



EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

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Title of Policy: HSCNI Regional Job Matching and Job Evaluation Protocol	
Lead Manager: Samantha Lynch	Title: Human Resources Project Manager
Directorate: Human Resources (HR)	Department: Job Evaluation
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Short Description of Policy This Protocol sets out the operational arrangements for the application of the NHS Job Evaluation Scheme and should be read in conjunction with the NHS Job Evaluation Handbook https://www.nhsemployers.org/publications/nhs-job-evaluation-handbook .	
Final Recommendations: (please tick as appropriate)	
1. GREEN: No equality issues/impact: no further action	✓ <input type="checkbox"/>
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

HSCNI Regional Job Matching and Job Evaluation Protocol

1.2 Description of policy or proposal

The aim of the Protocol which will primarily be used by the Job Evaluation Team and Job Evaluation (JE) Staff Side Lead to ensure a fair and consistent application of the job evaluation process in terms of banding outcomes for new and existing posts within the Western Trust. This will reduce the risk of litigation claims from employees on the grounds of equal pay or other forms of discrimination.

This Protocol will form part of the Induction for new staff within the Team and will be referred to on an almost daily basis in the application of job evaluation processes.

1.3 Main stakeholders affected (internal and external)

The main stakeholders affected include: -

- Job Evaluation Team
- Staff Side Job Evaluation lead
- Job Evaluation Matching panels
- All Trust Staff
- Trade Union (TU) colleagues

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

Grievance Policy and Procedure

NHS Job Evaluation Handbook

HSCNI Regional Job Matching and Job Evaluation Protocol (V1)

(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.

A number of Joint Regional Job Evaluation Lead group meetings were attended by both Management and Trade Union representatives where it was agreed to develop a Regional Job Matching and Job Evaluation Protocol. All JE Leads within the HSC organisations provided comments on draft versions before the final version was signed off at Joint Forum, a meeting attended by all the recognised Trade Unions along with the Senior HR Team and implemented on 1 October 2021.

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 management and staff side JE Leads from all HSC organisations met to discuss and develop operational arrangements for the application of the NHS Job Evaluation Scheme and should be read in conjunction with the NHS Job Evaluation handbook (7th Edition, September 2018).

There was no requirement to consult with staff as this is a protocol is in relation to Job Evaluation 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 - SECTION 75 GROUP	Workforce Planning Staff Information 1 FEBRUARY 2024	
	CATEGORIES	NO OF STAFF
GENDER	Female	11635
	Male	3007
	TOTAL	14642
AGE	16-24	994
	25-34	3043
	35-44	3715
	45-54	3502
	55-64	2762
	65+	626
	TOTAL	14642
RELIGION	Protestant	3117
	Roman Catholic	7956
	Not Determined/Not Known	3569
	TOTAL	14642
POLITICAL OPINION	Broadly Unionist	839
	Broadly Nationalist	1823
	Other	1434
	Do not wish to answer/not known	10546
	TOTAL	14642
MARITAL STATUS		
	Married	7775
	Single	5427
	Other	1440
	TOTAL	14642
DEPENDANT STATUS	Yes	2884
	No	3549
	Not Known	8209
	TOTAL	14642
DISABILITY	Yes	350
	No	7988
	Not Known	6304
	TOTAL	14642
ETHNICITY	Bangladeshi	4
	Black African	35
	Black Caribbean	2
	Black Other	1

	Chinese	7
	Filipino	44
	Indian	145
	Irish Traveller	3
	Mixed Ethnic Group	15
	Not assigned	4432
	Other	71
	Pakistani	28
	White	9855
	TOTAL	14642
SEXUAL ORIENTATION ATTRACTED TO	Opposite sex	7357
	Same sex	147
	Same and Opposite sex	42
	Do not wish to answer/not known	7096
	TOTAL	14642

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	This protocol can be made available in alternative formats for any Trust Staff with a disability. Interpreters will be available as per Trust policy.
Ethnicity	This protocol can be made available in alternative formats
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.

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	This protocol can be made available in alternative formats for any Trust Staff with a disability
Ethnicity	This protocol can be made available in alternative formats

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 Section 75 grounds	
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?

This protocol only relates to the process of considering the duties of a post in order to determine a banding outcome.

(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	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).

No equality issues have been identified. No further action required. A full EQIA is not recommended.

The protocol has been agreed with the Joint Regional Job Evaluation Leads group and set out the operational arrangements for the application of the NHS Job Evaluation Scheme and should be read in conjunction with the NHS Job Evaluation handbook (7th Edition, September 2018).

This Protocol will reduce the risk of litigation claims from employees on the grounds of equal pay or other forms of discrimination.

This Protocol will be referred to on an almost daily basis in the application of job evaluation processes

The protocol will be made available on the HR Knowledge Hub

➤ **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?

To monitor compliance of the protocol, the JE Team will annually review the number of grievances received by the HR Employee Relations Department. This information will be provided by a member of the Employee Relations Department on request by the JE Team.

Approved Lead Officer: Audrey Proctor

Position: Senior HR Manager

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.