



NORTHERN IRELAND AMBULANCE SERVICE EQUALITY SCREENING REPORT 1 JANUARY – 30 JUNE 2017

Introduction

Section 75 of the Northern Ireland Act 1998 requires the Northern Ireland Ambulance Service Health and Social Care Trust, when carrying out its functions in relation to Northern Ireland, to have due regard to the need to promote equality of opportunity between nine categories of persons, namely:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

Without prejudice to these obligations, the Trust must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The Trust's Equality Scheme outlines how we propose to fulfil our statutory duties under Section 75. Within the Scheme, the Trust gave a commitment to apply the screening methodology below to all new and revised policies and where necessary and appropriate to subject new policies to further equality impact assessment:

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

In keeping with the commitments in our Equality Scheme, the Trust has applied the above screening criteria to new policies and proposals. The screening process is used to identify which policies are likely to have a significant/major impact on or consequence for people including those in any of the nine equality groups.

If it is decided that a policy/proposal is likely to have a significant/major impact in relation to equality, it is then necessary to carry out a more detailed exercise called an Equality Impact Assessment (EQIA).

This screening report outlines the screening outcomes between 1 January and 30 June 2017.

Communication and Engagement

In order to carry out our functions there is a need to continue to effectively engage and work collaboratively with a wide range of stakeholders including Trust staff, Trade Unions, service users, carers, commissioners, primary care, public representatives and independent providers.

The Trust is committed to promoting Personal and Public Involvement in all its activities. The development of new policies and proposals will be supported by effective engagement processes to ensure that staff, service users and all interested parties are fully involved. Planning for and delivering safe, clinically effective and cost effective services requires close collaboration at many levels.

To ensure equality of opportunity in accessing information, we will provide this document in alternative formats on request, where reasonably practicable. Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY), large print or minority languages to meet the needs of those for whom English is not their first language. If you have any queries about this document and its availability in alternative formats then please contact:

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Outcome of Screening

The screening outcomes are outlined in the table below. Three possible outcomes are recorded:

- **screened in** for equality impact assessment
- **screened out with mitigation** (i.e. ways of delivering the policy outcome which have a less adverse effect on the relevant Section 75 categories) or an alternative policy proposed to be adopted
- **screened out without mitigation** or an alternative policy proposed to be adopted.

Screening Date	Policy	Aim	Screening Outcome	Decision
Jan 2017	Disciplinary Procedure	<p>The procedure is designed to help and encourage all employees to achieve and maintain appropriate standards of conduct, performance and behaviour. The aim of the procedure is to ensure that:</p> <ul style="list-style-type: none"> • the Trust can operate effectively as an organisation. • disciplinary action taken is fair, appropriate and consistent and all who are involved in the process are treated with dignity and respect; and • managers, employees and their representatives are aware of their rights and obligations in matters relating to disciplinary and appeals procedure. 	Impact on section 75 groups assessed as minor.	Screened out with mitigation

Jan 2017	Capability Procedure	<p>The procedure is designed to deal with circumstances in which an employee is lacking in an area of knowledge, skill or ability, resulting in a failure to carry out the required duties of their role to an acceptable standard. The aims of the procedure are to ensure that:</p> <ul style="list-style-type: none"> • the employee is assisted to improve their performance and that there is on-going monitoring and assistance afforded to support them to reach the expected performance standard; • the Trust operates effectively as an organisation; • there is guidance and a protocol through which managers can address employee capability concerns; • capability concerns are dealt with fairly, appropriately and consistently, and all who are involved in the process are treated with dignity and respect; and 	Impact on section 75 groups assessed as minor.	Screened out with mitigation
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		<ul style="list-style-type: none">managers, employees and their representatives are aware of their rights and obligations in dealing with matters of capability under this procedure.		
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