

## Blood Transfusion Service



### Public Authority Statutory Equality, Good Relations and Disability Duties - Annual Progress Report 2017-18

#### Contact:

<ul style="list-style-type: none"><li>Section 75 of the NI Act 1998 and Equality Scheme</li></ul>	Name: Ivan Ritchie Telephone: 028 9053 4686 Email: ivan.ritchie@nibts.hscni.net
<ul style="list-style-type: none"><li>Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan</li></ul>	As above

Documents published relating to our Equality Scheme can be found at:  
[http://www.nibts.hscni.net/equality\\_and\\_disability/](http://www.nibts.hscni.net/equality_and_disability/)

#### (ECNI Q28):

Our Equality Scheme is due to be reviewed by April 2021

#### Signature: Karin Jackson – Chief Executive NIBTS:

A handwritten signature in black ink, followed by the date "24 August 2018".

**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 2017 and March 2018**

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## Chapter 1 Summary Quantitative Report

(ECNI Q15,16,19)

### Screening, EQIAs and Consultation

1. Number of policies screened (as recorded in screening reports). (see also Chapter 6)	Screened in          0	Screened out with mitigation          3	Screened out without mitigation          6	Screening decision reviewed following concerns raised by consultees          0
2. Number of policies subjected to Equality Impact Assessment.	0			
3. Indicate the stage of progress of each EQIA.	<b>Title</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>		<b>Stage</b>	

4. Number of policy consultations conducted	1
5. Number of policy consultations conducted with screening presented. (See also Chapter 2, Table 2)	1

**(ECNI Q24)**  
**Training**

6. Staff training undertaken during 2017-18. (See also Chapter 2, Q6)

<b>Course</b>	<b>No of Staff Trained</b>	<b>No of Board Members Trained</b>
Screening Training	1	0
<b>Total</b>	<b>1</b>	<b>0</b>

eLearning: Discovering Diversity

Module 1 to 4 – Diversity	14
Module 5 – Disability	36
Module 6 – Cultural Competencies	8

eLearning: Making a Difference:

Part 1 – All Staff	134
Part 2 – Line Managers	134

**(ECNI Q27)**  
**Complaints**

7. Number of complaints in relation to the Equality Scheme received during 2017-18

0

Please provide detail of any complaints:

N/A

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

8. Within the 2017-18 reporting period, please indicate the number of:

Actions completed:  Actions ongoing:  Actions to commence:

**(ECNI Part B Q1)**  
**Disability Action Plan (see also Chapter 4)**

9. Within the 2017-18 reporting period, please indicate the number of:

Actions completed:	<input type="text" value="6"/>	Actions ongoing:	<input type="text" value="2"/>	Actions to commence:	<input type="text" value="0"/>
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**Chapter 2 Section 75 Progress Report  
(ECNI Q1,3,3a,3b,23)**

1. In 2017-18, 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.

**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>Persons of different religious belief</p>	<p><b>Development of Equality Monitoring Data</b></p> <p>Facilitated by 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. The tender specification also included requirements relating to the collection of equality monitoring data for all nine equality groupings and for auditing. 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 introduced 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 with us are and where necessary work with the provider to take further outreach measures.</p> <p>An analysis of our Donor Sessions took place during 2017-18. Currently NIBTS is using 195 venues, 93 of them being with no perceived religious affiliation. 63 venues are perceived to have a Protestant affiliation and 39 are perceived as having a Catholic affiliation.</p>

Persons of different political opinion	<ul style="list-style-type: none"> <li>•</li> </ul>
Persons of different racial groups	<ul style="list-style-type: none"> <li>• NIBTS have engaged with the Polish community and met with the Resurgam Trust 06 February 2018. An outcome of this meeting is that NIBTS would pilot access and blood donation through the medium of the Polish language. The pilot will be evaluated following the training and competency assessment of interpreters.</li> <li>• There has been a relaxation in the donor deferral rule from 12 months to 4 months for complimentary therapy. This refers to non-qualified acupuncture administered by alternative practitioners who are largely Chinese and this ethnic community accesses this service predominantly. For noting, a relaxation of the donor deferral rule from 12 months to 3 months from date of occurrence has been implemented in the other three UK blood services. NIBTS have engaged with the Department of Health officials locally in relation to this but await a Ministerial decision and Departmental approval before proceeding.</li> </ul>
Persons of different age	<ul style="list-style-type: none"> <li>• NIBTS introduced a Partial Retirement Policy to support staff who may find it challenging to work full time until state pension age. This policy aims to support staff in terms of their physical and mental health and wellbeing as they near retirement age and offers them a flexible way to remain in work, working productively and safely whilst accessing some of their HSC pension benefits.</li> </ul>
Persons with different marital status	<ul style="list-style-type: none"> <li>•</li> </ul>
Persons of different sexual orientation	<ul style="list-style-type: none"> <li>•</li> </ul>

<p>Persons of different genders and gender identities</p>	<p><b>Gender Identity and Expression Employment Policy</b></p> <p>Together with our HSC partners we reviewed the outcome of the consultation that we held on our draft policy. Taking all comments received into account, we finalised the policy and produced a consultation report. Both the policy and the consultation report can be accessed on our website <a href="http://www.nibts.hscni.net/equality_and_disability/">http://www.nibts.hscni.net/equality_and_disability/</a></p> <p>By the end of March work was under way to establish a regional task and finish group to support the implementation of the policy, including the development of checklists for staff and a training plan. The group involves senior staff from Human Resources and Equality.</p>
<p>Persons with and without a disability</p>	<p>An analysis of our Donor Sessions took place during 2017-18. Currently NIBTS is using 195 venues. Only 1 of the 195 venues was deemed as having poor or no disability access, NIBTS however carries portable ramps.</p>
<p>Persons with and without dependants</p>	<p><b>Carers in the Workplace</b></p> <p>Along with our HSC partners, we asked Carers NI to meet with us to tell us more about their State of Caring 2017 Report and the types of support they can provide to employers, for example Employers for Carers. This will help inform work to progress the commitment in our new Equality Action Plan to put in place appropriate support measures for our staff who are carers during 2018-19.</p> <p>An analysis of our Donor Sessions took place during 2017-18. Currently NIBTS is using 195 venues. Only 12 of the 195 venues are without space for a 'kiddies corner'.</p>

Where changes resulted from screenings, these will be listed in Chapter 7, the mitigation report.

No changes resulted from EQIAs.

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

2. During the 2017-18 reporting period

(a) were the Section 75 statutory duties integrated within...?

	Yes/No	Details
Job descriptions	✓	The Senior Management job descriptions were updated in 2013/14 year.
Performance objectives for staff	X	This is not an Equality Scheme commitment for NIBTS

(b) were objectives and targets relating to Section 75 integrated into...?

	Yes/No	Details
Corporate/strategic plans	✓	The organisations obligations in respect of Section 75 were fully considered and appropriately referenced within the organisations 3 year corporate plan and annual business plan.
Annual business plans	✓	

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

3. Please provide any details and examples of good practice in consultation during the 2017-18 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:

**Table 2**

<p><b>Policy publicly consulted on</b></p>	<p><b>What equality document did you issue alongside the policy consultation document?</b></p>	<p><b>Which Section 75 groups did you consult with?</b></p>	<p><b>What consultation methods did you use?</b> <b>AND</b> <b>Which of these drew the greatest number of responses from consultees?</b></p>	<p><b>Do you have any comments on your experience of this consultation?</b></p>
<p>Equality and Disability Action Plans 2018-2023</p>	<p><input checked="" type="checkbox"/> Screening template <input type="checkbox"/> EQIA report <input type="checkbox"/> none</p>	<p>Representative groups in all nine equality groupings (all consultees on our Section 75 consultation list)</p>	<p>Written responses Consultation events One-to-one meetings Roughly equal number received from written responses and comments at consultation event</p>	<p>The café-style format of the consultation event proved very productive. It allowed both direct engagement on issues relating to the plans and building relationships between consultees and senior managers in the organisation.</p>
	<p><input type="checkbox"/> Screening template <input type="checkbox"/> EQIA report <input type="checkbox"/> none</p>			

**(ECNI Q21,26)**

4. In analysing monitoring information gathered, was any action taken to change/review any policies?

No

Please provide any details and examples:

**Table 3**

<b>Service or Policy</b>	<b>What equality monitoring information did you collect and analyse?</b>	<b>What action did you take as a result of this analysis?</b>  <b>AND</b>  <b>Did you make any changes to the service or policy as a result?</b>	<b>What difference did this make for Section 75 groups?</b>
N/A			

**(ECNI Q22)**

5. Please provide any details or examples of where the monitoring of policies, during the 2017-18 reporting period, has shown changes to differential/adverse impacts previously assessed:

N/A

**Table 4**

<b>Policy previously screened or EQIAed</b>	<b>Did you gather and analyse any equality monitoring information during 2017-18? (Please tick)</b>	<b>What were the adverse impacts at the point of screening or EQIA?</b>	<b>What changes to these occurred in 2017-18, as indicated by the equality monitoring data you gathered?</b>
N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**(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:

2017 /18 saw the launch of a new e-Learning resource on equality awareness. The resource, called Making a Difference, was developed along with HSC regional equality colleagues, led by the Belfast HSC Trust.

The aim of Making a Difference is to show how staff can make a difference 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 in our organisation.

## Screening Training Evaluations

The figures in bold below represent the percentage of participants who selected 'Very Well' or 'Well'. Participants were asked: "Overall how well do you think the course met its aims":

- To develop an understanding of the statutory requirements for screening: **95%**
- To develop an understanding of the benefits of screening: **100%**
- To develop an understanding of the screening process: **95%**
- To develop skills in practically carrying out screening: **90%**

The figure in bold below represents the percentage of participants who selected 'Extremely Valuable' or 'Valuable' when asked: "How valuable was the course to you personally?" **95%**

### (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 the following areas to be focused upon:

- equality screenings and their publication, including the screening of our review of access to blood donor services
- undertaking EQIAs as needed
- monitoring, including of policies screened
- engagement with Section 75 groups as part of the review of access to blood donor services

### Chapter 3 Equality Action Plan Progress Report for 2017-18

NIBTS	Corporate Equality Action Plan	Responsible Senior Manager	Mrs Karin Jackson
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Action	Action From	Action	Performance Indicator	By Whom	Target Date	Completion Date
1	Equality Scheme/Disability Action Plan	Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans/ Business Plans to include disability objectives. (On-going action)		CE	March 14' and ongoing	Completed
2	Equality Scheme	Implementation of our action measures are incorporated into our business planning process. (On-going action)		CE	Annually	Completed
3	Equality Scheme	CEO to communicate the commitment of the NIBTS to the Section 75 statutory duties both internally and externally (On-going action)		CE	March 14'	Completed
4	Equality Scheme	Employees' job descriptions and performance plans reflect their contributions to the discharge of the section 75 statutory duties and implementation of the equality scheme, where relevant. (On-going action)	SMT Job Descriptions and performance plans updated.	CE	March 14'	Completed
5	Equality Scheme	Ensure that Equality Action Plan is reviewed on an annual basis.		CE	Annually	Completed

# **Disability Action Plan 2013-2018**

NI Blood Transfusion Service (NIBTS)

What we did between April 2017 and March 2018

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

**(1) Communication**

<b>Action Measure</b>	<b>Intended Outcome</b>	<b>Performance Indicator and Target</b>	<b>Timescale and Ownership</b>
<p>1. Put in place contractual arrangements for the production of materials in alternative formats.</p> <ul style="list-style-type: none"> <li>• Undertake a scoping exercise by type of format based on current and best practice in UK</li> <li>• Where appropriate undertake tender exercise and put contracts in place</li> </ul>	<p>Accessible formats are more readily available</p>	<p>Contracts in place</p> <p>Arrangements are in place to support staff in procuring materials in alternative formats</p>	<p>BSO Equality Unit. Year 5 ending – 31/03/2018</p>
<p><b>Relevant Duty: Encourage participation of disabled people in public life.</b></p>			
<p><b>What we did this year</b></p> <ul style="list-style-type: none"> <li>• The Equality Unit at the Business Services Organisation represented us on a tender exercise led by the Central Procurement Directorate. The tender included a Lot on the provision of materials in alternative formats. No submissions were received for the Lot meaning that it is not possible for us to put a contract in place.</li> </ul>			

## (2) Awareness Raising and Training

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>2. 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).</p>	<p>Increased awareness of the range of disabilities and needs</p>	<p>Two annual Awareness Days profiled</p> <p>50% of staff participating in the evaluation indicate that they know more about people living with disabilities as a result of the awareness days.</p>	<p>NIBTS HR &amp; BSO Equality Unit</p> <p>Year 1 onwards 31/03/2014</p>
<p><b>Relevant Duty: Promote positive attitudes towards disabled people.</b></p>			
<p><b>What we did this year</b></p> <ul style="list-style-type: none"> <li>• The themes for our awareness days are chosen by a group of staff who volunteer to be involved in organising the days. The days are run across all the 11 regional HSC organisations. This year the group decided to focus on diabetes and dyslexia. The Equality Unit wrote an article for staff highlighting the two themes chosen. It also asked staff who want to get involved to get in touch.</li> <li>• On the Diabetes Awareness Day we sent round information to all our staff.</li> </ul>			

- On the Awareness Day on Dyslexia we distributed a number of materials to staff. We used emails and ran a feature on our intranet. The information included a computer simulation. It showed how a piece of text may appear on screen to a person who has Dyslexia. We also shared links to videos where people talk about what it is like for them to be living with Dyslexia.
- At the end of the year we ran a short survey with staff about the awareness days. Most who took part in the survey knew about the Awareness Days (70%). Also, most people said they now knew more about dyslexia (66%) and diabetes (59%). More than half said they now knew how to help a colleague with dyslexia (55%) and diabetes (51%).

**(3) Getting people involved in our work, Participation and Engagement**

<b>Action Measure</b>	<b>Intended Outcome</b>	<b>Performance Indicator and Target</b>	<b>Timescale and Ownership</b>
3. Involve disabled people in delivery and review of this plan	Better engagement by people with a disability (adults and children where relevant )	Feedback forms from engagement (and roundtable sessions, where appropriate)	BSO Equality Unit. Year 1 onwards 31/03/2014
<b>Relevant Duty: Promote positive attitudes towards disabled people.</b>			
<b>What we did this year</b>			

- As this report shows, we involve people who have a disability in the delivery of most actions in this plan. We have developed a new disability action plan for 2018-23. People with a disability, including our staff network, played a big role in developing these. We invited consultees, including those representing people with a disability, to attend one of two consultation events, one in Belfast and one in Derry/Londonderry. In addition, we offered to meet in person with anyone preferring to do so. We engaged closely with Tapestry, our Disability Staff Network, in the development of our Disability Action Plans. We likewise drew on our learning from a survey that we carried out with staff who have a disability or who care for somebody who has a disability. The survey focused on what would make an organisation an Employer of Choice for them.

<b>Action Measure</b>	<b>Intended Outcome</b>	<b>Performance Indicator and Target</b>	<b>Timescale and Ownership</b>
4. Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan.	Better involvement of staff with a disability in decision-making.  Better support for staff with a disability.	Features on intranet / email / notice boards	NIBTS/BSO Equality unit  Year 4 onwards 31/03/17

**Relevant Duty: Encourage participation by disabled people in public life.**

**What we did this year**

- In February we issued an article to let staff know about Tapestry, its latest work and the dates of its meetings. We also issue pop ups before every quarterly meeting of the network to all staff.
- During the year, Tapestry focused its work on exploring how staff and line managers could better tap into existing support. Speakers from both the Department for Communities and the voluntary sector provided briefings to the network on existing Employment Support Programmes. They explained how the Programmes work and how staff and line managers can access support from Workable NI and Access to Work.
- Members of the network also developed suggestions on how line managers could better be supported in putting in place appropriate reasonable adjustments in cases where a member of staff discloses to them that they have a disability.
- With the help of colleagues from BSO IT Services, Tapestry also put a lot of work into developing a website. The plan is for the website to go live before the summer of 2018.

<b>Action Measure</b>	<b>Intended Outcome</b>	<b>Performance Indicator and Target</b>	<b>Timescale and Ownership</b>
5. Encourage participation of people with disabilities in the NIBTS communities partnership user forum: <ul style="list-style-type: none"> <li>• Develop promotional material in accessible formats</li> <li>• distribute through</li> </ul>	Better engagement and involvement of people with a disability within the communities partnership user forum	Increase in the participation of people with a disability within the NIBTS community partnership user forum	NIBTS Donor Services Department, Year 3 31/03/2016

disability organisations and on the NIBTS website			
<b>Relevant Duty: Encourage participation by disabled people in public life.</b>			
<b>What we did over the last year</b>			
<ul style="list-style-type: none"> <li>Currently NIBTS are engaging with the PPI Forum to assist with the development of an improved communities partnership user forum. This action will be continued in NIBTS's new Disability Action plan with a target date of completion of 2022-23.</li> </ul>			
<b>Action Measure</b>	<b>Intended Outcome</b>	<b>Performance Indicator and Target</b>	<b>Timescale and Ownership</b>
6. Develop a shadowing scheme for Board members and other key public life positions in engagement with the Public Appointments Unit and with people with a disability. Establish a baseline on participation in conversation with Public Appointments Unit.	Develop capacity of people with a disability to participate in public life positions	Shadowing scheme terms of reference  Relevant data collected and reported to ECNI	BSO Equality Unit – Year 5 ending 31/03/2018

**Relevant Duty: Promote positive attitudes towards disabled people.**

**What we did this year**

- We made contact with the Office of the Commissioner of Public Appointments in Northern Ireland to get more recent figures on applicants and those who are appointed. We looked into what schemes already exist that aim to encourage a more diverse range of people to apply for public appointments. We found a number of schemes in Northern Ireland, the UK and elsewhere, although none of these focused on people with a disability.
- We also contacted Disability Action. Over the next few months we want to speak to people from the disability sector, the Office of the Commissioner of Public Appointments and the Public Appointments Unit in the Department of Health about whether they think there is enough diversity in public appointments. We will also ask them how interested they think different groups of people are in taking part in public appointments and why this might be, as well as any strategies they think could improve different peoples' participation in public life.

**(4) Recruitment and Retention**

<b>Action Measure</b>	<b>Intended Outcome</b>	<b>Performance Indicator and Target</b>	<b>Timescale and Ownership</b>
7. Consider offering a Placement Scheme opportunity for young	Experience of people with a disability in the	Placement Scheme offered.	NIBTS HR / BSO

<p>adults and older adults with disabilities.</p> <ul style="list-style-type: none"> <li>• Review best practice</li> <li>• Engage with disability organisations</li> <li>• Produce guidance</li> <li>• Identify work experience opportunities</li> </ul>	<p>workplace is meaningful and any need for additional support is identified at an early stage</p>	<p>Guidance in place</p>	<p>Equality Unit. Year 4 onwards 31/03/2017</p>
<p><b>Relevant Duty: Encourage participation by disabled people in public life AND promote positive attitudes.</b></p>			
<p><b>What we did this year</b></p> <ul style="list-style-type: none"> <li>• We sent information to all our senior managers about placements. We asked them to have a think whether they could offer a placement for a person with a disability. We told them about how the placements work and what they need to do. We were unable to offer a placement this year.</li> <li>• We will consider offering a placement to a person with a disability next year.</li> </ul>			
<p><b>Action Measure</b></p>	<p><b>Intended Outcome</b></p>	<p><b>Performance Indicator and Target</b></p>	<p><b>Timescale and Ownership</b></p>
<p>8. Encourage disabled people to apply for employment opportunities and remain in the workforce (for example attend career fairs, include</p>	<p>Awareness raising of disability organisations of existence of posts within</p>	<p>Evidence to encourage people to apply for employment opportunities.</p>	<p>NIBTS HR. Year 3 onwards</p>

welcoming statement and issue job adverts to local disability organisations and more flexible working arrangements and review job descriptions).	NIBTS. A greater number of people with a disability apply.	Increase in disability marked on equal opportunities monitoring forms and HRPTS	31/03/2016
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**Relevant Duty: Encourage participation by disabled people in public life AND promote positive attitudes.**

**What we did this year**

- Through our training on “How to get that job” we help participants of the disability placement scheme get ready to apply for jobs with us and our partner organisations in Health and Social Care. This year, we also invited their support officers to the training so they know more about jobs and recruitment in Health and Social Care. This way, they can keep encouraging and supporting participants once their placement with us ends. The idea is also that support officers can do the same for any other people with a disability who they support.
- As part of our Disability Awareness Days – where we focus on sensitising staff to the needs of colleagues with a particular disability – we always include signposting information for staff who themselves have this particular condition. This includes information on support services. We also encourage that they let their line manager know that they have a disability so that we can put support in place to make sure everything is in place to help the individual fulfil their full potential and to encourage them to remain in the workforce.

## **(5) 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) every year.

## **(6) 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.

## **(7) Monitoring**

- During the year, we spoke to three groups of people involved in our work placement scheme, together with our Health and Social Care partner organisations. These are the people who were on a placement with us, their Employment Support Officers and their Placement Managers. From these focus groups we evaluate how the scheme went this year. It also helps us to make changes to the scheme where we need to. Also, for the first time this year, we asked all participants to complete an equality monitoring form. We want to see whether we are successful at offering placement opportunities to a diverse range of people and, if not, which groups we want the provider to reach out to specifically.

## **(8) Revisions**

- During the year we developed and consulted on our new Disability Action Plans 2018-23 – see Chapter 5.

## **(9) Conclusions**

- We completed 6 actions (1,2,3,4,7 and 8)
- We didn't do what we said we would do under 1 action (5)
- We still have some work to do to complete 2 actions (5 and 6).
- 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 - New Equality and Disability Action Plans

Please see attached PDF



# **Equality and Human Rights Screening Report**

**April 2017 – March 2018**

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

Org.	Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
<b>BTS</b>	Policy for External Quality Assessment Scheme Participation	NIBTS perform a wide range of laboratory test procedures. Current regulations, standards and best practice require that where an external quality assessment scheme (EQAS) exists for a specific test it should be applied by any laboratory carrying out that test. For many tests more than one EQAS will exist. NIBTS will in such cases select the most appropriate schemes.	Feb-18	3

<b>BTS</b>	Partial Retirement Policy Flexible Retirement Policy	The primary purpose of these policies is to give NIBTS staff the opportunity to retire flexibly and partially through a managed and phased approach in advance of their chosen date to exit NIBTS. In turn they also outline the support mechanisms in place for employees to work longer with the option of accessing some of their pension benefits before fully retiring.	Feb-18	2
<b>BTS</b>	Consultation on Equality and Disability Action Plans 2018-23	Consultation on Equality and Disability Action Plans (This consultation ended on 29 <sup>th</sup> December 2017)	Dec-17	2
<b>BTS</b>	Information Lifecycle Management Policy	This policy outlines the commitment of NIBTS to ensure records are appropriately managed at all stages of their lifecycle from creation through to disposal.	Sept-17	3

<b>BTS</b>	Tapestry (our Disability Staff Network) Communication and Information Screening	This screening refers to the accessibility and inclusiveness of all communication, information and materials developed by Tapestry, including the content, format and design.	Jun-17	2
<b>BTS</b>	Change Control Policy and Procedure	This document outlines the approach NIBTS will take to ensure that any changes, whether temporary or permanent, to any approved process or procedure that may affect safety, quality and efficacy of blood components or other patient services provided by the organisation must be evaluated documented and approved	Jun-17	3
<b>BTS</b>	Conflict of Interest Policy	This policy is to ensure that conflicts of interests are identified and managed in a way that safeguards the integrity	Jun-17	3

		of staff and Board members and maximises public confidence in NIBTS's ability to deliver public services properly.		
<b>BTS</b>	Quality Management Review Policy	This document outlines the approach NIBTS will take to review the effectiveness of and compliance with the quality management system.	Jun-17	3
<b>BTS</b>	Validation of Pulse Software	PULSE is a large and complex software system validated for use by the NBS. NIBTS has a responsibility to validate PULSE in its own environment prior to its use. The purpose of the Validation of PULSE Software Policy is to set out how NIBTS approaches the validation of PULSE given the NBS pre-validation and its responsibilities.	Jun-17	3

No concerns were raised by consultees on screening published in 2017-18



Northern Ireland  
Blood Transfusion Service

# **Equality and Human Rights Mitigation**

**April 2017 – March 2018**

## Making Changes

### Partial Retirement Policy and Flexible Retirement Policy

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>Staff who have caring responsibilities who wish to apply for flexible working in particular to reduce their hours will be advised when applying of the potential impact on their pension and the knock on effect should they wish to avail these retirement policies in future.</p>	

### Consultation on Equality and Disability Action Plans 2018-23.

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>Work Placements</p> <ul style="list-style-type: none"> <li>• We work with a range of disability organisations to ensure opportunities are offered to people from a wide spectrum of disabilities, as well as different gender and age groups.</li> <li>• Ensuring that reasonable adjustments are at the heart</li> </ul>	<p>Carers</p> <ul style="list-style-type: none"> <li>• Use of diverse case studies in materials</li> <li>• Targeted materials (young carers, BME carers, carers of elderly dependants)</li> </ul> <p>Gender Identity</p> <ul style="list-style-type: none"> <li>• Training and awareness initiatives to emphasise</li> </ul>

<p>of placements.</p> <p>Tapestry Disability Staff Network</p> <ul style="list-style-type: none"> <li>• We ensure that the way the forum operates allows people with a range of disabilities and from a range of age and ethnic backgrounds to be involved (for example, by providing information in accessible formats and choosing accessible venues).</li> <li>• Accessible formats and inclusiveness integrated into Terms of Reference</li> <li>• Strict confidentiality provisions apply</li> </ul>	<p>diversity in their content, including through choice of range of case studies and testimonials (gender, age)</p> <p>Domestic Violence</p> <ul style="list-style-type: none"> <li>• Support mechanisms and awareness raising materials need to meet the needs of a range of people including different gender and gender identities, ages, ethnic groups, disabilities and sexual orientations</li> <li>• Information materials need to be reflective of the above groups both in the contents and images used</li> </ul> <p>Awareness Days</p> <ul style="list-style-type: none"> <li>• Work to feature specific disabilities will take into consideration the need to include a range of age groups, ethnic groups and genders when testimonials and case studies are selected.</li> <li>• Information distributed to staff will take on board the needs of both staff with a particular disability and staff who are carers.</li> <li>• This is important for the selection of disabilities to be featured and the information distributed, including support services in the community signposted to.</li> </ul>
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**Tapestry (our Disability Staff Network) Communication and Information Screening**

<p><i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i></p>	<p><i>What do you intend to do in future to address the equality issues you identified?</i></p>
<p>Tapestry will adopt a set of common communication and information principles:</p> <p>These principles will be added to the Terms of Reference of Tapestry – also attached as Appendix 1 to this screening template.</p>	

## **Appendix – Further Explanatory Notes**

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

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

**targeting** – 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, as for instance, in the case of the Gender Identity and Expression Employment Policy. This is to inform our consultation documents.

#### **(ECNI Q13)**

#### **awareness raising for consultees on Equality Scheme commitments –**

During the year, in our quarterly screening reports we raised awareness as to our commitments relating to equality screenings and their publication. In any EQIA reports we explained our commitments relating to Equality Impact Assessments. 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.

#### **(ECNI Q14)**

**consultation list** – During the year, 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. 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. New 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.



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