

Appendix 2

Equality and Human Rights Screening Report

April 2015 – March 2016



**Business Services
Organisation**

*1	'screened in' for equality impact assessment (EQIA)
2	'screened out' with mitigation
3	'screened out' without mitigation

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
NIHSC Interpreting Service Training Strategy	This strategy has been developed to support the Interpreting Service in meeting the needs of Patients, Clients and HSC Staff and to improve client satisfaction and service delivery through delivery of high-quality training to its Interpreters.	May-15	2
Relocation of GP Payment function from Ballymena to Belfast	Co-location with the other FPS payment functions, which are based in Belfast, allows for greater flexibility in the deployment of resources across FPS and provides an opportunity to reduce management costs.	Apr-15	2
Incident reporting Policy	To establish a policy document of the Business Services Organisation's responsibility for reporting all incidents/risks to ensure the safety and well-being of staff and to assist in the effective running of daily operations.	Jun-15	2
Corporate Strategy 2015 - 18 BSO Business Plan 2015 - 16	The Corporate Strategy 2015-18 sets out the strategic context in which the organisation operates, along with Mission, Values and Strategic Objectives for this three year period.	Apr-15	3

Business Services Organisation (BSO) Service Offering 2015/16	The aim of this document is to articulate the BSO's service offering for 2015/16. This is underpinned by the DHSSPSNI's determination that the BSO has to make cash savings for the 2015/16 financial year. This document therefore indicates how each service area will provide these savings e.g. on goods and services and/or pay, income generation or increases in productivity.	Mar-15	3
Terms of Engagement Interpreting Service	Interpreters on the register provide interpreting services within health and social care on a self-employed sessional basis. The Terms of Engagement ensure that the practicalities of the work as well as the ethics are explicit and provide clarity in relation to good governance and processes for both interpreters and BSO.	Jun-15	2
BSO Records Policy	The Policy explains how the Business Services Organisation will manage the creation, retention and destruction of all course of business records created and managed by the BSO.	Aug-15	2
Disability Action Plan 2013 - 18	The purpose of this action plan is to outline some key actions that we are going to deliver upon to make a difference to people with disabilities including staff and people who use our services, and where relevant, their carers. It relates to the disability duties under the Disability Discrimination Order. We have reviewed our plan and updated it accordingly.	Jun-15	2
Disability Placement Scheme	The 26 week placement opportunities are unpaid, targeted at people with a diverse range of disabilities	Feb-15	2

	wishing to gain meaningful work experience. The objective is twofold: to support people with a disability gaining meaningful work experience and to promote positive attitudes to people with a disability.		
Expansion of Corporate Services	The objective is to explore the scope for certain functions to be expanded within the BSO in order to improve efficiency and effectiveness, as part of the Permanent Secretary's on-going review of administrative structures.	Nov-15	2
BSO Risk Management Strategy including policy statement, BSO Risk Management Guide, Procedure for the Management of Risk Registers, Risk Management Policy	The purpose of the risk management strategy and policy statement is to establish a consistent and integrated approach to the management of risk throughout the BSO.	Feb-16	2
ORECNI-Portal	The aim of the Portal is to give members access to relevant papers for meetings, allowing them to access the papers in a timely manner. It is also intended to be an alternative to paper.	Sep-15	2