



EQUALITY SCREENING TEMPLATE

See [Guidance Notes](#) (POL:PP:032) 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 .

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy (incl. doc. reference number) or decision :

PP014 – NIBTS Disciplinary Policy and Procedure
PP026 – NIBTS Grievance Policy and Procedure

1.2 Description of policy or decision

- **what is it trying to achieve? (aims and objectives)**
- **how will this be achieved? (key elements)**
- **what are the key constraints? (for example, financial, legislative or other)**

The Disciplinary and Grievance Policies and Procedures deal with employee conduct and concerns ensuring that just, fair and effective arrangements exist for dealing with issues which arise. The Policies should be regarded as a valuable tool to promote positive employee relations, effective partnership working, long lasting resolutions and to improve standards of behaviour through accountability and learning.

The Northern Ireland Blood Transfusion Service (NIBTS) is committed to our values of openness and honesty, compassion, excellence and working together. These provide the framework for achievement of a Just Culture approach through supportive, constructive and fair evaluation of the actions of employee involved in an incident, error, concern or complaint.

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

Key Stakeholder: All staff and Trade Unions

Trade Unions have been a key partner in the development of this new policy designed to promote best employee relations practice.



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

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

PP006 Equal Opportunities 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.

Qualitative data from consultation with Trade Unions. Process of consultation and benchmarking during policy development and final sign off by HR Directors and Regional Joint Negotiation Committee Forum.

NIBTS Staff Data & HSC Regional Equality Data.

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.

Category	<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>			
Gender	<p><u>NIBTS Staff Data:</u> 70% Female, 30% Male</p> <p><u>HSC Regional Data:</u> 78.53 % Female, 21.17% Male</p>			
Age	NIBTS Staff Data:		HSC Regional Data:	
	Age Group	%	Age Group	%
	16-24	3%	16-24	6.57%
	25-34	20%	25-34	23.71%
	35-44	23%	35-44	24.37%
	45-54	21%	45-54	23.25%
	55-64	28%	55-64	18.29%
	>=65	5%	65+	3.66%



Religion	<p><u>NIBTS Staff Data:</u> 45% Protestant 37% Roman Catholic 8% Neither 10% Not determined</p> <p><u>HSC Regional Data:</u> 34.4% Protestant 42.57% Roman Catholic 22.74% Neither</p>
Political Opinion	<p><u>NIBTS Staff Data:</u> 8.5% Broadly Nationalist 7.5% Broadly Unionist 16% Other 68% No answer</p> <p><u>HSC Regional Data:</u> 7.87% Broadly Nationalist 7.63% Broadly Unionist 7.77% Other 76.38% Not Disclosed</p>
Marital Status	<p><u>NIBTS Staff Data:</u> 18% Unknown 27% Single 53% Married / Civil Partnership 1% Divorced 0.5% Widowed 0.5% Separated</p> <p><u>HSC Regional Data:</u> 17.88% Unknown 29.48% Single 51.43% Married / Civil Partnership 0.81% Divorced 0.10% Widowed</p>
Dependent Status	<p><u>NIBTS Staff Data:</u> 28% Staff with dependents 27% Staff without dependants 45% Not disclosed</p>



	<p><u>HSC Regional Data:</u> 15.78% Staff with dependents 28.42% Staff without dependents 40.86% Not disclosed</p>
Disability	<p><u>NIBTS Staff Data:</u> 52% No Disability 4% With Disability 44% Not Disclosed</p> <p><u>HSC Regional Data:</u> 48.88% No Disability 5.06% With Disability 45.76% Not Disclosed</p>
Ethnicity	<p><u>NIBTS Staff Data:</u> 65% White Less than 1% Pakistani Less than 1% Other 34% Not Disclosed</p> <p><u>HSC Regional Data:</u> 60.71 % White 2.69% Other 36.60% Not Disclosed</p>
Sexual Orientation	<p><u>NIBTS Staff Data:</u> 50% Someone of the opposite sex 3.5% Someone of the same sex 2.5% Do not wish to answer 44% Not Disclosed</p> <p><u>HSC Regional Data:</u> 42.80% Someone of the opposite sex 1.16% Someone of the same sex 0.20% Same and Opposite Sex 55.55% Not Disclosed</p>

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.



Category	Needs and Experiences
Gender	There is a significantly higher proportion of female than male employees within the sector however no specific gender needs are identified.
Age	While the % of staff in each age group are generally proportionally well spread issues may emerge between younger and older staff due to generational differences / views.
Religion	Percentage of Protestant staff and Roman Catholic staff vary slightly. While the possibility of sectarian issues arising exists, this hasn't been an issue for NIBTS in the past.
Political Opinion	While the possibility of sectarian issues arising exists, this hasn't been an issue for NIBTS in the past.
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	<p>Issues may emerge between staff with and without dependents. The policies allow for process which will allow for any issues to be dealt with in a fair and mutually respectable way.</p> <p>Households headed by a single parent or those who are carers of an individual with a disability are most likely to have lower incomes. If dismissed from post and re-instated following an appeal, they may be more likely to make a case for re-imburement of loss of earnings as financial detriment is likely to impact more on employees who are carers or single parents compared to other staff.</p>
Disability	<p>These staff may require representation or advocate at meetings / hearings etc. Venue adjustments may be required.</p> <p>Written material may be needed in alternative formats. Issues relating to accessibility information for people with disabilities are considered in our Accessible Formats Policy.</p> <p>Individuals with certain disabilities may not have the capacity to stick to certain timeframes within the policies, for example if the nature of their disability means they have flare-ups or periods of sickness e.g. people suffering from MS etc. these will be mitigated as and when they arise.</p>
Ethnicity	<p>Issues relating to accessible information for people whose first language is not English are considered in our Accessible Formats Policy.</p> <p>Knowledge of the complex terminology may be limited for certain staff, interpreters / translators will be provided where necessary.</p> <p>Racism issues may arise.</p>
Sexual Orientation	44% of staff have not disclosed their sexual orientation. Staff raising any issues relating to sexual orientation may find it difficult if they wish not to disclose their sexual orientation. The policies allow for process which will allow for any issues to be dealt with in a fair and mutually respectable way.



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.

N/A

2.4 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>
<p>The policies are designed to take into consideration all mitigating factors which may include factors related to one or more equality group. The approach of these policies is HSC values based with consideration given to Fairness, Confidentiality, Equality and Natural Justice.</p> <p>Dependents:</p> <p>Financial detriment following a dismissal and reinstatement following an appeal may be higher for those staff with dependents, who are careers or single parents – all considerations</p>	<p>The policies will be reviewed every 2 years with the intention to address any equality issues which may arise.</p>



<p>for financial detriment will be considered on a case by case basis.</p> <p>Disability:</p> <p>Individuals with certain disabilities may not have the capacity to stick to certain timeframes within the policies. These will be mitigated as and when they arise with timeframes extended to accommodate anyone with a disability.</p>	
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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)

Group	Impact	Suggestions
Religion	The policies are designed to take into consideration all mitigating factors which may include factors related to one or more equality group. The approach of these policies is HSC values based with consideration given to Fairness, Confidentiality, Equality and Natural Justice.	No particular factors identified however the policies are subject to the provisions of the NIBTS Equal Opportunities Policy.
Political Opinion		
Ethnicity		



(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	<input type="checkbox"/>
Minor impact	<input checked="" type="checkbox"/>
No further impact	<input type="checkbox"/>

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

Please tick:

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>



Please give reasons for your decisions.

Having screened the policies and put in place mitigation for any impacts identified it is not thought that subjecting the policy / decision to an EQIA will further identify opportunities to promote equality of opportunity.

The policies have been developed in line with best practice recommendations and based upon 5 key principles of HSC values, Fairness, Confidentiality, Equality and Natural Justice. Specific actions have been introduced as the policies were being developed to better promote equality of opportunity.



(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?

<i>How does the policy or decision currently encourage disabled people to participate in public life?</i>	<i>What else could you do to encourage disabled people to participate in public life?</i>

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?

<i>How does the policy or decision currently promote positive attitudes towards disabled people?</i>	<i>What else could you do to promote positive attitudes towards disabled people?</i>



(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.	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 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	No
1 st 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
The policies will be reviewed locally and regionally and consideration given to any unforeseen impacts.	The policies will be reviewed locally and regionally and consideration given to any unforeseen impacts.	The policies will be reviewed locally and regionally and consideration given to any unforeseen impacts.

Approved Lead Officer: Rumy Collins
 Position: HR & Training Manager
 Date: 18th January 2023
 Policy/Decision Screened by: Rumy Collins

Please note that having completed the screening you are required by statute to publish the completed screening template, as per NIBTS 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 a copy of the completed screening template and policy/strategy to the HR Office for publishing.

If you require this document in an alternative format (such as large print, Braille, disk, audio file, audio cassette, Easy Read or in minority languages to meet the needs of those not fluent in English) please contact a member of the HR department.