

Equality and Human Rights Screening Template



Standard Operating Procedures (Emergency Response to Covid-19)

NIPEC/20/02

April 2020

In all cases, NIPEC is required to consider the likely equality implications of any policies or decisions. In particular it is asked to consider:

1. 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)?
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
3. 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)?
4. 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](#).

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

Standard Operating Procedures (Emergency Response to Covid-19)

1.2 Description of policy or decision

- **what is it trying to achieve? (aims and objectives)**
- **how will this be achieved? (key elements)**
- **what are the key constraints? (for example financial, legislative or other)**

The Standard Operating Procedures (SOPs) outline NIPEC's emergency response to Covid-19 and should be read in conjunction with NIPEC's Business Continuity Plan.

During the Covid-19 period, NIPEC will continue to be responsible for the full range of statutory functions, as stated within NIPEC's Management Statement Financial Memorandum. The priorities of the organisation are focussed on corporate responsibilities and priorities identified by the Department of Health through the office of the Chief Nursing Officer.

As part of the emergency planning response, NIPEC has moved with immediate effect to stand down work which necessitates the large scale engagement of HSCNI staff. This is to ensure that escalation plans continue to be progressed within HSC organisations in response to the emerging public health situation, recognising that nursing and midwifery staff will not be in a position to be released for the foreseeable future.

The SOPs outline how NIPEC will continue to function during Covid-19, including work areas that will continue to be progressed, planning and management meetings, arrangements put in place and information provided to support staff working from home, deployment of staff to external organisations and communications.

The document is reviewed on a regular basis by the Head of Corporate Services and Corporate Services Manager in consultation and discussion with NIPEC's Business Team.

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 NIPEC employees

NIPEC Council members

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

- **what are they?**
- **who owns them?**

NIPEC's Business Plan 2019/20

NIPEC's draft Business Plan 2020/19

NIPEC's Business Continuity Plan

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

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>

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.

NIPEC staff monitoring data as at December 2019

NIPEC Council data as at March 2015

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.

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	As at December 2019, current figure indicate 94.12% of NIPEC workforce is female and 5.88% is male whilst a survey of NIPEC Council members in March 2015, show 76.9% are female and 23.1% are male
Age	As at December 2019, figures indicate NIPEC's workforce falls within the following age groups: 35-39 – 17.65% 40-44 – 0% 45-49 – 0% 50-54 – 29.41% 55-59 – 35.29% 60-64 – 11.76% >65 – 5.88% As at March 2015, figures indicate NIPEC's Council falls within the following age groups: 16-24 – 0 25-34 – 7.7% 35-49 – 38.5% 50-64 – 38.5% 65-74 – 15.3%

Religion	<p>As at December 2019, figures for NIPEC workforce indicate 41.18% are Protestant, 35.29% are Catholic, 5.88% are neither and 17.65% are unknown.</p> <p>A survey of NIPEC Council members in March 2015 found 76.9% are Christian, 7.7% had no religious beliefs and 15.4% stated 'other' in their response.</p>
Political Opinion	<p>As at December 2019, figures for NIPEC workforce indicate 82.35% are unknown, 5.88% are broadly Unionist, 5.88% stated 'other', whilst 5.88% did not wish to answer.</p> <p>Data available for NIPEC Council has been taken into consideration but has been withheld from publication as numbers are relatively small and individuals could be identified.</p>
Marital Status	<p>As at December 2019, figures indicate 58.82% of NIPEC's workforce is married or in a civil partnership, whilst 41.18% are unknown.</p> <p>A survey of NIPEC Council members in March 2015 found 84.6% are married or in a civil partnership, whilst 15.4% stated 'other' in their response.</p>
Dependent Status	<p>Full data not available, however, the majority of staff are female plus anecdotal evidence indicates about half of NIPEC's workforce have some form of caring responsibilities for family member(s), eg. spouse, elderly parent(s), and/or children in full time education.</p> <p>A survey of NIPEC Council members in March 2015 found 75% had caring responsibilities for either a child, a dependent older person or a person(s) with a disability.</p>
Disability	<p>As at December 2019, figures indicate 64.71% of NIPEC's workforce state they do not have a disability, 35.29% are unknown and none stated they have a disability.</p> <p>A survey of NIPEC Council members found 76.8% did not consider they had a disability, whilst 23.1% stated they did, citing either a mental health condition or a long standing illness such as cancer, HIV, diabetes, chronic heart disease or epilepsy.</p>
Ethnicity	<p>Full data not available, however, anecdotal evidence suggests staff are white and/or of European origin.</p> <p>A survey of NIPEC Council members found 7.7% were from an ethnic background, whilst 92.3% are white.</p>
Sexual Orientation	<p>Full data not available for NIPEC's workforce, but NI population estimate is 1.2% of the household population identifying as lesbian, gay or bisexual.</p> <p>A survey of NIPEC Council members found 100% are heterosexual.</p>

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.

Category	Needs and Experiences
Gender	Those who have caring responsibilities and may need to work from home or avail of flexible working hours are more likely to be female.
Age	There is no data to suggest that the needs and experiences of service users differ on the basis of age.
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	Those who are single, divorced, separated or widowed and living alone may experience feelings of loneliness and isolation if working from home.
Dependent Status	Those who have caring responsibilities may not be able to physically be present in the office at this time due to a need to be at home to meet caring demands. Those who have caring responsibilities may need flexible working times to meet caring demands whilst working from home.
Disability	Staff with mental health conditions may need extra support during this time as their conditions may become worse during this time due to anxiousness about the pandemic, changes in routine, loneliness, isolation etc. Staff who had reasonable adjustments in place to help them do their job in the office environment may now struggle if they do not have these adjustments whilst working from home Staff who have a learning disability may struggle to complete work tasks due to a loss of support from line managers/mentors/support workers if working from home Staff who had never disclosed their disability may now be forced to do so due to receiving a shielding letter and needing to disclose this to their line manager/organisation so that standard operating procedures can be altered Issues relating to accessible information for people with disabilities are considered in our Accessible Formats Policy
Ethnicity	Issues relating to accessible information for people whose first language is not English are considered in our Accessible Formats Policy

Sexual Orientation	There are no known issues
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2.4 Multiple Identities

Are there any potential impacts of the policy or decision on people with multiple identities? For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people.

None identified

2.5 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?

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>Gender:</p> <p>Women are more likely to have caring responsibilities. If a staff member needs to work a different pattern, a flexible approach will be taken</p> <p>Marital Status:</p> <p>To combat feelings of isolation and loneliness, promote team cohesiveness and health and wellbeing during this challenging time, it will be the responsibility of all Line Managers to contact their team members on a regular basis</p> <p>Dependents:</p> <p>If a staff member needs to work from home to commit to caring responsibilities then this option will be made available</p> <p>If a staff member needs to work a different pattern due to caring responsibilities, a flexible approach will be taken</p> <p>Disability:</p> <p>Staff with mental health conditions who may need more support – to promote team cohesiveness and health and wellbeing during this challenging time, it will be the responsibility of all Line Managers to contact their team members on a regular basis</p>	None

<p>Staff who require reasonable adjustments – line managers will work together with staff members to ensure they can do their job to the best of their ability</p> <p>Staff with a learning disability – line managers will maintain regular contact and extend deadlines or timescales if necessary</p> <p>The NIPEC Accessible Formats Policy outlines how those developing information should consider alternative formats, and how information and publications can be requested in alternative formats</p> <p>Ethnicity:</p> <p>Accessible Formats Policy outlines how those developing information should consider alternative formats, and how information and publications can be requested in alternative formats, including in another language</p> <p>As part of HSCNI, NIPEC can access the regional contract for translation and interpreting</p>	
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2.6 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	
Political Opinion	None	
Ethnicity	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	
Minor impact	√

No further impact	
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Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?

Please tick:

Yes	
No	√

Please give reasons for your decisions:

Mitigation is in place in relation to any impacts identified during the screening process for the Section 75 groups. It is not thought that subjecting the policy to an 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?

How does the policy or decision currently encourage disabled people to participate in public life?	What else could you do to encourage disabled people to participate in public life?
N/A	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?

How does the policy or decision currently promote positive attitudes towards disabled people?	What else could you do to promote positive attitudes towards disabled people?
N/A	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
N/A	N/A	N/A	N/A

** 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
None	None	None

Approved lead officer: Jill Jackson

Position: Head of Corporate Services

Date: April 2020

Policy/decision screened by: Janet Hall, Corporate Services Manager

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

If you require this document in an alternative format (such as large print, Braille, disk, audio file, audio cassette, Easy Read or in minority languages to meet the needs of those not fluent in English), please contact:

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Technical Template developed June 2016 based on full Equality Screening Template produced June 2011 (revised November 2013)