



EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: Consultation Paper on Opening Hours of Surgical Day Case Units Trust Wide		
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Directorate: Surgery, Paediatrics and Women's Health	Department: Day Case Units	
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Short Description of Policy Screening template completed as part of a consultation to change opening hours of surgical day case units to consistent times across the Trust.		
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	
<p style="text-align: center;">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.</p>		
Final Approval Date:		

(1) INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1 Title of policy or proposal

Consultation Paper on Opening Hours of Surgical Day Case Units Trust Wide

1.2 Description of policy or proposal

The key aim of this work is to unify opening hours for day case units Trust wide. Achieving this will improve utilisation of our theatres, and also positively impact our staff by providing rota'd coverage migrating from current 'as and when' cover requirements in evening hours (typically 5pm to 7/8pm).

1.3 Main stakeholders affected (internal and external)

Staff (nursing, admin, HR)

Trade Unions

BADS

HR Staff

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

Management of Change Framework, Version 1.1, June 2024

Nursing and Midwifery Rostering Policy, December 2023.

Decisions:

It has been observed that utilisation of PM slots is less than AM slots in day case units across the Trust. This is particularly evident for OHPCC. One contributing factor is the care of general anaesthetic (GA) patients. Typically GA patients require a minimum 2 hour post-operative observation time, meaning they are often booked onto AM sessions or early PM slots. Later PM slots become unsuitable as there is insufficient post-op observation time due to the theatre run-time/unit closure time combination. As a result, reduced utilisation is observed in the evening. Table 1 Utilisation Values for OHPCC Error! Bookmark not defined.

	Run time utilisation	Op time utilisation
AM	79%	71%
PM	61%	51%

Omagh utilisation 2023/24 YTD (Qlik)

(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.

This consultation arose from observations regarding theatre utilisation and also from speaking to staff. Typically staff have been utilising TOIL based systems to absorb this work, and it is difficult to quantify the number of nights our staff have stayed.

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.

Senior Staff (AD, SM and Ward Senior Staff) discussed with staff the challenges faced within service areas. Feedback was verbal. In discussions, it became evident that one concern with unsustainable ad-hoc late stays to manage GA patients.

At theatre scheduling, utilisation is discussed and reviewed. It became evident, as shown in Section 1.4 of this document, that utilisation dropped in the afternoon due to nursing requirements of GA patients.

The first stage is to propose these changes in opening hours with the second stage Consultation and Engagement following this paper being taken to the Trust consultation group where unions will have oversight in advance of staff having the opportunity to comment in line with the associated consultation document.

As part of the Consultation which this Screening Template is being completed for, staff will be consulted for a period of 3 weeks on the proposed changes.

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)	Service Users
Gender	Female 11724 Male 3043 TOTAL 14767	Female 50.58% 152,563 Male 49.42% 149,055 (2021 Census figures)
Age	16-24 1010 25-34 3043 35-44 3755 45-54 3480 55-64 2806 65+ 673	16-24 31,181 25-44 75,214 45-64 79,970 65-74 29,392 75+ 22,006 (2021 Census figures)
Religion	Protestant 3247 Roman Catholic 8327 Not Determined/Not Known 3193 TOTAL 14767	Catholic - 194,050 Presbyterian Church of Ireland 26,996 Church of Ireland – 34,802 Methodist Church of Ireland – 4,540 Other Religions – 2,388 No Religion – 25,107 Religion not stated – 4,860
Political Opinion	Broadly Unionist 955 Broadly Nationalist 2161 Other 1664 Do not wish to answer/not known 9987 TOTAL 14767	Not collected
Marital Status	Married 7831 Single 5503 Other 1433 TOTAL 14767	Married 107,063 Single 92,708 Other 37,991
Dependent Status	Yes 3070 No 4440 Not Known 7257 TOTAL 14767	Households with dependent children 24.48% 38,219
Disability	Yes 434 No 9420 Not Known 4913 TOTAL 14767	Household with one or more persons with a limiting long term illness 43,479 44.63%
Ethnicity	Bangladeshi 16	Arab - 0.05% - 158

	Black African	59	Asian Other – 0.11% - 326
	Black Caribbean	2	Black African – 0.12% - 370
	Black Other	1	Irish Traveller – 0.17% - 527
	Chinese	9	Roma – 0.01% - 43
	Filipino	68	Pakistani – 0.05% - 156
	Indian	207	Filipino – 0.14% - 415
	Irish Traveller	4	Mixed Ethnic Group– 0.51%
	Mixed Ethnic Group	26	Chinese – 0.21% - 640
	Not assigned	3038	White – 98.09% - 295,860
	Other	80	Indian – 0.35% - 1,041
	Pakistani	38	Other Ethnicities – 0.12%
	White	11219	Black Other – 0.06%
	TOTAL	14767	
Sexual Orientation	Opposite sex	8750	Heterosexual – 91.2%
	Same sex	180	LGBTQ+ - 1.6%
	Same and Opposite sex	52	Not stated – 7.2%
	Do not wish to answer/not known	5785	
	TOTAL	14767	Based on 237,762 people (children excluded)

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	N/A	N/A
Age	N/A	N/A
Religion	N/A	N/A
Political Opinion	N/A	N/A
Marital Status	N/A	N/A
Dependent Status	N/A	N/A
Disability	Documents available in alternative formats and the use of Interpreters as per trust policy	Documents available in alternative formats and the use of Interpreters as per trust policy
Ethnicity	Documents available in alternative languages and interpreters as per Trust policy	Documents available in alternative languages as per Trust policy
Sexual Orientation	N/A	N/A
Other Issues: e.g. Rurality	N/A	N/A

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

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	Documents available in alternative formats and the use of Interpreters as per trust policy
Disability Staff	Documents available in alternative formats and the use of Interpreters as per trust policy
Ethnicity Service Users	Documents available in alternative languages and interpreters as per Trust policy
Ethnicity Staff	Documents available in alternative languages as per Trust policy

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	N/A
Political Opinion	N/A	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?

N/A

(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			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
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X
1 st 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			

****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 checked="" type="checkbox"/>
AMBER: Minor impact	<input 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. (See Guidance Notes, page 28, for sample paragraph).

In terms of risks associated with this change, the main risk mitigated by this proposal centres on delayed discharge.

As previously stated, there is a currently a patient and staff safety risk relying on cover for delayed discharge on an ‘as and when required basis’. For example, if staff were unable to stay, or if only one staff member could stay. By introducing consistent opening hours, this risk will be significantly mitigated.

Although the above will impact on staff as identified in this EIA, the mitigations in place

Information will be retained on sharepoint, and communicated by services manager to staff 6m post change.

➤ **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?

Staff feedback from the consultation and ongoing staff feedback at team meetings. Staff can also raise feedback through the complaints and complements, as can service users. This information is tracked by the directorate.

This will be reviewed as part of any Monitoring/audit of utilisation which occurs via established ongoing utilisation monitoring in the Trust (i.e. Strategic Change Board etc.) and at Theatre Scheduling Meetings.

Approved Lead Officer: _____

Position: _____

Policy/Proposal Screened By: _____

Date: _____

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.