



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 Further Education & Assistance Policy

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

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

The purpose of this policy is to provide managers with standards to ensure there is a fair, equitable and consistent approach to the education, training and development of staff

(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 categories are represented in the workforce and this policy is a positive development to ensure that staff are able to gain new knowledge and skills which should assist in the retention of staff and enhance service provision

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

South Eastern 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 constraints could impact on staff being able to undertake some Further Education courses

(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 & Unionside

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

Other HR policies including Disciplinary 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>
<p>Evidence gathered has taken the form of feedback requested from the OWD Steering Group and the Internal Trainers Providers forum</p> <p>Information was gathered on the make up of the section 75 categories from the workforce development section of HR.</p>

(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	82.4% female & 17.6% male
Age	N/A	Under 20 = 0.2% 20 – 29 = 14% 30 – 39 = 24% 40 – 49 = 30% 50 – 59 = 25.5% 60 – 65 = 5% 65+ = 1.3%

Religion	N/A	63.25% Protestant & 26.15% Catholic and 10.6 % Non-determined
Political Opinion	N/A	3 of 4 council areas return a unionist majority
Marital Status	N/A	Majority married
Dependent Status	N/A	Correlation with women with caring responsibilities and part-time workers
Disability	N/A	Underreporting by staff who have a disability
Ethnicity	N/A	White majority
Sexual Orientation	N/A	6-10 % of 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.

The revised policy was presented for feedback to Training Providers Forum, OWD Steering Group, OWD team and HR policy group

(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?

This policy will promote equality of opportunity to attend corporate induction for all staff groups.

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Services Users	Staff	

Gender	N/A		None
Age	N/A		None
Religion	N/A		None
Political Opinion	N/A		None
Marital Status	N/A		None
Dependent Status	N/A		None
Disability	N/A		None
Ethnicity	N/A		None
Sexual Orientation	N/A		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 engagement
Age	Staff training and engagement
Religion	Staff training and engagement
Political Opinion	Staff training and engagement
Marital Status	Staff training and engagement
Dependent Status	Staff training and engagement
Disability	Staff training and engagement
Ethnicity	Staff training and engagement
Sexual Orientation	Staff training and engagement

(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 and engagement
Political opinion	Staff training and engagement
Racial group	Staff training and engagement

(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 promotes individuals participation in Further Education

(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			√
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			√
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			√
Article 5 – Right to liberty & security of person			√
Article 6 – Right to a fair & public trial within a reasonable time			√
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			√
Article 8 – Right to respect for private & family life, home and correspondence.			√
Article 9 – Right to freedom of thought, conscience & religion			√
Article 10 – Right to freedom of expression			√
Article 11 – Right to freedom of assembly & association			√
Article 12 – Right to marry & found a family			√
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			√
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√
1 st protocol Article 2 – Right of access to education	√		

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
Human Rights issues discussed during screening process

(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	√

(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening

Yes	
No	√

(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?

Yes	
No	√

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

This policy provides further education opportunities for all staff

(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?

Selection and Recruitment monitoring
Complaints/Compliments monitoring

Approved Lead Officer: Kathey Neill
Position: OWD Advisor
Date: 12th January 2016
Policy/proposal screened by: Suzanne McCartney/Kathey Neill

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