

# Equality and Human Rights Screening Template

The RQIA 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 or 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 or 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](#).**

# SCREENING TEMPLATE

## (1) INFORMATION ABOUT THE POLICY OR DECISION

### 1.1 Title of policy or decision

Records Management Policy

### 1.2 Description of policy or decision

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

The document provides requirements that must be met for the records of the RQIA to be considered as a proper record of the activity of the Authority, including the provision of health and social services by or on behalf of the RQIA.

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

Information Governance Policy

Relevant ICT Policies

Relevant Legislation and Guidance

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

Legislative Constraints

### 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 employees in RQIA (those eligible to apply, those successful in their applications, those unsuccessful in their applications.)

Managers of all levels within RQIA

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

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

ICT Policy

## (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.**

Statistics:

- Organisational wide equality data

Views of colleagues

Views of staff side

Views of staff who have previously availed of various leave options

Lessons learnt from previous grievances

### 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.**

<b>Category</b>	<b><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></b>	
	Some data is available on staff uptake of leave policies by gender. Age, community background and marital status – see appendix 1.	
	<b>RQIA Baseline Data 2019-20</b>	
Gender	Male	25.22%
	Female	74.78%
Age	16-24	0.00%
	25-29	3.48%
	30-34	6.09%
	35-39	13.04%
	40-44	15.65%

	45-49 50-54 55-59 60-64 ≥65	21.74% 18.26% 14.78% 6.09% 0.87%
Community Background	Perceived Protestant Protestant Perceived Roman C Roman Catholic Neither Perceived Neither Not assigned	0.87% 31.30% 0.87% 31.30% 1.74% 0.00% 33.90%
Political Opinion	Broadly Nationalist Other Broadly Unionist Not assigned Do not wish to answer	0.00% 1.74% 0.00% 90.43% 7.80%
Marital Status	Divorced Mar/CP Other Separated Single Unknown Widow/R Not assigned	2.61% 45.20% 0.87% 1.74% 18.26% 29.57% 0.00% 1.74%
Dependent Status	Yes Not assigned No	1.74% 90.43% 7.83%
Disability	No Not assigned Yes	54.78% 45.21% 0.00%
Ethnicity	Not assigned White Other Black African Indian Chinese	89.60% 10.40% 0.00% 0.00% 0.00% 0.00%
Sexual Orientation	Do not wish to answer Not assigned Opposite sex same sex both sexes	0.00% 90.43% 8.70% 0.87% 0.00%

## 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).**

<b>Category</b>	<b><i>Needs and Experiences</i></b>
Gender	There is no data to suggest that the needs and experiences of service users differ on the basis of gender
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	There is no data to suggest that the needs and experiences of service users differ on the basis of marital status
Dependent Status	There is no data to suggest that the needs and experiences of service users differ on the basis of dependent status
Disability	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 is no data to suggest that the needs and experiences of service users differ on the basis of sexual orientation

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.

There are no known issues.

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?

<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>
There are no known issues..	<ul style="list-style-type: none"><li>• There are no known issues.</li></ul>

## 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)**

<b><i>Group</i></b>	<b><i>Impact</i></b>	<b><i>Suggestions</i></b>
Religion	There are no known issues.	There are no known issues.
Political Opinion	There are no known issues.	There are no known issues.
Ethnicity	There are no known issues.	There are no known issues.



**(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	x

**Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?**

**Please tick:**

Yes	
No	X

Please give reasons for your decisions.

It is not thought that undertaking an EQIA will identify further opportunities to promote equality of opportunity. Administrative procedures to protect all S75 groups.

#### **(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?**

<b><i>How does the policy or decision currently encourage disabled people to participate in public life?</i></b>	<b><i>What else could you do to encourage disabled people to participate in public life?</i></b>
There are no known issues.	There are no known issues.

##### **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?**

<b><i>How does the policy or decision currently promote positive attitudes towards disabled people?</i></b>	<b><i>What else could you do to promote positive attitudes towards disabled people?</i></b>
There are no known issues.	There are no known issues.

## **(5) CONSIDERATION OF HUMAN RIGHTS**

### **5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles**

<b>ARTICLE</b>	<b>Yes/No</b>
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 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	No
1 <sup>st</sup> 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

*\* 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.

## (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: Jennifer Lamont  
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**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**

Equality Unit|BSO|James House|2-4 Cromac Avenue|Belfast|BT7 2JA  
Tel: 028 9536 3961

Any request for the document in another format or language will be considered.  
Please contact

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