

Equality and Human Rights Screening Report

Oct-Dec 2024



Patient and Client Council
Your voice in health and social care



**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:

Equality Unit
Business Services Organisation
2nd Floor
James House
2-4 Cromac Avenue
Belfast
BT7 2JA

Telephone: (028) 9536 3961 prefix with 18001 if using Text Relay or Next Generation Text Service
Email: 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

This report includes published screening for the period **Oct-Dec 2024**. All policies and screening templates listed can be found on our website by clicking [here](#). If you would like paper copies or alternate formats please contact us at the same email address.

Org.	Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
BSO	Accredited Official Statistics published by the FPS Information Unit – change of format of publication from pdf document to html web-based document	Since 2018 the FPS Information Unit in BSO has published official statistics relating to four key services areas: General Medical, Dental, Ophthalmic and Pharmaceutical Services. The cornerstone of the published statistics are the annual reports, containing a range of analyses relating to the service area. These have been published in pdf form for some years. Of particular note in relation to these reports is the inclusion of tables, charts and maps, which are known to be particularly problematic for users with visual	Sep-24	Screened out without mitigation

		<p>impairments as they can be incompatible with assistive technology. By introducing html reports, the same information can be included but displayed in accordance with a user's web browser settings, thus improving the access for users of assistive technology. Interactivity has also been added to tables, charts and maps meaning that users are able to access the full information displayed in these objects, which previously would have been unavailable to them.</p>		
BSO	Annual Quality Report 2023-24	Annual Quality Report looks at key quality actions achieved by the BSO during 2023-24	Sep-24	Screened out with mitigation

BSO	Equality Governance Framework	<p>The Framework seeks to:</p> <ul style="list-style-type: none"> • provide assurance to the BSO Board and Executive Leadership Team that the organisation is compliant with its statutory requirements as a public body; • ensure equality, diversity and inclusion is being properly considered in all organisational decision making; • ensure robust and routine reporting of all equality, diversity and inclusion activity supported by a clear evidence base 	Feb-24	Screened out with mitigation
BTS	Employer Pension Contributions - Alternative Payment Policy	This policy provides an optional alternative to pension contribution for those employees who can demonstrate that they are impacted by an annual allowance (AA) pension tax charge and decide to opt out of the pension scheme thereby choosing to forego pension tax relief.	Nov-24	Screened out without mitigation

BTS	Flexible Retirement Guidance for HSC Pension Scheme Members and associated Frequently Asked Questions (FAQs)	This guidance and FAQs support employees to access flexible working later in their careers, this guidance has been developed to provide an overview of the options available to employees who are members of the HSC Pension Scheme.	Nov-24	Screened out without mitigation
BTS	Raising a Concern in The Public Interest (Whistleblowing) Policy and Procedure	This policy set out the accountability and governance within HSC organisations to encourage people to engage with the process for raising a concern and ensure they feel safe while doing so.	Sep-24	Screened out without mitigation
NIMDTA	Alcohol and Substance Misuse at Work Policy	The aims of this policy are to help employees identify at an early stage, struggles with substance, or alcohol which may lead to misuse, and encourage and assist those employees with a problem or potential problem to seek help.	Aug-24	Screened out without mitigation

NIMDTA	Conflict, Bullying and Harassment in the Workplace	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.	Nov-24	Screened out without mitigation
NIMDTA	Equality, Diversity and Inclusion Policy	The policy outlines the commitment of the Northern Ireland Medical and Dental Training Agency to promote equality of opportunity, good and harmonious working relations and the prevention of unlawful discrimination.	Aug-24	Screened out without mitigation
NIMDTA	Hybrid Working Scheme – Guidance for Managers & Staff	The purpose of this scheme is to set out the criteria and arrangements for how employees can apply for hybrid working.	Aug-24	Screened out without mitigation
NIMDTA	Management of Probationary Periods	The guidelines have been devised to assist managers in the management of employees subject to Agenda for Change Terms & Conditions who are	Aug-24	Screened out without mitigation

		new to post and are subject to a probationary period.		
NIMDTA	Policy on Partial Retirement	The primary purpose of this Policy is to outline how HSCNI intends to support those employees to remain in work for longer, working productively and safely, whilst accessing some of their HSC pension benefits through 'Partial Retirement' and preparing for final retirement from the service.	Aug-24	Screened out without mitigation
NIMDTA	Regional Disciplinary Policy and Procedure	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	Nov-24	Screened out without mitigation

		improve standards of behaviour through accountability and learning.		
NIMDTA	Retire & Return Policy	To provide guidelines and define process for applying the NIMDTA Retire and Return Policy; to identify eligibility for application; and to indicate contractual arrangements applicable following retirement, as a result of a successful application where so doing meets the identified and agreed business need of the NIMDTA and does not unreasonably impede the recruitment of substantive posts.	Aug-24	Screened out without mitigation

NIMDTA	Secondment Guidance for Line Managers and Employees	The aim of this policy is to outline the clear arrangements that are in place for employees accessing a secondment and the roles and responsibilities of all stakeholders within the secondment process. The guidance will provide a standard and equitable approach for line managers in the management of secondments for their employees. The broad principles of this policy apply to all employees on Agenda for Change (AFC) Terms & Conditions.	Nov-24	Screened out without mitigation
NIMDTA	Social Media Policy	The policy's purpose is to protect NIMDTA, its staff and service users by minimising the associated business, legal and personal risks.	Apr-24	Screened out without mitigation

NIMDTA	Supporting Performance Improvement Policy	The purpose of this Policy is to provide a framework for the NIMDTA to support employees with performance concerns to achieve effective standards of work.	Nov-24	Screened out without mitigation
NIPEC	Monitoring & Reviewing Access to Education & Leadership Opportunities for the Ethnically Diverse Workforces of Nurses, Midwives, AHPs & Related Support Staff	To evaluate access to education and leadership opportunities for the ethnically diverse workforces of nurses, midwives, AHPs and their support staff in HSC Trusts.	Sep-24	Screened out with mitigation
PCC	Complaints Policy	The PCC strives at all times to deliver high quality services in all aspects of its business and works to identify how improvements can be made on an on-going basis. The organisation recognises that sometimes things can go wrong and when this happens it is in everyone's best interest to resolve concerns and complaints at the earliest possible stage. This Policy is therefore	Dec-24	Screened out without mitigation

		designed to encourage early and local resolution of complaints at the front line but also puts in place a system to investigate and resolve complaints where local resolution has not worked, for whatever reason.		
PHA	Anti-Fraud and Anti-Bribery Policy Statement & Response Plan	This policy is intended to provide advice to all Public Health Agency (PHA) staff on their responsibilities to prevent and detect fraud or bribery and to report all cases of actual, suspected or potential of the same. The purpose of this document is to set out the PHA's position on fraud and bribery and thereby set the context for the ongoing efforts to reduce fraud and bribery to the lowest possible level and provide guidance in the Response Plan of what to do when reporting suspected cases of Fraud or Bribery.	Sep-24	Screened out without mitigation

PHA	Retender of the Workplace Health and Well-being Support Service	<p>The PHA will be re-tendering for the Workplace Health and Wellbeing Support Service to commence in March 2025. This Service was established in 2015 and contracts were awarded initially to 3 Service Providers working across 5 Lots. The service was retendered again in 2020 for 3 years with an option to extend for a further 2 years taking the tender up to March 2025. The service was awarded to 2 Service Provider across 5 Lots. The retender and continuation of an evidence-based approach based on the WHO Framework will afford the opportunity to build on its successes and continue to deliver an effective and consistent approach to workplace health and well-being. The Workplace Health Service will provide support to businesses and organisations which will involve assessing and addressing all</p>	Nov-24	Screened out with mitigation
------------	---	--	--------	------------------------------

employee needs. Providers will continue to target support towards Small to Medium Enterprises, larger organisations would also benefit from the Service. The focus will be employees at risk of poor health and well-being, starting with sedentary workers, transport staff, low paid and migrant employees, employees with long term conditions, minority ethnic groups, S75 employees, and employees who are carers or working parents. The Service will provide accessible health and well-being information and support and will help reduce health inequalities. The Public Health Agency has previously examined the evidence base for workplace health and well-being and reviewed suggested approaches. Subsequently PHA advocates the World Health Organization (WHO) Healthy Workplace Framework and Model as

		<p>an approach to promoting healthier workplaces (WHO 2010) www.who.int/occupational_health/healthy_workplace_framework.pdf The preferred model for supporting businesses to undertake effective workplace health action involves effective engagement with employees to assess and address employee needs, developing an action plan and accessing support from providers of workplace health and well-being support. Employee engagement is key to identify the needs of employer and employee and prioritise action to improve Health and Well-being, and promote a positive psycho-social and safe environment within the workplace.</p>		
--	--	---	--	--

RQIA	Social Media Policy	This Policy is for the use of RQIA staff and is designed: To promote good practice in the use of Social Media and adherence to acceptable standards of use. To support the use of Social Media as a mechanism to engage with staff and stakeholders, receive feedback and expose to new products and innovative ideas. The Policy lays out a framework for good practice in the use of social media, and measures to eradicate unacceptable use.	Oct-24	Screened out without mitigation
-------------	---------------------	--	--------	---------------------------------