



Western Health and Social Care Trust

EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE THIS IS A PUBLIC DOCUMENT

Title of Proposal: Withdraw from residential provision at creamery House in Kesh due to long term voids and fabric of the existing building struggles to meet statutory requirements (Ref:- AMHD09 Trust Savings Delivery Plan 2015/16)	
Lead Manager: Margaret Dolan	Title: Head of Service/Service Lead for Day Care
Directorate: Adult Mental Health & Disability	Department: Adult Learning Disability
Contact details: Mrs Margaret Dolan, Head of Service/Service Lead for Day Care Address: Strathdene, Omagh Tel: 02882835316 or Ext. 235171 Email: margaret.dolan@westerntrust.hscni.net	
Short Description of Proposal Withdraw from residential provision at Creamery House in Kesh, Co. Fermanagh due to long term voids (4 vacant beds). This is currently an 11 bedded unit with 4 vacant beds and 7 residents, 4 of these residents have lived in Creamery House for 20 + years. The Trust is now seeking to relocate current residents based on their assessed need to alternative accommodation either residential, supported living or nursing within the local areas or close to family and next of kin.	
Final Recommendations: (please tick as appropriate)	
1.	GREEN: No equality issues/impact: no further action
2.	AMBER: Minor equality issues/impact: actions identified <input checked="" type="checkbox"/>
3.	RED: Major equality issues/impact: full EQIA recommended
Please send draft completed form for quality assurance to equality.admin@westerntrust.hscni.net For further information on quality assurance see page 3, section 3.	
Final Approval Date:	

New ECNI Guidance: Please Note:

1. Why Equality Screen?

The Western Health and Social Care Trust is required by law, under Section 75, NI Act (1998) to have evidence that the following questions have been considered in relation to all policy development, strategic planning and general decision making. This template sets out a process that provides that evidence:

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

2. Quarterly Reports on Equality Screening on Trust Website

Under the new ECNI Section 75 Guidance, the Trust is required to provide quarterly reports on which policies/decisions have been equality screened. Both the policies and the completed screening form must be available for downloading from the Trust website, to the general public and staff. All consultees will be informed of the quarterly reports.

3. Quality Assurance

To ensure that the equality screening has been carried out appropriately, all equality screening forms need to be quality assured by the Equality and Human Rights Unit. The Equality and Human Rights Unit requires a minimum of 3 weeks to facilitate this. Please send the draft document to equality.admin@westerntrust.hscni.net.

4. Monitoring Compliance

Internal audit are now monitoring levels of compliance in relation to the Trust's statutory duty to equality screen policies/proposals.

5. Support and Assistance

Staff **MUST** attend Equality Screening Training (within the last 2 years) before undertaking equality screening. If you require further assistance or information on equality screening training, contact the Equality and Human Rights Unit (Tel: 028 8283 5278). There are also Equality Screening Guidance Notes available on the Trust Intranet under 'Useful Documents'.

Use the Guidance Notes to help you complete this document.

(1) INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1 Title of proposal

Withdraw from residential provision at Creamery House in Kesh due to long term voids and fabric of the existing building struggles to meet statutory requirements

1.2 Description of policy or proposal

- ***What is it trying to achieve? (aims & objectives)***
- ***How will this be achieved? (key elements)***

This proposal relates to withdrawal from residential provision at Creamery House in Kesh, Co. Fermanagh due to long term voids. This is currently a 11 bedded unit with 4 vacant beds and 7 residents. The building is old and difficult to maintain and will struggle to meet the regulatory estates standards as set by the DHSSPS. In addition it is not economically viable to maintain the facility at the current financial overspend. The Trust must take steps to live within existing funding.

The Trust is now seeking to relocate current residents based on their assessed need to alternative accommodation either residential, supported living or nursing within the local areas or close to family and next of kin. The current funding of the facility will be used to support the relocation of service users to other independent sector service providers.

The Trust will engage with advocacy service to ensure residents' choices are heard and will also increase their dignity and respect.

There are currently options to move residents to other suitable accommodation within the Omagh and Fermanagh area. These options will enable some of the residents to live closer to their families and next of kin. All residents, carers and staff will be involved in all of the transitional work required. Residents may be afforded choice dependent on the availability of alternative residential options. The timeframe to relocate current residents will be based on their individual assessment needs but this is expected to take 3-4 months to arrange suitable alternative arrangements but this is an approximate timeline at this stage.

1.3 Main stakeholders affected (internal and external)

For example, staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others. Start to consider how you might involve them in the development of the policy/decision. This will also help you to meet the Trust's obligations under Personal and Public Involvement (PPI).

Providers

Service users & HR regarding impact on staff.
Parent/Carers/Family members
Health & Social Care Board/Local Commissioning Group
Regulation & Quality Improvement Authority (RQIA)
Local MLAs/Councillors

Dates met

09 April 2015
20 & 21 May 2015
5 May 2015
May 2015
w/c 11/5/15

Advocacy groups	Mencap engaged to support residents
Housing Association	HELM
Staff	Ongoing from April 2015
Trade Unions	20 May 2015
Independent sector providers	13 May 2015
Community/ Disability Sector/Voluntary Groups	June 2015
Commissioner for Older People for NI	June 2015 Date TBC
Patient Client Council	June 2015 Date TBC

1.4 Other policies or decisions with a bearing on this policy or proposal

- ***What are they?***
- ***Who owns them?***

- Transforming Your Care: A Review of Health & Social Care Service in Northern Ireland - 2011
- Bamford Review of Policy and Services for People with a Learning Disability in Northern Ireland: Equal Lives Report September 2005
- UN Convention on Rights of People with a Disability – Article 19 ‘Living independently and being included in the Community’.
- The White Paper ‘Valuing People: A New Strategy for Learning Disability for the 21st Century’ published in August 2001
- The Human Rights Act 1998 which included consideration of the NI Rights Commission report – Enhancing the Rights of People with Disability i.e. promotion of social inclusion and equal access to services available to those of the adult population.
- The Northern Ireland Act 1998 – Equality: Under Section 75 and Schedule 9 of the Northern Ireland Act 1998, public authority organisations have a statutory obligation: in carrying out its functions relating to Northern Ireland have due regard to the need to promote equality of opportunity – between persons with a disability and persons without.
- The Disabled Persons Act 1989 describes specific rights of disabled people and their carers’ in relation to representation, assessment of need, and delivery of services
- The Mental Health Order (NI) 1986: It is widely recognised that there is an increased correlation between mental illness and individuals with a learning difficulty. Thus, the care of those with a learning disability can be influenced by The Mental Health (NI) Order 1986.
- Department of Health, Social Services & Public Safety (DHSSPS) regulation and minimum standards set out the requirements which domiciliary care provision are obliged to meet
- Department of Social Development have a supporting People Strategy which sets the strategic direction in relation to accommodation provision for a range of client groups.
- Staffing Levels and Bank Staffing levels within Creamery House
- WHSCT Human Resources Policies
- WHSCT Accommodation Needs Analysis (2015/19)

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data Gathering

2.1.1 What information did you use to inform this equality screening? For example, previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints, etc.

1. Number of residents and current vacant beds within the facility;
2. Monitoring of voids across the residential and nursing home sector in the Western Trust area. The growing number of voids demonstrated the Western Trust's need to review and reconfigure the models of living accommodation provided to clients living in the Trust area. The future models of provision should be in line with the client's assessed need and should ensure effective and efficient use of the residential funding available to the Trust;
3. The strategic direction set by Bamford and Northern Ireland Housing Executive facilitated plans to reconfigure existing service provision into a supported living model;
4. Workforce Planning Information;
5. Census 2011 information;
6. Costings associated with Creamery House, overspend of £93,353 per annum;
7. Data on usage and costing with services associated with Bank Staffing to cover service.

2.1.2 How did you involve people?

The Trust requires evidence of engagement with stakeholders to fulfil its statutory obligations under its Equality scheme, Consultation Scheme and Personal and Public Involvement strategy. Provide details of how you involved stakeholders e.g. views of colleagues, service users, carers, Trade Unions, Section 75 groups or other stakeholders.

Consultation and Engagement Statement: In your policy/proposal include a paragraph titled Consultation and Engagement and summarise this section. If there was no engagement, please explain why.

The Trust will engage with service users, their families/carers, Manager, staff, Trade Unions, Local Councillors/MLAs and Housing Association as part of a planned Consultation process from May – July 2015.

Consultation paper shared with Trade Union Forum meeting on 13th May.
 Consultation paper shared with staff on Creamery House 20th May 2015 – Trevor Millar, Director of Adult Mental Health & Learning Disability Services, Rosaleen Harkin, Assistant Director of Learning Disability, Margaret Dolan, Head of Service/Strategic Lead for Adult Learning Day Care and Marina McShane, Human Resources Manager met with Creamery House staff on where the proposal was shared and they were given the

opportunity to feed into the consultation process. Trade Union representative was also in attendance.

Consultation with families/carers of clients from Creamery House – Rosaleen Harkin and Margaret Dolan met with families/carers on 20th and 21st May 2015 where the proposal was shared. Rosaleen Harkin agreed to write to families/carers following meetings on 20th and 21st May 2015, allowing them to comment further on consultation process of proposed plans.

Trevor Millar, Director, to meet councillors week commencing 8th June 2015.

Trevor Millar, Director, to meet Patient/Client Council (date to be confirmed)

2.2 Equality Profile

Who is affected by the policy or proposal? What is the makeup (%) of the affected group? Please provide a statistical profile. Could you improve how you gather Section 75 information? Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group? If the policy affects both staff and service users, please provide information on both. If not, merge the 2 columns.

Category	Service Users, etc.	Staff																				
	Currently there are 7 residents in Creamery House, Main Street, Kesh, Co. Fermanagh (as at 1 March 2015)	There are 15 staff in Creamery House Court (Manager, Senior Care Support staff, Support Staff, Domestic, Cook and Admin Person)																				
Gender	1 Female, 6 Male (Total – 7) The Trust did not identify any needs, consequences or impacts that would be specific to either women or men but will continue to review.	Female 13 Male 2																				
Age	<table border="1"> <thead> <tr> <th><u>Age Range</u></th> <th><u>Number of residents</u></th> </tr> </thead> <tbody> <tr> <td>60 – 69</td> <td>2</td> </tr> <tr> <td>70 – 79</td> <td>4</td> </tr> <tr> <td>80 – 89</td> <td>1</td> </tr> </tbody> </table>	<u>Age Range</u>	<u>Number of residents</u>	60 – 69	2	70 – 79	4	80 – 89	1	<table border="1"> <tbody> <tr> <td>16-24</td> <td>0</td> </tr> <tr> <td>25-34</td> <td>2</td> </tr> <tr> <td>35-44</td> <td>4</td> </tr> <tr> <td>45-54</td> <td>2</td> </tr> <tr> <td>55-64</td> <td>5</td> </tr> <tr> <td>65+</td> <td>2</td> </tr> </tbody> </table>	16-24	0	25-34	2	35-44	4	45-54	2	55-64	5	65+	2
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60 – 69	2																					
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80 – 89	1																					
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45-54	2																					
55-64	5																					
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Religion	<table border="1"> <tbody> <tr> <td>Protestant</td> <td>5</td> </tr> <tr> <td>Roman Catholic</td> <td>2</td> </tr> </tbody> </table> Residents/their carers/their families will be asked if future identified accommodation is suited to their religious affiliation, in cases where this is identified to be, individuals will be asked to identify alternative accommodation.	Protestant	5	Roman Catholic	2	<table border="1"> <tbody> <tr> <td>Protestant</td> <td>5</td> </tr> <tr> <td>Roman Catholic</td> <td>10</td> </tr> </tbody> </table>	Protestant	5	Roman Catholic	10												
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Roman Catholic	2																					
Protestant	5																					
Roman Catholic	10																					
Political Opinion	Information not known – It is expected this will reflect local community. Figures from 2011 Census for Western Trust Area:-	<table border="1"> <tbody> <tr> <td>Broadly Unionist</td> <td>2</td> </tr> <tr> <td>Broadly Nationalist</td> <td>2</td> </tr> <tr> <td>Other</td> <td>1</td> </tr> </tbody> </table>	Broadly Unionist	2	Broadly Nationalist	2	Other	1														
Broadly Unionist	2																					
Broadly Nationalist	2																					
Other	1																					

	(Based on first choice votes held by electoral office) Nationalist: 86,834 (53%) Unionist: 61,995 (38.06%) Other: 14,025 (8.62%) Overall total: 162,854	Do not wish to answer/not known 10
Marital Status	Single	Married 9 Single 5 Other 1
Dependent Status	All service users have a learning disability and would have carers/Key workers and family support	Yes 7 No 8
Disability	All current service users have a learning disability. A small number also have a physical disability.	Yes 1 No 6 Not Known 8
Ethnicity	White - 7	White 14 Filipino 1
Sexual Orientation	Data not currently available—research by Rainbow suggests 6-10% of the population are gay, lesbian or bi-sexual, these statistics will be reflected within the deafblind prevalence rates within the community.	Opposite Sex 6 Same & Opposite Sex 1 Do not wish to answer/Not known 8

2.3 Assessing Needs/Issues/Adverse Impacts, etc.

What are consequences of the policy/proposal on Users/Carers and staff? What are the different needs, issues and concerns of each of the equality groups? Are there any adverse impacts? If the policy affects both staff and service users, please specify issues for both. If not, merge the 2 columns. Please state the source of your information, e.g. colleagues, consultations, research, user feedback, etc.

	Needs and Experiences	
Equality Group	Service Users, etc. (The Adult Learning Disability Programme will assess the service user's need to confirm appropriate placement).	Staff
Gender	No issues identified	No issues identified
Age	The individual will be supported appropriately in accordance with any agreed changes i.e. moving of resident.	No issues identified
Religion	No issues identified	No issues identified
Political Opinion	No issues identified	No issues identified
Marital Status	No issues identified	No issues identified
Dependent Status	All residents have a learning disability and service configuration will be designed with their needs in mind regarding respect, dignity, social inclusion and integration. Some service users will have carers/ family/ next of kin who will need to be involved in the process and will be kept informed throughout all stages of the process. Independent Advocacy will be made available to all residents.	Staff may be required to change working base. Staff will be kept informed and involved throughout the review and the Trust will adhere to Policies relating to redeployment and will work in partnership with Trade Unions.
Disability	All residents have a Learning Disability. Some service users have a number of disabilities. Information will be available in suitable alternative formats for each service user. Information for relatives and visitors who may have a disability will also need to be available in alternative formats e.g. large print, audio, braille etc. Service users assessed need and views will be taken into consideration in the reconfigured service i.e. shift from residential to supported living. Any forward planning agreed as part of the review process will be closely managed. The individual will be supported appropriately in accordance with any agreed changes i.e. moving of resident or continuing to reside in current residence.	Information on any proposals/changes needs to be available in alternative formats for staff who have a disability including large font, braille etc. Any necessary training will be provided for staff and if relevant work environment adaptations will be carried out.
Ethnicity	Interpreters will need to be used for those service users/families who do not have English as a first language. Information will also need to be translated in line with Trust Guidelines.	No issues identified
Sexual Orientation	No issues identified	No issues identified
Other Issues: e.g. Rurality	There are currently options to move residents to other suitable accommodation within the Omagh and Fermanagh area. This could enable some of the residents to live closer to their families and next of kin, thus reducing the travel distance families currently travel to visit their family member. All residents, carers and staff will be involved in all of the transitional work required. The options currently available are located in larger towns than Kesh, thus offering residents with greater access to services	Staff if required to move base will be in line with Trust Human Resources policies on redeployment and in consultation with Trade Unions. 8

2.4 Multiple Identities: When considering this policy/proposal, are there any additional issues relating to people with multiple identities? For example: older women, disabled minority ethnic people, young Protestant men, disabled people who are gay, lesbian or bisexual.

Across the resident population there are some residents with physical and learning disabilities. This is not age specific, however, is more prevalent in the older resident population

2.5 Making Changes: Promoting Equality of Opportunity/Minimising Adverse Impacts

Based on the equality issues you identified in 2.2, 2.3 and 2.4, what do you currently do that meets those needs? What additional changes do you intend to make that will improve how you promote equality of opportunity or minimise adverse impacts?

Equality Group	Actions that promote equality of opportunity or minimise (mitigate) adverse impacts
Age	Any planning agreed as part of the review process will be closely managed. The individual will be supported appropriately in accordance with any agreed changes i.e. moving of resident based on assessment of need.
Disability/ Learning Disability	Service re-provision will be managed through careful planning and engagement with residents, carers, families and staff. The Trust will work with service users, families and potential providers to ensure that any relocation will promote a positive outcome and minimise any adverse impact for the service user. Information will need to be in suitable alternative formats for each service user based on their individual circumstances.
Dependents	Relatives/carers will be kept informed and involved at all stages of the process. Information for those relatives/carers who may have a disability will need to be available in different formats, large print, audio and braille.
Ethnicity	Interpreters will need to be used for those service users/families who do not have English as a first language. Information will be translated in line with the Trust's guidelines.
Rurality	The Trust will endeavour to relocate people to facilities that will maintain contact/access between families and the service user. Trust policies will be followed with regard to redeployment of staff and Trade Unions will be consulted.
Staff disability	Information on any proposals/changes will be made available in alternative formats for staff who have a disability including large font, braille etc. Any necessary training will be provided for staff and any relevant work environment adaptations will be carried out.
Staff Dependents	Staff will be required to change working base. Staff will be kept informed and involved throughout the review and the Trust will adhere to Policies relating to redeployment and will work in partnership with Trade Unions.

2.6 Good Relations

Does the policy/proposal have any impact/consequences for Good Relations? What changes to the policy or proposal or what additional measures could you suggest to ensure that it promotes good relations (if any)? (Refer to Guidance Notes for guidance on impact).

Group	Impact/Consequences	Suggestions
Religion	No Impact	
Political Opinion	No Impact	
Ethnicity	No Impact	

(3) CONSIDERATION OF DISABILITY DUTIES

How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

The proposal will ensure that those people with Learning Disability currently residing in Creamery House are offered a re-assessment of their need to determine and inform future placement need (residential, nursing or Supported Living).

The Trust will endeavour to ensure that any relocation will promote positive attitudes and will have a positive impact on the service user.

(4) CONSIDERATION OF HUMAN RIGHTS

**4.1 Does the policy or proposal adversely affect anyone's Human Rights?
Complete for each of the Articles.**

Article	Positive Impact	Negative Impact - human right interfered with or restricted	Neutral Impact
Article 2 – Right to life			√
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			√
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			√
Article 5 – Right to liberty & security of person			√
Article 6 – Right to a fair & public trial within a reasonable time			√
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			√
Article 8 – Right to respect for private & family life, home and correspondence.	√		
Article 9 – Right to freedom of thought, conscience & religion			√
Article 10 – Right to freedom of expression			√
Article 11 – Right to freedom of assembly & association			√
Article 12 – Right to marry & found a family			√
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			√
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√
1 st protocol Article 2 – Right of access to education			√

If you have answered either 'Positive Impact' or 'Neutral Impact' to all of the above, please move on to Question 6, 'Monitoring'.

4.2 If you have identified any potential negative impacts to any of the articles, please complete the following table.

Article Number	What is the negative impact and who does it impact upon?	What do you intend to do to address this?	Does this raise any further legal issues?*
			Yes/No

**It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this.*

4.3 Outline any further actions which could be taken to promote or raise awareness of human rights or, to ensure compliance with the legislation in relation to the policy or proposal.

The Trust will continue to be sensitive to the service user in sourcing alternative accommodation. Residents will be fully informed and involved with the support of their families/ next of kin and Community Keyworkers and independent advocates though this process. Information will be shared in a sensitive way and documents will be provided to promote understanding, these will be made available in easy read to residents as well as having access to independent advocacy.

(5) SHOULD THE POLICY OR PROPOSAL BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full Equality Impact Assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity. Base your decision on information from sections 2.2, 2.3, 2.4 and 2.5.

How would you categorise the impacts of this proposal or policy? (refer to Guidance Notes for guidance on impact)

Please tick:

GREEN: No impact	<input type="checkbox"/>
AMBER: Minor impact	<input checked="" type="checkbox"/>
RED: Major impact	<input type="checkbox"/>

Do you consider that this policy or decision needs to be subjected to a full Equality Impact Assessment?

Please tick:

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Please give reasons for your decision. (See Guidance Notes, page 28, for sample paragraph).

The Trust will relocate current residents based on their individually assessed need to alternative accommodation either residential, supported living or nursing within the local areas or close to family and next of kin. It is envisaged that this proposal and relocation to suitable alternative will increase choice and independence for their future accommodation and support needs in the longer term.

There are currently options to move residents to other suitable accommodation within the Omagh and Fermanagh area. These options will enable some of the residents to live closer to their families and next of kin. All residents, carers and staff will be involved in all of the transitional work required. Residents may be afforded choice dependent on the availability of alternative residential options. The timeframe required to relocate current residents is expected to take 3-4 months, but this will be extended if required.

The proposal to close the facility is due to the high level of voids in the Southern Sector of the Trust and the need to rationalise service provision within available funding. The proposal will ensure sustainability of a reduced service provision in the longer term.

Information will be made available in alternative formats for service users and staff with additional communication support needs e.g. large print, Braille, use of interpreters etc.

The Trust commenced a targeted 8-week consultation period on 13th May 2015. The Trust facilitated meetings with residents, families and staff and gave each service user the support and encouragement to put forward their views on this proposal. The Trust has engaged with an Independent Advocacy Service provided by Mencap Northern Ireland for all 7 residents.

Every effort will be made to support the service user and their next of kin throughout this process.

The Trust considers that this proposal does not require an EQIA at this time on the basis that the proposed draft changes are considered to have a minor impact on equality of opportunity.

Although this is currently deemed to have minor impact on equality of opportunity the Trust will subject this proposal to ongoing screening until after the consultation exercise closes. Thereafter, the Trust will revisit the screening rating in light of any new/ additional information or impacts becoming known as a result of the consultation exercise.

➤ **NOTE: Equality and Human Rights Statement:** The policy/proposal that this screening relates to MUST include the above paragraph. In addition, this paragraph should be used in the briefing note to Trust Board and will also be included in the Trust's Equality Screening Report.

(6) EQUALITY AND HUMAN RIGHTS MONITORING

What data will you collect in the future in order to monitor the effect of the policy or proposal, on any of the equality groups, for equality of opportunity and good relations, disability duties and human rights?

The Trust will:-

- monitor the transfer of residents based on assessed need;
- collect information on the numbers of service users from this cohort who require residential care (reducing number);
- record an increase in the number of tenancies for people who wish to avail of supported living;
- service user satisfaction survey;
- Monitor complaints, compliments incidents and RQIA Inspection Reports etc.

Approved Lead Officer: Mrs Margaret Dolan

Position: Head of Service

Policy/Proposal Screened By: Rosaleen Harkin, Assistant Director

Date: 17/04/15

Quality Assurance: Please send the final draft for quality assurance to the Equality and Human Rights Unit, Tyrone and Fermanagh Hospital, Omagh, BT79 0NS or email: equality.admin@westerntrust.hscni.net. **Quality Assurance can take up to three weeks.**

Directorate SMT Approval: The completed Equality Screening Form **MUST** be presented along with the policy/proposal to your Directorate SMT for approval.

Quarterly Equality Screening Reports: When final Trust approval is received, ensure that you send the completed screening form and associated policy/proposal, etc. to the Equality and Human Rights Unit, for inclusion in the WHSCT's quarterly equality screening reports. As a public document, the screening form will be available for downloading on both the Trust's website and intranet site.