

# Equality and Human Rights Screening Report

Jan-Mar 2024



**Patient and Client Council**  
Your voice in health and social care



**Social  
Care  
Council**



**Children's Court  
Guardian Agency**



Northern Ireland  
Blood Transfusion Service

**for Northern Ireland**

# Equality and Human Rights Screening Report

## Introduction

The Equality Unit in the Business Services Organisation is responsible for providing equality support to the ten 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 ten 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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Business Services Organisation  
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Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)

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**

## Equality and Human Rights Screening Report

Table 1 includes published screening for the period **Jan-Mar 2024**. 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	Conflict, Bullying and Harassment in the Workplace Policy and Procedure	To provide all staff, particularly managers, with clear guidance on how to handle conflict, bullying and harassment in accordance with best practice and relevant employment legislation.	Jan-24	Screened out without mitigation
BSO	BSO Fraud Policy	This policy sets out BSO commitment and approach to the prevention of fraud and to promote an anti-fraud culture. The Policy is to provide a definition of fraud and to outline all staff's responsibilities regarding the prevention of fraud. It is set out in line with the Fraud Act and DoH guidance and requirements.	Feb-24	Screened out without mitigation

<b>BSO</b>	BSO Gifts and Hospitality Policy	This policy sets out the BSO approach to dealing with Gifts and Hospitality. It provides advice to staff, who either receive offers of gifts and hospitality or provide gifts and hospitality to others on behalf of the BSO.	Feb-24	Screened out without mitigation
<b>BSO</b>	Violence and Aggression the Workplace – HSC Framework	The purpose of this framework is to outline the HSC commitment in partnership with staff representatives, to ensure the prevention, reduction and management of violence and aggression towards staff in the workplace, and to ensure associated structures, policies and support is in place to enable staff to work safely.	Feb-24	Screened out with mitigation

<b>NIPEC</b>	NIPEC Hybrid Working Policy– Guidance for Managers & Staff	The purpose of the NIPEC Hybrid Working Policy– Guidance for Managers & Staff is to set out the criteria and arrangements for how employees can apply for hybrid working. The Guidance shall ensure a consistent approach which meets the needs of our business and the health and wellbeing of staff. Productivity of NIPEC business will continue to be evaluated and reported to Council in line with NIPEC's Performance Management Policy.	Mar-24	Screened out with mitigation
<b>PCC</b>	Freedom of Information Policy	The Freedom of Information Act 2000 (FOI) gives the public a general right of access to information held by a public authority, subject to certain conditions and exemptions. FOI promotes greater openness and accountability across the public sector, therefore facilitating a better understanding of how public bodies	Oct-23	Screened out without mitigation

		<p>carry out their business and how they spend public money. FOI places a statutory obligation on the Patient and Client Council (PCC) to publish details of all recorded information that it holds, except where an exemption applies. FOI is wholly retrospective and applies to all information held by public authorities regardless of its date. The Environmental Information Regulations 2004 (EIR) gives the right to access 'environmental information' held by public authorities, and therefore requires similar measures for all environmental information held by PCC.</p>		
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<b>PHA</b>	Self-Harm Intervention Programme (SHIP): Re-tender	Under the Protect Life Suicide Prevention Strategy for Northern Ireland, the PHA is tasked with commissioning services for people who self-harm. A Self-Harm Intervention Programme (SHIP) will be provided by Community and Voluntary sector organisations, targeting those with less complex problems that would otherwise be discharged from Health and Social Care Trusts with little or no support in place. It complements the mental health services provided by the Trusts.	Jan-24	Screened out with mitigation
<b>RQIA</b>	External Experts: Remuneration, Travel and Subsistence Policy	The Regulation and Quality Improvement Authority (RQIA) will ensure this policy supports the delivery of the highest possible standards of probity, regularity and value for money in the execution of its duties. Furthermore, RQIA will adhere to the basic principle of public	Dec-23	Screened out without mitigation

		<p>sector organisations to execute the proper use of public funds and to be open and accountable in the management and reporting of the same. It is RQIA policy to ensure External Experts are reimbursed promptly and appropriately for any services provided and are paid for any prior agreed expenses incurred whilst undertaking work related to RQIA Activity. RQIA will remunerate External Experts for the time spent undertaking RQIA activity along with permitted travel and subsistence costs which will allow Expert External Experts to attend RQIA or other venues as required. These payments will be balanced with the duty of RQIA to ensure best use of public monies.</p>		
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<b>RQIA</b>	Policy for Inspection Support Volunteers (ISV's)	The purpose of this policy is to set out RQIA's arrangements for recruitment, induction and support to the ISV programme. To be an effective regulator it is essential that RQIA collects data, information, and regulatory intelligence to effectively support engagement with relevant stakeholder groups during inspection. Inspection Support Volunteers (ISV's) play a vital role as members of our inspection teams, bringing with them public insight and helping teams to consider an independent lay perspective.	Dec-23	Screened out with mitigation
<b>SCC</b>	Travel and Subsistence Policy	The Northern Ireland Social Care Council has developed a Travel and Subsistence Policy to help ensure the most efficient, effective and economical use of its travel and subsistence budget to provide all staff with a standard access point for processing and arranging travel and	Feb-24	Screened out with mitigation

		accommodation. It is designed to achieve the most cost-effective and economical use of taxpayers' money.		
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