



# Western Health and Social Care Trust

## EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

### THIS IS A PUBLIC DOCUMENT

<b>Title of Policy: Review of the Delivery of Meals on Wheels Service by Trust employed staff to Service Users in the Fermanagh Area.</b>	
<b>Lead Manager: Patricia Carlin</b>	<b>Title: Homecare Manager</b>
<b>Directorate: Primary Care and Older Persons</b>	<b>Department: Homecare</b>
<b>Contact details:</b> <b>Address: Homecare Department, Southwest Acute Hospital, Staff Accommodation Building Block B</b> <b>Tel: 07979516665</b> <b>Email: patricia.carlin@westerntrust.hscni.net</b>	
<b>Short Description of Review:</b> The objective of this review is to consider alternatives to the delivery of Meals on Wheels Service by Trust employed staff and to consider redeployment or any other available options for staff members affected.	
<b>Final Recommendations:</b> (please tick as appropriate)	
1.	<b>GREEN: No equality issues/impact: no further action</b> <input checked="" type="checkbox"/>
2.	<b>AMBER: Minor equality issues/impact: actions identified</b> <input type="checkbox"/>
3.	<b>RED: Major equality issues/impact: full EQIA recommended</b> <input type="checkbox"/>
Please send draft completed form for quality assurance to <a href="mailto:equality.admin@westerntrust.hscni.net">equality.admin@westerntrust.hscni.net</a> For further information on quality assurance see page 3, section 3.	
<b>Final Approval Date:</b>	

## **(1) INFORMATION ABOUT THE POLICY OR PROPOSAL**

### **1.1 Title of policy or proposal**

Review of the Delivery of Meals on Wheels Service by Trust employed staff to Service Users in the Fermanagh Area.

### **1.2 Description of policy or proposal**

The objective of this review is to consider the Trust employed delivery of Meals on Wheels Service in Fermanagh to determine if the service could be provided by alternative means and to consider redeployment or any other available options for the staff members currently employed.

The change will have no effect on the current service users or future service users who will be assessed using the fair access criteria.

The Meals on Wheels Service provides hot meals and delivery of same to service users living at home who have been assessed as needing meal provision and have no other alternative to provide for the same. The service is currently implemented and managed by the Social Care Team. The three staff members employed to deliver meals are part of the Homecare Team. The Meals on Wheels Service commenced over 20 years ago. Following the introduction of the Operational Guidelines and Service Delivery Framework for Community Meals Service March 2017, the service has significantly reduced. Better options with better outcomes have become available to service users which include a seven day service, employment of domiciliary care workers to provide a meal who can also assist with other assessed needs such as personal care and the delivery service by the meal providers.

Due to the reduction in this service and availability of alternative options, the delivery of meals by Trust staff is no longer required and it is unlikely the service will be widely required in the future. However, for service users who have no other options available and meet the access criteria the Meals on Wheels Service can be provided. Current service users will continue to receive Meals on Wheels and will be reviewed regularly using the fair access criteria.

There are currently two service users who avail of the delivery of Meals on Wheels Monday to Friday. Weekend meal provision is provided by family in one case and by core domiciliary carers in the other. Potential service users will be assessed using the regionally agreed access criteria and arrangements made for meal provision if criteria is met.

There may be exceptional circumstances where service users will be assessed and no other options for hot meal provision are available. In these circumstances the Meals on Wheels Service can be provided. Arrangements for the pick-up and delivery of meals can be provided by domiciliary care staff, the local restaurant, shop, community centre or private sector agency staff. This is the current arrangement for many of the service users who have been assessed for Meals on Wheels.

There are three staff members currently employed to deliver the Meals on Wheels Service. Due to the reduction in service need, two of the employees have no work. One staff member continues to deliver meals to two service users which is a much reduced service.

Consultation and Engagement: Redeployment or other options for these staff needs to be considered. Following presentation of the proposal affected staff, their representatives and Human Resource representation will be consulted using the Management of Change Policy.

### **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).**

3 staff members, 2 service users, and alternative service providers.

Current service users meal provision will not be affected by change in Trust staff delivered meals. Alternative delivery will be provided by in-house core rotas.

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

- Western Health and Social Care Trust Operational Guidelines and Service Delivery Framework for Community Meals Service 2017
- Regional Management of Change Framework

## **(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.

Presently there are only two service users in Fermanagh availing of the service. This decline has been occurring over the past number of years especially since the introduction of Operational Guidelines and Service Delivery Framework for Community Meals Service in march 2017.

The above guidance was developed with the principal aim of supporting and guiding practitioners in regard to assessments of need or review of existing clients/service users receiving a service in accordance with the Trust's review procedures. Staff undertaking an assessment of need within this context must establish that the service user is experiencing a temporary / long-term inability to prepare a meal, taking due regard to dependency issues such as confusion, balance, mobility and risk. In the course of establishing that the eligibility criteria are met, the assessing staff must consider all alternative options in terms of meeting the need. The reduction in the service is due to criteria not being met or more suitable and/or favourable options are available to 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.

- The proposal will be shared with trade union representatives on \_\_\_\_\_  
The proposal will be subject to a staff consultation period of 2 weeks commencing on \_\_\_\_\_.

Following presentation of the proposal, affected staff, their representatives and Human Resources representation will be consulted using the Management of Change Policy.

**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.

<b>Category</b>	<b>Service Users, etc. Meals on Wheels currently deliver to 2 service users.</b>	<b>Staff (Workforce Planning can provide this information) 3 staff members information available but not provided as staff could be identified.</b>
Gender	1 male, 1 female	No identified issues
Age	65+	No identified issues
Religion	Expected reflective of local community	No identified issues
Political Opinion	Expected reflective of local community	No identified issues
Marital Status	Expected reflective of local community	No identified issues
Dependent Status	Expected reflective of local community	No identified issues
Disability	Expected reflective of local community	No identified issues
Ethnicity	Expected reflective of local	No identified issues

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	community	
Sexual Orientation	Expected reflective of local community	No identified issues

### 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	
<b>Equality Group</b>	<b>Service Users, etc. The change will have no effect on the current service users or future service users who will be assessed using the fair access criteria.</b>	<b>Staff HR will be involved throughout process</b>
Gender	No Identified Issues	No identified issues
Age	65+	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	Carers, family and next of kin	No identified issues
Disability	Documents will be available in alternative formats.	Information on review available in alternative format.
Ethnicity	No Identified Issues	No identified issues
Sexual Orientation	No Identified Issues	No identified issues
Other Issues: e.g. Rurality	No Identified Issues	May be a change of base or work pattern for staff. Trade Union and Human Resource representatives will be involved throughout the redeployment process.

**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?

<b>Actions that promote equality of opportunity or minimise (mitigate) adverse impacts</b>		
<b>Equality Group</b>	<b>Service Users</b>	<b>Staff</b>
	<p>The change will have no effect on the current service users or future service users who will be assessed or reviewed using the fair access criteria.</p> <p>Initial assessments and annual reviews will be carried out using the Operational Guidelines and Service Delivery Framework for Community Meals Service. This engagement with current and potential service users will ensure that they are actively involved and will have an opportunity to contextualise the importance of need, based on relevant protected characteristics.</p>	<p>Redeployment or other options need to be considered for displaced staff. The proposal may have an impact on staff's choice of redeployment or retirement. There may be a change of base or work pattern for staff. Staff, Trade Union and Human Resource representatives will be involved throughout the redeployment process. Change will be taken forward through the Trust's consultation process with staff under the management of change framework.</p>
Disability Staff		
Disability Service User		
Ethnicity Staff		
Ethnicity Service Users		

**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	Not Applicable	
Political Opinion	Not Applicable	
Ethnicity	Not Applicable	

**(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?
<p>No impact on service users as service will continue.</p>



**(4) CONSIDERATION OF HUMAN RIGHTS**

**4.1 Does the policy or proposal adversely affect anyone's Human Rights?  
Complete for each of the Articles.**

<b>Article</b>	<b>Positive Impact</b>	<b>Negative Impact - human right interfered with or restricted</b>	<b>Neutral Impact</b>
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 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1 <sup>st</sup> 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?*\nYes/No
	Not applicable		

*\*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.**

Not applicable

**(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:**

<b>GREEN:</b> No impact	✓
<b>AMBER:</b> Minor impact	
<b>RED:</b> Major impact	

**Please tick:**

Yes	
No	✓

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

The objective of this review is to consider the Trust employed delivery of Meals on Wheels Service in Fermanagh to determine if the delivery service could be provided by alternative means and to consider redeployment or any other available options for the staff members currently employed.

The change will have no effect on the current service users or future service users who will be assessed using the fair access criteria. In order to minimise the impact on employees, guidance from the Management of Change Framework which has been produced in partnership with Trade Unions will ensure the impact on employees is minimised.

The proposal will be shared with trade union representatives and subject to a staff consultation period. Following presentation of the proposal, affected staff, their representatives and Human Resources representation will be consulted using the Management of Change Policy.

➤ **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 change will have no effect on the current service users or future service users who will be assessed using the fair access criteria.

The guidelines were developed to support practitioners carry out assessments for new referrals or to review existing services as part of the Trust's review procedures. It is intended to prompt consideration of the needs and risks and to consider the range of options available to meet those needs and risks.

**Approved Lead Officer:** Patricia Carlin

**Position:** Homecare Manager

**Policy/Proposal Screened By:** Patricia Carlin

**Date:** 08/01/2023

**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](mailto: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.