

## 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

Operational guidance for private patients, fee paying patient, and overseas visitors

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

New

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

- Ensure that the Trust recoups all income due from chargeable patients
- Clarify the processes for the identification and charging of patients who are required to pay for care, treatment and services provided to them by the Trust
- Ensure all Trust staff are aware of their duties and responsibilities in relation to patients who are required to pay for the care, treatment and services provided to them by the Trust
- Ensure all patients are seen/treated in chronological order according to clinical need
- Ensure that the care of treatment NHS patients is not delayed by the prioritisation of



private patients

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

The guidance applies to all 9 equality categories

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

South Eastern Health and Social Care Trust

(1.5) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

The Guidance will be taken to EMT for approval.

A programme of distribution and awareness raising for staff will then be carried out.

(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)

Staff, Service Users, Border Agency, BSO



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

- Health & Personal Care (NI) 1972 Order Accommodation and treatment at hospitals of persons as private resident patients

<https://www.legislation.gov.uk/id/nisi/1972/1265>

- Code of Conduct for Private Practice

<https://www.bma.org.uk/ppcodeofpractice.pdf>

- Provisions Governing the Relationship between HSC Work and Private Practice – Schedules 9,10 and 11

<https://www.bma.org.uk/consnitcs2008.pdf>

- Private Healthcare Market Investigation Order

2014 <https://www.gov.uk/private-healthcare-market-investigation-order-2014>

- The Provision of Health Services to Persons not Ordinarily Resident Regulations (Northern Ireland) 2015,

## (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.

<b><i>Details of evidence/information</i></b>
<ul style="list-style-type: none"> <li>• Existing draft guidance from DLT</li> <li>• Belfast HSC Trust guidance</li> <li>• Establishment of a working group including: Senior managers, finance, medical directorate business partner, BSO</li> </ul>

## (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.

<b>Category</b>	<b>Needs, experiences and priorities</b>			
	<b><i>Service users</i></b>		<b><i>Staff</i></b>	
Gender	Female	51.25%	80.8% female	
	Male	48.75%	19.2% male	
Age	0 -15	20.56%	0.2%	16-19
	16-19	5.32%	13.4%	20-29
	20-29	12.28%	24.1%	30-39
	30-45	20.09%	26.8%	40-49
	45-59	20.07%	26.8%	50-59
	60+	21.68%	8.7%	60+
Religion	Protestant	50.52%	51.4% Protestant	

	Roman Catholic 27.90% Other 0.82% None 14.65% Not Known 6.11%	27.3% Roman Catholic 21.3% Other /Not known
<b>Political Opinion</b>	Not routinely collected  Local council voting preferences are considered with 2 of the local council area returning a Unionist majority	4.3% Broadly Nationalist 12.5% Broadly Unionist 15.6% Do not wish to answer 7.7% Other 59.9% Not known, 2 out of 3 council areas return a Unionist majority.
<b>Marital Status</b>	Single 31.7% Married 51.64% Divorced 6.01% Widowed 6.85% Separated 3.70% Other 0.1%	29% Single 62.8% Married 3.6% Divorced 0.7% Widowed 1.7% Separated 0.4% Other 1.8% Not known
<b>Dependent Status</b>	Households with dependent children 33.38%	20.7% Child or Children 4.5% Dependant Older 2.7% A person with Disability 15.6% None 56.5% Other /Not known
<b>Disability</b>	Household with one or more persons with a limiting long term illness 19.82%	60% Not Known 37.9% No 2.1% Yes
<b>Ethnicity</b>	Black African 0.1% Irish Traveller 0.04% Bangladeshi 0.06% Pakistani 0.04% Black Caribbean 0.03% Mixed Ethnic Group 0.35% Chinese 0.26% White 98.50% Indian 0.25% Other 0.3 % Other Black 0.06%	0.02% Black Caribbean 0.1% Chinese 0.3% Filipino 0.4% Indian 0.03% Irish Traveller 0.11% Mixed Ethnic Group 0.3% Other 0.03% Pakistan 44.8% White 53.91% Unknown
<b>Sexual Orientation</b>	Estimated 10% of population is LGBT equates to estimated 168,527 of the NI population i.e. possibly one in 10 in terms of clientele/service user– data source Rainbow Project July 2008	37.5% Opposite Sex LGB&T 0.7% Do not wish to answer 2.4% Not Known 59.3%



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

- Existing draft guidance from DLT
- Belfast Trust guidance
- Establishment of a working group including: Senior managers, finance, medical directorate business partner, BSO
- On-going meetings with relevant senior staff
- Awareness sessions with department/ward managers

#### (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.

<b>(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?</b>			
<b>Section 75 category</b>	<b>Details of policy/proposal impact</b>		<b>Level of impact? Minor/major/none</b>
	<b>Services Users</b>	<b>Staff</b>	
Gender	Female 51.25% Male 48.75%	80.8% female 19.2% male	NONE
Age	0 -15 20.56% 16-19 5.32% 20-29 12.28% 30-45 20.09% 45-59 20.07% 60+ 21.68%	0.2% 16-19 13.4% 20-29 24.1% 30-39 26.8% 40-49 26.8% 50-59 8.7% 60+	NONE
Religion	Protestant 50.52% Roman Catholic 27.90% Other 0.82% None 14.65% Not Known 6.11%	51.4% Protestant 27.3% Roman Catholic 21.3% Other /Not known	NONE
Political Opinion	Not routinely collected Local council voting preferences are considered with 2 of the local council area returning a Unionist majority	4.3% Broadly Nationalist 12.5% Broadly Unionist 15.6% Do not wish to answer 7.7% Other 59.9% Not known, 2 out of 3 council areas return a Unionist majority.	NONE
Marital Status	Single 31.7% Married 51.64% Divorced 6.01% Widowed 6.85% Separated 3.70% Other 0.1%	29% Single 62.8% Married 3.6% Divorced 0.7% Widowed 1.7% Separated 0.4% Other 1.8% Not known	NONE
Dependent Status	Households with dependent children 33.38%	20.7% Child or Children 4.5% Dependant Older 2.7% A person	NONE

		with Disability 15.6% None 56.5% Other /Not known	
<b>Disability</b>	Household with one or more persons with a limiting long term illness 19.82%	60% Not Known 37.9% No 2.1% Yes	<b>NONE</b>
<b>Ethnicity</b>	Black African 0.1% Irish Traveller 0.04% Bangladeshi 0.06% Pakistani 0.04% Black Caribbean 0.03% Mixed Ethnic Group 0.35% Chinese 0.26% White 98.50% Indian 0.25% Other 0.3 % Other Black 0.06	0.02% Black Caribbean 0.1% Chinese 0.3% Filipino 0.4% Indian 0.03% Irish Traveller 0.11% Mixed Ethnic Group 0.3% Other 0.03% Pakistan 44.8% White 53.91% Unknown	<b>MINOR</b>
<b>Sexual Orientation</b>	Estimated 10% of population is LGBT equates to estimated 168,527 of the NI population i.e. possibly one in 10 in terms of clientele/service user– data source Rainbow Project July 2008	37.5% Opposite Sex LGB&T 0.7% Do not wish to answer 2.4% Not Known 59.3%	<b>NONE</b>



<b>(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?</b>	
<b>Section 75 category</b>	<b>Please provide details</b>
Gender	NONE
Age	NONE
Religion	NONE
Political Opinion	NONE
Marital Status	NONE
Dependent Status	NONE
Disability	NONE
Ethnicity	The Trust will provide written translation of information leaflets and relevant forms on request and as need is identified. The Trust will also provide telephone and face to face interpreters as needed.
Sexual Orientation	NONE

<b>(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</b>		
<b>Good relations category</b>	<b>Details of policy/proposal impact</b>	<b>Level of impact Minor/major/none</b>
Religious belief	NONE	NONE
Political opinion	NONE	NONE

Racial group	MINOR	The Trust will provide written translation of information leaflets and relevant forms on request and as need is identified. The Trust will also provide telephone and face to face interpreters as needed.
--------------	-------	--

***(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?***

<b><i>Good relations category</i></b>	<b><i>Please provide details</i></b>
Religious belief	NONE
Political opinion	NONE
Racial group	The Trust will provide written translation of information leaflets and relevant forms on request and as need is identified. The Trust will also provide telephone and face to face interpreters as needed.

**(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?***

This guidance meets the two requirements of the disability duties. The Trust Disability Action Plan 2018-2023 is available on the Intranet.

## (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
1 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X
1 <sup>st</sup> 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.

All staff access Equality and Human Rights training every three years

## (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	X
No	

**(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.

The Trust has identified a minor potential impact with regard to Ethnicity. However this potential minor impact can be mitigated by provision of translated written documents and telephone or face to face interpreters.

The Trust undertakes to equality screen this guidance six months after the date of implementation.

## **(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?

- Feedback from staff/service users
- Complaints and compliments
- Monitoring of data base

Approved Lead Officer: Michele Cairns

Position: Administrative Services Manager  
(paying patients)

Date: 25/03/2019

Policy/proposal screened by: Michele Cairns  
Audrey Brankin

**Please forward completed schedule to:**

**Susan Thompson**  
Equality Manager  
Lough House, Ards Hospital  
Newtownards  
BT23 4AS  
Telephone: 028 9151 2177  
Textphone: 028 9151 0137  
e: [susan.thompson@setrust.hscni.net](mailto:susan.thompson@setrust.hscni.net)