R: 20/09/23 – FINAL VERSION

EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: Social Work Transfer Policy	
Lead Manager: Stephen McLaughlin	**Title:** Assistant Director for Social Work
Directorate: Woman & Children's	**Department:** Social Services Learning Development and Governance
Contact details: **Address:** MDEC, Altnagelvin Hospital **Tel:** Ext 214819 / Mob 07917858684 **Email:** Stephen.mclaughlin@westerntrust.hscni.net	
Short Description of Policy The aim of this policy is to promote career development and allow the retention of experienced Social Work staff by enabling them to voluntarily transfer from one social work post to another within a different department or directorate. This policy has been developed to ensure requests from staff for a voluntary transfer within Social Work are treated in a fair and equitable manner causing no adverse impact on service provision.	

Final Recommendations: (please tick as appropriate)

1.	**GREEN: No equality issues/impact: no further action**	✓
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

Social Work Transfer Policy

1.2   Description of policy or proposal

The aim of this policy is to promote career development and allow the retention of experienced Bd6 Social Work staff by enabling them to voluntarily transfer from one social work post to another within a different department or directorate.

The objectives of the policy are to:
- Promote a culture of positive employee relations within Social Work.
- Extend the range of benefits and services available to social work staff.
- Improve the opportunity to balance work and family life
- Promote staff development and provide a breadth of experience which would enhance promotional prospects and retention of staff.
- Establish the appropriate steps to be followed when the transfer is requested.
- Contribute to the efficient running of Social Work services.

This policy has been developed to ensure requests from staff for a voluntary transfer within Social Work are treated in a fair and equitable manner causing no adverse impact on service provision. It sets out the eligibility criteria and conditions of transfer staff have to meet and comply with in order to be eligible for a transfer.

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).

The main stakeholders with responsibilities detailed in this policy are:
- Trust Board
- Corporate Management Team
- Executive Director of Social Work
- Social Work Managers and staff
- Human Resources
- Trade Unions

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

- HR Flexible Working policy 2022
- HR Framework Agenda for Change 2022
- Guidance on Managing the Transfer of Nursing and Midwifery Staff 2021
- Guidance Template and Protocols 2022
- HR Attendance at Work Policy and Procedures 2017

(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.

Senior Management staff within Social Work and HR Business Partner consulted as part of policy development through various meetings:
- Social Work Leadership Forum, held quarterly with the Social Work Leads
- Social Work Transfer Policy meetings x 4 with the Social Work Leads, HR and Trade Union representative
- Occupational Health meeting x 1
- HR meeting x 3

Workforce planning information on Bd 6 Social Workers was received in August 23 with data for June 23.

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.

The view of colleagues and stakeholders from the following categories were asked to contribute:
- Social Work Leads across all directorates
- Human Resources
-

Social Work leads and Human Resource colleagues have been consulted during the development of the policy.

Trade union colleagues have been involved in the review and approval of the document.

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	Staff (Workforce Planning can provide this information) June 2023	
Gender	**CATEGORIES**	**NO OF STAFF**
	Female	384
	Male	56
	TOTAL	**440**
Age	16-24	7
	25-34	114
	35-44	148
	45-54	105
	55-64	62
	65+	4
	TOTAL	**440**
Religion	Protestant	82
	Roman Catholic	318
	Not Determined/Not Known	40
	TOTAL	**440**
Political Opinion	Broadly Unionist	23
	Broadly Nationalist	85
	Other	63
	Do not wish to answer/not known	269
	TOTAL	**440**
Marital Status	Married	236
	Single	178
	Other	26
	TOTAL	**440**
Dependent Status	Yes	88
	No	130
	Not Known	222
	TOTAL	**440**
Disability	Yes	13
	No	288
	Not Known	139
	TOTAL	**440**
Ethnicity	Bangladeshi	0
	Black African	0
	Black Caribbean	0

	Black Other	0
	Chinese	0
	Filipino	0
	Indian	0
	Irish Traveller	0
	Mixed Ethnic Group	0
	Not assigned	67
	Other	1
	Pakistani	0
	White	372
	TOTAL	**440**
Sexual Orientation	Opposite sex	274
	Same sex	6
	Same and Opposite sex	2
	Do not wish to answer/not known	158
	TOTAL	**440**

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	**Staff**
Gender	No Identified Issues
Age	No Identified Issues
Religion	No Identified Issues
Political Opinion	No Identified Issues
Marital Status	No Identified Issues
Dependent Status	No Identified Issues
Disability	Information will be available in alternative fonts on request i.e. Braille, large format etc.
Ethnicity	No Identified Issues
Sexual Orientation	No Identified Issues
Other Issues: e.g. Rurality	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.

No Identified Issues

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	Information will be available in alternative fonts on request i.e. Braille, large format etc.

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	N/A	
Political Opinion	N/A	
Ethnicity	N/A	

(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			√
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√
1st 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	√
AMBER: Minor impact	
RED: Major impact	

Please tick:

Yes	
No	√

Please give reasons for your decision.   (See Guidance Notes, page 28, for sample paragraph).

The policy should be read in conjunction with the Trust's Equal Opportunities Policy. The policy will be communicated through the Social Work Leaders forum, Executive Director's Social Work Forum and Head of Service Meetings and emailed to the attendees. The policy will be available in the Trust Intranet and the Social Work Support Hub.

The Social Work Leadership Forum will oversee implementation of the policy and monitor the assurance provided.

All staff will be made aware of the policy and will therefore know that an agreement for transfer should not be reached outside of this policy.

The effectiveness of the policy will be monitored, and if necessary revised, on an annual basis to ensure its continuing relevance and effectiveness within the Western Health and Social Care Trust.

If a member of staff has a concern about the application of this policy they should raise their concern initially through their line manager and thereafter with the next level of management.
➤ **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?

All transfer requests and approvals will be recorded and documented.

The effectiveness of the policy will be monitored, and if necessary revised, on an annual basis to ensure its continuing relevance and effectiveness within the Western Health and Social Care Trust.

Approved Lead Officer: Stephen McLaughlin

Position: Assistant Director

Policy/Proposal Screened By: Stephen McLaughlin

Date: Assistant Director

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.