

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 and Hospitality Policy”

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

Revised policy.

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

The objective of the policy is to ensure that Trust employees are not placed in a position which raises or appears to raise, conflict in their progression of business activities.

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

No



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

SEHSCT Financial Services Division.
SEHSCT Risk Management & Governance Division.

(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. The policy adheres to the principles of good corporate governance and, in particular, ensured compliance with the seven principles of Public Life drawn up by the Nolan Commission.

(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)

Internal Stakeholders:

This policy must be adhered to by each member of the Trust Board, all staff and volunteers.

External Stakeholders:

Donor or Service User - It is recognised that there are exceptional cases where refusal of a gift will clearly offend a donor/service, cause embarrassment or appear discourteous. In these cases the donor/service user should be advised that the permission of Trust Management will have to be sought as to whether or not the gift can be accepted.



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

SEHSCT Standing Financial Instructions
NHS 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

The revised Policy incorporates the seven principles of Public Life drawn up by the Nolan Commission, SEHSCT Corporate Governance Principles and Recommendations on best practice made by Internal Audit. In addition, the Assistant Director of Financial Services and Assistant Director of Risk Management & Governance have consulted internally within SEHSCT.

(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	N/A
Age	N/A	N/A
Religion	N/A	N/A
Political Opinion	N/A	N/A

Marital Status	N/A	N/A
Dependent Status	N/A	N/A
Disability	N/A	N/A
Ethnicity	N/A	N/A
Sexual Orientation	N/A	N/A

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

Screening of this policy has been completed in accordance with 'Equity, Good Relations and Human Rights Screening Template Guidance Notes' to ensure the policy screening follows best practice.

(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	N/A	None	None
Age	N/A	None	None
Religion	N/A	None	None

Political Opinion	N/A	None	None
Marital Status	N/A	None	None
Dependent Status	N/A	None	None
Disability	N/A	None	None
Ethnicity	N/A	None	None
Sexual Orientation	N/A	None	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	N/A
Age	N/A
Religion	N/A
Political Opinion	N/A
Marital Status	N/A
Dependent Status	N/A
Disability	N/A
Ethnicity	N/A
Sexual Orientation	N/A

(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	N/A	None
Political opinion	N/A	None
Racial group	N/A	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	N/a
Political opinion	N/a
Racial group	N/a

(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?

N/a

(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	None	None	Yes
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	None	None	Yes
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour	None	None	Yes
Article 5 – Right to liberty & security of person	None	None	Yes
Article 6 – Right to a fair & public trial within a reasonable time	None	None	Yes
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	None	None	Yes
Article 8 – Right to respect for private & family life, home and correspondence.	None	None	Yes
Article 9 – Right to freedom of thought, conscience & religion	None	None	Yes
Article 10 – Right to freedom of expression	None	None	Yes
Article 11 – Right to freedom of assembly & association	None	None	Yes
Article 12 – Right to marry & found a family	None	None	Yes
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights	None	None	Yes
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	None	None	Yes
1 st protocol Article 2 – Right of access to education	None	None	Yes



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.

None identified.

(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.

No equality impact has been identified. No mitigating action necessary.

(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?

Comments arising from policy users will be considered. The policy will be formally reviewed in line with SEHSCT policy protocol.

Approved Lead Officer: Lyn Campbell

Position: Assistant Director (Financial Services)

Date: 10/10/2024

Policy/proposal screened by: Kirsty McMaster

Please forward completed schedule to:

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