

# Equality and Human Rights Screening Template

The Regulation and Quality Improvement Authority 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 advice and support on screening contact:

Equality Unit  
Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: 028 9536 3961  
Email: [equality.unit@hscni.net](mailto:equality.unit@hscni.net)

# 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 (follow the links).

## (1) INFORMATION ABOUT THE POLICY OR DECISION

### 1.1 Title of policy or decision

Person Centred Supportive 1:1 Policy and Procedure

### 1.2 Description of policy or decision

RQIA provides independent assurance about the quality, safety and availability of Health and Social Care (HSC) services, including independent sector services in Northern Ireland, while encouraging continuous improvements in these services and assisting with safeguarding the rights of services users.

To be an effective regulator it is essential that RQIA provides appropriate support, guidance, PCS1:1 Support and appraisal to all staff in order to effectively maintain staff health and well-being, encourage an open and supportive learning culture and maintain appropriate management governance and oversight.

The purpose of this policy is to set out RQIA’s arrangements for Person centred supportive 1:1 for all staff.

### 1.3 Main stakeholders affected (internal and external)

#### Internal Stakeholders

- RQIA Employees (current)
- RQIA Chief Executive and Senior Management Team
- RQIA Chair and Authority Members
- RQIA Committees and Groups

#### External Stakeholders

- Current Service Users and their relatives
- Providers
- HSC Trusts and health and social care organisations
- Voluntary sector
- Trade Unions
- Department of Health (DoH)

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

- **What are they?**

1. Leave Pack September 2017
2. Regional Grievance Policy and Procedure October 2022
3. Conflict, Bullying and Harassment in the Workplace January 2019
4. Equality of Opportunity Policy October 2010
5. Corporate Induction Policy and Procedure January 2019
6. Attendance at Work Procedure August 2015
7. Whistleblowing Policy and Associated Procedure March 2023

- **Who owns them?**

1. BSO
2. BSO
3. BSO
4. RQIA
5. RQIA
6. BSO
7. RQIA

## (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.**

Other sources of equality data include:

- Section 75 equality profile of our staff (December 2023)
- Internal directorate/team meetings, Executive Management Team (EMT) and RQIA Authority engagement.
- Human Resources statistics and workforce data for RQIA.
- Equality Commission NI, 2006.
- [http://www.dhsspsni.gov.uk/index/stats\\_research/stats-public-health.htm](http://www.dhsspsni.gov.uk/index/stats_research/stats-public-health.htm) - Health Survey NI 2012-13.

### 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.**

<b>Category</b>	<b><i>What is the makeup of the affected group? (%) Are there any issue or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?</i></b>	
Gender	RQIA staff data as of December 2023:	
	Male	25.14%
	Female	74.86%

Age	<p><b>RQIA staff data as of December 2023:</b></p> <table border="1"> <tr><td>16-24</td><td>1.64%</td></tr> <tr><td>25-29</td><td>4.92%</td></tr> <tr><td>30-34</td><td>4.92%</td></tr> <tr><td>35-39</td><td>8.74%</td></tr> <tr><td>40-44</td><td>10.93%</td></tr> <tr><td>45-49</td><td>15.85%</td></tr> <tr><td>50-54</td><td>16.94%</td></tr> <tr><td>55-59</td><td>14.75%</td></tr> <tr><td>60-64</td><td>15.30%</td></tr> <tr><td>&gt;=65</td><td>6.01%</td></tr> </table>	16-24	1.64%	25-29	4.92%	30-34	4.92%	35-39	8.74%	40-44	10.93%	45-49	15.85%	50-54	16.94%	55-59	14.75%	60-64	15.30%	>=65	6.01%
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>=65	6.01%																				
Religion	<p><b>RQIA staff data as of December 2023:</b></p> <table border="1"> <tr><td>Perceived Protestant</td><td>0.55%</td></tr> <tr><td>Protestant</td><td>37.16%</td></tr> <tr><td>Perceived Roman Catholic</td><td>2.19%</td></tr> <tr><td>Roman Catholic</td><td>34.43%</td></tr> <tr><td>Neither</td><td>5.46%</td></tr> <tr><td>Perceived Neither</td><td>0.00%</td></tr> <tr><td>Not assigned</td><td>20.22%</td></tr> </table>	Perceived Protestant	0.55%	Protestant	37.16%	Perceived Roman Catholic	2.19%	Roman Catholic	34.43%	Neither	5.46%	Perceived Neither	0.00%	Not assigned	20.22%						
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Not assigned	20.22%																				
Political Opinion	<p><b>RQIA staff data as of December 2023:</b></p> <table border="1"> <tr><td>Broadly Nationalist</td><td>1.64%</td></tr> <tr><td>Other</td><td>1.09%</td></tr> <tr><td>Broadly Unionist</td><td>1.64%</td></tr> <tr><td>Not assigned</td><td>89.07%</td></tr> <tr><td>Do not wish to answer</td><td>6.56%</td></tr> </table>	Broadly Nationalist	1.64%	Other	1.09%	Broadly Unionist	1.64%	Not assigned	89.07%	Do not wish to answer	6.56%										
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Marital Status	<p><b>RQIA staff data as of December 2023:</b></p> <table border="1"> <tr><td>Divorced</td><td>2.73%</td></tr> <tr><td>Mar/CP</td><td>37.70%</td></tr> <tr><td>Other</td><td>0.00%</td></tr> <tr><td>Separated</td><td>0.55%</td></tr> <tr><td>Single</td><td>6.56%</td></tr> <tr><td>Unknown</td><td>51.37%</td></tr> <tr><td>Widow/R</td><td>0.00%</td></tr> <tr><td>Not assigned</td><td>1.09%</td></tr> </table>	Divorced	2.73%	Mar/CP	37.70%	Other	0.00%	Separated	0.55%	Single	6.56%	Unknown	51.37%	Widow/R	0.00%	Not assigned	1.09%				
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Widow/R	0.00%																				
Not assigned	1.09%																				
Disability	<p><b>RQIA staff data as of December 2023:</b></p> <table border="1"> <tr><td>No</td><td>33.33%</td></tr> <tr><td>Not assigned</td><td>65.57%</td></tr> <tr><td>Yes</td><td>1.09%</td></tr> </table>	No	33.33%	Not assigned	65.57%	Yes	1.09%														
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Dependent Status	<b>RQIA staff data as of December 2023:</b>	
	Yes	9.29%
	Not assigned	87.98%
	No	2.73%
Ethnicity	<b>RQIA staff data as of December 2023:</b>	
	Not assigned	87.98%
	White	12.02%
	Other	0.00%
	Black African	0.00%
	Indian	0.00%
	Chinese	0.00%
Sexual Orientation	<b>RQIA staff data as of December 2023:</b>	
	Do not wish to answer	0.00%
	Not assigned	88.52%
	Opposite sex	9.84%
	Both Sexes	0.00%
	same sex	1.64%

## 2.2 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>Needs and Experiences</b>
	Based on the Department for Communities 2019/2020 data those in the categories referenced in this section may identify an impact associated with their Line Manager and RQIA as an Organisation in applying this policy and procedure.
Religion	Where staff members hold different religious opinions these should be discussed professionally, recorded where necessary and mutually agreed outcomes actioned.
Political Opinion	Where staff members hold different political opinions these should be discussed professionally, recorded where necessary and mutually agreed outcomes actioned.
Marital Status	Where a staff member identifies an impact associated with their Line Manager in respect of their marital status this should be discussed professionally, recorded where necessary and mutually agreed outcomes actioned.

Dependent Status	Females/those with dependants are more likely to be carers and therefore work part-time, therefore these staff may require timing of meetings to suit their working pattern.
Disability	Where an individual staff member has a disability, Line Manager consideration in operationalising this procedure needs to take cognisance of how the process, the approach to meetings and variance to documentation is required. i.e. documentation in large font or easy read format.
Ethnicity	Where staff members come from different ethnic groups, Line Manager consideration in operationalising this procedure needs to take cognisance of how the process and approach to meetings may require variation.
Sexual Orientation	Where a staff member identifies an impact associated with their Line Manager in respect of their sexual orientation this should be discussed professionally, recorded were necessary and mutually agreed outcomes actioned.
Gender	As above Where a staff member identifies an impact associated with their Line Manager in respect of their gender this should be discussed professionally, recorded were necessary and mutually agreed outcomes actioned.
Age	Where a staff member identifies an impact associated with their Line Manager in respect of their age this should be discussed professionally, recorded were necessary and mutually agreed outcomes actioned.

### 2.3 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.**

As per section 2.2

## 2.4 Making Changes

**Based on the equality issues you identified in 2.2, 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><b>In developing the policy or decision what did you do or change to address the equality issues you identified?</b></i>	<i><b>What do you intend to do in future to address the equality issues you identified?</b></i>
<p>In accordance with section 3.5 and within the PCS1:1 Agreement (Appendix 2) of the policy, where mutual agreement cannot be reached either party in relation to difference of Religious Opinion, Political Opinion, Martial Status, Dependants Status, Disability, Ethnicity, Sexual Orientation, Gender and or Age and Human Rights (Article 8) the Manager/Staff member can engage with line management to consider alternative PCS1:1 arrangement.</p>	<p>RQIA will undertake evaluation one year following policy implementation, this evaluation will seek feedback from all staff in respect of any equality and Human Rights (Article 8) issue arising as result of the PCS1:1 Policy. Thereafter review will occur in accordance with the standard three yearly policy review schedule, or earlier upon identification of an equality issue.</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)**

<i><b>Group</b></i>	<i><b>Impact</b></i>	<i><b>Suggestions</b></i>
N/A	N/A	N/A

**(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.**

There has been potential impact identified through the screening of this Policy on staff who will receive PCS 1:1 however RQIA has put in place mitigation to address these. It is not thought that subjecting the Policy to an EQIA will further identify opportunities to promote equality of opportunity.

RQIA recognises the need to consider the impact on Section 75 groups of this Policy and subsequent policies in the course of its work.

Due consideration has been given to those individuals within Section 75, of the Northern Ireland Act (1998), particularly those individuals from ethnically diverse groups, including age, sexual orientation, religion, political opinion, disability, gender, marital status, dependent status and ethnicity

#### **(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>
As the PCS1:1 Policy only applies to staff working within RQIA the policy has no direct impact on encouraging disabled people to participate in public life.	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?**

<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>
As outlined above	As outlined above

## (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	Yes
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?	Is it legal? Yes/No
8	Yes	<p>Staff impact</p> <p>Person Centred Supportive 1:1 sessions are confidential and to be respected and understood by both parties, there are however constraints on confidentiality e.g. if there is legal justification or it is considered in the public interest, to prevent serious harm, injury or damage.</p> <p>Person Centred Supportive 1:1 records may require to be shared with others e.g., where there are grievances or disciplinary proceedings, without the consent of the parties involved. The Person Centred Supportive 1:1 agreement (Appendix 2) should clarify any restraints upon confidentiality</p>	Yes

*\* 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.**

All staff attend Human Rights Training, most recently updated in 2023

**(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
RQIA will commit to collecting equality monitoring data when undertaking of PCS1:1 of staff as detailed in section 2.5 above.	RQIA will commit to collecting equality monitoring data when undertaking of PCS1:1 of staff as detailed in section 2.5 above.	RQIA will commit to collecting equality monitoring data when undertaking of PCS1:1 of staff as detailed in section 2.5 above.

Approved Lead Officer: Amanda Jackson

Position: Assistant Director Adult Care Services

Date: 13/06/2024

Policy/Decision Screened by: \_\_\_\_\_

**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](mailto:Equality.Unit@hscni.net)

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

Equality Unit [equality.unit@hscni.net](mailto:equality.unit@hscni.net)