



Equality and Human Rights Screening Template

The BSO 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 Portal - [Screening Resources & Evidence](#).

For advice and support on screening contact:

Equality Unit|BSO|James House|2-4 Cromac Avenue|Belfast|BT7 2JA

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SCREENING TEMPLATE

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

Regional Disciplinary Policy and Procedure

1.2 Description of policy or decision

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

This document sets out the regional Disciplinary Policy and Procedure in relation to employee conduct and ensures that just, fair and effective arrangements exist for dealing with disciplinary issues. The Policy should be regarded as a valuable tool to promote positive employee relations, effective partnership working and to improve standards of behaviour through accountability and learning.

The HSC is committed to our values of openness and honesty, compassion, excellence and working together. These provide the framework for achievement of a Just Culture approach through supportive, constructive and fair evaluation of the actions of employee involved in an incident, error, concern or complaint.

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

We expect all employees to meet high standards of conduct and behaviour and, where this does not occur, we will encourage improvement and learning through application of our HSC Values to achieve and maintain these standards. We will seek to understand 'what' was responsible rather than 'who' was responsible and identify support for all involved. We will place equal emphasis on accountability and learning and only where appropriate proceed to formal disciplinary investigation.

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

This policy and procedure is applicable to all staff and would have to consider any legislative changes in relation to Discipline as well as changes in culture to 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

All staff and Trade Unions

Trade Unions have been a key partner in the development of this new policy designed to promote best employee relations practice.

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

- **what are they? (This list is not exhaustive)**

Grievance Policy

Disciplinary Procedure

Equality, Diversity and Inclusion Policy

Equality Scheme

Code of Conduct for Staff

Legislative changes

Work life Balance

Pension Guidelines

Pension Factsheets

Medical and Dental Terms and Conditions of Service

Agenda for Change Terms and Conditions of Service

Staff employed under different Terms and Conditions

Regional Attendance framework

Guidance from the Regional Attendance Group

Statutory Provisions e.g. DDA

- **who owns them?**

Business Services Organisation, Health and Social Care Northern Ireland,
Department of Health, Northern Ireland Assembly

(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.

Census 2011

Equality Commission NI, 2006

<http://www.carersuk.org/northernireland/news-ni/facts-and-figures>

Northern Ireland Statistics and Research Agency

<https://www.ark.ac.uk/nilt/2018/Background/RMARST.html>

<https://www.nisra.gov.uk/statistics/births-deaths-and-marriages/registrars-general-annual-report>

https://www.ark.ac.uk/nilt/2018/Political_Atitudes/UNINATID.html

<https://www.nisra.gov.uk/sites/nisra.gov.uk/files/publications/MYE18-Bulletin.pdf>

McBride, Ruari Santiago (2011): Healthcare Issues for Transgender People Living in Northern Ireland. Institute for Conflict Research.

<http://www.gires.org.uk/prevalence.php>

<https://www.nisra.gov.uk/statistics/population/mid-year-population-estimates>

<https://www.ark.ac.uk/nilt/2018/Background/ANYHCOND.html>

<https://www.cso.ie/en/releasesandpublications/ep/p-cp8iter/p8iter/p8iti/>

<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2019>

BSO Workforce Data (HRPTS)

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>Staff Profile</p> <table border="1"> <tbody> <tr> <td>Female</td> <td>1044</td> <td>55%</td> </tr> <tr> <td>Male</td> <td>840</td> <td>45%</td> </tr> <tr> <td>unknown</td> <td>1</td> <td>0%</td> </tr> <tr style="background-color: #e6f2ff;"> <td>Grand Total</td> <td>1885</td> <td>100%</td> </tr> </tbody> </table> <p>Disciplinary Stats by Gender past 4 years</p> <table border="1"> <thead> <tr> <th>Gender</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>0</td> <td>3</td> <td>1</td> <td>1</td> <td>5</td> </tr> <tr> <td>Male</td> <td>1</td> <td>1</td> <td>6</td> <td>1</td> <td>9</td> </tr> <tr style="background-color: #e6f2ff;"> <td>Total</td> <td>1</td> <td>4</td> <td>7</td> <td>2</td> <td>14</td> </tr> </tbody> </table> <p>Population Profile</p> <p>The proportion of females in 2011 is 51.00% (923, 540). The male population is 49.00% (887, 323) in 2011.</p> <p>Mid-year population estimate (2018; published June 2019)</p> <p>The size of the resident population in Northern Ireland at 30 June 2018 is estimated to be 1.88 million people. Just over half (50.8 per cent) of the population were female, with 955,400 females compared to 926,200 males (49.2 per cent).</p> <p>Transgender</p> <p>Research suggests for the Northern Ireland population as a whole:</p> <ul style="list-style-type: none"> • 140-160 individuals are affiliated with transgender groups • 120 individuals have presented with Gender Identity Dysphoria • There are more trans women than trans men living in Northern Ireland. 	Female	1044	55%	Male	840	45%	unknown	1	0%	Grand Total	1885	100%	Gender	2019	2020	2021	2022	Total	Female	0	3	1	1	5	Male	1	1	6	1	9	Total	1	4	7	2	14
Female	1044	55%																																			
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The Gender Identity Research and Education Society (GIRES) estimate the number of gender nonconforming employees and service users, based on the information that GIRES assembled for the Home Office (2011) and subsequently updated (2014):

- gender variant to some degree 1%
- have sought some medical care 0.025%
- having already undergone transition 0.015%

A report published by the Rainbow Project (O’Hara, 2013), based on research conducted with more than 500 individuals that identified as “LGB&T,” found that the respondents reported common experiences of invisibility, homophobia/transphobia, and a range of violence from threats to physical violence, whether direct or indirect. As a result of their actual or perceived sexual orientation and/or gender identity:

- 65.8% had been verbally assaulted at least once;
- 43.3% had been threatened with physical violence at least once;
- 33% had been threatened to be ‘outed’ at least once;
- 34.7% had experienced discrimination in accessing goods, facilities or services at least once.

BSO have a higher level of female to male employees however have a higher level of males that have subject to disciplinary over the past 4 years. Promotion of this policy in the more male orientated departments may be required.

Age

Staff Profile

>=65	41	2%
0-15	4	0%
16-24	80	4%
25-29	207	11%
30-34	234	12%
35-39	259	14%
40-44	264	14%
45-49	240	13%
50-54	259	14%

55-59	218	12%
60-64	79	4%
Grand Total	1885	100%

Population Profile

Mid-year population estimates published by NISRA in 2019 show that:

0-19 yrs (inclusive) = 485,064 (25.7% of all NI population)
 20 – 34 yrs = 364,623 (19.3%)
 35 – 49 yrs = 366,967 (19.5%)
 50 - 64 yrs = 356,790 (19.0%)
 65 – 74 yrs = 169,725 (9.0%)
 75 – 89 yrs = 125,334 (6.6%)
 90+ yrs = 13,138 (0.7%)

Community Background

Staff Profile

Neither	80	4%
Not assigned	727	39%
Perceived Protestant	31	2%
Perceived Roman Cath	36	2%
Protestant	424	22%
Roman Catholic	587	31%
Grand Total	1885	100%

Population Profile

Religion or Religion brought up in

- 45.14% (817, 424) of the population were either Catholic or **brought up** as Catholic.
- 48.36% (875, 733) stated that they were Protestant or **brought up** as Protestant.
- 0.92% (16, 660) of the population belonged to or had been **brought up** in other religions and Philosophies.
- 5.59% (101, 227) neither belonged to, nor had been brought up in a religion.

(Census 2011)

Currently identifying as:
 Catholic 40.76% (738, 108)
 Presbyterian Church in Ireland 19.06% (345, 150)
 Church of Ireland 13.74% (248, 813)
 Methodist Church in Ireland 3% (54, 326)
 Other Christian(including Christian related) 5.76% (104, 308)
 Other religions 0.82% (14, 849)
 No religion 10.11% (183, 078)
 Did not state religion 6.75% (122, 233)
 (Census 2011)

Political
Opinion

Staff Profile

Broadly Nationalist	71	4%
Broadly Unionist	66	4%
I do not wish to ans	122	6%
Not assigned	1543	82%
Other	83	4%
Grand Total	1885	100%

Population Profile
Nationality

- British only – 39.89% (722, 353)
 - Irish only – 25.26% (457, 424)
 - Northern Irish only – 20.94% (379, 195)
 - British and Northern Irish only – 6.17% (111, 730)
 - Irish and Northern Irish only – 1.06% (19, 195)
 - British, Irish and Northern Irish – 1.02% (1847)
 - British and Irish only – 0.66% (11, 952)
 - Other – 5.00% (90, 543)
- (Census 2011)

“Generally speaking, do you consider yourself as a unionist, a nationalist or neither?” (Northern Ireland Life and Times, 2019)

- Unionist 33%
- Nationalist 23 %
- Neither 39%

- Other 2%
- Don't know 3%.

Marital Status

Staff Profile

Divorc	36	2%
Mar/CP	655	35%
Not assigned	3	0%
Other	15	1%
Separ	11	1%
Single	248	13%
Unknwn	902	48%
Widw/R	15	1%
Grand Total	1885	100%

Population Profile

- 47.56% (680, 840) of those aged 16 or over were married
- 36.14% (517, 359) were single
- 0.09% (1288) were registered in same-sex civil partnerships
- 9.43% (134, 994) were either divorced, separated or formerly in a same – sex partnership
- 6.78% (97, 058) were either widowed or a surviving partner

(Census 2011)

Northern Ireland Life and Times (2018)

Single (never married) 32%

Married and living with husband/wife 51%

A civil partner in a legally-registered civil partnership 0%

Married and separated from husband/wife 3%

Divorced 6%

Widowed 7%

Results for males/ females; religion; age available here

Civil partnerships

Annual Reports of the Registrar General for NI show that Between 2005 to 2018 inclusive, there have been 1298 civil partnerships registered in NI. Of these, 539 have been male civil partnerships, and 571 have been female civil partnerships

Dependent Status

Staff Profile

No	136	7%
Not Assigned	1535	81%
Yes	214	11%
Grand Total	1885	100%

Population Profile

- 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.
- 3.11% (56, 318) provided 50 hours care or more.
- 33.86% (238, 129) of households contained dependent children.
- 40.29% (283, 350) contained a least one person with a long – term health problem or a disability.

(Census 2011)

CarersNI

- 1 in every 8 adults is a carer
- 2% of 0-17 year olds are carers, based on the 2011 Census
- There are approximately 220,000 carers in Northern Ireland (
- Any one of us has a 6.6% chance of becoming a carer in any year
- One quarter of all carers provide over 50 hours of care per week
- People providing high levels of care are twice as likely to be permanently sick or disabled than the average person
- 64% of carers are women; 36% are men.

Carers NI suggests that 1 in 8 people in NI are providing unpaid care. Similarly, Census data show that 11.81% 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.

Census data also shows that 3.11% provided 50 hours care or more. Almost 2 in 5 households (40.29%) contained a least one person with a long – term health problem or a disability.

In the last Census, 33.86% of households contained dependent children.

Disability

Staff Profile

No	738	39%
Not assigned	1116	59%
Yes	31	2%
Grand Total	1885	100%

Population Profile

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 or 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)**

(Census 2011)

Northern Ireland Life and Times 2018:

“Do you have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?”

Yes 21%; No 79%; Breakdown by age, gender and religion

BSO is committed to ensuring equality of opportunity for all and staff in terms of disability and complies with the Disability Discrimination Act 1995, the United Nations Convention on the Rights of People with Disabilities, the Human Rights Act 1998 and Section 75 of the Northern Ireland act 1998. BSO has a number of policies/strategies in place including the Disability Toolkit which will be launched in line with the policy launch date. BSO actively encourage disabled people to participate in public life and to promote positive attitudes towards disabled people.

Ethnicity

Staff Profile

Black Caribbean		0%
Chinese	1	0%
Filipino	1	0%
Indian	1	0%
Mixed Ethnic Group	3	0%
Not assigned	1415	75%
Other	1	0%
White	463	25%
Grand Total	1885	100%

Population Profile

1.8% (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)
 (Census, 2011)

Irish Traveller – Infographic Census 2016
 Number of Irish Travellers 30.987

Sexual Orientation

Staff Profile

Both sexes	3	0%
I do not wish to ans	30	2%
Not assigned	1549	82%
Opposite sex	284	15%
Same sex	19	1%
Grand Total	1885	100%

Population Profile

ONS Sexual Orientation 2019 (released May 2021)

- An estimated 2.7% of the UK population aged 16 years and over identified as lesbian, gay or bisexual (LGB) in 2019, an increase from 2.2% in 2018.
- Younger people (aged 16 to 24 years) were most likely to identify as LGB in 2019 (6.6% of all 16 to 24 year olds, an increase from 4.4% in 2018); older people (aged 65 years and over) also showed an increase in those identifying as LGB, from 0.7% to 1.0% of this age category.

The negative impacts of experiences of discrimination and marginalisation, both direct and indirect, on LGBTQ+ individuals and groups are also well established.

A report published by the Rainbow Project (O’Hara, 2013), based on research conducted with more than 500 individuals that identified as “LGB&/T,” found that the respondents reported common experiences of invisibility, homophobia/transphobia,

	<p>and a range of violence from threats to physical violence, whether direct or indirect. As a result of their actual or perceived sexual orientation and/or gender identity:</p> <ul style="list-style-type: none"> - 65.8% had been verbally assaulted at least once; - 43.3% had been threatened with physical violence at least once; - 33% had been threatened to be ‘outed’ at least once; - 34.7% had experienced discrimination in accessing goods, facilities or services at least once.
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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 a higher proportion of female than male employees within the sector however no specific gender needs identified.
Age	There is no data to suggest that there are specific needs or experiences arising within this category.
Religion	There is no data to suggest that there are specific needs or experiences arising within this category.
Political Opinion	There is no data to suggest that there are specific needs or experiences arising within this category.
Marital Status	There is no data to suggest that there are specific needs or experiences arising within this category
Dependent Status	There is no data to suggest that there are specific needs or experiences arising within this category
Disability	Individuals with sensory problems will have specific requirements with regards to communication of the policy. Also, those with learning difficulties may require additional support in order to get an understanding of how the policy works and the processes involved.

Ethnicity	There is no data to suggest that there are specific needs or experiences arising within this category.
Sexual Orientation	There is no data to suggest that there are specific needs or experiences arising within this category.

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>
<p>Gender: Promotion of this policy in the more male orientated departments may be required.</p> <p>Disability: In line with BSO's Accessible Formats Policy, BSO will provide alternative formats on request to meet the needs of people with a disability who may need information in an accessible format.</p> <p>Where an employee is unable to adhere to a dress code due their disability, mitigation will be applied, BSO will ensure staff are supported through Health and Wellbeing initiatives such as Occupational Health. Also, the policy makes specific reference to the personal circumstances and or health / disability of the employee asking if this could be a relevant factor in circumstances where the policy is invoked.</p>	<p>The Business Services Organisation (BSO) is committed to providing equality of opportunity, and strives to promote a good and harmonious working environment where every employee is treated with respect and dignity and in which no one is disadvantaged based on their age, disability, marital or civil partnership status, political opinion, race, religious belief, sex (including gender reassignment), sexual orientation, with dependants or without dependants</p>

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)

Group	Impact	Suggestions
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 checked="" type="checkbox"/>
No further impact	<input 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"/>

Please give reasons for your decisions.

This policy applies to all employees of the BSO, and the vast majority of employees will not be subject to this policy. Due to the nature of the policy there is limited scope for inequalities to arise in the implementation of the policy, in most of the equality categories.

It is not felt that by subjecting this policy to a full EQIA would highlight any further opportunities to promote equality of opportunity.

(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>
	BSO plan to liaise and explore policy development with the Tapestry, Disability Staff Network to help encourage disabled people to participate in public life

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>
<p>BSO is committed to ensuring equality of opportunity for all service users and staff in terms of disability and complies with the Disability Discrimination Act 1995, the United Nations Convention on the Rights of people with disabilities, the Human Rights Act 1998 and Section 75 of the Northern Ireland act 1998. BSO promote positive attitudes towards disabled people.</p> <p>This policy provides employees with disability to fully participate in all work activities with consideration given to reasonable adjustments.</p>	<p>Further engagement via the Tapestry Network in order to identify specific needs and shape policy and procedure to encourage disabled people to engage.</p>

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

*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
Article 6	Yes	All Staff – Positive Impact	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
This will be monitored via government guidance, advice and consideration given to those employees from any of the Section 75 groups	Regular staff surveys and online forums. This can also be monitored via occupational health and via the Tapestry network.	Regular staff surveys and online forums.

Approved Lead Officer: Peter Laverty
Position: Senior HR Manager
Date: 20/08/2022
Policy/Decision Screened by: Richard McGoldrick

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**