

# Screening Outcome Report 1st January 2014 to 31<sup>st</sup> March 2014

## Introduction

Section 75 of the Northern Ireland Act 1998 requires the Trust, when carrying out its functions in relation to Northern Ireland, to have due regard to the need to promote equality of opportunity between nine categories of persons, namely:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

Without prejudice to its obligations above, the Trust must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The Equality Scheme outlines how we propose to fulfil our statutory duties under Section 75. Within the Scheme, the Trust gave a commitment to apply the screening methodology below to all new and revised policies and if necessary to subject policies to equality impact assessment. (EQIA)

## Screening Methodology

For new or revised policies/proposals the Trust will consider the following four screening questions as per ECNI guidance:-

- What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?
- Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?
- To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group?
- Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

In keeping with the Trust's commitments in its Equality Scheme the Trust has applied the above screening criteria to new policies and proposals.

The screening process is used to identify which policies are likely to have an impact on equality of opportunity and/or good relations. Screening assesses the likely impact of the policy as major, minor or none.

If it is decided that a policy/proposal is likely to have major issues relating to equality, it is then necessary to consider carrying out a more detailed exercise called an equality impact assessment.

This screening report outlines the screening outcomes from the date of formal approval of the Trust's revised Equality Scheme i.e. 14th September 2011 to 31st March 2012 and will be produced each quarter thereafter.

## Communication & Engagement

In order to carry out our functions there is a need to continue to effectively engage and work collaboratively with a wide range of stakeholders including Trust staff, Trade Unions, service users, carers, commissioners, voluntary/community sector, public representatives and independent providers.

The Trust is committed to promoting personal and public involvement in all its activities. The development of new policies and proposals will be supported by effective engagement processes to ensure that staff, service users and all interested parties are fully involved. Planning for, and delivering safe, clinically effective and cost effective services requires close collaboration at many levels.

If you have any queries about this document, and its availability in alternative formats (including Braille, disk and audio cassette, and in minority languages to meet the needs of those who are not fluent in English) then please contact:

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### Outcome of Screening

The screening outcomes are outlined below. Four possible outcomes are recorded:

- 1 The policy has been '**screened in**' for equality impact assessment;
- 2 The policy has been '**screened out**' with mitigation or an alternative policy proposed to be adopted;
- 3 The policy has been '**screened out**' without mitigation or an alternative policy proposed to be adopted.
- 4 The policy will be **subjected to ongoing screening**. For more detailed strategies or policies that are to be put in place through a series of stages, screening should be considered at various times during implementation.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Policy for the Use of Swallow Screening in Adult In-Patients with a Suspected Dysphagia</u></b></p> <p>This policy aims to provide direction for all staff holding a professional health care qualification within S E Trust, to promote and facilitate best practice in the assessment of dysphagia within in-patient settings.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights through the use of a swallow screening tool which will allow for the early identification of dysphagia so that essential precautions can be taken to avoid the complications of dysphagia.</p>
<p><b><u>Patient Identification Policy</u></b></p> <p>This policy provides guidance on the arrangements for Healthcare Staff to establish and check patient identity.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the application of the policy in 2014/15.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Email Policy</u></b></p> <p>The purpose of this Policy is to Communciate Trust Policy on the acceptable use of email. This policy should be read in conjunction with related Trust ICT and other Policies.</p>	Out	<p>The Policy was deemed to have a no impact and was screened out. 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.</p>
<p><b><u>Policy for the Request and Approval of Ex-gratia Payments for Loss or Damage to Personal Property</u></b></p> <p>The main aim of the policy is to provide guidance with regard to the mechanism for the submission and approval of ex-gratia payments within the Trust.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by:</p> <ul style="list-style-type: none"> <li>• Monitoring levels and severity of complaints/compliments</li> <li>• Monitoring levels and severity of incidents</li> <li>• Monitoring and review the number of requests for ex-gratia payments over the period of the policy.</li> <li>• Audit &amp; review of policy.</li> </ul>
<p><b><u>Manual Handling Policy</u></b></p> <p>This policy is designed to provide Managers and Staff with clear guidance on their legislative responsibilities with regard to the prevention and management of manual handling risks and to ensure that safe manual handling is employed so far as is reasonably practicable.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. Mitigation has been introduced in to the risk assessment process eg for people with disability or those who are pregnant. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by:</p> <ul style="list-style-type: none"> <li>• Incident Reporting</li> <li>• Complaints</li> <li>• Compliments</li> <li>• Staff feedback</li> </ul>