

Screening Outcome Report 1st July 2016 to 30th September 2016

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><u>Volunteer Policy</u></p> <p>This is a revised policy aiming to provide clear guidance on the involvement of volunteers within the South Eastern Health and Social Care Trust</p>	<p>Out</p>	<p>The Policy was deemed to have a minor impact. The Trust commits to monitoring the policy for any potential adverse impact. 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"> • Key Worker feedback from volunteers, patients and clients • Survey • Complaints/compliments

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Management of the Pregnant or Postpartum Woman in the Emergency Department</u></p> <p>This is a revised policy. The aim is to provide guidance for all health professionals involved in the care of women during the antenatal and postnatal period in order to achieve the Trust's 4 hour operational standard.</p>	Out	The Policy was deemed to have no impact and was screened out. The Trust will monitor and review the implementation of the policy as required.
<p><u>Registration and Verification with NISCC</u></p> <p>This is a revised policy to ensure registered and regulated workforce.</p>	Out	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 monitoring of appointments and complaints.
<p><u>Volunteer Reimbursement of Expenses Policy</u></p> <p>This is a revised policy aiming to ensure volunteers are not out of pocket due to volunteering activity within the Trust.</p>	Out	<p>The Policy was deemed to have a minor impact and 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"> • Training on how to claim reimbursement of expenses • Monitoring of the Meeter & Greeter will take place • Monitoring of claim forms submitted to Volunteer Services • Key Worker feedback – from volunteers, patients and clients • Complaints/Compliments Survey
<p><u>Static Mattress Management Policy</u></p> <p>This is a revised policy regarding standardised checking and monitoring of hospital static mattresses.</p>	Out	The Policy was deemed to have no impact and screened out.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Data Protection Policy Statement</u></p> <p>This is a revised policy aiming to promote awareness and to inform staff if their responsibilities are in respect of complying with the Data Protection Act 1998.</p>	Out	<p>The Policy was deemed to have a minor impact and 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"> • Monitor levels and severity of complaints received with regard to the processing of subject access requests • Quarterly monitoring to Directors in respect of IR1 Incidents • IG incidents are reported via the IGSC quarterly
<p><u>Guideline for contacting the 'on call' anaesthetist for the Emergency Department of Day Procedure Unit in Lagan Valley and Downe Hospitals</u></p> <p>This is a new policy to provide direction to staff on how to contact the on call anaesthetist for the areas specified.</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 monitoring of IR1 forms.</p>
<p><u>Attendance Management Protocol Policy</u></p> <p>This is a revised policy aiming to assist managers to manage attendance in an effective, fair and sensitive manner.</p>	Out	<p>The Policy was deemed to have a minor impact and 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"> • Monitoring of Occupational Health and HR data • Complaints/Comments • Screening integral to monitoring processes

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Handling of Forensic Items in the Hospital Setting</u></p> <p>This is a revised policy providing direction to all health care professionals in relation to the handling of forensic items. It has been developed in conjunction with the Police Service of Northern Ireland.</p>	Out	The Policy was deemed to have a minor impact and was screened out. Monitoring will be available via the Trust Incident Reporting System
<p><u>Trust Food Safety Policy</u></p> <p>This is a revised policy to implement the requirements of the Food Safety NI Order 1991 and Amendments Regulations 2004 and the Food Hygiene Regulations (NI) 2006</p>	Out	The Policy was deemed to have a minor impact and was screened out. The Policy minimises the risk of food poisoning for all service users. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by Incident monitoring.
<p><u>Recruitment and Selection Procedures</u></p> <p>This is a revised policy aiming to achieve promotion of equality of opportunity for existing staff and all potential applicants.</p>	Out	<p>The Policy was deemed to have a minor 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"> • Monitoring of data in relation to staff eg Article 55 • Monitoring of Vacancy Controls and Reporting measures • Monitoring of Recruitment and Selection Training • Complaints/Comments • Screening integral to monitoring processes