

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 – Email Policy

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

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

Communciate Trust Policy on the acceptable use of email.
This policy should be read in conjunction with related Trust ICT and other Policies.

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal? No

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

Trust owns and will implement this policy.



(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?)

None Noted.

(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)

Policy impacts upon Trust Staff

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

ICT Security Policy

Internet Policy

Records Management Policy

These policies are owned by the 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 details for relevant Section 75 categories.

<i>Details of evidence/information</i>
The revised policy was reviewed by ICT, Information governance and equality

(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.

Category	Needs, experiences and priorities	
	Service users	Staff
Gender	N/A	There are circa 9400 staff across the trust with 80% of same being female.
Age	N/A	There are circa 9400 staff across the trust – this policy will apply across all age groups.
Religion	N/A	There are circa 5000 ICT Users across the trust – this policy will

		applies across all religions.
Political Opinion	N/A	There are circa 9400 staff across the trust – this policy will apply across all political opinions.
Marital Status	N/A	There are circa 9400 staff across the trust – this policy will apply to all.
Dependent Status	N/A	There are circa 9400 staff across the trust – this policy will apply to all.
Disability	N/A	There are circa 9400 staff across the trust – this policy will apply to all.
Ethnicity	N/A	There are circa 9400 staff across the trust – this policy will apply to all.
Sexual Orientation	N/A	There are circa 9400 staff across the trust – this policy will apply to all.

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

Policy was developed by the ICT Team and reviewed by ICT, Information governance and equality

(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	
Gender		There are circa 9400 staff across the trust with 80% of same being female.	None
Age		There are circa 9400 staff across the trust – this policy will apply across all age groups.	None
Religion		There are circa 9400 staff across the trust – this policy will apply to all.	None
Political Opinion		There are circa 9400 staff across the trust – this policy will apply to all.	None
Marital Status		There are circa 9400 staff across the trust – this policy will apply to all.	None
Dependent Status		There are circa 9400 staff across the trust – this policy will apply to all.	None
Disability		There are circa 9400 staff across the trust – this policy will apply to all.	None
Ethnicity		There are circa 9400 staff across the trust – this policy will apply to all.	None
Sexual Orientation		There are circa 9400 staff across the trust – this policy will apply to all.	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	N/A
Age	N/A
Religion	N/A
Political Opinion	N/A
Marital Status	N/A
Dependent Status	N/A
Disability	N/A
Ethnicity	N/A
Sexual Orientation	N/A

(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	N/A	N/A
Political opinion	N/A	N/A

Racial group	N/A	N/A
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(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	N/A
Political opinion	N/A
Racial group	N/A

(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?
Policy affords persons with disabilities the same conditions as able bodied

(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 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		

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.

Article 8 – Right to respect for private & family life, home and correspondence.

We have identified that there is a potential interference with Article 8. Email policy references other ICT policies. It is clear that usage of Trust assets are



monitored in order to support identification of potential misuse of these asset. Assets include hard and soft assets.

Staff are made aware of the implication of the use of the internet and associated monitoring of same via corporate and local induction (via Line manager), and via the provision of ICT Network Access to 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 and Equality Impact Assessment (EQIA)?

Yes	
No	x



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

Screening has established that there is no potential adverse impact across the nine categories and that the policy has been written to apply equally to all.

The Trust is committed to monitoring the policy as it is implemented throughout the Trust.

(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 this policy will be via software and systems in place that monitor and record all Internet usage. The Trust ICT Department will also monitor issues emanating from Trust Complaints/ Compliments / Grievances/ Disciplinary Hearings.

Approved Lead Officer: _____

Position: _____

Date: _____

Policy/proposal screened by: _____

Please forward completed schedule to:

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