South Eastern Health and Social Care Trust

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
Gifts & Hospitality 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 the policy is intended to provide advice and guidance to Trust staff who, in the course of their day to day work or as a result of their employment, either receive offers or gifts and hospitality or provide gifts and hospitality to others on behalf of the Trust.

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?
This policy will benefit all staff in terms of the arrangements for gifts and hospitality.

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

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(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?)

No

(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)

The main stakeholders affected by this policy are staff but it could impact on service users in terms of guidance on what staff can and cannot accept.

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

- Standing Orders and Standing Financial Instructions
- Standards of Business Conduct

(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.

Details of evidence/information
Reviewed by Risk Management & Governance Directorate staff Reviewed by Finance Directorate staff Presented to Audit Committee for approval

(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	This policy is designed to meet the needs of both men and women	This policy is designed to meet the needs of both men and women
Age	This policy is designed to meet the needs of all ages	This policy is designed to meet the needs of all ages
Religion	This policy is designed to meet the needs of service users of all religions. The Trust will take into account differing religious opinions	This policy is designed to meet the needs of Trust staff of all religions. The Trust will take into account differing religious opinions
Political Opinion	This policy is designed to meet the needs of service users of all political opinions	This policy is designed to meet the needs of staff of all political opinions
Marital Status	This policy is designed to meet the needs of service users who are married, single, separated, divorced, widowed or have a partner of the opposite sex	This policy is designed to meet the needs of staff who are married, single, separated, divorced, widowed or have a partner of the opposite sex
Dependent Status	This policy is designed to meet the needs of all service users with or without dependents	This policy is designed to meet the needs of all staff with or without dependents

Disability	This policy is designed to meet the needs of all service users with or without disabilities. The Trust will assist service users who have a sensory disability through provision of alternative formats, sign language interpreter, etc	This policy is designed to meet the needs of all staff with or without disabilities. The Trust will assist staff who have a sensory disability through provision of alternative formats, sign language interpreter, etc
Ethnicity	This policy is designed to meet the needs of all service users from all ethnic backgrounds. The Trust will provide interpreters for those who do not speak English as a first language.	This policy is designed to meet the needs of all staff from all ethnic backgrounds. The Trust will provide interpreters for those who do not speak English as a first language.
Sexual Orientation	This policy is designed to meet the needs of all service users including those with same sex partners	This policy is designed to meet the needs of all staff including those with same sex partners

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

Relevant stakeholders were given an opportunity to comment on the content of the original policy. The amendments made during this review did not materially change the content of the policy and did not change the processes currently in place. Additional information added helped to clarify extant sections in the policy.

(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	No adverse impact	No adverse impact	None
Age	No adverse impact	No adverse impact	None
Religion	No adverse impact	No adverse impact	None
Political Opinion	No adverse impact	No adverse impact	None
Marital Status	No adverse impact	No adverse impact	None
Dependent Status	No adverse impact	No adverse impact	None
Disability	No adverse impact	No adverse impact	None
Ethnicity	No adverse impact	No adverse impact	None
Sexual Orientation	No adverse impact	No adverse impact	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	None
Age	None
Religion	None
Political Opinion	None
Marital Status	None

Dependent Status	None
Disability	None
Ethnicity	None
Sexual Orientation	None

(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	None
Political opinion	None	None
Racial group	None	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	Not applicable
Political opinion	Not applicable
Racial group	Not applicable

(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?
Not Applicable

(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
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X

1st 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. Trust Staff Training Strategy for Equality, Diversity and Human Rights

(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 an Equality Impact Assessment (EQIA)?

Yes	
No	X

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

The Trust has carried out an equality screening of the policy and has not identified a potential adverse impact for the nine equality categories. The Trust undertakes to monitor the application of the policy and review regularly.

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(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? This will be included in any future audits of the arrangements outlined in this policy.

Approved Lead Officer:	Irene Low
Position:	AD, Risk Management & Governance
Date:	9 November 2016
Policy/proposal screened by:	Irene Low

Please forward completed schedule to:

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