Western Health and Social Care Trust

EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: Guidance & Template for developing or reviewing Policies, Procedures, Guidelines & Protocols.	
Lead Manager: Jamie Wallace	**Title: Governance Manager**
Directorate: Medical	**Department: Quality and Safety**

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Short Description of Policy
This guidance has been developed to assist staff developing policies including clinical policies, procedures, guidelines or protocols. This guidance details 4 key steps which are listed below:-

- How to decide if new arrangements are necessary and what these should be (Section 3.0).
- Issues to be considered prior to commencing development (Section 4.0)
- Approval Process (Section 5.0).
- Template document which details sections to be included (Appendix A).

The guidance has been reviewed as a result of the Governance Review. Recommendation 20 recommended that Corporate Policy could be delegated to a Policy Group. The Policy Group was established in April 2022. This guidance has been modified to reflect same.

Final Recommendations: (please tick as appropriate)		
1.	**GREEN: No equality issues/impact: no further action**	X
2.	**AMBER: Minor equality issues/impact: actions identified**	
3.	**RED: Major equality issues/impact: full EQIA recommended**	

Please send draft completed form for quality assurance to
equality.admin@westerntrust.hscni.net
For further information on quality assurance see page 3, section 3.

Final Approval Date:

(1)   INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1   Title of policy or proposal
Guidance & Template for developing or reviewing Policies, Procedures, Guidelines & Protocols.

1.2   Description of policy or proposal
This guidance has been developed to assist staff developing policies including clinical policies, procedures, guidelines or protocols. This guidance details 4 key steps which are listed below:- • How to decide if new arrangements are necessary and what these should be (Section 3.0). • Issues to be considered prior to commencing development (Section 4.0) • Approval Process (Section 5.0). • Template document which details sections to be included (Appendix A). The guidance has been reviewed as a result of the Governance Review. Recommendation 20 recommended that Corporate Policy could be delegated to a Policy Group. The Policy Group was established in April 2022. This guidance has been modified to reflect same. The Policy Group will monitor progress and compliance with Corporate Policies. Directorates will have the responsibility for monitoring protocols, guidance and Directorate policies. This will be reviewed through Directorate Governance meetings and escalated where appropriate through the assurance framework.

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 • Management (represented through the Multi-disciplinary Team (MDT) membership of the Policy Group, and within Directorate Governance meetings) • Service users should be involved in the development of individual policies/procedures/protocols that are approved through Directorate Governance or The Policy Group- however as this is a procedural document- service user input is not required at this stage. Corporate Policies has representation from all Directorates and therefore provides an MDT approach. (Quality, Safety and Governance, Performance and Service Improvement (PSI), Allied Health Professionals (AHP), Primary Care of Older Persons (PCOP), Acute, Finance, Adult Mental Health and Learning Disability (AMHLD), Information Governance and Women's & Children's (W&C). Directorate Governance meetings also have MDT representation. The Equality Screening process should also dictate service user, trade union etc consultation for each individual policy/procedure/protocol.

1.4   Other policies or decisions with a bearing on this policy or proposal
The Integrated Assurance WHSCT Framework
Owner: The Quality and Safety Department within the Medical Directorate

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(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.

- WHSCT staffing figures
- Service user population figures (Census 2011)
- Recommendations from the Governance Review (completed in November 2020)- specifically Recommendation 20: *It is recommended that Policy Approval could be delegated to a Policy Sub-Committee (or equivalent) reporting through to CMT, with only those strategic documents or policies which legislation or regional guidance dictates requiring approval by the Board of Directors being submitted to Trust Board for approval.*
- Policy Group Database

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.

This is a Corporate Guidance within the WHSCT. This guidance will inform the development of all Policies, Protocols, Guidance, Procedures and Protocols. This has a direct effect on patients and service users, therefore this document has went through consultation with Policy Group members which includes the following disciplines:
-Quality, Safety and Governance
- Risk Management
- Nursing
-Performance and service improvement
- Women's and Children's (social work)
-Acute Governance
-Adult Mental Health and Learning Disability
-Finance
- AHP
-Primary Care of Older People
- Information Governance
This document has also went through consultation with the Quality and Standards Sub-Committee which includes the following members:
-Executive Director of Women's and Children's
-Quality, Safety and Governance
-Acute

-Adult Mental Health and Learning Disability
-Social Work
- AHP
- Primary Care & Older

This multi-disciplinary approach has ensured that the content and process is appropriate and easy to follow for all disciplines within the WHSCT.
The Policy Group meet monthly, and will monitor compliance with this document within Corporate Policies. These meetings are minuted.
Directorate Governance procedures (outlined within the Integrated Governance Framework) will monitor compliance through these processes.

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 provided this information on 27th March 2023)**	
Gender	**Male:** 146,051 **Female:** 148,366	**Female** **Male** **TOTAL**	9390 2163 **11553**
Age	**0-4:** 20,445 **5-7:** 11,322 **8 – 9:** 7,668 **10 – 14:** 21,186 **15:** 4,467 **16 – 17:** 9,266 **18 – 19:** 8,097 **20 – 24:** 19,865 **25 – 29:** 20,097 **30 – 44:** 61,230 **45 – 59:** 56,781 **60 – 64:** 15,380 **65 – 74:** 22,101 **75 – 84:** 12,301 **85 – 89:** 2,878 **90+:** 1,333	**16-24** **25-34** **35-44** **45-54** **55-64** **65+** **TOTAL**	405 2387 3225 3214 2036 286 **11553**
Religion	**Catholic:** 182,996 (62.16%) **Presbyterian:** 29,353 (9.97%) **Church of Ireland:** 37,154 (12.62%) **Methodist:** 4,900 (1.66%) **Other Christian:** 7,212 (2.45%) **Other religions:** 1,475 (0.50%) **No religion:** 12,199 (4.14%) **Religion not stated:** 19,128 (6.50%)	**Protestant** **Roman Catholic** **Not Determined/Not Known** **TOTAL**	2749 6879 1925 **11553**
Political	Nationalist: 86,834 (53%)	**Broadly Unionist**	777

Opinion	Unionist 61,995 (38.06%) Other: 14,025 (8.62%) Overall total: 162,854	**Broadly Nationalist**	1577	
		Other	1217	
		Do not wish to answer/not known		7982
		TOTAL	**11553**	
Marital Status	Single: 87,557 Married: 106,383 In registered same-sex civil partnership: 161 Separated but still legally married: 9,678 Divorced or formerly in a same-sex civil partnership which is now legally dissolved: 11,063 Widowed or surviving partner from a same-sex civil partnership: 14,487	**Married**	6610	
		Single	4002	
		Other	941	
		TOTAL	**11553**	
Dependent Status	All families in households: 77,758 Households with no dependent children: 37,650 Households with children: 76,204 Residents who: Provide 1-19 hours unpaid care per week: 17,538 Provide 20-49 hours unpaid care per week: 5,859 Provide 50+ hours unpaid care per week: 9,096 Provide no unpaid care: 261,924	**Yes**	2589	
		No	2955	
		Not Known	6009	
		TOTAL	**11553**	
Disability	Long-term health problem or disability: Day-to-day activities limited a lot: 37,988 Long-term health problem or disability: Day-to-day activities limited a little: 26,351 Long-term health problem or disability: Day-to-day activities not limited: 230,078	**Yes**	293	
		No	6888	
		Not Known	4372	
		TOTAL	**11553**	
Ethnicity	White: 290,923 (98.81%) Chinese: 486 (0.17%) Mixed: 740 (0.25) Irish Traveller: 251 (0.09%) Indian: 893 (0.30%) Other Ethnic Group: 294 (0.10%) Pakistani: 99 Black African: 115 (0.04%) Black Caribbean: 64 (0.02%) Black Other: 58 (0.02%) Bangladeshi: 21 (0.01%) Other Asian: 473 (0.16%)	**Bangladeshi**	3	
		Black African	11	
		Black Caribbean	1	
		Black Other	1	
		Chinese	6	
		Filipino	33	
		Indian	110	
		Irish Traveller	3	
		Mixed Ethnic Group	9	
		Not assigned	2643	
		Other	57	

		Pakistani	20	
		White	**8656**	
		TOTAL	**11553**	
Sexual Orientation	Rainbow Research (2008) estimates that approximately 10% of the population is LGB. This equates to approx. 29,442 people in the Western area	**Opposite sex**	6369	
		Same sex	116	
		Same and Opposite sex	25	
		Do not wish to answer/not known		5043
		TOTAL	11553	

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.

Equality Group	Needs and Experiences	
	Service Users, etc.	**Staff**
Gender	No identified issues	No identified issues
Age	No identified issues	No identified issues
Religion	No identified issues	No identified issues
Political Opinion	No identified issues	No identified issues
Marital Status	No identified issues	No identified issues
Dependent Status	No identified issues	No identified issues
Disability	The policy will be made available in alternative formats e.g. large font, Braille, etc, if and when requested. Sign Language interpreters can also be provided in line with Trust Guidelines.	Information will be made available to them in alternative formats e.g. large font, Braille, etc, if and when requested. Sign Language interpreters can also be provided in line with Trust Guidelines.
Ethnicity	The policy will be made available in alternative languages if and when requested. Foreign Language interpreters can also be provided in line with Trust Guidelines.	The policy will be made available in alternative languages if and when requested.
Sexual Orientation	No identified issues	No identified issues
Other Issues: e.g. Rurality	No identified issues	No identified issues

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.

N/A

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
Disability Service Users	The policy will be made available in alternative formats e.g. large font, Braille, etc, if and when requested. Sign Language interpreters can also be provided in line with Trust Guidelines.
Disability Staff	Information will be made available to them in alternative formats e.g. large font, Braille, etc, if and when requested. Sign Language interpreters can also be provided in line with Trust Guidelines.
Ethnicity Service Users	The policy will be made available in alternative languages if and when requested. Foreign Language interpreters can also be provided in line with Trust Guidelines.
Ethnicity Staff	The policy will be made available in alternative languages if and when requested.

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

(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?
This Guideline relates to procedures only, therefore there is no impact within this area

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

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
N/A	N/A	N/A	N/A

***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.**

N/A

(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	x
AMBER: Minor impact	
RED: Major impact	

Please tick:

Yes	
No	x

Please give reasons for your decision. (See Guidance Notes, page 28, for sample paragraph).
This Guideline is related to procedures only, therefore there is no impact to anyone in particular.

The guideline will be available on the Trust intranet site, and will be shared with key governance employees within each Directorate.

The Policy Group attendees as listed above will also disseminate through their Directorate as appropriate.

This guideline clearly sets out the roles and responsibilities for staff when drafting/reviewing policies/procedures/ guidelines/protocols etc within section 6.0, and clearly defines same within section 3.2.

The Policy Group supports with all Corporate Policy approvals as per section 5.4

➢ **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

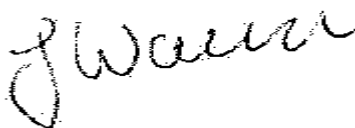| |
|---|
| **What data will you collect in the future in order to monitor the effect of the policy or proposal, on any of the equality groups, for equality of opportunity and good relations, disability duties and human rights?** |
| The Policy Group will monitor all Corporate Policies for approval. The Policy Group will ensure that prior to approval, all policies have received Directorate Governance or SMT approval, have the appropriate equality screening forms/rural needs assessment forms completed, and pass The Policy Group approval.
 Any queries will be escalated through the assurance framework.

 For all Directorate Policies/procedures/guidelines/protocols, this will be managed at Directorate level with oversight on equality screening from PSI Directorate and through the Quality and Safety Governance Manager. |

Approved Lead Officer: <u>**Jamie Wallace**</u>

Position: <u>**Governance Manager**</u>

Policy/Proposal Screened By:

Date: <u>**24/03/23**</u>

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.