

Equality, Good Relations and Human Rights SCREENING

The Health and Social Care Board is required to consider the likely equality implications of any policies or decisions. In particular it is asked to consider:

- 1) 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 or none)
- 2) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
- 3) 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 or none)
- 4) Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

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.

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>

Equality, Good Relations and Human Rights SCREENING TEMPLATE

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

HSCB Gifts and Hospitality Policy

1.2 Description of policy or decision

- **what is it trying to achieve? (aims and objectives)**

The purpose of the Gifts and Hospitality Policy is to ensure that the Health and Social Care Board meets its obligation under all relevant legislative requirements and associated guidance, in particular the Bribery Act 2010.

- **how will this be achieved? (key elements)**

All decisions by Health and Social Care Board staff on the acceptance or provision of gifts and hospitality must be able to withstand both internal and external scrutiny.

The Policy provides advice to all Health and Social Care Board staff who may, in the course of their day to day work or as a result of their employment either receive offers of gifts and hospitality or provide gifts and hospitality to others on behalf of the Health and Social Care Board.

In order to counter any possible accusations or suspicions of breach of the rules of conduct, a record will be kept by the Health and Social Care Board of all offers of gifts, awards, prizes made to members of the HSC Board, Directors, Senior Managers and staff.

A HSCB Register of Gifts and Hospitality will be maintained by the Head of

Corporate Services on behalf of the Chief Executive. It is the responsibility of individual HSCB Officers to forward details of offers to the Head of Corporate Services for inclusion in the HSCB Gifts and Hospitality Register.

The Register will periodically be reviewed by the HSCB Governance Committee and compliance against the Policy will be monitored by Internal Audit.

- **what are the key constraints? (for example financial, legislative or other)**

The need for advice on offers made to staff and the reporting of offers by staff to be included in the Register.

1.3 Main stakeholders affected (internal and external)

For example staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others

All Health and Social Care Board staff

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

- **what are they?**

Health and Social Care Board Standing Orders and Standing Financial Instructions

- **who owns them?**

Health and Social Care Board

(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.

The Bribery Act 2010

HSCB Standing Orders and Standing Financial Instructions

Register of Gifts and Hospitality

HSCB Staffing Information as at 30 June 2020

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.

Category	<i>What is the makeup of the affected group? (%) Are there any issue or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?</i>	
Gender	Gender	Count of Headcount by Employee
	Male	27.66%
	Female	72.34%
	Grand Total	100%
Age	Age Group	Sum of Headcount by Person
	16-24	0.80%
	25-29	3.21%
	30-34	7.01%
	35-39	11.02%
	40-44	15.83%
	45-49	15.43%
	50-54	21.44%
55-59	15.83%	

	60-64	8.42%	
	>=65	1.00%	
	Grand Total	99.99%	
Religion	Community Background	Sum of Headcount by Person	
	Perceived Protestant	4.21%	
	Protestant	31.06%	
	Perceived Roman Catholic	1.80%	
	Roman Catholic	46.09%	
	Neither	5.41%	
	Perceived Neither	0.00%	
	Not assigned	11.42%	
	Grand Total	99.99%	
Political Opinion	Political Opinion	Sum of Headcount by Person	
	Broadly Nationalist	2.20%	
	Other	2.20%	
	Broadly Unionist	1.40%	
	Not assigned	90.98%	
	Do not wish to answer	3.21%	
	Grand Total	99.99%	
Marital Status	Marital Status	Sum of Headcount by Person	
	Divorced	4.01%	
	Mar/CP	55.91%	
	Other	1.00%	
	Separated.	1.80%	
	Single	13.83%	
	Unknwn	23.45%	
	Widw/R	0.00%	
	Not assigned	0.00%	
Grand Total	100%		
Dependent Status	Caring Responsibility	Sum of Headcount by Person	
	No	3.01%	
	Not Assigned	86.17%	
	Yes	10.82%	
	Grand Total	100%	
Disability	Disability Status	Sum of Headcount by Person	
	No	61.95%	
	Not assigned	35.87%	
	Yes	2.20%	
	Grand Total	100.82%	
Ethnicity	Ethnicity	Sum of Headcount by Person	
	Not assigned	64.93%	
	White	34.87%	

	Other	0.00%
	Black African	0.00%
	Indian	0.00%
	Chinese	0.20%
	Grand Total	100%
Sexual Orientation	Sexual orientation	Sum of Headcount by Person
	Do not wish to answer	0.40%
	Not assigned	89.38%
	Opposite sex	9.62%
	Same sex	0.40%
	Both sexes	0.20%
	Grand Total	100%

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.

Category	Needs and Experiences
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	Issues relating to accessible information for people with disabilities are considered in our Accessible Formats Policy
Ethnicity	Issues relating to accessible information for people whose first language is not English are considered in our Accessible Formats Policy
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.

There are no potential impacts of the policy or decision for people with multiple identities.

2.5 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)

Group	Impact	Suggestions
Religion	N/A	N/A
Political Opinion	N/A	N/A
Ethnicity	N/A	N/A

(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)

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

Please tick:

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

Please tick:

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

Please give reasons for your decisions.

This policy is technical in nature and has no impact on equality of opportunity and/or good relations for people in 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 Are Human Rights relevant?

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 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	NO
1 st protocol Article 2 – Right of access to education	NO

*If you have answered no to all of the above please move onto to 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 have a potential positive impact or does it potentially interfere with anyone’s Human Rights?

List the Article Number	Positive impact or potential interference?	How?	Does this raise any legal issues?*
			Yes/No
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.

N/A

(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?)

Equality & Good Relations	Disability Duties	Human Rights
N/A	N/A	N/A

Approved Lead Officer: Patricia Crossan

Position: Interim Head of Corporate Services
HSCB

Policy/Decision Screened by: Helena Doherty

Signed: 

Date: 06/08/2020

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**

Template produced November 2011

If you require this document in an alternative format (such as large print, Braille, disk, audio file, audio cassette, Easy Read or in minority languages to meet the needs of those not fluent in English) please contact the Equality Unit:

2 Franklin Street; Belfast; BT2 8DQ; email: Equality.Unit@hscni.net;
phone: 028 95363961 (for Text Relay prefix with 18001); fax: 028 9023
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