# Equality, Good Relations and Human Rights SCREENING TEMPLATE

Belfast Health and Social Care Trust

Note: 1) Proposals cannot be implemented until an Equality Screening or EQIA has been completed
2) This template should be completed in conjunction with the accompanying Guidance Notes
3) Completed Screening Templates are public documents and will be posted on the Trust's website

| **Section 1: INFORMATION ABOUT THE POLICY/PROPOSAL** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1.1) Name of the policy/proposal** | Nursing Voluntary Transfer Policy | | | | | | |
| **(1.2) Status of policy/proposal** *(please underline)* | | New | | Existing | | Revised | |
| **(1.3) Department/Service Group:** *(please underline)* | Corporate Services Group *(Please specify)* | Nursing and User Experience | Un-scheduled and Acute Care | Surgery & Specialist Services | Specialist Hospitals & Women's Health | Children's Community Services | Adult Social & Primary Care |
| **(1.4) Description of the policy including intended aims/outcomes** | The Belfast Health and Social Care Trust (BHSCT) Nursing & Midwifery Workforce Steering has agreed to implement a policy which facilitates voluntary transfer requests from Nursing and Midwifery staff. Bands 2, 3 and 5 nursing/midwifery and Band 6 Community staff will constitute the pilot in the first instance. This policy will ensure requests from staff for a voluntary transfer within the Trust are treated in a fair and equitable manner causing no adverse impact on service provision. To provide a framework and protocol through which permanent staff may apply to transfer on a voluntary basis to a post in the same grade providing they meet the essential criteria of the post. Under this scheme, voluntary transfers will only be permitted if an application to transfer is received in advance of a post becoming vacant. | | | | | | |
| **(1.5) How will the policy/proposal be implemented?** | The policy will be implemented as a pilot for one year in the first instance and evaluated/reviewed before full and final implementation. It will not change service delivery and is designed to provide a clearer transfer arrangement for nursing staff who wish to move from one part of the organisation to another. The policy will be applicable when a vacancy arises however this will in turn create vacancies which can be forwarded for external recruitment. Given the shortages within nursing and high attrition rates this will not have an impact on overall recruitment to Band 5 Nursing positions. | | | | | | |
| **(1.6) Who are the internal and external stakeholders (actual or potential)** | Band 5 who wish to transfer and some Band 6 nursing staff across all Directorates<br>Trade Unions. | | | | | | |

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|---|---|
| **that the policy/proposal could impact upon?** *(E.g. service users/staff/ other public sector organisations/trade unions/ professional bodies/independent, voluntary or community sector)* | All Directorate nursing leads, Central Nursing, HR and Trade Unions have been consulted in the drafting of the policy. |

## Section 2: CLASSIFICATION OF POLICY

*The purpose of this Section is to identify those policies/proposals which have* ***no impact on equality*** *e.g. policies of a purely clinical or technical nature.*
***It should be noted however that the majority of policies /proposals will have some equality impact on staff and/or service users and will require the completion of the entire template.***

| PART A: | **Yes or No** |
|---|---|
| (2A.1) Is there an impact on equality of opportunity for those affected by this policy, for each of the S75* equality categories? | Yes |
| (2A.2) Are there better opportunities to promote equality of opportunity for people within the S75 categories? | No |
| (2A.3) Does the policy impact upon good relations between people of a different religious belief, political opinion or racial group? | No |
| (2A.4) Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group? | No |
| (2A.5) Are there opportunities to encourage disabled people to participate in public life and promote positive attitudes toward disabled people? | No |
| (2A.6) Does the policy/proposal impact on Human Rights? | No |

(2A.7) If you have answered *Yes* to **any** of the above questions proceed to Section 2B overleaf.
If you have answered *No* to **all** of the above questions the policy ***may*** be screened out at this stage. Please give reasons supporting this decision below then sign and date below then forward to the Health & Social Inequalities Team for consideration
Lesley.Jamieson@belfasttrust.hscni.net

| | | | |
|---|---|---|---|
| Approved Lead Officer:<br>Position:<br>Date: | | *Countersigned by:*<br>Health Inequalities Manager:<br>Employment Equality Manager: | |

**S75 Equality Categories: Age * Dependants * Disability * Gender * Marital - Civil Partnership Status * Political Opinion * Race * Religion * Sexual Orientation*

| PART B | |
|---|---|
| (2B.1)<br>Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/ proposal? *Financial, legislative or other constraints?* | Recruitment delays - The pilot will tease out any delays and central nursing, will ensure potential delays can be discussed in advance with the requisitioning manager |
| (2B.2)<br>Other policies/strategies/information with a bearing on this policy/proposal (*for example internal or regional policies*) - What are they and who owns them? | Redeployment Policy - All posts will be work flowed through the normal transfer list will be reviewed and central nursing can agreed this process with RSSC recruitment channels and including redeployment teams and through to RSSC<br><br>Equal Opportunities Policy<br><br>Employment of People with Disabilities Framework |
| (2B.3)<br>Provide details of how you have or how you intend to involve stakeholders (refer 1.6 above) when screening this policy/proposal | All Directorate nursing leads, Central Nursing, HR and Trade Unions have been consulted in the drafting of the policy. |

## Section 3: AVAILABLE EVIDENCE , CONSIDERATION OF IMPACTS AND MITIGATION

You will need to collect quantitative and qualitative equality data for those service users and staff affected using the templates provided in Tables 1 & 2 at the end of this document.
**Taking into account this data and the information gathered in Sections 1&2 you should now identify, for each of the nine Section 75 categories, the level of impact, mitigation measures and opportunities to better promote equality of opportunity.**
*NB: Where both staff and service users are impacted, a separate table for each is required.*

### 3A) SERVICE USERS

| **Equality Category** | **Level of Impact** | | | **Mitigation Measures and consideration of alternative policies or actions that might lessen the severity of the equality impact** (where Major or Minor Impact identified) |
|---|---|---|---|---|
| | **Major** | **Minor** | **None** | |
| **Age** | Applicable to staff only – refer Table 3b below | | | |
| **Dependant Status** | | | | |
| **Disability** | | | | |
| **Gender** | | | | |
| **Marital Status** | | | | |
| **Race (Ethnicity)** | | | | |
| **Religion** | | | | |
| **Political Opinion** | | | | |
| **Sexual Orientation** | | | | |
| **Multiple Identity** e.*g. disabled minority ethnic people or young Protestant men.* | | | | |

| 3B) STAFF | | | | | |
|---|---|---|---|---|---|
| **Equality Category** | | **Level of Impact** | | | **Mitigation Measures and consideration of alternative policies or actions that might lessen the severity of the equality impact** (where Major or Minor Impact identified) |
| | | **Major** | **Minor** | **None** | |
| **Age** | | | X | | This policy will operate initially as a 1 year pilot programme which will be monitored and reviewed.<br><br>All posts will be work-flowed through the normal recruitment channels including redeployment teams and through to RSSC– at this point the voluntary transfer list will be reviewed and central nursing can agreed this process with RSSC<br><br>Where more than one person is interested a selection process will be conducted in line with the Trust Recruitment Procedure<br><br>The transfer application form requires information on the applicant's sickness absence to be completed by the line manager. The policy provides clear guidance on how this information should be used to ensure that it is not used in a discriminatory manner and that reasonable adjustments are applied as appropriate. |
| **Dependant Status** | | | X | | |
| **Disability** | | | X | | |
| **Gender** | | | X | | |
| **Marital Status** | | | X | | |
| **Race** | **Ethnicity** | | X | | |
| | **Nationality** | | X | | |
| **Religion** | **Community Background** | | X | | |
| | **Religious Belief** | | X | | |
| **Political Opinion** | | | X | | |
| **Sexual Orientation** | | | X | | |
| **Multiple Identity** e.g. female staff with caring responsibilities | | | | | |

## Section 4: GOOD RELATIONS

**To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group?**

| **Good relations category** | **Level of impact** | | | **Mitigation Measures and consideration of alternative policies or actions that might lessen the severity of the equality impact** (where Major or Minor Impact identified) |
|---|---|---|---|---|
| | **Major** | **Minor** | **None** | |
| Religious belief | | | X | |
| Political opinion | | | X | |
| Racial group | | | X | |

## Section 5: DISABILITY DUTIES

| | |
|---|---|
| **How does the policy/proposal or decision currently encourage disabled people to participate in public life and promote positive attitudes towards disabled people? Consider what other measures you could take.**<br>*For example, have staff received disability equality training or training on the Trust's Patient and Client Experience Standards?* | N/A |

## Section 6: HUMAN RIGHTS

***Does the policy/proposal affect human rights in a positive or negative way?***
*NB: If you identify potential negative impact in relation to any of the Articles seek advice from your line manager and/or a representative from the Equality Team. It may also be necessary to seek legal advice.*

| Article | Positive impact | Negative impact * | Neutral impact |
|---|---|---|---|
| A2: Right to life | | | ✓ |
| A3: Right to freedom from torture, inhuman or degrading treatment or punishment | | | ✓ |
| A4: Right to freedom from slavery, servitude & forced or compulsory labour | | | ✓ |
| A5: Right to liberty & security of person | | | ✓ |
| A6: Right to a fair & public trial within a reasonable time | | | ✓ |
| A7: Right to freedom from retrospective criminal law & no punishment without law | | | ✓ |
| A8: Right to respect for private & family life, home and correspondence. | | | ✓ |
| A9: Right to freedom of thought, conscience & religion | | | ✓ |
| A10: Right to freedom of expression | | | ✓ |
| A11: Right to freedom of assembly & association | | | ✓ |
| A12: Right to marry & found a family | | | ✓ |
| A14: Prohibition of discrimination in the enjoyment of the convention rights | | | ✓ |
| 1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property | | | ✓ |
| 1st protocol Article 2 – Right of access to education | | | |

| | |
|---|---|
| Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes. | |

** A negative impact is where human rights have been interfered with or restricted*

| Section 7: SCREENING DECISION | Major | Minor | None |
|---|---|---|---|
| **(7.1) How would you categorise the impacts of this policy/proposal?** | | X | |

| | | | |
|---|---|---|---|
| **(7.2) If you have identified any impact, what mitigation have you considered to address this?** | • This policy will operate initially as a 1 year pilot programme which will be monitored and reviewed.<br>• All posts will be work-flowed through the normal recruitment channels including redeployment teams and through to RSSC– at this point the voluntary transfer list will be reviewed and central nursing can agreed this process with RSSC<br>• The pilot will tease out any delays and central nursing will ensure potential delays can be discussed in advance with the requisitioning manager<br>• Where more than one person is interested a selection process will be conducted – An appendix to the transfer policy has been developed outlining the key principles and procedures required to ensure a fair and equitable process with records maintained in line with the Trust's Recruitment and Selection Policy and Procedure | | |
| **(7.2) Do you consider the policy/proposal needs to be subjected to on-going screening?** | **Yes** | **No** | **Reasons** |
| **(7.3) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)?**<br>*NB: A full Equality Impact Assessment (EQIA) is usually confined to those policies or proposals considered to have major implications for equality of opportunity.* | **Yes** | **No** | **Reasons** |
| **(7.4) Monitoring- Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?** | • This policy will operate initially as a 1 year pilot programme which will be monitored and reviewed. | | |

**Please sign and date below and forward to the Health & Social Inequalities Team Lesley.Jamieson@belfasttrust.hscni.net**

| | | | |
|---|---|---|---|
| **Approved Lead Officer** | | **Countersigned by:** | |
| **Position** | Senior HR Manager | **Health Inequalities Manager** | |

| Date | 4/4/16 | Employment Equality Manager | Michelle Morris |
|---|---|---|---|

Tables 1 and 2: **Qualitative and Quantitative Data required to assess level of impact, mitigation and opportunities to better promote equality of opportunity** (As referred to in Section 3)

Table 1: Service Users – N/A

Table 2: Staff

There are 5195 Staff *(Excludes any Bank only Staff)* that can be potential affected by this policy. They are Nursing staff within Pay Bands 2,3,4,5 and also Band 6 District Nurses.

**Table 2: STAFF** *@January 2016

| Equality Category | Groups | Quantitative Data | | Qualitative Data |
|---|---|---|---|---|
| | | Trust workforce* | Staff affected | |
| **1.** **Age** | <25 | 4% | 7.82% | Broadly in line with overall workforce profile.<br><br>Staff will be required to have completed 6 months service to be eligible to apply. |
| | 25-34 | 24% | 27.20% | |
| | 35-44 | 26% | 26.53% | |
| | 45-54 | 28% | 25.16% | |
| | 55-64 | 16% | 12.30% | |
| | 65+ | 2% | 1.00% | |
| **2.** **Dependant Status** | Dependants | 23% | 20.98% | Broadly in line with overall workforce profile. |
| | No Dependants | 20% | 16.67% | |
| | Not known | 57% | 62.35% | |
| **3.** **Disability** | Yes | 2% | 1.92% | Broadly in line with overall workforce profile.<br><br>Reasonable adjustments for disabled staff will be provided in line with the Employment of People with Disabilities Framework. |
| | No | 69% | 71.57% | |
| | Not known | 29% | 26.51% | |

| | | | | |
|---|---|---|---|---|
| **4.**<br><br>**Gender** | Female<br>Male | 78%<br>22% | 89.89%<br>10.11% | Higher proportion of Female staff compared to that of the overall workforce |
| **5.**<br><br>**Marital Status** | Married/ Civil P'ship<br>Single<br>Other/Not known | 57%<br>36%<br>7% | 57.67%<br>36.65%<br>5.68% | Broadly in line with overall workforce profile. |
| **6. Race**<br><br>a)<br>Ethnicity | BME<br>White<br>Not Known | 4%<br>79%<br>17% | 76.17%<br>76.53%<br>14.88% | Broadly in line with overall workforce profile. |
| b)<br>Nationality | GB<br>Irish<br>Northern Irish<br>Other<br>Not known | 18%<br>9%<br>2%<br>1%<br>70% | 19.87%<br>9.91%<br>1.56%<br>1.94%<br>66.72% | Broadly in line with overall workforce profile |
| **7. Religion**<br><br>a)<br>Community Background | Protestant<br>Roman Catholic<br>Neither | 44%<br>50%<br>6% | 42.58%<br>50.49%<br>6.93% | Broadly in line with overall workforce profile |

| | | | | |
|---|---|---|---|---|
| b) Religious Belief | Christian<br>Other<br>No religious belief<br>Not known | 28%<br>1%<br>8%<br>63% | 29.80%<br>1.33%<br>8.47%<br>60.40% | Broadly in line with overall workforce profile |
| **8. Political Opinion**<br>** 2011 Assembly election* | Broadly Nationalist<br>Broadly Unionist<br>Other<br>Do not wish to answer/ Unknown | 6%<br>7%<br>8%<br>79% | 4.14%<br>5.37%<br>7.24%<br>85.25% | Broadly in line with overall workforce profile |
| **9. Sexual Orientation** | Opposite sex<br>Same sex or both sexes<br>Do not wish to answer /Not known | 42%<br>1%<br>57% | 42.75%<br>1.04%<br>56.20% | Broadly in line with overall workforce profile |