

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 Tel: 028 9536 3961

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

BSO Business Plan 2022-23.

1.2 Description of policy or decision

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

The Business Services Organisation (BSO) was established in April 2009 to provide a wide range of business and specialist professional services to the wider Health and Social Care (HSC) environment. Our re-stated mission is “*to provide high quality business services which support our customers to improve health and well-being*”.

The BSO Corporate Plan 2018-23 sets out the strategic context in which the organisation operates, along with Mission, Values and Strategic Objectives/Aims and Outcomes for this three year period. The supporting Annual Business Plan outlines Key Priorities, Actions and Targets for the year ahead. The corporate BSO Business Plan 2021-22 represents Year Five of the BSO Corporate Plan 2018-22.

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

To date, it has been the practice for the DoH to utilise the BSO Business Plans as a basis for accountability reviews and checks progress periodically throughout the year. The BSO also uses the Plan internally to guide action and update performance management metrics and risk registers. These Plans are also useful to customers to show the strategic direction of BSO. Strategic and business plans are driven beyond the BSO corporate planning process into the operational layers of the organisation. Each business area within the BSO has its own local business plan which reflects the Strategic Objectives and feeds into the corporate Business Plan. These local business plans form the basis of work for Directors, Assistant Directors, Managers and Staff across the organisation

and of individual and team performance appraisals.

The BSO Strategic Objectives/Aims for 2018-23 will be to:

- Deliver High Quality, Valued Services;
- Develop our Services in Partnership with Our Customers;
- Demonstrate Continuous Improvement in Pursuit of Excellence;
- Help Our People Excel At What We Do.

The context in which the 2022-23 Business Plan is written relates to:

- ‘*New Decade, New Approach*’ agreement (UK & Irish Governments, Jan, 2020)
- Continuing to support the NI Programme for Government, the Public Health Agenda and Transformation of Health and Social Care;
- Expansion of Shared Services;
- Technology as underpinning and supporting transformation processes;
- Engaging, empowering and enriching the work-life experience of BSO staff.
- Highlights of key BSO achievements from 2021 to 2022.

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

The Corporate Strategy 2018-23 for BSO takes account of DoH priorities, especially the ‘*Making Life Better*’ public health framework, the draft ‘*Programme for Government 2016-21*’ framework and the vision set out in ‘*Health and Wellbeing 2026: Delivering Together*’. These DoH priorities, set within the context of on-going financial constraints and HSC reform and restructuring, have contributed to a strong focus on transformation and a ‘one-system’ ethos within HSC. The rationale for this is aligned with the NI Programme for Government and Public Health Agenda and the current challenging economic environment.

Following the UK’s vote in June 2016 to leave the EU it has become evident that a number of important Brexit-related issues will impact on the HSC and require resolution. BSO will play its part along with the DoH and other stakeholders in planning to ensure that HSC services continue to operate effectively following EU Exit.

Founding legislation of BSO, Programme for Government, Ministerial and Management Statement and Financial Memorandum (MSFM) requirements and the current challenging economic environment.

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

Internal Stakeholders

BSO Employees

Non-Executive Board Directors

BSO Statutory and Non-statutory Committees

External Stakeholders

BSO Customers, including six HSC Trusts, ALBs, DoH (Sponsor Branch), NIFRS, NHS Wales

Wider public availing of all FPS services, Encompass services, Counter Fraud services

External, Third Party Contractors (procured through the appropriate Public Procurement Methods)

Service Users of HSC Pensions Services

Service Users of RSSC

Trade Unions

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

- **what are they?**

Programme for Government Draft Outcomes Framework 2021

Draft NI Programme for Government 2016-21

“Transforming Your Care”, a review of Health and Social Care in NI (DoH, 2011)

‘Quality 2020’, a 10-year strategy to Protect and Improve Quality in Health and Social Care in NI (DoH, 2011)

‘Making Life Better’: a whole system strategic framework for public health 2013-2023 (DoH, 2016)

Health and Wellbeing 2026: ‘Delivering Together’ (DoH, 2016)

BSO Service Offerings and Service Level Agreements

‘Rebuilding HSC Services Strategic Framework’ (DoH, May 2020)

- **who owns them?**

NI Assembly

DoH

BSO

Strategic Planning and Performance Group

Public Health Agency

HSC Trusts

Other HSC customer organisations

(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>

McBride, R.S. (2011): Healthcare Issues for Transgender People Living in Northern Ireland. Belfast

http://www.dhsspsni.gov.uk/index/stats_research/stats-public-health.htm - Health Survey NI 2012-13

Electoral Office NI, 2011

Northern Ireland Statistics and Research Agency (NISRA) 2007

Workforce Data (HRPTS)

BSO Customer Satisfaction Surveys 2017-19.

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.

The **Annual Business Plan 2021-22** primarily affects BSO staff and its client / customer base which is made up of HSC staff. The table below includes aggregated data for all 6 HSC Organisations (including NI Ambulance Service and BSO).

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	Male	20.1%
	Female	79.9%
Age	16-24	4.1%
	25-34	23.3%
	35-44	24.8%
	45-54	27.2%
	55-64	18%
	65+	2.6%
Religion	Protestant	40.4%
	Roman Catholic	46.4%
	Neither	13.2%
Political Opinion	Broadly Unionist	9.0%
	Broadly Nationalist	7.6%
	Other	8.4%
	Do not wish to answer / Not Known	75.0%
Marital Status	Single	30.2%
	Married	59.7%
	Not Known	10.1%
Dependent Status	Caring for a child / children / Dependant Older Person / Person with a disability	24.4%
	None	20.0%
	Not Known	55.6%
Disability	Staff Profile	

	<table border="1"> <tr> <td>Yes</td> <td>2.2%</td> </tr> <tr> <td>No</td> <td>64.0%</td> </tr> <tr> <td>Not known</td> <td>33.8%</td> </tr> </table>	Yes	2.2%	No	64.0%	Not known	33.8%				
Yes	2.2%										
No	64.0%										
Not known	33.8%										
Ethnicity	<p>White – 70.18%</p> <p>Chinese – 0.14%</p> <p>Irish Traveller – 0.02%</p> <p>Indian – 0.86%</p> <p>Pakistani – 0.12%</p> <p>Bangladeshi – 0.01%</p> <p>Filipino – 0.53%</p> <p>Black Caribbean – 0.01%</p> <p>Black African – 0.11%</p> <p>Black Other – 0.05% (905)</p> <p>Mixed Ethnic – 0.14%</p> <p>Other – 0.14%</p> <p>Not Known – 27.72%</p>										
Sexual Orientation	<p>Staff Profile</p> <table border="1"> <tr> <td>Do not wish to answer</td> <td>54%</td> </tr> <tr> <td>Opposite sex</td> <td>44.9%</td> </tr> <tr> <td>same sex</td> <td>1.0%</td> </tr> <tr> <td>Same and Opposite Sex</td> <td>0.1%</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Do not wish to answer	54%	Opposite sex	44.9%	same sex	1.0%	Same and Opposite Sex	0.1%		
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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).

Category	Needs and Experiences
Gender	There may be a need to ensure equal access for part-time BSO workers (the majority of whom tend to be female) with regard to any training/engagement workshops which may be delivered.
Age	There is no evidence of a differential impact on the grounds of age.
Religion	There is no evidence of a differential impact on the grounds of religion.
Political Opinion	There is no evidence of a differential impact on the grounds of political opinion.
Marital Status	There is no evidence of a differential impact on the grounds of marital status.
Dependent Status	There may be a need to ensure equal access for part-time BSO workers (the majority of whom tend to be female) with regard to any training/engagement workshops which may be delivered
Disability	Consideration will be to given requests for making the Plan available in alternative formats.
Ethnicity	Consideration will be to given requests for making the Plan available in alternative formats.
Sexual Orientation	There is no evidence of a differential impact on the grounds 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>
Any requests for the Business Plan in alternative formats will be considered.	As an integral part of the annual business planning process, each area of service within BSO formulates its own local plan to deliver services in the financial year ahead. As part of this year's business planning process, service areas were asked to identify the actions in their area which will be Equality Screened and where appropriate, Equality Impact Assessed. This screening programme for 2022-23 can be found in Appendix 1.

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		

(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	
Minor impact	x
No further impact	

Please tick:

Yes	
No	x

Please give reasons for your decisions.

The BSO's Annual Business Plan for 2022-23 sets out its key priorities and provides details of the key actions under each of the priorities. The Plan covers a wide range priorities across a proportionate selection of BSO service areas.

As an integral part of the annual business planning process, each area of service within BSO formulates its own local plan to deliver services in the financial year ahead. This year, as part of the business planning process, Service Areas identified equality screening activity due to take place throughout the year. Appendix 1 identifies the BSO's screening programme for the year across a number of service areas. This will be a fluid process and will be subject to modifications as the year progresses and priorities are reviewed.

A range of actions to be delivered as part of the overarching Business Plan will be Equality Screened and where appropriate, Equality Impact Assessed. All screening activity will be assessed individually as required throughout the year with the onus of responsibility on each service area to complete equality screening relevant to their service area.

Mitigation has been put in place to address any equality issues identified in the screening of this policy. It is not thought that subjecting this Annual Business Plan to EQIA will present 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>
Not Applicable.	

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>
Not Applicable.	

(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
Not Applicable.			

** 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.

Not Applicable.

(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

Approved Lead Officer: David Craughwell

Position: Customer Care & Performance Officer

Date: 15 June 2022

Policy/Decision Screened by: David Craughwell

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: Equality.Unit@hscni.net

APPENDIX 1

CEC Service Objective 1.1 and 3.1

- Equality Screening of CEC programmes
 - AHP Regional Supervision Programme Summer 2022
 - Yearly equality review of Nursing and Midwifery Education Delivery Plan March 2023

Equality Unit

- BSO Equality and Disability Action Plan end of March 23

FPS

- Service objectives identified for screening:
- Post verification on entitlement (Service Objective 2) April 2022
- Communication Strategy (Service Objective 4) September 2022
- Screening (service objective 7 i/ii) September 2022

Leadership Centre

- The development of a mentoring scheme for the BAME workforce June 2022

Interpreting

- Currently working on an Equality Screening relating to 1.3 - reviewing how Interpreters join the BSO Interpreter Register April 2022 TBC

PaLs

- Following confirmation of any growth or expansion plans March 23
- 5 year Sustainability Action Plan March 23
- Implementation of new Public Contract Regulations March 23
- 5 year People Strategy March 23