

## Equality and Human Rights Screening Template

NIMDTA is required to address the 4 questions below in relation to all its policies.

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)

Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)

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

As part of the audit trail documentation needs to be made available for all policies and decisions examined for equality and human rights implications. The screening template is a pro forma to document consideration of each screening question.

For information (evidence, data, research etc.) on the Section 75 equality groups see the Equality and Human Rights Information Bank on the BSO website:

<http://www.hscbusiness.hscni.net/services/1798.htm>

# SCREENING TEMPLATE

See [Guidance Notes](#) for further information on the 'why' 'what' 'when', and 'who' in relation to screening, for background information on the relevant legislation and for help in answering the questions on this template.

## (1) INFORMATION ABOUT THE POLICY OR DECISION

### 1.1 Title of policy or decision

Records Management Strategy

### 1.2 Description of policy or decision

The Records Management Strategy aims to set out clearly NIMDTA's approach to Records Management and will provide the framework for developing good records management in accordance with 'Good Management, Good Records' and the HSC Controls Assurance Standard.

### 1.3 Main stakeholders affected (internal and external)

This policy applies to all full time and part-time employees of NIMDTA, contracted and third parties (including agency staff) and other staff on placement with NIMDTA. NIMDTA holds records in relation to its staff, doctors and dentists in training, and in relation to its various functions.

### 1.4 Other policies or decisions with a bearing on this policy or decision

The policy should be read alongside the following NIMDTA policies:

- Records Management Disposal Schedule
- Records Management Policy

**(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED**

**2.1 Data gathering**

What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders.

HR Statistics for NIMDTA Workforce and Census information

**2.2 Quantitative Data**

Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both. Also give consideration to multiple identities.

Category	<i>What is the makeup of the affected group? ( %) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?</i>																		
Gender	<p><b><u>Staff</u></b></p> <p>As at June 2019:</p> <p>Male: 29.63% Female: 70.37%</p> <p><b><u>Population of NI</u></b></p> <p>The proportion of females in 2011 is 51.00% (923, 540). The male population is 49.00% (887, 323) in 2011.</p>																		
Age	<p><b><u>Staff</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>16-24</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>25-29</td> <td>0%</td> <td>5.26%</td> </tr> <tr> <td>30-34</td> <td>8.33%</td> <td>18.42%</td> </tr> <tr> <td>35-39</td> <td>22.92%</td> <td>20.18%</td> </tr> <tr> <td>40-44</td> <td>12.50%</td> <td>20.18%</td> </tr> </tbody> </table>		Male	Female	16-24	0%	0%	25-29	0%	5.26%	30-34	8.33%	18.42%	35-39	22.92%	20.18%	40-44	12.50%	20.18%
	Male	Female																	
16-24	0%	0%																	
25-29	0%	5.26%																	
30-34	8.33%	18.42%																	
35-39	22.92%	20.18%																	
40-44	12.50%	20.18%																	

45-49	12.50%	13.16%
50-54	14.58%	10.53%
55-59	10.42%	7.89%
60-64	8.33%	3.51%
>=65	10.42%	0.88%

**Population of NI**

0-15	20.95%	379,378
16-19	5.61%	101,589
20-24	6.96%	126,036
25-29	6.85%	124,044
30-44	20.65%	373,943
45-59	19.21%	347,867
60-64	5.21%	94,346
65-74	8.04%	145,593
75-84	4.79%	86,740
85-89	1.17%	21,187
90 and over	0.56%	10,141

Religion	<b><u>Staff</u></b>		
	Perceived Protestant		0.88%
	Protestant	54.17%	42.11%
	Perceived Roman Catholic		
	Roman Catholic	37.50%	39.47%
	Neither	2.08%	4.39%
	Perceived Neither		
	Not assigned	6.25%	13.16%
	<b><u>Population of NI</u></b>		
	Religion or Religion brought up in		
<ul style="list-style-type: none"> <li>• 45.14% (817, 424) of the population were either Catholic or brought up as Catholic.</li> <li>• 48.36% (875, 733) stated that they were Protestant or brought up as Protestant.</li> </ul>			

	<ul style="list-style-type: none"> <li>• 0.92% (16, 660) of the population belonged to or had been brought up in other religions and Philosophies.</li> <li>• 5.59% (101, 227) neither belonged to, nor had been brought up in a religion.</li> </ul> <p>Catholic 40.76% (738, 108)</p> <p>Presbyterian Church in Ireland 19.06% (345, 150)</p> <p>Church of Ireland 13.74% (248, 813)</p> <p>Methodist Church in Ireland 3% (54, 326)</p> <p>Other Christian(including Christian related) 5.76% (104, 308)</p> <p>Other religions 0.82% (14, 849)</p> <p>No religion 10.11% (183, 078)</p> <p>Did not state religion 6.75% (122, 233)</p>
Political Opinion	<p><b><u>Staff</u></b></p> <p>Full data not available</p> <p><b><u>Population of NI</u></b></p> <p><b>Nationality</b></p> <ul style="list-style-type: none"> <li>• British only – 39.89% (722, 353)</li> <li>• Irish only – 25.26% (457, 424)</li> <li>• Northern Irish only – 20.94% (379, 195)</li> <li>• British and Northern Irish only – 6.17% (111, 730)</li> <li>• Irish and Northern Irish only – 1.06% (19, 195)</li> <li>• British, Irish and Northern Irish – 1.02% (1847)</li> <li>• British and Irish only – 0.66% (11, 952)</li> <li>• Other – 5.00% (90, 543)</li> </ul>

Marital Status	<b><u>Staff</u></b>		
	Divorced		6.14%
	Mar/CP	75.00%	57.02%
	Other		0.88%
	Separat		
	Single	6.25%	14.91%
	Unknwn	18.75%	21.05%
	Widw/R		
	Not assigned		
	<b><u>Population of NI</u></b>		
	<ul style="list-style-type: none"> <li>• 47.56% (680, 840) of those aged 16 or over were married</li> <li>• 36.14% (517, 359) were single</li> <li>• 0.09% (1288) were registered in same-sex civil partnerships</li> <li>• 9.43% (134, 994) were either divorced, separated or formerly in a same-sex partnership</li> <li>• 6.78% (97, 058) were either widowed or a surviving partner</li> </ul>		
Dependent Status	<b><u>Staff</u></b>		
	Yes	18.75%	26.32%
	Not assigned	62.50%	50.88%
	No	18.75%	22.81%
	<b><u>Population of NI</u></b>		
	<ul style="list-style-type: none"> <li>• 11.81% (213, 863) of the usually resident population provide unpaid care to family members, friends, neighbours or others because of long-term physical or mental ill – health/disabilities or problems related to old age.</li> <li>• 3.11% (56, 318) provided 50 hours care or more.</li> <li>• 33.86% (238, 129) of households contained dependent children.</li> <li>• 40.29% (283, 350) contained a least one person with a long – term health problem or a disability.</li> </ul>		
Disability	<b><u>Staff</u></b>		
	No	91.67%	83.33%
	Not assigned	8.33%	15.79%

Yes		0.88%
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**Population of NI**

20.69% (374, 668) regard themselves as having a disability or long – term health problem, which has an impact on their day to day activities.

68.57% (1, 241709) of residents did not have long – term health condition.

Deafness or partial hearing loss – **5.14% (93, 078)**

Blindness or partial sight loss – **1.7% (30, 785)**

Communication Difficulty – **1.65% (29, 879)**

Mobility of Dexterity Difficulty – **11.44% (207, 163)**

A learning, intellectual, social or behavioural difficulty. **2.22% (40, 201)**

An emotional, psychological or mental health condition  
- **5.83% (105, 573)**

Long – term pain or discomfort – **10.10% (182, 897)**

Shortness of breath or difficulty breathing – **8.72% (157, 907)**

Frequent confusion or memory loss – **1.97% (35, 674)**

A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy. – **6.55% (118, 612)**

Other condition – **5.22% (94, 527)**

No Condition – **68.57% (1, 241, 709)**

**Ethnicity**

**Staff**

Not assigned	12.50%	18.42%
White	87.50%	81.58%
Other		
Black African		

Indian		
Chinese		

**Population of NI**

**.8% 32,596 of the usual resident population belonged to minority ethnic groups,**

**White – 98.21% (1, 778, 449)**

**Chinese – 0.35% (6, 338)**

**Irish Traveller – 0.07% (1, 268)**

**Indian – 0.34% (6, 157)**

**Pakistani – 0.06% (1, 087)**

**Bangladeshi – 0.03% (543)**

**Other Asian – 0.28% (5, 070)**

**Black Caribbean – 0.02% (362)**

**Black African – 0.13% (2354)**

**Black Other – 0.05% (905)**

**Mixed – 0.33% (5976)**

**Other – 0.13% (2354)**

**Language (Spoken by those aged 3 and over);**

**English – 96.86% (1, 681, 210)**

**Polish – 1.02%(17, 704)**

**Lithuanian – 0.36% (6, 249)**

**Irish (Gaelic) – 0.24% (4, 166)**

**Portuguese – 0.13% (2, 256)**

**Slovak – 0.13% (2, 256)**

**Chinese – 0.13% (2, 256)**



	<p><b>Tagalog/Filipino – 0.11% (1, 909)</b></p> <p><b>Latvian – 0.07% (1, 215)</b></p> <p><b>Russian – 0.07% (1, 215)</b></p> <p><b>Hungarian – 0.06% (1, 041)</b></p> <p><b>Other – 0.75% (13, 018)</b></p>
Sexual Orientation	<p><b><u>Staff</u></b></p> <p>Full data not available for NIMDTA’s workforce, but NI population estimate is 10% having a sexual orientation towards same sex.</p> <p><b><u>Population of NI</u></b></p> <p>Census 2011 does not include this information.</p> <p>There is variation in estimates of the size of the LGB&amp;T population in Northern Ireland. Estimates are as high as 5-7% (65-90,000) of the adult population in Northern Ireland (based on the UK government estimate of between 5-7% LGB&amp;T people in the population for the purposes of costing the Civil Partnerships Act). A similar proportion or more recently the Office of National Statistics estimate 1.5-2% which would be closer to 20-30,000 adults. The latter document is disputed by various LGB&amp;T organisations.</p>

### 2.3 Qualitative Data

**What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both. Also give consideration to multiple identities (such as single parents for example).**

<i>Category</i>	<i>Needs and Experiences</i>
Gender	There is no data to suggest that the needs and experiences of service users differ on the basis of gender
Age	There is no data to suggest that the needs and experiences of service users differ on the basis of age
Religion	There is no data to suggest that the needs and experiences of service users differ on the basis of religion
Political Opinion	There is no data to suggest that the needs and experiences of service users differ on the basis of political opinion
Marital Status	There is no data to suggest that the needs and experiences of service users differ on the basis of marital status
Dependent Status	There is no data to suggest that the needs and experiences of service users differ on the basis of dependent status
Disability	Those with a disability may require accessible formats to access the provisions of the policy
Ethnicity	English is a pre-requisite for staff working in NIMDTA, and for the doctors and dentists with whom NIMDTA interacts, therefore no issues relating to language should arise.
Sexual Orientation	There is no data to suggest that the needs and experiences of service users differ on the basis of sexual orientation

### 2.4 Multiple Identities

**Are there any potential impacts of the policy or decision on people with multiple identities? For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people.**

None identified

## 2.5 Making Changes

Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to the policy or decision in order to promote equality of opportunity?

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
N/A	N/A

## 2.6 Good Relations

What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (refer to guidance notes for guidance on impact)

<i>Group</i>	<i>Impact</i>	<i>Suggestions</i>
Religion	None	None
Political Opinion	None	None
Ethnicity	None	None

**(3) SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?**

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity

**How would you categorise the impacts of this decision or policy?  
(refer to guidance notes for guidance on impact)**

**Please tick:**

Major impact	<input type="checkbox"/>
Minor impact	<input type="checkbox"/>
No further impact	<input checked="" type="checkbox"/>

**Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?**

**Please tick:**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

This policy is technical in nature and has no impact on equality of opportunity and/or good relations for people within the equality and good relations categories.

**(4) CONSIDERATION OF DISABILITY DUTIES**

**4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?**

<i>How does the policy or decision currently encourage disabled people to participate in public life?</i>	<i>What else could you do to encourage disabled people to participate in public life?</i>
N/A	N/A

**4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?**

<i>How does the policy or decision currently promote positive attitudes towards disabled people?</i>	<i>What else could you do to promote positive attitudes towards disabled people?</i>
N/A	N/A

## (5) CONSIDERATION OF HUMAN RIGHTS

### 5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles

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

*If you have answered no to all of the above please move on to **Question 6** on monitoring*

**5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?**

List the Article Number	Interfered with? Yes/No	What is the interference and who does it impact upon?	Does this raise legal issues?*
			Yes/No
N/A	N/A	N/A	N/A

*\* It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this*

**5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.**

None
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**(6) MONITORING**

**6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity and good relations, disability duties and human rights)?**

<b>Equality &amp; Good Relations</b>	<b>Disability Duties</b>	<b>Human Rights</b>
NIL	NIL	NIL

Approved Lead Officer: Mark McCarey

Position: Governance, IT & Facilities Manager

Date: 16/07/2019

Policy/Decision Screened by: Mark Oliver, Data & Information Systems Manager

**Please note that having completed the screening you are required by statute to publish the completed screening template, as per your organisation’s equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.**

**Please forward completed template to:  
Equality.Unit@hscni.net**

Any request for the document in another format or language will be considered.  
Please contact:

**Informationrequest.nimdt@hscni.net**