

# Screening Outcome Report 1<sup>st</sup> April 2024 to 30<sup>th</sup> June 2024

## 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 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:

Susan Thompson  
Equality Manager

Textphone: 028 9151 0137  
Mobile: 07525898850  
Fax: 028 9151 2171  
Email:  
[susan.thompson@setrust.hscni.net](mailto:susan.thompson@setrust.hscni.net)

**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><b>Scanning of Physical Documentation Policy</b></p> <p>The aim of the policy is to set out the necessary guidelines to assist all employees on the responsibilities and practices in place, in relation to the scanning process.</p>	<p>Out</p>	<p>It is not expected that the policy will have a negative impact to Service users or staff.</p> <p>Ongoing screening was not identified as a requirement until the policy is revised in the future of when guidance/legislation changes are received.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
		<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Departmental audits carried out on a regular basis</li> <li>• Internal audit as per their agreed internal audit cycle</li> <li>• Organisational Controls Assurance</li> </ul>
<p><b>Smoke Free Policy</b></p> <ul style="list-style-type: none"> <li>• Implementation of Smoke Free South Eastern Health Social Care (Trust owned and leased premises) Sites</li> <li>• Protect and improve health and wellbeing of staff, clients, patients and visitors.</li> <li>• Reduce the mortality and morbidity rate over the next decade by reducing exposure to hazardous second-hand smoke</li> <li>• Support staff/patients/clients who are trying to give up smoking</li> <li>• To set out duties and responsibilities of all staff in the implementation of this policy and staff may be disciplined for breach in Policy as per 5.2.4 in the policy. Oct 19 Stop Smoking Wardens will record the names of staff who breach the policy and these will be forwarded to their line manager for appropriate action as per above policy.</li> </ul>	<p>Ongoing</p>	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Data analysis before, during and after the implementation of Smoke Free Policy e.g. head count of smokers on different sites. Each directorate will continue to provide data on the number of challenges</li> <li>• The Smoke Free Survey will remain part of the Implementation Plan</li> <li>• Complaints and compliments</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<ul style="list-style-type: none"> <li>• To minimise the risk of any form of aggression to the Stop Smoking Wardens bodycam equipment to record interactions with staff and public was introduced in Oct 19.</li> <li>• In line with current legislation the policy is not intended to prevent individuals from smoking in areas/premises which are intended to be their private residential space</li> <li>• The policy also prohibits the use of electric cigarettes or vaping devices in all Trust buildings, vehicles and trust owned grounds</li> <li>• To promote a culture of non-smoking/vaping within South Eastern Trust catchment population.</li> </ul>		
<p><b>Guideline on contacting the 'on call' anaesthetist for the Emergency Department or Day Procedure Unit in the Ulster, Lagan Valley and Downe Hospitals</b></p> <p>To provide direction to staff on how to contact the on call anaesthetist for the areas specified.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Monitor IR1 forms</li> </ul>
<p><b>Guideline for the maintenance and cleaning of active beams</b></p> <p>This guideline is required to provide clear guidance for Estates and patient experience staff within the SEHSCT regarding the requirements and processes set in place for the safe and effective management and maintenance of specialist ventilation</p>	Out	<p>This is a standard Trust procedure, developed through the expertise of the specialists within the Estates, Patient Experience Departments and Infection Control, applicable to all members of staff involved in undertaking the work. There is no adverse impact on any of the Section 75 groups.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
systems within SEHSCT facilities.		<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Meetings between Estates, Patient Experience and Infection Control are held regularly.</li> <li>• Key worker feedback</li> </ul>
<p><b>ICT - Email Management Policy</b></p> <p>Communicate Trust Policy on the acceptable use of email. This policy should be read in conjunction with related Trust ICT and other Policies.</p>	Out	<p>Monitoring of this policy will be via software and systems in place that monitor and record all Internet usage. The Trust ICT Department will also monitor issues emanating from Trust Complaints/ Compliments / Grievances/ Disciplinary Hearings.</p>
<p><b>Management of High Voltage Electricity Systems Policy</b></p> <p>The purpose of this Trust Policy is to provide members of Estates Operational staff, statutory authorities and other stakeholders, relevant information on the Trust's, Estates High Voltage management roles and responsibilities, management structure and management precautions in place for demonstrating compliance with statutory obligations and industry best practice.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Estates meetings held regularly between Estates personnel and contractors and meetings with service users</li> <li>• Various safety related Trust committees</li> <li>• Feedback from Trust consultation</li> </ul>
<p><b>ICT – Master Policy</b></p> <p>This policy provides a summary of the required principles, values, structures and roles and responsibilities of all staff to support the ongoing implementation and application of ICT to positively inform Trust core objectives.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• General ICT Customer Satisfaction survey plus general Trust Staff survey – Trust Complaints &amp; Compliments System. Service Users Surveys.</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b>ICT - Security Policy</b></p> <p>This policy provides a summary of the required principles, values, structures and roles and responsibilities of all staff regarding ICT security</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• General ICT Customer Satisfaction survey plus general Trust Staff survey – Trust Complaints &amp; Compliments System. Service Users Surveys.</li> </ul>
<p><b>ICT – Internet Usage Policy</b></p> <p>The South Eastern Health and Social Care Trust provides access to the vast information resources of the Internet to support the effective and efficient delivery of Health and Social Care.</p> <p>The facilities to provide that access represent a considerable commitment of Trust resources for telecommunications, networking, software, storage, etc. The Internet policy is designed to assist staff understand the use of Internet resources in relation to Information Communication &amp; Technology (ICT) security and potential breach of the Data Protection Act (1998). The Internet policy sets out managerial and staff responsibilities in terms of Internet usage.</p> <p>This policy should be read in conjunction with related Trust ICT Policies.</p>	Out	<p>Monitoring of this policy will be via software and systems in place that monitor and record all Internet usage. The Trust ICT Department will also monitor issues emanating from Trust Complaints/ Compliments / Grievances/ Disciplinary Hearings.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b>Policy for the Management of Latex Allergy</b></p> <p>The aim of the policy is to provide guidance on the arrangements for the management of latex allergy for staff and patients and to promote good practice with regards to the management of same.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <p>This will be included in the departmental/internal/external audit arrangements for this policy.</p>
<p><b>Management of Low Voltage Electricity Systems Policy</b></p> <p>The purpose of this Trust Policy is to provide members of Estates Operational staff, statutory authorities and other stakeholders, relevant information on the Trust's, Estates Low Voltage management roles and responsibilities, management structure and management precautions in place for demonstrating compliance with statutory obligations and industry best practice.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Estates meetings held regularly between Estates personnel and contractors and meetings with service users</li> <li>• Various safety related Trust committees</li> <li>• Feedback from Trust consultation</li> </ul>
<p><b>ICT - Mobile Device Policy</b></p> <p>The South Eastern Health and Social Care has invested significant resources in mobile phone/device capability. It is essential that this resource is managed and controlled to maximise financial benefit and ensure data security, health, and safety of users and clients.</p> <p>The policy provides a summary of the required principles, values, structures and roles and responsibilities of all staff in the use of mobile</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <p>Monitoring excessive usage on an ongoing case-by-case basis.</p> <p>Checks and measures have been established where possible to mitigate unauthorised use of mobile devices.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p>phone / devices. It provides clarity in relation to where and to whom the policy applies and also includes situations where the policy does not apply.</p>		
<p><b>Personal Protective Equipment (PPE) Policy</b></p> <p>The aim of this policy is to provide guidance to employees on the arrangements for Housekeeping and Health and Safety Inspections within the Trust.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <p>This will be included in the departmental / internal / external audit arrangements for this policy.</p>
<p><b>ICT – Print / Multifunctional Device Policy</b></p> <p>Provide clear advice on the appropriate use of Print/Copy/Fax/Scan from Trust ICT equipment.</p> <p>Management of printing / copying costs within the Trust.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• General ICT Customer Satisfaction survey plus general Trust Staff survey – Trust Complaints &amp; Compliments System. Service Users Surveys.</li> </ul>
<p><b>Hybrid/Static foam mattress Policy</b></p> <p>To ensure that the equipment being used by patients is managed correctly and in accordance with best practice and manufacturer’s instructions.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <p>The implementation of the policy will be monitored and if there are any complaints or issues associated then an urgent review will be carried out.</p>



Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b>Management of Ventilation Systems Policy</b></p> <p>The purpose of this Trust Policy is to provide members of Estates Operational staff, statutory authorities and other stakeholders, relevant information on the Trust's, Estates ventilation management roles and responsibilities, management structure and management precautions in place for demonstrating compliance with statutory obligations and industry best practice.</p>	Out	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Estates meetings held regularly between Estates personnel and contractors and meetings with service users</li> <li>• Various safety related Trust committees</li> <li>• Feedback from Trust consultation</li> </ul>
<p><b>Department of Radiology, Patient Appointment Letter</b></p> <p>The Trust has reviewed the wording on its patient appointment letter and amended the wording to strengthen the promotion of equality of opportunity for all service users.</p>	Ongoing	<p>The Trust will continue to monitor this policy by;</p> <ul style="list-style-type: none"> <li>• Monitoring of complaints and compliments</li> <li>• Feedback via Care Opinion</li> <li>• SAI reports on radiation incidents</li> <li>• Ongoing electronic leaflet review programme in place. Quarterly reports generated and user feedback taken into account when reviewing patient information.</li> <li>• Review of Action Plan outcomes</li> <li>• Continued analysis of Survey feedback to engage with our service users</li> <li>• HappyOrNot terminal feedback monitored weekly</li> <li>• Feedback from staff via 1-1 and team meetings</li> <li>• Staff and service users will be surveyed in January 24 in relation to their satisfaction regarding a new inclusive safety questionnaire launched in November 23</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
		<ul style="list-style-type: none"><li>• Feedback from Staff and Service Users Survey</li><li>• Reporting on Actions achieved in Action Plan</li></ul>