



EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: PROCEDURES FOR THE RECEIPT AND APPLICATION OF ENDOWMENTS & GIFTS FUND MONIES		
Lead Manager: Carmel Devlin/Mary Coyle	Title: Senior Accountant	
Directorate: Finance	Department: Financial Accounting	
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Short Description of Policy <p>The above procedures are intended to provide advice to Trust staff who, in the course of their day to day work deal with endowment and gifts monies on behalf of the Trust.</p>		
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	
<p>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

Western Health and Social Care Trust Procedures for the Receipt and Application of Endowment and Gifts monies

1.2 Description of policy or proposal

This procedure is a reference point for all staff who deal with Endowments and Gifts monies (donations) in an administrative or approval process. Staff should comply with the procedure in a manner commensurate with their role and responsibilities within the Trust. The procedures cover the process to be followed when staff are in receipt of donated monies to the Trust, and also the process to be followed when varying types of expenditure from Endowment and Gift funds is required.

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).*

Trust staff
Service users
Trust suppliers
BSO PaLS department
E&G Committee members
Fund Trustees
Business Case Review Group (BCRG)
Procurement Sub Group (PSG)
Decontamination Manager

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

Procedures for the Receipt Application of Endownments & Gifts Fund Monies (Dated December 2021)
WHST Standing Orders
WHST Standing Financial Instructions
WHST Cash Handling Procedures
WHST Fraud Policy
WHST Guide to Travel and Associated Expenses and the Procedure for Arranging Staff Travel

(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.

Review of the S.75 groupings and assessment of the potential for impact on any of these.
Previous equality screening completed within the Department.
Workforce Planning Information
Census 2011

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 guidelines were discussed by the Finance Dept, by Medical Devices staff, by PaLS and senior management Team since the last revision and up to October 2023.

WHSCT Policy Group will also approve the procedures before formal adoption.

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.

SECTION 75 GROUP	Service Users, etc. Census Information 2011 Western Health and Social Care Trust Population:	Staff Workforce Planning Information, WHSCT as @ 4 January 2024
GENDER	Male: 146,051 Female: 148,366	Female: 11577 Male: 2988
RELIGION	Catholic: 182,996 (32.16%) 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: 3034 Roman Catholic: 7794 Not Determined/Not Known: 3737
POLITICAL OPINION	Political Opinion - Based on first choice votes held by electoral office. Nationalist: 86,834 (53%) Unionist 61,995 (38.06%) Other: 14,025 (8.62%) Overall total: 162,854	Broadly Unionist 816 Broadly Nationalist 1770 Other 1392 Do not wish to answer/not known 10587
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 :987 25-34: 3030 35-44: 3700 45-54: 3483 55-64: 2745 65+: 620
MARITAL STATUS	Marital Status: All usual residents aged 16 and over (229,329) 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 :7756 Single : 5376 Other: 1433

<p>DEPENDANT STATUS</p>	<p>All families in households: 77,758 Households with no dependent children: 37,650 Households with children: 76,204</p> <p>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</p>	<p>Yes: 2834 No : 3406 Not Known: 8325</p>
<p>DISABILITY</p>	<p>Persons with: 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</p>	<p>Yes: 336 No: 7743 Not Known: 6486</p>
<p>ETHNICITY</p>	<p>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%)</p>	<p>Bangladeshi: 3 Black African: 25 Black Caribbean: 2 Black Other: 1 Chinese: 6 Filipino: 39 Indian: 136 Irish Traveller: 3 Mixed Ethnic Group: 15 Not assigned: 4617 Other: 69 Pakistani: 26 White: 9623</p>
<p>SEXUAL ORIENTATION</p>	<p>Rainbow Research (2008) estimates that approximately 10% of the population is LGB. This equates to approx. 29,442 people in the Western area.</p>	<p>Attracted to: Opposite sex: 7126 Same sex: 139 Same and Opposite sex: 37 Do not wish to answer/not known: 7263</p>

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	Service Users, etc.	Staff
Gender	No issues identified	No issues identified
Age	No issues identified	No issues identified
Religion	No issues identified	No issues identified
Political Opinion	No issues identified	No issues identified
Marital Status	No issues identified	No issues identified
Dependent Status	No issues identified	No issues identified
Disability	The procedure will be available in alternative formats for service users with a disability e.g large font, audio, Braille etc. Sign language interpreters will be provided in line with WHSCT policy	The procedure will be available in alternative formats for staff with a disability e.g large font, audio, Braille etc. Sign language interpreters will be provided in line with WHSCT policy
Ethnicity	The procedure will be available in alternative formats for service users where ethnicity is a barrier e.g written translation etc. Sign language interpreters will be provided in line with WHSCT policy	The procedure will be available in alternative formats for service users where ethnicity is a barrier e.g written translation etc.
Sexual Orientation	No issues identified	No issues identified
Other Issues: e.g. Rurality	No issues identified	No issues identified

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 (Staff)	The procedure will be available in alternative formats for staff with a disability e.g. large font, audio, Braille etc. Sign language interpreters will be provided in line with WHSCT policy.
Disability (Service users)	The procedure will be available in alternative formats for services users with a disability e.g. large font, audio, Braille etc. Sign language interpreters will be provided in line with WHSCT policy.
Ethnicity (Staff)	The procedure will be available in alternative formats for staff where ethnicity is a barrier e.g. written translation etc. Sign language interpreters will be provided in line with WHSCT policy.
Ethnicity (service users)	The procedure will be available in alternative formats for service users where ethnicity is a barrier e.g written translation etc. Sign language interpreters will be provided in line with WHSCT 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	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

**4.1 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			√
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√
1 st 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
	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	<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).

The Procedures for receipt and application of Endowment and Gifts monies are an operational guide for staff only in relation to the management of such funds on behalf of the Trust.

The procedure will be provided in different formats, to help to communicate the content. The procedure will be provided in large print, braille, easy read, in another language or by email if required. In line with Trust guidelines and policies staff should ensure that communication support needs are met when using this policy.

In relation to staff, the guidance will be distributed via the Staff Intranet (Staff West) and via Trust Communication. In addition, should staff require further information, sessions can be arranged to explain the guidelines.

➤ **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?

Data is available from the Finance system on all petty cash floats, their location, amount and reimbursement metrics.

We record and report financial activity in this area on a software system to which IT guidelines are adhered in its use.

Approved Lead Officer: Carmel Devlin/Mary Coyle

Position: Senior Financial Accountant

Policy/Proposal Screened By: Mary Coyle/Carmel Devlin

Date: 26th Oct 23

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.