



Western Health and Social Care Trust

EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: Removal of set holiday closure practices in Day care.	
Lead Manager: Liz Mc Guinness	Title: Day care/Day Opportunities Manager
Directorate AMHD	Department: Physical Disability
Contact details: Address: Drumcoo day centre, I Cherrymount Rd, Enniskillen, Co Fermanagh.BT74 4GN	
Tel: 07825965926. 028 66324400	
Email: Elizabeth.mcguinness@westerntrust.hscni.net	
Short Description of Policy	
Modernisation of day care by providing an improved flexible day care service that reflects the current needs of staff and service users by offering greater flexibility with holiday leave by removing dated set closure practices.	
Final Recommendations: (please tick as appropriate)	
1. GREEN: No equality issues/impact: no further action	
2. AMBER: Minor equality issues/impact: actions identified	X
3. RED: Major equality issues/impact: full EQIA recommended	
<p>Please send draft completed form for quality assurance to equality.admin@westerntrust.hscni.net</p> <p>For further information on quality assurance see page 3, section 3.</p>	
Final Approval Date:	

(1) INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1 Title of policy or proposal

Increased utilisation of day care by providing a service that reflects the current needs of staff and service users by offering greater flexibility with holiday leave by removing dated set closure practices in the summer months.

1.2 Description of policy or proposal.

Drumcoo Day Centre is based in Enniskillen Co Fermanagh. It provides a day service to adults over 18 years of age who have a physical, sensory and/or acquired brain injury. The day centre reaches out to adults and families from the greater Fermanagh and Tyrone areas.

The day centre provides an environment where people with disabilities are enabled and empowered to develop their own skills and talents and reach a higher quality of life. It offers a life line to adults with disabilities who are at high risk of social isolation. It provides respite to families who may be struggling with caring duties at home. It is a valuable resource in our local community.

The proposal is to:

Improve service delivery for our service users by offering an uninterrupted service throughout the summer months.

Currently the day centre closes for 1 week in May, 1 week in July, 1 week in August. These weeks incorporate Bank holidays so total days closed is 12. Management believe that removing these closures will provide greater flexibility for staff providing greater choice as to when they can take their summer leave. HSC recognises that the opportunity to work flexibly can greatly improve the ability of staff to balance home and work responsibilities. This, in turn, benefits HSC as it enables us to retain skilled staff and to reduce recruitment costs.

1.3 Main stakeholders affected (internal and external)

For example, staff, actual or potential service users, other public sector organisations, GPs, primary care providers, voluntary and community groups, trade unions or professional organisations or private sector organisations or others. **Start to consider how you might involve them in the development of the policy/decision.** This will also help you to meet the Trust's obligations under Personal and Public Involvement (PPI).

All Trust Staff;

Transport department

Physical disability team

Learning disability team

Autism team

Acquired brain injury team

Contracts.

Domestic support services.

Estates services.

Catering department.

Patients clients/carers/NoK

RQIA

Trade Unions

SPPG

1.4 Other policies or decisions with a bearing on this policy or proposal.

Flexible working conditions.

Transforming your care.

Disability discrimination Act

Attendance at work.

HR strategy March 2008

Redeployment and redundancy policy 2008

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data Gathering

2.1.1 What information did you use to inform this equality screening? For example, previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints, etc.

There has been a significant fall in the numbers of people attending day care post Covid. Senior managers and day centre managers have been gathering information for the senior management team and SPPG to see how they can better utilise day care.

Information such as day care attendance numbers, referrals, registered service user numbers, reasons for nonattendance are gathered weekly, collated and forwarded to SPPG.

At present the quality improvement team are working with day care and looking at ways that day care can be better utilised.

Senior management feel that it is vital that we are opened throughout the summer months to provide all year round service to our service users.

2.1.2 How did you involve people?

The Trust requires evidence of engagement with stakeholders to fulfil its statutory obligations under its Equality scheme, Consultation Scheme and Personal and Public Involvement strategy. Provide details of how you involved stakeholders e.g. views of colleagues, service users, carers, Trade Unions, Section 75 groups or other stakeholders.

Consultation and Engagement Statement: In your policy/proposal include a paragraph titled Consultation and Engagement and summarise this section. If there was no engagement, please explain why.

Jan 2023 Day centre manager Elizabeth McGuinness (EMCG) spoke with day centre staff about proposed change to holidays. The day centre staff were resistant and made it clear they did not want any change. This feedback was sent to management.

In March 2023 at a staff meeting Day centre manager (EMCG) suggested a more phased approach. Asked staff would they consider losing one week. They could choose which week and we could then review and see how it worked. Positive verbal feedback received.

Staff feedback relayed to senior management who were encouraged and were happy for Day centre manager to proceed. A simple template was created to ask staff to choose which week they were happy to lose. The response was different from verbal feedback. 10 staff from 12 did not want any changes were not willing to pick a week. This was again relayed back to management.

As the unions were involved in strike action no movement with proposed changes could happen until May 2024

Service users were consulted at service user's forum in May and August 2023. They were positive re changes and was met with no resistance.

The proposed changes were discussed with family members/ carers at service users reviews. Families and carers were overall positive with proposed change.

2.2 Equality Profile

Who is affected by the policy or proposal? What is the makeup (%) of the affected group? Please provide a statistical profile. Could you improve how you gather Section 75 information? Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group? If the policy affects both staff and service users, please provide information on both. If not, merge the 2 columns.

Category	Service Users, etc.	Staff (Workforce Planning can provide this information)
Gender Information from attendance register in day centre 31/10/2024	30 men 25 ladies	3 men 9 ladies
Age Information from patient files on paris. 31/10/2024	18-30 =2 31-45= 7 46-60=26 61-66=14 66-70=7	
Religion	Not applicable	
Political Opinion	Not applicable	
Marital Status Information from service user personal file 31/10/2024	3 Married 2 Widowed 2 Separated 48 Single no partners	9 married 3 single.
Dependent Status Information from service users personal files 31/10/2024	4 reside in nursing homes 4 sheltered accommodation 18 live on their own 29 live with family members/carers	5 staff with children under 18

Disability Information from service user personal files 31/10/2024	12 Acquired brain injury 3 Sensory 40 physical disability	
Ethnicity	55 white	12 white
Sexual Orientation	Not known	Not known

2.3 Assessing Needs/Issues/Adverse Impacts, etc.

What are consequences of the policy/proposal on Users/Carers and staff? What are the different needs, issues and concerns of each of the equality groups? Are there any adverse impacts? If the policy affects both staff and service users, please specify issues for both. If not, merge the 2 columns. Please state the source of your information, e.g. colleagues, consultations, research, user feedback, etc.

	Needs and Experiences	
Equality Group	Service Users, etc.	Staff
Gender	No issue	No issue
Age	No issue	No issue
Religion	No issue	No issue
Political Opinion	No issue	No issue
Marital Status	No issue	No issue
Dependent Status	<p><u>Elderly carers, spouse, partner.</u> The proposal will help alleviate carers stress by having a service that operates throughout the summer months. It will provide consistent respite for families/ carers.</p>	<p><u>Children, elderly parents, spouse.</u> Staff at the centre who have children advise that they depend on these holidays to be off to look after their children. They are concerned that they won't be able to have these holidays (a lot of staff will be looking for same holidays at same time) and their child care costs will increase.</p> <p>Trouble sourcing affordable child care.</p>
Disability	Documents will be available in alternative formats and Interpreters are available as per Trust policy.	Documents will be available in alternative formats and Interpreters are available as per Trust policy.
Ethnicity	Documents will be available in alternative languages and Interpreters are available as per Trust policy.	Documents will be available in alternative languages are available as per Trust policy.
Sexual Orientation	No issues	No issue
Other Issues: e.g. Rurality	Some members live in very rural areas will depend entirely on trust transport. This is always a problem during summer months. Limited availability of drivers during peak holiday periods.	

2.4 Multiple Identities:

When considering this policy/proposal, are there any additional issues relating to people with multiple identities? For example: older women, disabled minority ethnic people, young Protestant men, disabled people who are gay, lesbian or bisexual.

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2.5 Making Changes: Promoting Equality of Opportunity/Minimising Adverse Impacts

Based on the equality issues you identified in 2.2, 2.3 and 2.4, what do you currently do that meets those needs? What additional changes do you intend to make that will improve how you promote equality of opportunity or minimise adverse impacts?

Equality Group	Actions that promote equality of opportunity or minimise (mitigate) adverse impacts
Dependent Status Service Users	Elderly carers, spouse, partner. The proposal will help alleviate carers stress by having a service that operates throughout the summer months. It will provide consistent respite for families/ carers.
Dependent Status Staff	Children, elderly parents, spouse, Staff at the centre who have children advise that they depend on these holidays to be off to look after their children. They are concerned that they won't be able to have these holidays (a lot of staff will be looking for same holidays at same time) and their child care costs will increase. Trouble sourcing affordable child care.
Disability Service Users	Documents will be available in alternative formats and Interpreters are available as per Trust policy.
Disability Staff	Documents will be available in alternative formats and Interpreters are available as per Trust policy.
Ethnicity Service Users	Documents will be available in alternative languages and Interpreters are available as per Trust policy.
Ethnicity Staff	Documents will be available in alternative languages are available as per Trust policy.
Other Issues: e.g. Rurality	Some members live in very rural areas will depend entirely on trust transport. This is always a problem during summer months. Limited availability of drivers during peak holiday periods.

2.6 Good Relations

Does the policy/proposal have any impact/consequences for Good Relations? What changes to the policy or proposal or what additional measures could you suggest to ensure that it promotes good relations (if any)? (Refer to Guidance Notes for guidance on impact).

Group	Impact/Consequences	Suggestions
Religion	no	
Political Opinion	no	
Ethnicity	no	

(3) CONSIDERATION OF DISABILITY DUTIES

How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

(4) CONSIDERATION OF HUMAN RIGHTS**4.1 Does the policy or proposal adversely affect anyone's Human Rights?
Complete for each of the Articles.**

Article	Positive Impact	Negative Impact - human right interfered with or restricted	Neutral Impact
Article 2 – Right to life			✓
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			✓
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			✓
Article 5 – Right to liberty & security of person			✓
Article 6 – Right to a fair & public trial within a reasonable time			✓
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			✓
Article 8 – Right to respect for private & family life, home and correspondence.			✓
Article 9 – Right to freedom of thought, conscience & religion			✓
Article 10 – Right to freedom of expression			✓
Article 11 – Right to freedom of assembly & association			✓
Article 12 – Right to marry & found a family			✓
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			✓
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1 st protocol Article 2 – Right of access to education			✓

If you have answered either 'Positive Impact' or 'Neutral Impact' to all of the above, please move on to Section 5.

4.2 If you have identified any potential negative impacts to any of the articles, please complete the following table.

Article Number	What is the negative impact and who does it impact upon?	What do you intend to do to address this?	Does this raise any further legal issues?* Yes/No

**It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this.*

4.3 Outline any further 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 proposal.

(5) SHOULD THE POLICY OR PROPOSAL 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. Base your decision on information from sections 2.2, 2.3, 2.4 and 2.5.

How would you categorise the impacts of this proposal 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:

GREEN: No impact	<input type="checkbox"/>
AMBER: Minor impact	<input checked="" type="checkbox"/>
RED: Major impact	<input type="checkbox"/>

Please tick:

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

Please give reasons for your decision.

The reduction in closures over the summer months will see more effective utilisation of the day service. The day centre will be open throughout the summer months. This will provide consistent respite for families and carers therefore having a positive impact on service users and their carer's.

For staff it will give greater flexibility to pick and choose their holidays. This should have a positive impact overall.

Staff need to plan in advance where possible their holiday leave. They will need to request their leave through their digital leave card and have it approved by manager. Only 2 staff will be able to book leave at the same time. This is to ensure safe staffing levels. This may have an impact if leave request cannot be accommodated. For instance sickness levels or multiple staff looking for same dates.

Stakeholders will be afforded time to consider proposal during the consultation period and will have an opportunity to give feedback prior to any decisions being made.

Relevant information will be communicated to staff and service users via letter/email.

Discussions will take place at staff meetings and supervision. It will be discussed at service users meetings, discussion and debate sessions within the centre.

➤ **NOTE: Equality and Human Rights Statement:** The policy/proposal that this screening relates to **MUST** include the above paragraph. In addition, this paragraph should be used in the briefing note to Trust Board and will also be included in the Trust's Equality Screening Report.

(6) EQUALITY AND HUMAN RIGHTS MONITORING

What data will you collect in the future in order to monitor the effect of the policy or proposal, on any of the equality groups, for equality of opportunity and good relations, disability duties and human rights?

Attendance figures will continue to be monitored – These figures are gathered daily by admin staff in the day centre. The day centre manager collates these figures at the end of every month. They are sent to the service manager who reviews same and sends to SPPG

Complaints and compliments will be monitored by the complaints department – A report is completed by day centre manager every month for the head of service and assistant director. In this report information on complaints and compliments is collected. All compliments and complaints are recorded in the centre. There is a complaints and compliment box clearly displayed in a prominent position in the centre. The box is checked regularly. All paperwork within the centre displays the QI Code for care opinion. This can be used by carers or families.

Staff sick leave will continued to be monitored through HRPTS. Service manager audits and reviews sick leave once a year.

Approved Lead Officer: Liz Mc Guinness

Position: Day Care /Day Opportunities Manager

Policy/Proposal Screened By: Marie Walker

Date: 18/11/2024

Quality Assurance: Please send the final draft for quality assurance to the Equality and Human Rights Unit, Tyrone and Fermanagh Hospital, Omagh, BT79 0NS or email: equality.admin@westerntrust.hscni.net. **Quality Assurance can take up to three weeks.**

Directorate SMT Approval: The completed Equality Screening Form **MUST** be presented along with the policy/proposal to your Directorate SMT for approval.

Quarterly Equality Screening Reports: When final Trust approval is received, ensure that you send the completed screening form and associated policy/proposal, etc. to the Equality and Human Rights Unit, for inclusion in the WHSCT's quarterly equality screening reports. As a public document, the screening form will be available for downloading on both the Trust's website and intranet site.

