



Equality and Human Rights Screening Report

April 2020 – March 2021

These screenings can be viewed on the BSO website under:
<http://www.hscbusiness.hscni.net/services/3086.htm>

Policy / Procedure	Policy Aims	Date	Screening Decision
Annual Business Plan	The BSO Corporate Plan 2018-21 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.	Sep-20	Screened out without mitigation
CEC Education Delivery Plan	The CEC Education Delivery Plan contains the Nursing and Midwifery programme offering to Service Level Agreement clients for the financial year 2021/22	Oct-20	Screened out with mitigation
Environmental Management Policy	The BSO aims to ensure that its core business activities are aligned with its commitment to reducing the environmental impact	Sep-20	Screened out without mitigation
HSC Clinical Education Centre Education Code of Dress Policy (2020)	The objective of this policy will be attained by teaching staff wearing a CEC uniform during the delivery of education and clinical skills training programmes. The policy states its purpose is to provide a standard Code	Jan 21	Screened out with mitigation

	of Dress Policy for CEC teaching staff who deliver face to face clinical skills programmes via the class room or practice simulation and to provide all teaching staff with the opportunity to wear a CEC uniform by choice when delivering non- clinical skills programmes.		
HSC Clinical Education Centre Education Delivery Plan 2021/22 (Mental Health and Learning Disabilities Programmes)	The Clinical Education Centre (CEC) Delivery Plan (EDP) details nursing and midwifery programmes offered to Service Level Agreement (SLA) clients for the financial year 2021/22.	Mar-21	Screened out with mitigation
ITS Patient Portal	The regional rollout of the Patient Portal application to patients / clients living with a long term health condition, which is a secure, user friendly, web-based tool designed for patients – and their registered carers – to manage their own patient record and communicate with their healthcare providers	Jan-21	Screened out with mitigation
ITS Staff Reintegration	The programme will implement guidance issued by Human Resources and Corporate Services regarding return to the workplace. The constraint is social distancing; the project must facilitate social	Oct-20	Screened out with mitigation

	distancing in the workplace to ensure employee safety.		
Management of Change	The document provides guidance to managers and employees in relation to Organisational Change in order to have a consistent process to support staff and the organisation through organisational change programme. Management of Change (MoC)	Aug-20	Screened out without mitigation
Policy for Service User and Carer Representative Involvement within the HSC Clinical Education Centre	The policy outlines service user involvement in HSC CEC design and delivery of education programmes for nurses, midwives and AHPs reflective of health and social care policy.	Feb-21	Screened out with mitigation
Retire & Return Policy and Guidelines for Application	In a critical period such as a pandemic situation, in which specialised skills are needed and are in short supply, it may be necessary to retain the service of former employees, for a limited period after their retirement, through a 'Retire and Return' scheme, without the need for a recruitment exercise. The policy provides guidelines and defines the process for applying the BSO Retire and Return Policy.	Feb-21	Screened out with mitigation
Risk Management Strategy including policy statement;	The purpose of the risk management strategy and policy statement is to	Jul-20	Screened out without mitigation

<p>and staff procedure for the management of risk registers</p>	<p>establish a consistent and integrated approach to the management of risk throughout the BSO.</p> <p>The procedure for the management of risk registers provides guidance on the management of risk registers by outlining the method for identifying and assessing risk, scoring and recording of risks on risk register, development of risk action plans and the process for escalation and aggregation of risks.</p>		
<p>Voluntary Scheme for the Extra-Ordinary Payment of Unused Contractual Leave Entitlement</p>	<p>As a one-off extra-ordinary option, given the current pandemic, HSC organisations will offer payment for the balance of any contractual leave above the statutory minimum (i.e. above 5.6 weeks) that staff have been unable to use during the 2020/2021 financial year due to service pressures.</p>	<p>Feb-21</p>	<p>Screened out without mitigation</p>
<p>Working From Home Policy</p>	<p>To work effectively, any working from home arrangement must primarily meet the business needs of the BSO, followed by the individual needs of staff, to ultimately ensure the continued delivery of safe and high quality services.</p>	<p>Aug-20</p>	<p>Screened out with mitigation</p>

No concerns were raised by consultees on any of the screenings published in 2020-21.