



**Northern Ireland Practice and Education Council  
for Nursing and Midwifery**

**Public Authority Statutory Equality, Good Relations and  
Disability Duties  
Annual Progress Report 2018-19**

**Contact:**

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Documents published relating to our Equality Scheme can be found at:  
<http://www.nipec.hscni.net/about-nipec/equality/>

Our Equality Scheme is due to be reviewed by April 2021 (ECNI Q28).

**Signature:**

  
**Angela McLernon  
Chief Executive**

**This report has been prepared adapting a template circulated by the  
Equality Commission.**

**It presents our progress in fulfilling our statutory equality and disability  
duties.**

**This report reflects progress made between April 2018 and March 2019.**

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# Chapter 1: Summary Quantitative Report

## Screening, EQIAs and Consultation (ECNI Q15,16,19)

1. Number of policies screened (as recorded in screening reports) (see also Chapter 6)	Screened in	Screened out with mitigation	Screened out without mitigation	Screening decision reviewed following concerns raised by consultees
	0	5	1	0
2. Number of policies subjected to Equality Impact Assessment	0			
3. Indicate the stage of progress of each EQIA	<b>Title</b>		<b>Stage</b>	
	N/A		N/A	
4. Number of policy consultations conducted	0			
5. Number of policy consultations conducted with screening presented (See also Chapter 2, Table 2)	0			

## Training (ECNI Q24)

### 6. Staff training undertaken during 2018-19

(See also Chapter 2, Q6)

Course	No of Staff trained
Good Relations	1

### E-learning:

#### *Discovering Diversity*

Module 1 to 4 – Diversity	2
Module 5 – Disability	2
Module 6 – Cultural Competencies	2

#### Making a Difference

Part 1 – All Staff	12
Part 2 – Line Managers	5

## Complaints (ECNI Q27)

### 7. Number of complaints in relation to the Equality Scheme received during 2018-19

None

Please provide detail of any complaints:

N/A

## Equality Action Plan (see also Chapter 3) (ECNI Q7)

### 8. Within the 2018-19 reporting period, please indicate the number of:

Actions completed:	2	Actions ongoing:	1	Actions to commence:	0
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**Disability Action Plan (see also Chapter 4)  
(ECNI Part B Q1)**

9. Within the 2018-19 reporting period, please indicate the number of:

Actions completed:	2	Actions ongoing:	5	Actions to commence:	0
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## Chapter 2: Section 75 Progress Report

(ECNI Q1,3,3a,3b,23)

1. Please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved. Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

Table 1 below outlines progress to better promote equality of opportunity and good relations. This includes as a result of:

- screening / Equality Impact Assessments (EQIAs)
- monitoring
- staff training
- engagement and consultation
- improvements in access to information and services
- implementation of Equality and Disability Action Plans.

In most cases, it is not possible to ascribe developments and changes to one single factor. Ongoing initiatives, such as the Gender Identity Employment Policy, for instance are not necessarily an outcome of screenings or Equality and Disability Action Plan implementation.

As mainstreaming progresses and the promotion of equality becomes part of the organisational culture and way of working, the more difficult it becomes to ascribe activities and outcomes to the application of a specific element of Equality Scheme implementation

Where changes resulted from screenings, these will be listed in Chapter 6, the mitigation report.

We did not carry out any EQIAs during this period, therefore no changes resulted from EQIAs.

**Table 1:**

	<p><b>Outline new developments or changes in policies or practices and the difference they have made for specific equality groupings</b></p>
<p><b>Persons of different religious belief</b></p>	<p><b>Development of Equality Monitoring Data</b></p> <p>Alongside the BSO Procurement and Logistics Service, we took action to proactively promote equality of opportunity with regards to our contracts with <b>recruitment agencies</b>. Together with our HSC partners, we included in the most recent tender specific requirements for bidders to demonstrate how they promote equality with reference to: training their staff; gathering feedback from agency workers; their provisions on making reasonable adjustments for agency workers; and outreach work to attract a diverse range of agency workers. Collection of this monitoring data for all nine equality groupings was audited in 2019. This will enable us in future to monitor the diversity of agency workers placed with us and, where necessary, to engage with recruitment agencies in relation to measures to address under-representation and the user experience of specific equality groupings.</p> <p>Similarly, we used equality monitoring forms for people who participate in our <b>Disability Placement Scheme</b>, capturing all nine equality groupings. This will enable us to see how diverse the group of people being placed are and, where necessary, work with the provider to take further outreach measures.</p>
<p><b>Persons of different political opinion</b></p>	
<p><b>Persons of different racial groups</b></p>	
<p><b>Persons of different age</b></p>	

<b>Persons with different marital status</b>	
<b>Persons of different sexual orientation</b>	The regional Bullying and Harassment Policy was developed by BSO HR and colleagues from other regional HSC organisations and HSC Trusts. In order to give LB people more confidence in reporting incidences of conflict, bullying and harassment, sexual orientation is clearly defined in the policy as a protected equality group in the definition of harassment. Moreover, the policy states the line managers have a specific responsibility in the prevention and resolution of conflict, bullying and harassment.
<b>Persons of different genders and gender identities</b>	<b>Gender Identity and Expression Employment Policy</b> The regional task and finish group has met a number of times over the last year. All HSC organisations are represented by senior staff from BSO HR and Equality. The work this year focused on developing checklists for line managers and HR for key aspects of the transition including the handling of information records in relation to transgender and non-binary staff. Work has also included an assessment of the awareness and training needs of staff.
<b>Persons with and without a disability</b>	
<b>Persons with and without dependants</b>	



**(ECNI Q4,5,6)**

2. During the 2018-19 reporting period:

(a) Were the Section 75 statutory duties integrated within:

	<b>Yes/No</b>	<b>Details</b>
<b>Job descriptions</b>	Yes	<p>All job descriptions include a general statement to ‘assist NIPEC in the fulfilment of its statutory duty under Section 75 of the NI Act 1998, to promote equality of opportunity and good relations and also the Human Rights Act 1998 and the Disability Discrimination Order 2007; and support NIPEC in complying with its obligations under the Human Rights legislation’.</p> <p>However, some job descriptions have more specific references to Section 75 responsibilities and duties such as the Chief Executive, Head of Corporate Services and Corporate Services Manager.</p>
<b>Performance objectives for staff</b>	Yes	<p>For some members of staff, such as the Chief Executive, Head of Corporate Services and Corporate Services Manager. As an example, in 2018-19, the Corporate Services Manager was asked to:</p> <ul style="list-style-type: none"><li>• Co-ordinate and manage the implementation of the new Equality and Disability Plans 2018-23 in collaboration with the HSC Equality Forum and BSO’s Equality Unit.</li><li>• Represent NIPEC on the quarterly HSC Equality Forum, participating in discussion and joint actions and feeding back to the Head of Corporate Services and senior team on relevant issues.</li><li>• Support NIPEC Business Team in ensuring Equality duties are fulfilled, including completion of Annual Progress Report, equality screening of policies, procedures, corporate and project plans and decisions.</li></ul>

(b) Were objectives and targets relating to Section 75 integrated into:

	Yes/No	Details
<b>Corporate/strategic plans</b>	Yes	NIPEC's Corporate Plan 2017-21 outlines a set of values that directly impact on what NIPEC does and how they do it. These provide a constant reference point for the organisation as it seeks to implement the Corporate Plan. One such value is to 'be impartial' and the need to ensure NIPEC acts with 'integrity, transparency and objectivity' promoting 'a culture of equality and diversity'.
<b>Annual business plans</b>	Yes	NIPEC's Business Plan for 2018-19 required NIPEC to ensure it adhered to the appropriate Statutory and Regulatory requirements by demonstrating compliance with Equality and Human Rights statutory and regulatory duties  It also stated NIPEC will publish and commence implementation of its new Disability and Equality Action Plans 2018-23 following an HSC consultation exercise in 2017-18.

**(ECNI Q11,12,17)**

3. Please provide any details and examples of good practice in consultation during the 2018-19 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

Engaging, involving and working with our stakeholders, internal and external, continues to be an important aspect of our work. We engage with a wide range of nursing, midwifery and other key professionals across the country and in the UK, and within the HSC and voluntary, independent and private sector.

This engagement includes face to face meetings, requesting comments to written documents, questionnaires and online surveys. For example, during 2018-19, we conducted **7** online surveys, which sought te the views of nurses and midwives on specific subjects pertaining to their

role, practice and professional development as well as our website and microsites.

Once again, this year our annual stakeholder event took the form of several smaller 'roadshows' held across the country, plus Twitter chats and an online survey all aimed at engaging with our stakeholders and seeking their views on our work in order to inform our business planning process.

Our annual conference '**Preparing Nurses and Midwives for the future .... to infinity and beyond**' was held in March 2019. With the demands on nurses and midwives constantly changing, needing them to deal with more wide-ranging challenges than ever before to provide better and safer care, the focus for the conference was Quality Improvement. Many of our speakers presented on projects undertaken at the 'coalface' involving service users which had led to improvements for them and others receiving health and social care services. Over lunch, 'On the Spectrum', a group of musicians aged 18-25 who have come through Autism Services, entertained the delegates.

**(ECNI Q21,26)**

4. In analysing monitoring information gathered, was any action taken to change/review any policies? Please provide any details and examples.

None

**(ECNI Q22)**

5. Please provide any details or examples of where the monitoring of policies, during the 2018-19 reporting period, has shown changes to differential/adverse impacts previously assessed.

None

**(ECNI Q25)**

6. Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

The aim of the e-learning resource 'Making a Difference' is to raise awareness of equality and show staff how they can make a difference to the culture of their organisation by:

- Promoting positive attitudes to diversity
- Ensuring everyone is treated with respect and dignity
- Behaving in a way that is in keeping with HSC values and equality and human rights law.

Making a Difference now forms part of mandatory training for all staff every two years in our organisation.

### **(ECNI Q29)**

7. **Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? (please provide details)**

We anticipate we will need to focus on the following areas during 2019-20:

- continued implementation of our Disability and Equality Action Plans
- equality screenings and the timely publication of completed screening templates
- where relevant, undertaking EQIAs
- monitoring, including of policies screened
- engagement with Section 75 groups (alongside other voluntary sector groups) as part of our ongoing work and collection of equality information where appropriate.

**Chapter 3: Equality Action Plan Progress Report**  
**(ECNI Q2)**



**Northern Ireland Practice and Education  
Council for Nursing and Midwifery**

# **Equality Action Plan 2018-2023**

**What we will do to promote equality and good relations**

## **Progress Report – Year 1**

**What we did between April 2018 and March 2019**

**Our Equality Action Plan 2018-23 can be found at:**

**[http://nipec.hscni.net/download/corporate\\_documents/equality\\_information/doc-Equality-Disability-Action-Plans-2018-23-FINAL-Mar18.pdf](http://nipec.hscni.net/download/corporate_documents/equality_information/doc-Equality-Disability-Action-Plans-2018-23-FINAL-Mar18.pdf)**

If you need this document in another format please get in touch with us. Our contact details are at the back of this document.

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Carers</b>			
<p>Review the caring responsibilities of staff with/without dependents.</p> <p>Promote information for staff who are carers on available policies and measures that might meet their needs, including sign-posting to relevant support organisations.</p> <p>Identify any gaps in available support for staff and explore how/if these could be met within existing policy and resources.</p> <p>Ensure carers involved in our work are aware of and avail of reimbursement guidelines</p>	<p>Staff who are carers feel more supported in the workplace</p>	<p>Baseline staff survey and after 3 years (quantifiable targets to be determined following baseline survey)</p>	<p>NIPEC / BSO HR with support from Equality Unit 2018/19</p>
<b>What we did last year</b>			
<p>To date a leaflet has been developed to provide information to staff who are carers. This leaflet highlights the policies and support offered by HSC regional organisations and also signpost carers to different local sources of help in each HSC Trust area. Details are also provided on counselling and advice services.</p> <p>The BSO's Equality Unit, on behalf of NIPEC and other regional HSC organisations are planning to conduct a staff survey and interviews to explore issues for carers in 2019-20.</p> <p><b>ONGOING</b></p>			

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Training</b>			
<p>'Making a Difference' e-learning</p> <ul style="list-style-type: none"> <li>• Add module to suite of mandatory training for all staff</li> <li>• Deliver on training targets</li> </ul>	Increased staff awareness of equality and human rights	<p>'Making a Difference' e-learning included in mandatory training for staff</p> <p>75% in first year and 100% thereafter of staff complete the e-learning module</p>	<p>NIPEC</p> <p>2018/19 – 2019/20</p> <p>Annually</p>
<b>What we did last year</b>			
<p>'Making a Difference' replaces modules 1-4 of Discovering Diversity, providing staff with training in the equality legislation and how they can make a difference by: promoting positive attitudes to diversity; ensuring everyone is treated with respect and dignity; and behaving in a way that is in keeping with HSC values and equality and human rights law.</p> <p>Completion of Part 1 of this new programme is mandatory for all staff every two years with line managers completing Parts 1 and 2. To date, Part 1 has been completed by 12 members of staff and Part 2 completed by 5 line managers. Reminder emails are issued to staff and line managers on a regular basis.</p> <p><b>COMPLETED</b></p>			



Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Stakeholder engagement</b>			
Seek feedback from those attending annual stakeholder and engagement events aimed at improving communication with the organisation and access to our resources.	Improved communication and engagement with those involved in our work	Feedback surveys issued at all stakeholder and engagement events	NIPEC 2018/19 onwards
<b>What we did last year</b>			
<p>In late 2018, NIPEC held 7 stakeholder and engagement events across the region which were attended by 109 nurses and midwives. A stakeholder survey included a question asking those who attended an event if there was anything NIPEC could do to improve their communication and engagement with nurses and midwives in terms of access to resources and information and in particular any issues relating to Section 75 groups. 71% completed the survey, 89% of who replied 'no' to this question, whilst 11% replied 'yes' – of these, none of the reasons given related specifically to Section 75.</p> <p>Future events and surveys will encourage feedback on any issues relating to Section 75 groups.</p> <p><b>COMPLETED</b></p>			

## **Conclusions**

- We completed 2 actions
- We still have some work to do to complete 1 action.
- All of the actions in our action plan are at regional and at local level.
- Our action plan is a live document. If we make any big changes to our plan we will involve people with a disability. We will tell the Equality Commission about any changes.

## **Chapter 4: Disability Action Plan Progress Report**



**Northern Ireland Practice and Education  
Council for Nursing and Midwifery**

# **Disability Action Plan 2013-2018**

**What we will do to promote positive attitudes towards disabled  
people and encourage the participation of disabled people in  
public life**

## **Progress Report – Year 1**

**What we did between April 2018 and March 2019**

**Our Disability Action Plan 2018-23 can be found at:  
[http://nipec.hscni.net/download/corporate\\_documents/equality\\_informatio  
n/doc-Equality-Disability-Action-Plans-2018-23-FINAL-Mar18.pdf](http://nipec.hscni.net/download/corporate_documents/equality_information/doc-Equality-Disability-Action-Plans-2018-23-FINAL-Mar18.pdf)**

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Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Awareness Days</b>			
Raise awareness of specific barriers faced by people with disabilities including through linking in with National Awareness Days or Weeks (such as Mind your Health Day)	Increased staff awareness of the range of disabilities and needs	Two awareness days profiled each year >50% of staff indicate they know more about people living with disabilities as a result of awareness days	NIPEC with support from Equality Unit Annually
<b>What we did last year</b>			
<p>This year we held two Disability Awareness Days – one in September 2018 focusing on Multiple Sclerosis (MS) and a second in February 2019 focusing on Autism. These Awareness Days were highlighted in a series of corporate communications to staff who also received information about MS and Autism, plus details of speakers and information stands located in different HSC organisations. Staff received an electronic version of the Disability Insight bulletin, which highlights different ways staff can support colleagues with the disability and signposts staff to further sources of support and information. NIPEC also hosted an information stand for staff in Centre House Foyer on both Awareness Days.</p> <p>The Disability Awareness Days were evaluated using a staff survey issued to all regional HSC organisations. Analysis of the feedback and evaluation of the responses received suggests that the Awareness Days do improve staff knowledge about disabilities: 84% of those who were aware of the MS Day said that it had improved their knowledge of the condition and 67% of staff know more about Autism. <b>COMPLETED</b></p>			

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Placement Scheme</b>			
Consider how the organisation can create and promote a meaningful placement opportunity for people with disabilities in line with good practice and making use of voluntary expertise in this area	People with a disability gain meaningful work experience	Placement considered and where possible offered each year  Feedback through annual evaluation of scheme indicates that placement meets expectations	NIPEC Annually
<b>What we did last year</b>			
<p>Consideration was given to how NIPEC could support a disability work placement in 2018/19, and information provided by BSO Equality Unit was discussed by NIPEC's Business Team. Unfortunately Transformation Projects, which commenced in October 2018, require additional temporary staff and as a result all available office/desk space within NIPEC's office accommodation will be fully used for duration of projects, ie. up to 31<sup>st</sup> March 2020. This meant we were unable to offer a placement this year but NIPEC will again consider offering a placement to a person with a disability next year.</p> <p><b>ONGOING</b></p>			

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Tapestry</b>			
Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan	Staff with a disability feel more confident that their voice is heard in decision-making  Staff with a disability feel better supported	Tapestry staff survey in 2022-23	NIPEC with support from Equality Unit  Annually
<b>What we did last year</b>			
<p>NIPEC works alongside the other regional HSC organisations to promote and maintain an effective staff disability forum. Tapestry meets on a quarterly basis and information received from BSO Equality Unit regarding meeting dates/venues, articles, website development, are shared with staff via email, inviting their comments, participation and attendance at meetings. Reminders of forthcoming meetings are emailed to all regional HSC organisations, and sent out as corporate communications, which also encourages new members to join. Tapestry's new website was promoted with staff and Council members who were encouraged to visit the site and provide feedback. Tapestry penguin stands are taken to any outside BSO and HSC corporate events.</p> <p><b>COMPLETED</b></p>			

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Monitoring</b>			
<p>Encourage staff to declare that they have a disability or care for a person with a disability through awareness raising and providing guidance to staff on the importance of monitoring</p> <p>Prompt staff to complete, maintain and update their personal equality monitoring records (via self-service on new Human Resources IT system)</p>	<p>More accurate data in place</p> <p>Greater number of staff feel comfortable declaring they have a disability</p>	<p>Increase in completion of disability monitoring information by staff to 90%</p>	<p>NIPEC with support from Equality Unit</p> <p>Annually</p>
<b>What we did last year</b>			
<p>Work to raise awareness and encourage staff to complete/update their equality monitoring information in previous years has resulted in improved reporting.</p> <p>However, completion of equality monitoring information has been impeded by an ongoing issue with HRPTS and therefore this action has not been fully completed.</p> <p><b>ONGOING</b></p>			



Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Training</b>			
In collaboration with disabled people design, deliver and evaluate training for staff and Council Members on equality and disability legislation	Increased staff and Council Member awareness of the range of disabilities and needs	All staff and Council members trained within 2 years through e-learning or interactive sessions and staff awareness initiatives	NIPEC with support from Equality Unit Annually
<b>What we did last year</b>			
<p>People with disabilities and voluntary organisations were involved alongside BSO Equality Unit staff in the development of our new e-learning 'Making a Difference'. The training includes a number of scenarios that involve people with a disability and asks staff to think through how best to support the individuals, as well as giving information on disability legislation.</p> <p>Completion of Part 1 of this programme is mandatory for all staff every two years with line managers completing Parts 1 and 2.</p> <p>To date, Part 1 has been completed by 12 members of staff and Part 2 completed by 5 line managers. Reminder emails are issued to staff and line managers on a regular basis.</p> <p><b>ONGOING</b></p>			

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Communication</b>			
<p>Monitor and assess accessibility of our website: Undertaken a self-assessment exercise against a recognised standard and where required develop an action plan to address any issues identified</p>	<p>Continue to meet best practice and guidance</p>	<p>Website accessibility to a current, recognised standard Assessment exercise outcome report Action Plan to address any accessibility issues</p>	<p>NIPEC 2018/19 onwards</p>
<b>What we did last year</b>			
<p>NIPEC's website has undergone a major review and restructure over the past 2 years and has been rebuilt using Wordpress software which meets the required standards for website accessibility.</p> <p>However during 2019/20, it is planned to seek feedback from the HSC Disability Staff Network 'Tapestry' to ensure the site is fully accessible to users with a disability.</p> <p><b>ONGOING</b></p>			

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<b>Communication</b>			
Review our corporate standards and branding for internal and external publications - consider if these support principles for inclusion and access by people with a disability	NIPEC publications fully accessible by people with a disability	Revised standards and branding published  Action taken to ensure these support inclusion and access by people with a disability	NIPEC 2018/19 onwards
<b>What we did last year</b>			
<p>NIPEC's Accessible Formats Policy outlines how those developing information should consider alternative formats and how information and publications can be requested in alternative formats. NIPEC monitors requests for alternative format and/or language to inform future production of electronic and written communication.</p> <p>The review of NIPEC's corporate standards and branding has not taken place due to other work commitments and resource constraints. It is planned to reconsider this in 2019/20 and whether this work is required when NIPEC's Accessible Formats Policy is in place and provides people with a disability to request alternative formats to meet their particular needs.</p> <p><b>ONGOING</b></p>			

## **Additional Measures**

- We always include Disability on our list of things to talk about at our quarterly Equality Forum with our partner organisations.
- We report on progress against our Disability Action Plan to our Board and Senior Management Team (the people at the top of our organisation) on a regular basis throughout the year.

## **Encourage Others**

- We include questions relating to the two duties in our equality and human rights screening form. The screening form is completed for all policies and decisions. This includes work that other organisations will do for us, for example, contracts that we have with voluntary sector organisations for health and wellbeing promotion work.

## **Monitoring**

- During the year, BSO Equality Unit spoke to three groups of people involved in the HSC work placement scheme, together with ourselves and our partner organisations. These are the people who were on a placement with the BSO and HSC organisations, their Employment Support Officers and their Placement Managers.

From these focus groups they were able to evaluate how the scheme went this year. It also helps to make changes to the scheme wherever needed. Also, for the first time this year, participants were asked to complete an equality monitoring form – this will show whether placement opportunities have been offered to a diverse range of people and, if not, which groups need to be reached out to specifically.

## **Conclusions**

- We completed 2 actions
- We didn't do what we said we would do under 1 action
- We still have some work to do to complete 4 actions.
- All of the actions in our action plan are at regional and at local level.
- Our action plan is a live document. If we make any big changes to our plan we will involve people with a disability. We will tell the Equality Commission about any changes.

# Chapter 5: Screening Report

(ECNI Q18)



# **Equality and Human Rights Screening Report**

**April 2018 – March 2019**

<http://www.nipec.hscni.net/about-nipec/equality/>

<b>*1</b>	'screened in' for equality impact assessment (EQIA)
<b>2</b>	'screened out' with mitigation
<b>3</b>	'screened out' without mitigation

<b>Policy / Procedure and Screening Documentation</b>	<b>Policy Aims</b>	<b>Date</b>	<b>*Screening Decision</b>
Financial Savings Plan 2018-19	<p>The Department of Health (DoH) advised NIPEC in a letter, dated the 30th March 2018, of its opening budget financial revenue (RRL) allocation for current expenditure in 2018-19.</p> <p>Due to the significant financial challenges for the DoH in 2018-19, the letter informed NIPEC that it would be receiving a Revenue Resource Limit for 2018-19 of £1,178,194. This represented a reduction of 1% (£12,000) from the opening resource revenue limit for 2017-18 services.</p>	April 2018	2
Gender Identity and Expression Employment Policy	The policy is aimed at creating a workplace where the dignity of and respect for transgender and non-binary people is protected and promoted.	April 2018	2
Records Management Policy	The aim of this policy is to ensure the quality of NIPEC's records; to maintain, retain or dispose of these records in accordance with NIPEC's need and legislative requirements; and to ensure the permanent preservation of appropriately identified records.	July 2018	3

<b>Policy / Procedure and Screening Documentation</b>	<b>Policy Aims</b>	<b>Date</b>	<b>*Screening Decision</b>
Travel Arrangements	This procedure covers travel arrangements for official business for both requesting and subsequently booking travel arrangements when approval has been granted.	September 2018	2
Development of a Career Pathway for District Nursing Services	<p>In 2018, on behalf of the Chief Nursing Officer, NIPEC co-produced a Career Framework for Specialist Nursing to support all nurses working in Specialist roles in Northern Ireland.</p> <p>As part of this work it was intended that competencies and a job description would be developed for District Nurses through identifying specific core educational requirements supported by a Nursing and Midwifery Council (NMC) recordable Specialist Practice Qualification.</p> <p>It was agreed that this should be completed within a career pathway for all key roles within the District Nursing Service.</p>	February 2019	2



Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Respiratory Competence Assessment Tool (R-CAT) 3-year Review Plan	The aim of this plan is to 'review the Respiratory Competence Assessment Tool (R-CAT) against current best practice, standards and guidelines for respiratory care within Asthma and Chronic Obstructive Pulmonary Disease (COPD) management and care, to identify areas that require amendment and to make recommendations for changes to the original publication'.	February 2019	2

**NB:** No concerns were raised by consultees on screening published in 2018-19

# **Chapter 6: Equality and Human Rights Mitigation**

**(ECNI Q1, 3, 3a, 3b)**



# **Equality and Human Rights Mitigation**

**April 2018 – March 2019**

## Financial Savings Plan 2018-19

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>In cases where information is not accessible via the website, information will be made available in an accessible format on request, as per NIPEC's Accessible Formats Policy.</p>	<p>The 1% reduction in budget received from the Department of Health in 2018/19 requires the organisation to develop a financial savings plan to achieve this. In doing so, the organisation has developed a plan that has minimal impact on their stakeholders.</p>
<p>In relation to a reduction in printing of written information, this should have minimal impact on stakeholders. However, NIPEC will continue to consider all requests for accessible formats.</p>	<p>NIPEC will monitor requests received for accessible formats.</p>

## Gender Identity Expression and Employment Policy

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>We actively encouraged those from the transgender and non-binary community to provide their input in the development of this policy.</p> <p>We listened to the needs of trans employees and encourage them to provide input in the establishment of awareness raising and training events.</p> <p>Reference was made to existing policies in order to determine ways of changing them making them more inclusive of the needs of transgender and non-binary people.</p> <p>Disability – for any transgender and</p>	<ul style="list-style-type: none"> <li>• Increase the avenues of support for transgender employees undergoing gender reassignment.</li> <li>• For those who have completed the gender reassignment process on-going support will be provided.</li> <li>• Awareness raising sessions will be provided to employees and HR staff who work in close proximity with transgender and non-binary employees. These sessions will be conducted with the utmost sensitivity respecting privacy of transgender and non-binary</li> </ul>

<p>non-binary staff who have a disability reasonable adjustments will be considered in line with our obligations under the Disability Discrimination Act.</p> <p>Age – information on the differences in the experience of ‘passing’ depending on the age of transitioning will be included in awareness raising for staff.</p> <p>Marital status – information for transgender staff on the need to nominate partners for pensions following divorce will be provided.</p> <p>Religion – the need for dignity and respect to guide behaviour regardless of religious belief will be underlined in awareness and training for staff.</p>	<p>employees.</p> <ul style="list-style-type: none"> <li>• Any incidents of workplace bullying or harassment on the basis of gender identity will be dealt with in the same way as other equality categories.</li> <li>• Provide support to transgender and non-binary employees with caring responsibilities and where possible ensure that flexible working patterns are offered.</li> </ul>
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### Travel Arrangements

<b>In developing the policy or decision what did you do or change to address the equality issues you identified?</b>	<b>What do you intend to do in future to address the equality issues you identified?</b>
<p>Requests for travel arrangements will be considered on the basis of information provided by staff and Council members.</p> <p>Interpretation of ‘most economic method of travel’ by the officer approving any requests will take into account issues relating to the individual’s needs relating to their disability and in discussion with the individual concerned.</p> <p>Similarly, the need for accessible accommodation for those with a disability will be considered on an individual basis and in discussion with the individual concerned.</p>	<p>NIPEC will monitor all requests / bookings for travel and, where needed, the policy will be reviewed to take account of any specific recurring needs of those with a disability.</p>
<p>NIPEC’s Accessible Formats Policy outlines how information can be requested in alternative formats, receipt of which is recorded and requests are monitored.</p>	<p>NIPEC will continue to monitor requests for alternative format and/or language.</p>

## Development of a Career Pathway for District Nursing Services

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>Access to information and engagement and communication with stakeholders is paramount in achieving the aims and objectives of this project.</p>	<p>The lead officer will review any equality issues, including those identified in 2.3 and undertake the required screening.</p> <p>Organisation of external meetings with stakeholders, who may have particular needs regarding timing and location of meetings and access to buildings and information, will be considered at the time of organising meetings, booking venues and developing information to be shared.</p>
<p>Key activities of the project include:</p> <ul style="list-style-type: none"> <li>- developing and agreeing core competencies</li> <li>- identifying and agreeing core education and learning requirements</li> <li>- developing core job descriptions</li> <li>- developing a microsite on NIPEC's main website hosting all the resources.</li> </ul>	<p>Screening has identified that a number of Section 75 groups have particular needs and be more likely to require safeguarding.</p> <p>In developing the career pathway and any supporting documents, the specific needs of these Section 75 groups and their diversity across the groups will be considered, and where necessary, reflected within the pathway.</p>

## Respiratory Competence Assessment Tool (R-CAT) 3-year Review Plan

<b>In developing the policy or decision what did you do or change to address the equality issues you identified?</b>	<b>What do you intend to do in future to address the equality issues you identified?</b>
<p>Issues relating to accessible information for people with disabilities are considered in our Accessible Formats Policy, which outlines how those developing information should consider alternative formats, and how information and publications can be requested in alternative formats, the receipt of which are recorded and monitored. The Policy includes the needs of people with a disability, those who don't have computer skills or access to a computer or internet, and the need to provide age-appropriate information.</p> <p>NIPEC's procedure for booking external venues includes a checklist to assist those organising events and meetings to ensure that venues are fully accessible and where identified any additional support is provided.</p> <p>NIPEC will also consider the timing and location of meetings, and where applicable, assistance with child care and travel expenses will be considered.</p> <p>NIPEC is a regional body and organises events and meetings on a geographical spread where required – it will also arrange for tele and video conferencing to facilitate those unable to travel.</p>	<p>The lead officer will review any equality issues, including those identified in 2.3 and undertake the required screening.</p> <p>Organisation of external meetings with stakeholders, who may have particular needs regarding timing and location of meetings and access to buildings and information, will be considered at the time of organising meetings, booking venues and developing information to be shared.</p>

## **Appendix – Further Explanatory Notes**

### **1. Consultation and Engagement**

#### **Targeting (ECNI Q10)**

During the year, where relevant, we took a targeted approach to consultation in addition to issuing an initial notification of consultation. Moreover, we engaged with targeted groups as part of our work preceding formal consultations to inform our consultation documents.

#### **Awareness raising for consultees on Equality Scheme commitments (ECNI Q13)**

During the year, in our quarterly screening reports we raised awareness as to our commitments relating to equality screenings and their publication. We did the same when we held consultation events, such as in relation to our Equality Action Plan, and in the action plan document itself.

#### **Consultation list (ECNI Q14)**

We reviewed our consultation list every quarter.

### **2. Audit of Information Systems (ECNI Q20)**

We completed an audit of information systems at an early stage of our Equality Scheme implementation, in line with our Scheme commitments.