. It is known that a small minority of older staff members work personal shift patterns. The Trust is committed to monitoring this impact now and in the future.
Religion		Staff within the SET are 59% Protestant, 29% Roman Catholic and 11% recorded as unknown. These figures are broadly similar to the profile of staff involved in the E Rostering pilot. The Trust is committed to monitoring this for any potential impact now or in the future.
Political Opinion		The Trust does not routinely record the political opinion of its workforce. In the absence of comprehensive data the Trust relies on local Government information and commits to monitoring this now and in the future.
Marital Status		The marital status profile for SET is 67% married and 30% single. This broadly reflects the profile of the staff involved in the E Rostering project and therefore will not have an adverse impact on either married or single staff. This Trust is committed to monitoring this issue now and in the future.
Dependent Status		The Trust does not record whether or not staff have dependents but is aware of the possible caring obligations association with part-time or female employees. As the majority of staff profiled are female (92%) the proposal may have a low potential adverse impact on this group. The Trust commits to monitoring now and in the future.
Disability		Not routinely recorded by the Trust but the Trust is aware of the under reporting of disability by staff and makes every effort to

		adapt the work place and systems of work to accommodate staff with a disability. The Trust does not anticipate an adverse impact on staff but commits to monitoring now and in the future.
Ethnicity		Not gathered routinely though there are a very small number of staff from an ethnic minority working in the profile group. The Trust commits to monitoring now and in the future.
Sexual Orientation		Not gathered by the Trust but the Trust assumes a 10% representation for gay, lesbian and bisexual individuals. There is no evidence to suggest that the pilot project will have an impact on employees as a result of their sexual orientation.

2.3 Is there any indication or evidence that different groups have different needs, experiences, issues and priorities in relation to the policy/decision?

Group	Yes/No/ Don't Know	Please provide details
Gender		See answers to section 2.2
Age		
Religion		
Political Opinion		
Marital Status		
Dependent Status		
Disability		
Ethnicity		
Sexual Orientation		

2.4 Is it likely that the policy/decision will meet those needs?

Group	Yes/No/ Don't Know	Please briefly give details
		any adverse impact on safe and effective care delivery
		The profile of staff involved shows that female married staff over 41 years of age who may or may not have dependents and may experience a low adverse impact. The Trust commits to monitoring this policy

2.5 Is there an opportunity to better promote equality of opportunity or good relations by altering the policy/decision or working with others in government or in the larger community?

Group	Suggestions
	The Trust is committed to promoting equality of opportunity and good relations and will monitor the policy

2.6 What changes to the policy/decision – if any – or what additional measures would you suggest to ensure that it promotes good relations?

Group	Suggestions
Religion	
Political Opinion	
Ethnicity	

2.7 Have previous consultations with relevant groups, organisations or individuals indicated that particular policies create problems that are

The policy will be subject to ongoing screening.*

- Setting of KPI's
- Robust reporting information in a timely fashion
- Management Dashboards
- The creation and maintenance of off duties a minimum of 4 weeks in advance for staff thus allowing better planning for staff
- Sickness monitoring
- Vacancy monitoring

2.8 Please detail what data you will collect in the future in order to monitor the effect of the policy/decision on any of the groups under Section 75?

2.8
KPI's and management dashboards
Clinical Managers will monitor KPI's

(3) SHOULD THE POLICY/DECISION BE SUBJECT TO EQUALITY IMPACT ASSESSMENT?

Equality impact assessment procedures are confined to those policies/decisions considered likely to have significant/major implications for equality of opportunity.

**If your screening has indicated that a policy/decision is likely to have an adverse differential impact, how would you categorise it?
Please tick.**

Significant/major impact	
Low impact	x

Do you consider that this policy/decision needs to be subjected to a full equality impact assessment?

Yes	
No	x

Please give reasons for your decision.

Does not discriminate and is designed to meet the needs of the 9 categories

(4) DISABILITY DISCRIMINATION

4.1 Does the policy/decision in any way discourage disabled people from participating in public life or does it fail to promote positive attitudes towards disabled people?

No

4.2 Is there an opportunity to better promote positive attitudes towards disabled people or encourage their participation in public life by making changes to the policy/decision or introducing additional measures?

No

4.3 Please detail what data you will collect in the future in order to monitor the effect of the policy/decision with reference to the disability duties?

All the data sources are detailed in 2.8.

(5) CONSIDERATION OF HUMAN RIGHTS

5.1 Does the policy/decision affect anyone's Human Rights? [PLEASE COMPLETE THE TABLE BELOW]

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 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X
1 st protocol Article 2 – Right of access to education			X

*If the effect you have identified is positive or neutral please move on to **Question 5.3.***

5.2 If you have identified a likely negative impact who is affected and how?

At this stage we would recommend that you consult with your line manager to determine whether to seek legal advice and to refer to Human Rights Guidance to consider:

- *whether there is a law which allows you to interfere with or restrict rights*
- *whether this interference or restriction is necessary and proportionate*
- *what action would be required to reduce the level of interference or restriction in order to comply with the Human Rights Act (1998).*

5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy/decision.

The Trust has an ongoing training strategy for all staff with regard to Equality, Diversity and Human Rights. These training courses are evaluated and adapted as necessary.

Policy/Decision Screened by: ___ Sharon McRoberts _____

Date:

___ 19/4/2013 _____

Please note that having completed the screening, you will need to ensure that a consultation on the outcome of screening is undertaken, in line with Equality Commission guidance.