

Equality and Human Rights Screening Report

April 23- March 24



Patient and Client Council
Your voice in health and social care



Social
Care
Council



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
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 **April 2023 – June 2024**. Since our website is currently under development, all policies and screening templates listed can be provided on request by emailing equality.unit@hscni.net. 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	Clinical Education Centre - Reflective Supervision Policy	This policy will outline the processes in place to enable each Nursing and Midwifery Council registrant (supervisee) the opportunity to reflect on and discuss their practice at least twice per year with another experienced practitioner (supervisor).	Feb-23	Screened out with mitigation
BSO	Draft Equality and Disability Action Plans 2023-28	In line with our commitments under Section 75 of the Northern Ireland Act 1998 and our Equality Scheme, the Equality Action Plan 2023-28 identifies a number of key actions to promote equality. The purpose of the	May-23	Screened out with mitigation

		<p>Disability 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 - to promote positive attitudes towards disabled people and encourage the participation by disabled people in public life.</p>		
BTS	<p>NIBTS Disciplinary Policy and Procedure</p> <p>NIBTS Grievance Policy and Procedure</p>	<p>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.</p> <p>The Policies should be regarded as a valuable tool to promote positive employee relations, effective partnership working, long lasting resolutions and to improve standards</p>	Apr-23	Screened out with mitigation

		of behaviour through accountability and learning.		
NIPEC	Annual Business Plan 2022-23	NIPEC's Annual Business Plan for 2022-23 details how it will make best use of its resources to achieve its strategic objectives. It also details how NIPEC plan to improve how they work	May-23	Screened out with mitigation
PHA	Draft Equality and Disability Action Plans 2023-28	In line with our commitments under Section 75 of the Northern Ireland Act 1998 and our Equality Scheme, the Equality Action Plan 2023-28 identifies a number of key actions to promote equality. The purpose of the Disability 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	May-23	Screened out with mitigation

		services, and where relevant, their carers - to promote positive attitudes towards disabled people and encourage the participation by disabled people in public life.		
BSO	Draft Equality and Disability Action Plans 2023-28	In line with our commitments under Section 75 of the Northern Ireland Act 1998 and our Equality Scheme, the Equality Action Plan 2023-28 identifies a number of key actions to promote equality. The purpose of the Disability 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 - to promote positive attitudes towards disabled people and encourage the participation by disabled people in public life.	May-23	Screened out with mitigation

BSO	HSC Digital Programme	<p>In March 2019, the Permanent Secretary of the Department of Health (DoH), as the Programme Sponsor, requested that the HSC Digital Programme be established to expand shared services for HSCNI IT delivery. As a result of this mandate, a regional HSC programme was established (HSC Digital), which has undertaken wide stakeholder engagement to investigate various options available for this delivery.</p> <p>As a result of this work, the preferred option of the Programme Board was to establish a new HSC Digital Directorate within BSO, expanding the existing IT Shared Service offering. The preferred option is to move existing IT staff within the six Trusts, BSO ITS and NIBTS to within a new directorate within BSO. The decision to take this preferred option</p>	Jun-23	Screened out with mitigation
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		is covered in this screening document.		
BTS	Closure of fixed donation site at 16 College St, Belfast, previously used one day per month (CM1819).	<p>NIBTS rent lower ground floor space, to run as a static blood donation centre. Donor attendance was declining prior to the COVID-19 pandemic, and the decline has increased significantly since that time. NIBTS pay £1,000 per month for the use of the premises.</p> <p>Other HSCNI occupants of 16 College St., have requested use of the space allocated to NIBTS.</p> <p>NIBTS staff were only rostered to work at College St. one day per month, as part of their normal</p>	May-23	Screened out with mitigation

		<p>working pattern, and not all staff would work there. There will be no changes to their working pattern.</p> <p>Donors who had previously donated at College St. will be offered alternative venues.</p>		
PCC	Adult Safeguarding Policy	These procedures outline the actions needed to respond to adults at risk of abuse or harm and are in line with new guidelines from the Northern Ireland Adult Safeguarding Partnership.	Sep-22	Screened out with mitigation
PCC	Centre Contingency Plan	This plan outlines the action to be taken in the event of any major incident occurring such as fire, flood, bomb warning etc – that may be dangerous or life-threatening to staff or other users. It also describes the process by which learners will be able to continue their studies in the	Oct-22	Screened out with mitigation

		event of the Patient and Client Council withdrawing certain course services as a result of any unforeseen circumstances, physical or administrative.		
PCC	Data Protection and Confidentiality	This policy is to support the protection, control and management of personal information. The Policy covers <u>all information</u> within the PCC and is concerned with <u>all information systems</u> , electronic and non-electronic information and information systems, information in all formats and all types of media.	Jan-23	Screened out without mitigation
PCC	Information Governance Strategy and Framework	This policy will: Outline the PCC approach to fulfilling its information governance responsibilities and ensure compliance with legal and regulatory frameworks;	Oct-22	Screened out without mitigation

		<p>Ensure that there is a robust framework concerning the obtaining, recording, holding, using, sharing and destruction of all data and records held or used and ensuring that relevant information is available when and where it is needed;</p> <p>Give assurance that systems are in place, ensuring that information is processed legally, securely, efficiently and effectively.</p>		
PCC	Internal verification Policy	<p>Effective internal verification is the process by which the OCN Learning Centre, in this case the PCC, ensures that the standard of assessment remains consistent over time and that there is consistency and standardization in the assessment decisions made by different assessors. This in turn ensures that learners are treated</p>	Dec-22	Screened out with mitigation

		fairly and equally in the assessment of their work.		
PCC	Malpractice Policy	This protocol describes the process by which the organisation will report, investigate and record allegations of malpractice in relation to the organisations OCN accredited/endorsed training provision.	Mar-23	Screened out with mitigation
PCC	Reasonable Adjustments and Special Consideration	This policy sets out the procedures that employees and learners must follow when implementing reasonable adjustments and special considerations in respect of the PCC's training provision.	Dec-22	Screened out with mitigation

PCC	Reimbursing Expenses and Reciprocal Recognition Payments Policy	The purpose of this policy is to ensure that our organisation offers a consistent approach in line with HSC regional guidance as to when and how we will reimburse out-of-pocket expenses and offer recognition payment.	Oct-22	Screened out with mitigation
PCC	Risk Management Strategy	This Risk Management Strategy and Policy sets out the PCC's approach to risk management. It sets out how risk is managed across the organisation, and ensures a consistent approach to identify and deal with risks that may impact on the PCC's ability to achieve its strategic aims and objectives.	Jan-23	Screened out without mitigation
SCC	Strategic Plan 2022-28	The Strategic Plan outlines the organisation's purpose, commitment, focus and vision of being a driving force for improvement in the quality of health and social care in Northern Ireland. This Plan will be used by	May-23	Screened out with mitigation

		RQIA as a document to ensure the strategic direction is set for the next number of years.		
SBNI	Business Plan 2023-2024	This SBNI Business Plan 2023-2024 represents Year Two of the SBNI Strategic Plan 2022-2026.	Mar-23	Screened out with mitigation
SBNI	Child Protection Case Conference Appeals Process	This revision of this policy is to provide an additional independent level of oversight and decision-making in respect of the management of this appeals process around the process for appealing the initial decision.	Jun-23	Screened out without mitigation

SBNI	Sexually Active Children Guidance	This guidance is intended to provide information to safeguarding professionals who are working with young people who are below the age of legal consent and who may be engaged in sexual activity that is of a non-abusive nature.	Jun-23	Screened out without mitigation
Social Care Council	Annual Business Plan	To support the delivery of the new Strategic Plan 2023-27 the Social Care Council have developed an annual Business Plan for 2023/24 which explains what it will do during the year in support of the new strategic themes.	Apr-23	Screened out with mitigation
Social Care Council	Strategic Plan 2023-27	The Social Care Council developed a new Strategic Plan for the period April 2023 to March 2027 following a period of consultation with registrants, staff, the Board, stakeholders and partners, other HSC organisations and its Partnerships, including the	Apr-23	Screened out with mitigation

		Participation Partnership (which comprises people who use services and carers).		
BSO	Equality and Disability Action Plans 2023-28	In line with our commitments under Section 75 of the Northern Ireland Act 1998 and our Equality Scheme, the Equality Action Plan 2023-28 identifies a number of key actions to promote equality. 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 - to promote positive attitudes towards disabled people and encourage the participation by disabled people in public life.	Sep-23	Screened out with mitigation

BTS	Equality and Disability Action Plans 2023-28	In line with our commitments under Section 75 of the Northern Ireland Act 1998 and our Equality Scheme, the Equality Action Plan 2023-28 identifies a number of key actions to promote equality. 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 - to promote positive attitudes towards disabled people and encourage the participation by disabled people in public life.	Sept-23	Screened out with mitigation
RQIA	RQIA Policy on the Management of Unreasonable, Persistent and Vexatious Contacts	The Regulation and Quality Improvement Authority (RQIA) is the independent body that regulates and inspects the quality and availability of Northern Ireland's Health and Social Care (HSC) services. RQIA was established under The Health and	Dec-23	Screened out with mitigation

		Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 (the 2003 Order) to drive improvements for everyone using health and social care services.		
SBNI	Equality and Disability Action Plans 2023-28	The policy outlines how the SBNI will address issues of equality in all its work	Mar-23	Screened out with mitigation
BSO	Conflict, Bullying and Harassment in the Workplace Policy and Procedure	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.	Jan-24	Screened out without mitigation

BSO	BSO Fraud Policy	This policy sets out BSO commitment and approach to the prevention of fraud and to promote an anti-fraud culture. The Policy is to provide a definition of fraud and to outline all staff's responsibilities regarding the prevention of fraud. It is set out in line with the Fraud Act and DoH guidance and requirements.	Feb-24	Screened out without mitigation
BSO	BSO Gifts and Hospitality Policy	This policy sets out the BSO approach to dealing with Gifts and Hospitality. It provides advice to staff, who either receive offers of gifts and hospitality or provide gifts and hospitality to others on behalf of the BSO.	Feb-24	Screened out without mitigation

BSO	Violence and Aggression the Workplace – HSC Framework	The purpose of this framework is to outline the HSC commitment in partnership with staff representatives, to ensure the prevention, reduction and management of violence and aggression towards staff in the workplace, and to ensure associated structures, policies and support is in place to enable staff to work safely.	Feb-24	Screened out with mitigation
NIPEC	NIPEC Hybrid Working Policy– Guidance for Managers & Staff	The purpose of the NIPEC Hybrid Working Policy– Guidance for Managers & Staff is to set out the criteria and arrangements for how employees can apply for hybrid working. The Guidance shall ensure a consistent approach which meets the needs of our business and the health and wellbeing of staff. Productivity of NIPEC business will continue to be evaluated and reported to Council in line with	Mar-24	Screened out with mitigation

		NIPEC's Performance Management Policy.		
PCC	Freedom of Information Policy	The Freedom of Information Act 2000 (FOI) gives the public a general right of access to information held by a public authority, subject to certain conditions and exemptions. FOI promotes greater openness and accountability across the public sector, therefore facilitating a better understanding of how public bodies carry out their business and how they spend public money. FOI places a statutory obligation on the Patient and Client Council (PCC) to publish details of all recorded information that it holds, except where an exemption applies. FOI is wholly retrospective and applies to all information held by public	Oct-23	Screened out without mitigation

		<p>authorities regardless of its date. The Environmental Information Regulations 2004 (EIR) gives the right to access 'environmental information' held by public authorities, and therefore requires similar measures for all environmental information held by PCC.</p>		
PHA	Self-Harm Intervention Programme (SHIP): Re-tender	<p>Under the Protect Life Suicide Prevention Strategy for Northern Ireland, the PHA is tasked with commissioning services for people who self-harm. A Self-Harm Intervention Programme (SHIP) will be provided by Community and Voluntary sector organisations, targeting those with less complex problems that would otherwise be discharged from Health and Social Care Trusts with little or no support in place. It complements the mental</p>	Jan-24	Screened out with mitigation

		health services provided by the Trusts.		
RQIA	External Experts: Remuneration, Travel and Subsistence Policy	The Regulation and Quality Improvement Authority (RQIA) will ensure this policy supports the delivery of the highest possible standards of probity, regularity and value for money in the execution of its duties. Furthermore, RQIA will adhere to the basic principle of public sector organisations to execute the proper use of public funds and to be open and accountable in the management and reporting of the same. It is RQIA policy to ensure External Experts are reimbursed promptly and appropriately for any services provided and are paid for any prior agreed expenses incurred whilst undertaking work related to	Dec-23	Screened out without mitigation

		<p>RQIA Activity. RQIA will remunerate External Experts for the time spent undertaking RQIA activity along with permitted travel and subsistence costs which will allow Expert External Experts to attend RQIA or other venues as required. These payments will be balanced with the duty of RQIA to ensure best use of public monies.</p>		
RQIA	Policy for Inspection Support Volunteers (ISV's)	<p>The purpose of this policy is to set out RQIA's arrangements for recruitment, induction and support to the ISV programme. To be an effective regulator it is essential that RQIA collects data, information, and regulatory intelligence to effectively support engagement with relevant stakeholder groups during inspection. Inspection Support Volunteers (ISV's) play a vital role as members of our inspection teams, bringing with them public insight and</p>	Dec-23	Screened out with mitigation

		helping teams to consider an independent lay perspective.		
SCC	Travel and Subsistence Policy	The Northern Ireland Social Care Council has developed a Travel and Subsistence Policy to help ensure the most efficient, effective and economical use of its travel and subsistence budget to provide all staff with a standard access point for processing and arranging travel and accommodation. It is designed to achieve the most cost-effective and economical use of taxpayers' money.	Feb-24	Screened out with mitigation