



Western Health
and Social Care Trust

Draft Equality Screening Report

1 July 2022 – 30 September 2022

This document can be made available
in alternative formats on request

Introduction

The Western Health and Social Care Trust (WHSCT) must consider by law, Section 75 of the Northern Ireland Act 1998, how we promote equality and remove discrimination for people who use our services and for members of staff. Our obligations are set out in our Equality Scheme. The 9 groups that are specified in the Equality Scheme are:

Black and Minority Ethnic People	Different Marital Status e.g. Single, Married, Divorced, Civil Partnership, Widowed	Disabled People
Carers	Different Political Opinions	Men and Women
Different Ages - Young People/Older People	Different Religious Beliefs	People who are Lesbian, Gay or Bisexual

We also have to consider how we can promote good relations between people with different religious beliefs, political opinions or racial group (including people from the Travelling Community).

Within the Equality Scheme, the Trust gives a commitment to apply equality screening processes to all new and revised policies/proposals and, where necessary, to subject new policies/proposals to a full equality impact assessment. This process helps us to:

- assess the impact/consequences of our decisions on the people within the 9 equality groups;
- consider how we might better meet their needs (promote equality of opportunity);
- reduce any negative impacts/consequences (mitigating actions).

The Trust is required to have evidence that the following questions have been considered in relation to all policy development, strategic planning and general decision making:

- What is the likely impact on equality of opportunity for those affected by this policy/proposal, for each of the Section 75 categories? (minor/major/none)
- Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?
- To what extent is the policy/proposal likely to impact on good relations, between people of a different religious belief, political opinion or racial group? (minor/major/none)

- Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

(From 'Section 75 of the NI Act: A Guide for Public Authorities': ECNI).

The Trust's Equality Screening process provides this evidence.

If it is decided that a policy/proposal is likely to have major issues relating to equality, it is then necessary to consider carrying out a more detailed exercise called a full Equality Impact Assessment (EQIA).

Equality screening for all the policies/initiatives detailed has highlighted the need to ensure that information relating to them/the service is made available, throughout, to support those service users/families/carers who do not have English as a first language, including the use of foreign language interpreters and written translations etc., in line with Trust guidelines. In addition, service users, their families, carers or staff who require additional communication support including e.g. provision of information in Braille, sign language interpreters, large font or audio, will be provided with this.

Should you wish to obtain a copy of any of the policies and/or screening forms referred to in this document, or require them in an alternative format, please contact:

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Western Health & Social Care Trust
Tyrone & Fermanagh Hospital
Omagh
BT79 0NS
Telephone: 028 8283 5834
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Western Health and Social Care Trust: Screening Outcomes for the Period 1 July 2022 – 30 September 2022

Human Resources			
Title of Policy and Description	Outcome of Equality Screening	Reason for Outcome	Date Compl'd
<p>WHSCCT Management of Change Framework</p> <p>Although it is the aim of Western Health and Social Care Trust to maximise security of employment there will be occasions when staffing changes will be required. These changes may be driven by government, Department of Health (DOH), legislative change, technology, service demands, or modernisation and new ways of working.</p> <p>The aim of this Framework is to provide a fair and consistent method of handling redeployment situations and voluntary or compulsory redundancies. This Framework has been developed to ensure that the impact on employees is minimised and that service continuity is maintained. The Framework should assist in a smooth transition to new arrangements during periods of proposed restructuring/reorganisation.</p>	<p>Green: No Impact: A full EQIA is not recommended</p>	<p>It is anticipated that the policy will have a positive impact; it details procedures and timeframes for staff and providers FAQ sections for managers and staff.</p> <p>This Framework will provide support to managers, Trade Unions and employees in dealing with changes in order to ensure consistency of approach and minimise the effects on individual employees and to maximise security of employment.</p> <p>The Framework should be read in conjunction with the Trust's Equal Opportunities Policy. This policy will be communicated through the Trust intranet and Trust communication and Directorates will be supported in the implementation of the Framework by the Directorate Support Teams in Human Resources (HR). The policy will be available on the Trust intranet via the HR Hub.</p>	<p>21/07/22</p>
<p>Management of Alcohol & Substance Misuse by Staff</p> <p>The Trust has developed this policy as part of a positive management approach, which seeks to provide a working environment in which alcohol or drugs related problems are dealt with appropriately.</p>	<p>Green: No Impact: A full EQIA is not recommended.</p>	<p>The policy describes the roles and responsibilities of employees and managers, the actions to be taken when an alcohol or drugs related issue occurs and the sources of information and assistance which are available. The policy will be available for all staff on the HR Hub</p>	<p>24/08/22</p>
<p>WHSCCT Flexible Working Policy</p> <p>WHSCCT Flexible Working Arrangements apply to all staff directly employed by the Trust. The key Principles of this policy are as follows:</p>	<p>Green: No Impact: A full EQIA is not recommended.</p>	<p>The policy outlines the roles and responsibilities of employees, line managers, human resources team and the organisation. The promotion of flexible working and processing requests in a fair, equitable and timely manner are clearly outlined within these</p>	<p>28/09/22</p>

<ul style="list-style-type: none"> • All employees will have a contractual right to request flexibility working from the first day of their employment. There is no minimum length of service required. • Employees can make more than one flexibility working request per year • Employees can make a flexible working request regardless of their role, grade or service they work in • Flexible working arrangements can be short term or long term in nature. • There is no automatic right to have a request for flexibility agreed as there may be legitimate reason why the employer is unable to accommodate • The policy will ensure equality of access to flexible working, as far as practicable, regardless of role, shift pattern, team or pay band. <p>The policy has been updated in line with changes to Section 33 of the National Health Service (NHS) Agenda for Change (AFC) Terms & Conditions handbook effective in Northern Ireland from 1st April 2022. The NHS terms and conditions of service handbook contains the national agreements on pay and conditions of service for NHS staff under the NHS terms and conditions of service (Agenda for Change).</p> <p>The Trust will be required to publish, bi-annually, the uptake of flexible working and report outcomes within existing organisational governance arrangements.</p>		<p>responsibilities. This helps to ensure all are aware of their role and responsibility to ensure compliance with the policy.</p> <p>The process for applying and the approvals/rejection process has also been clearly outlined to ensure it is transparent for all. This includes clear timeframes for each step to ensure that the process is carried out in a timely manner and meeting statutory requirements.</p> <p>The amended policy will be circulated through the organisation and to Trade Union Colleagues through the Consultation group to ensure they are aware and can promote to their members. Additional support will be made available for staff and managers through the HR Hub which will include guidance on applying and additional guidance to support managers in applying the process. Manager briefing sessions will be held together with Manager drop-in sessions to offer any specific support required from HR.</p> <p>The updated policy will be promoted through the Trust's Senior Leaders Forum, Directorate Senior Management Team Meetings and through the Trust's Extension for Community Healthcare Outcomes (ECHO) Group.</p>	
<p>Regional Disciplinary Policy and Procedure</p> <p>This document sets out the Regional Disciplinary Policy</p>	<p>Green: No Impact: A full EQIA is not recommended.</p>	<p>This policy has been developed in line with best practice recommendations and based upon 5 key principles of HSC values, Fairness, Confidentiality,</p>	<p>28/09/22</p>

and Procedure in relation to employee conduct and aims to ensure that just, fair and effective arrangements exist for dealing with disciplinary issues. The Policy should be regarded as a valuable tool to promote positive employee relations, effective partnership working and to improve standards of behaviour through accountability and learning.

The HSC is committed to our values of openness and honesty, compassion, excellence and working together. These provide the framework for achievement of a Just Culture approach through supportive, constructive and fair evaluation of the actions of employee involved in an incident, error, concern or complaint.

We expect all employees to meet high standards of conduct and behaviour and, where this does not occur, we will encourage improvement and learning through application of our HSC Values to achieve and maintain these standards. We will seek to understand 'what' was responsible rather than 'who' was responsible and identify support for all involved. We will place equal emphasis on accountability and learning and only where appropriate proceed to formal disciplinary investigation.

This policy and procedure applies to all employees of the HSC including staff on fixed-term and bank contracts. The only exception is Medical and Dental Staff, where concerns about their conduct are handled through the 'Maintaining High Professional Standards Framework' until a decision is made to progress to a conduct hearing under this Disciplinary Policy. There is no requirement to re-investigate in these circumstances. The individual roles and responsibilities in relation to matters arising as a result

Equality and Natural Justice. Specific actions have been introduced as the policy was developed to better promote equality of opportunity.

The local HR Teams will cascade training in the form of awareness sessions to both managers and staff following the launch of this Policy as part of an awareness week/month. Going forward training on the application of the policy will be offered to managers through local management training programmes and ad hoc training provided to various teams/departments by the local HR Departments.

The Policy will be shared with Trust Corporate Management Team in the first instance before being extended out to the various Directorate Senior Management Teams.

<p>of conduct issues are clearly set out in the Disciplinary Policy.</p>			
<p>Adult Safeguarding Human Resources Joint Investigation Protocol</p> <p>The purpose of this protocol is to ensure that investigations requiring Adult Safeguarding (ASG) and Human Relations (HR) are undertaken jointly in order to avoid unnecessary duplication and delays in the investigation process therefore reducing any negative impact for those involved in the investigation process.</p> <p>This protocol applies to all employees in situations where an incident, concern or complaint has been made against them in relation to a patient or service user where there has been harm, or risk of harm, to an adult who is in receipt of services.</p> <p>The protocol acknowledges that each Health and Social Care Trust in Northern Ireland has different structures for both ASG and HR and the Principles of Practice at Appendix 1 recognises that achieving a regional model would not be possible.</p> <p>This protocol takes account of these Principles of Practice, as well as the Adult Safeguarding Policy (2015), Regional Adult Safeguarding Procedures (2016) and the Disciplinary Procedure. Where harm has occurred to an adult in receipt of services and the threshold for PSNI intervention has been met, this protocol should be read in conjunction with the Protocol for Joint Investigation (2016).</p> <p>ASG is currently subject to a regional transformation</p>	<p>Green: No Impact: A full EQIA is not recommended.</p>	<p>It is anticipated that this protocol will have a positive impact, to ensure joint ASG/HR investigations are progressed in a timely manner and avoid unnecessary delays. It outlines the process, roles and responsibilities for both the ASG and HR Teams. It will be shared within the ASG and the HR Employee Relations Team and will be available on the HR Hub.</p> <p>This protocol has been developed in line with best practice recommendations and based upon 5 key principles of HSC values, Fairness, Confidentiality, Equality and Natural Justice. Specific actions have been introduced as the protocol was developed to better promote equality of opportunity.</p>	<p>28/09/22</p>

project and this protocol will be reviewed in light of anticipated changes to practice.			
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Performance and Service Improvement			
Title of Policy and Description	Outcome of Equality Screening	Reason for Outcome	Date Compl'd
<p>Naming Convention Policy</p> <p>This is a new policy to ensure that electronic files are named correctly and sets a format for the naming of electronic documents (mainly MS Office documents) by Trust staff.</p>	<p>Green: No Impact: A full EQIA is not recommended</p>	<p>The policy outlines the voluntary requirement for staff to name Microsoft Office documents in a particular way. It will be communicated to staff via the formal policy process – communicated via a Trust Communication Email and placed on the policy library. It will also be referenced in all Information Governance training materials.</p>	<p>23/09/22</p>