

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 –
Secondment Policy

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

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

It's aim is to provide practical advice on the management of the process, both internal and external to the organisation, and promotes equality of opportunity, ensuring that secondment opportunities are equitable, fair and effective in balancing the interests of the organisation and the rights of the individual.

(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 staff will benefit, particularly female due to the high composition in the workforce.



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

South Eastern Health and Social Care Trust

(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?)

Financial workforce pressures and service needs are factors which may influence this policy.

Implications for fixed term contracts.

(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 and Trade Union representatives.

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

Recruitment and Selection policy

Flexible working policy

Equal Opportunities 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.

<i>Details of evidence/information</i>
HR issues linked to secondment queries/complaints/grievances.

(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	
	<i>Service users</i>	<i>Staff</i>
Gender	n/a	Predominantly female
Age	n/a	All ages from 17+
Religion	n/a	Majority Protestant
Political Opinion	n/a	3 of the 4 council areas are returning Unionist majority, one

		return is Nationalist majority
Marital Status		Majority married
Dependent Status		Correlation with gender and caring responsibilities
Disability		Underreporting in workforce – population profile approx. 20%
Ethnicity		Majority white
Sexual Orientation		6-10% LGB&T

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

Views taken from number of managers and HR staff.

(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			None
Age			None
Religion			None

Political Opinion			None
Marital Status			None
Dependent Status			None
Disability			None
Ethnicity			None
Sexual Orientation			None

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

<i>Section 75 category</i>	<i>Please provide details</i>
Gender	Staff training and monitoring
Age	Staff training and monitoring
Religion	Staff training and monitoring
Political Opinion	Staff training and monitoring
Marital Status	Staff training and monitoring
Dependent Status	Staff training and monitoring
Disability	Staff training and monitoring
Ethnicity	Staff training and monitoring
Sexual Orientation	Staff training and monitoring

(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		None
Political opinion		None
Racial group		None

(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	Staff training
Political opinion	Staff training
Racial group	Staff training

(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?
Secondments and associated opportunities are open to all staff

(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			Neutral
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.

Staff training on this policy and publication via usual media e.g Trust website, Intranet etc.

(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.

This policy will further promote equality of opportunity and a more open, transparent and consistent approach to secondments.

(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?

Complaints/Appeals

Feedback from managers and staff

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Position: Senior HR Manager

Date: 13/11/2013

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