

Equality and Human Rights Screening Template

The HSCB 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

Employee 25 Years' Service Award

1.2 Description of policy or decision

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

HSCB recognises the vital contribution that staff play in delivering the organisation's objectives and would want to consider initiatives that support a culture of appreciation. Awarding staff an additional week's leave on completion of 25 years' NHS/HSC service, is one opportunity to acknowledge their contribution over a long period of time. It is therefore proposed that staff who have reached 25 years' service, will receive a one – off award of an additional week's annual leave. This award reflects existing arrangements in some of the trusts

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

This award will apply to all current staff on completion of 25 years' service. It is recognised that at date of implementation there will be a number of staff with more than 25 years' service who will not previously have had their service marked by receiving this additional weeks' leave, it would be the intention that these staff are included in the scope of this award. It is proposed, as a transition arrangement in order to operationally manage the larger number of staff receiving this additional leave that staff with over 25 years' service at date of implementation can take the additional leave over a three year period i.e. before March 2022. The additional leave will be awarded to staff that have completed 25 years' service with HSC/ NHS. Service does not have to be continuous.

As at the 30 May 2019, there were 142 staff within the HSCB with 25 years' service or more.

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

Service will only be recognised once. If 25 years' service has been recognised by another HSC organisation it will not be recognised again by HSCB.

Service within the health and social care sector in countries other than the UK will not be recognised.

No payment in lieu will be made to individuals who have left prior to implementation.

Leave can be requested and taken within the leave year awarded. If the anniversary occurs towards the end of the leave year and individuals are unable to take leave due to the needs of the service they may carry the additional leave into the next leave year.

The additional leave must be used by the employee as leave, payment for the additional leave will not be considered. Employees should therefore ensure that any additional leave is used prior to leaving the organisation.

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

Current HSCB employees

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

- **what are they?**

A HSCB Reward & Recognition Pack is currently being worked on

- **who owns them?**

HSCB

(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.

Staff monitoring data

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	Gender	Count of Headcount by Employee
	Male	26.67%
	Female	73.34%
	Unknown	
	Grand Total	100.01%
Age	Age Group	Sum of Headcount by Person
	16-24	0.61%
	25-29	3.20%
	30-34	7.10%
	35-39	12.10%
	40-44	15.40%
	45-49	16.60%
	50-54	20.60%
	55-59	16.40%
	60-64	7.30%
	>=65	0.80%
	Grand Total	100.11%

Religion	Community Background	Sum of Headcount by Person
	Perceived Protestant	3.80%
	Protestant	29.10%
	Perceived Roman Catholic	1.20%
	Roman Catholic	42.00%
	Neither	1.00%
	Perceived Neither	0.00%
	Not assigned	22.80%
	Grand Total	99.90%
Political Opinion	Political Opinion	Sum of Headcount by Person
	Broadly Nationalist	2.20%
	Other	2.20%
	Broadly Unionist	1.60%
	Not assigned	90.70%
	Do not wish to answer	3.20%
	Grand Total	99.90%
	Marital Status	Marital Status
Divorced		3.40%
Mar/CP		58.80%
Other		0.80%
Separt		1.80%
Single		14.70%
Unknwn		20.40%
Widw/R		0.00%
Not assigned		0.00%
Grand Total	99.90%	
Dependent Status	Caring Responsibility	Sum of Headcount by Person
	No	2.80%
	Not Assigned	85.30%
	Yes	11.90%
	Grand Total	100.00%
Disability	Disability Status	Sum of Headcount by Person
	No	65.30%
	Not assigned	32.50%
	Yes	2.20%
	Grand Total	100.00%
Ethnicity	Ethnicity	Sum of Headcount by Person
	Not assigned	63.20%
	White	36.60%
	Other	0.00%
	Black African	0.00%

	Indian	0.00%
	Chinese	0.20%
	Grand Total	100.00%
Sexual Orientation	Sexual orientation	Sum of Headcount by Person
	Do not wish to answer	0.20%
	Not assigned	0.40%
	Opposite sex	88.89%
	Same sex	10.10%
	Both sexes	0.40%
	Grand Total	99.99%

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).

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	Staff must have accrued 25 years HSC experience to apply for the 25 Years Service award.
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 where applicable
Ethnicity	Issues relating to accessible information for people whose first language is not English are considered where applicable
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 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

2.5 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		
Political Opinion		
Ethnicity		alternative formats for those with a disability or whose first language is not English if applicable

(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	N

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	N

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 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	

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	

(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 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 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

** 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
<p>This will be Monitored via employee up take, reports can be produced to identify those who may have accrued 25 HSC years' service.</p> <p>HR will confirm with an employee, their entitlement to additional leave and will advise on how many days depending on hours worked by employee on the date of anniversary.</p> <p>On confirmation of entitlement to additional leave, the employee will liaise with their line manager to agree the dates of leave, in line with normal leave procedures</p>	<p>N/A</p>	<p>N/A</p>

Approved Lead Officer: Patricia Crossan

Position: Interim Head of Corporate Services

Date: 23rd December 2019

Policy/Decision Screened by: _____

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 the Equality Unit:

2 Franklin Street; Belfast; BT2 8DQ; Email: Equality.Unit@hscni.net
Phone: 028 9536 3961