

Equality and Human Rights Screening Report

Apr-Jun 2021



Patient and Client Council
Your voice in health and social care



Equality and Human Rights Screening Report

Introduction

The Equality Unit in the Business Services Organisation is responsible for providing equality support to the eleven partner organisations shown on page 1.

Each organisation is committed to embedding equality, human rights and diversity into their policies and practices. In accordance with guidance from the Equality Commission issued in April 2010 (Section 75 of the Northern Ireland Act: A Guide for Public Authorities) this is undertaken by conducting a screening exercise. Screening is an important tool that allows a more systematic examination of how any of our policies and practices might impact on staff, service users or the public differently. Screening helps organisations to think about what might need to be undertaken to mitigate any identified inequalities. It allows greater consideration of ways that we could better promote equality of opportunity.

Why are we reporting our screening outcomes?

The purpose of publishing the screening outcomes report is to ensure that our eleven partner health and social care organisations make their policies and screening outcomes accessible. It provides opportunities for feedback. It also contributes to our belief in the importance of ensuring that we make the work that we do and the decisions that we take more open and transparent. We have all offered this commitment within our Equality Schemes.

Quarterly publication of our screening activity is one way of providing evidence, externally, on the mainstreaming of the equality duties.

What is included?

Listed in each quarterly report are the screening exercises undertaken during that period by each organisation. This includes a short description of the policy or process, the screening outcomes, including mitigation, and any additional recommendations.

Your views

If you have comments that you wish to share in relation to the contents of this screening report you can forward these to the Equality Unit in the Business Services Organisation where staff will raise with organisations for consideration.

Contact details:

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Should you require this document in an accessible format such as Braille, audio format, other language etc. please contact us.

We hope that you find this report helpful.

Thank you

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Table 1 includes published screening for the period **Apr-Jun 2021**. Screenings published during Jul-Sept 2021 can be found [here](#). All policies and screening templates listed can be viewed on the Business Services Organisation's [website](#). If you would like paper copies or alternate formats please contact us – contact details above.

Table 1

*1	'screened in' for equality impact assessment (EQIA)
2	'screened out' with mitigation
3	'screened out' without mitigation

Org.	Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
BSO	Annual Leave Policy	The aim of this policy is to provide a standard and equitable approach to the management of annual leave and Public Holiday entitlement for employees. The broad principles of this policy apply to all employees on Agenda for Change (AFC) Terms & Conditions with the exception of employees on Medical & Dental and Civil Service Terms & Conditions who will need to refer to the relevant sections of their handbooks.	Jun-21	Screened out with mitigation
BSO	CEC – Peer review of teaching policy (May 2021) V1	The aim of this policy is to provide a clear description of the peer review of teaching process expected by teaching staff working within the Clinical Education Centre (CEC).	Jun-21	Screened out with mitigation

BSO	HSC Clinical Education Centre Education Delivery Plan 2021/22 (Adult Acute Programmes)	The Clinical Education Centre (CEC) Delivery Plan (EDP) details nursing and midwifery programmes offered to Service Level Agreement (SLA) clients for the financial year 2021/22. This screening includes the Adult Acute programme offerings.	Apr-21	Screened out with mitigation
BSO	HSC Clinical Education Centre Education Delivery Plan 2021/22 (Women, children and public health Programmes)	The CEC Education Delivery Plan contains the Nursing and Midwifery programme offering to Service Level Agreement clients for the financial year 2021/22.	May-21	Screened out with mitigation
BSO	Menopause at Work Policy	This menopause policy and supporting guidance are intended to provide clarity and direction on how BSO should deal with menopause related issues, for individuals experiencing difficulties associated with the menopause.	Jun-21	Screened out with mitigation

BSO	Social Media Policy	This policy lays out the good practice in the use of social media, and measures to eradicate unacceptable use.	Apr-21	Screened out with mitigation
BSO	Use of Hirelab to facilitate pre-recorded video interviews as part of our Recruitment & Selection process	To allow recruitment panels the option of having a further method to manage the interview process, particularly for high volume files and also safely during Covid.	May-21	Screened out with mitigation
BSO	Information Security Policy Accounts and Passwords Asset Management Clear Desk and Screen Data Transfer Email Communications Encryption	The Information Security Policy details the regional approach to Information Security Management across HSC and NIFRS, including the overall management structure and key principles which apply to each HSC and NIFRS organisation	Jun-21	Screened out with mitigation

	<p>Incident Identification and Reporting</p> <p>Remote and Mobile Working</p> <p>Removable Media</p> <p>Use of Internet Services</p>			
HSCB	Management of Change Framework	The document provides guidance to managers and employees in relation to Organisational Change in order to have a consistent process to support staff and the organisation through organisational change programme	Jun-21	Screened out with mitigation
HSCB	Procurement of Prison Optometry Services	Through a competitive tendering process, to secure a formal contract with providers to deliver optometry services across all NI prison sites.	Apr-21	Screened out with mitigation

HSCB	The Northern Ireland Regional Point-of-Care Testing (POCT) Policy	Point-of-Care Testing (POCT) is any test performed for a patient by a healthcare professional outside the conventional laboratory setting. The purpose of the Policy is to ensure that POCT is effectively managed across all HSC Organisations so as to maximize the clinical benefit of POCT in patient care and to limit the risks to patients and staff associated with its use.	May-21	Screened out without mitigation
NIPEC	Promoting a career in Perioperative Nursing	The Project Steering Group will work with key stakeholders to promote a career in perioperative nursing and develop a career pathway to support the development of registered and non-registered nursing staff.	Apr-21	Screened out with mitigation

RQIA	Fire Safety	RQIA has an obligation to comply with recommendation and requirements contained in Firecode, Statutes and other public guidance. This Policy addresses these in such a manner as set out within these documents.	May-21	Screened out with mitigation
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