

**Joint Consultation Exercise
Policies and Procedures - screened 2007/2008**

Northern Ireland Blood Transfusion Service (NIBTS)			
Policy	Policy Aim	Description	Screening Outcome
Absence Management Policy and Procedure	<p>To make sure managers and staff are absent from work as little as possible.</p> <p>To make sure that the sickness scheme is not abused.</p> <p>To ensure that members of staff with genuine illnesses are treated sensitively.</p>	<p>The policy sets out roles and responsibilities of both managers and staff when managing how much staff are absent/</p> <p>It also describes what the penalties are for not following the policy and procedure.</p>	<p>Disability employment legislation is highlighted in the policy and provides protection for these individuals. Therefore, the policy is not considered to have negative impacts for any section 75 groups and will thus not be subject to an EQIA.</p>
Donor Selection Guidelines	<p>To ensure a safe blood supply for recipients of donations.</p> <p>To prevent harm to donors from blood donations.</p>	<p>Describes the rules for selecting and refusing donors during a blood donation session.</p>	<p>The policy is not considered to have negative impacts for any section 75 groups and will thus not be subject to an EQIA.</p>
Laboratory Policy for the Provision of 'On-call' Services	<p>To avoid delays by making the steps to using the service clear</p>	<p>The policy describes how to contact NIBTS out of hours, the nature of the service provided and the required response time.</p>	<p>After consultation with on-call staff and Trade Union representatives – no equality impact was detected. Therefore the policy will not be subject to an EQIA.</p>
Equal Opportunities	<p>To ensure that all persons will have</p>	<p>This Policy outlines the</p>	<p>The policy is not considered to</p>

Policy	equality of opportunity regardless of sex, marital or family status, perceived religious affiliation, political opinion, race, disability, sexual orientation or age.	organisation's promises to promote equality of opportunity and to prevent unlawful discrimination.	have any negative impacts for any group and will thus not be considered for an EQIA.
Procedure for Processing Complaints and Other Contacts	To provide a guide to staff on how to handle complaints.	The policy outlines the procedure for managing and monitoring complaints.	The policy is not considered to have any negative impacts for any group and will not be considered for an EQIA.
Fraud Policy	To ensure the proper use of the public funds with which it has been entrusted. The Agency promotes an anti-fraud culture. The policy applies to all staff at all times.	The policy is to sets out the Agency's position on fraud. The policy describes how the Agency will try to reduce fraud to the lowest possible level.	The policy is not considered to have any negative impacts for any group and will thus not be considered for an EQIA.
Gifts and Hospitality Policy	To tell staff what steps to take when providing hospitality and accepting gifts as part of their employment with the Agency.	Describes the need for all decisions by Agency staff on the provision or acceptance of gifts and hospitality to be able to withstand both internal and external scrutiny.	The policy is not considered to have any negative impacts for any group and will thus not be considered for an EQIA.

Human Resources, Central Services Agency

Policy	Policy Aim	Description	Screening Outcome
Harassment and Intimidation Policy	<p>To prevent any member of staff being harassed, bullied or intimidated by another member of staff.</p> <p>To give the Agency a way of dealing with harassment, bullying or intimidation.</p>	<p>This policy describes how the Agency and its staff should deal with cases of harassment, bullying and intimidation.</p> <p>It applies to all Agency Staff.</p>	<p>The policy is not considered to have negative impacts for any section 75 groups and will thus not be subject to an EQIA.</p>
Grievance policy and Procedure	<p>To deal with employee grievances</p> <p>To give staff a way to discuss and deal with their grievances.</p> <p>To settle grievances fairly and as quickly as possible.</p>	<p>This policy outlines the formal method of settling staff grievances in the Agency.</p> <p>It applies to all Agency staff.</p>	<p>Actions to ensure the fair treatment of grievances relating to particular groups have been added to the policy as a result of the screening process. Therefore, the policy will not be subject to an EQIA.</p>
Disability Information Pack for Frontline Staff	<p>To promote inclusion for disabled people by supplying frontline staff with guidance.</p>	<p>The resource gives information on how to meet the needs of disabled people to managers and frontline staff.</p>	<p>Disability community groups contributed to making the information pack, which aims to make</p>

			CSA's services more accessible. Therefore, the information pack has considered the needs of all groups and will not be subject to an EQIA.
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Northern Ireland Guardian Ad Litem Agency (NIGALA)			
Policy	Policy Aim	Description	Screening Outcome
Whistleblowing policy	To advise staff what steps to take if they think another member of staff may be: <ul style="list-style-type: none"> • doing something illegal; • abusing monies; or <ul style="list-style-type: none"> • placing the public or environment in danger. 	The policy outlines the steps that must be followed by staff who are concerned that the actions of anyone in the Agency may be against public interest.	The policy has taken on board the needs of all groups and so will not be subject to an EQIA.
Comments, Compliments & Complaints Policy	To learn how to improve the Agency's work from the comments, compliments and complaints it receives.	The policy outlines how to make a comment, compliment or complaint; and how staff will deal with these comments	The policy has taken on board the needs of all groups and so will not be subject to an EQIA.
Eye tests/ lenses - reimbursement for users of display screen equipment	Policy Summary: The policy informs staff how to claim refunds for eye tests and spectacles/lenses needed for use with display screen equipment as part of their employment in the Agency.		The policy has taken on board the needs of all groups and so will not be subject to an EQIA.

Waste Management Policy	The policy aims to promote environmentally friendly waste disposal in the Agency.	The policy outlines environmentally friendly ways of waste disposal used by the Agency.	The policy has taken on board the needs of all groups and so will not be considered for an EQIA.
Mobile Phone Protocol & Contact	The policy aims to make sure NIGALA's mobiles phones are used appropriately.	The policy outlines the terms and conditions staff must follow when using NIGALA's mobile phones.	The policy has taken on board the needs of all groups and so will not be considered for an EQIA.
Provision of Hospitality/ Gifts	To tell staff what steps to take when providing hospitality and accepting gifts as part of their job.	The policy makes clear when and to whom hospitality can be offered, what kind and what level of hospitality is allowed and what steps to take when approving hospitality.	The policy has taken on board the needs of all groups and so will not be considered for an EQIA.
Fraud and Finance mismanagement policy and response plan	To make sure public funds are used properly by the Agency by encouraging staff to be honest, open and able to account for their actions.	The policy advises staff what steps to take when they suspect fraud or financial misconduct has taken place in the Agency.	The policy has taken on board the needs of all groups and so will not be considered for an EQIA.
Use of E-mail Policy	To explain the rules on appropriate staff e-mail use	The policy defines legal responsibilities and the Agency's rules for staff on the correct use of e-mail.	As the policy applies to all staff equally, the policy is not considered to disadvantage any group and will not be considered for an EQIA.

Northern Ireland Medical and Dental Training Agency (NIMDTA)			
Policy	Policy Aim	Description	Screening Outcome
Information Technology Policy	<p>To make sure the IT systems are of a suitable standard and meet legal requirements.</p> <p>To make sure IT systems are used appropriately by staff.</p>	<p>The policy makes clear to staff what is considered appropriate use of the Agency's IT systems.</p> <p>The policy outlines what support is available when using the IT systems.</p>	The policy has taken on board the needs of all groups and so will not be subject to an EQIA.
Waste Management Policy	To give staff advice on how to reduce and dispose of waste safely.	Advises staff on how to handle and dispose of waste safely, taking into account relevant requirements.	The policy has taken on board the needs of all groups and so will not be subject to an EQIA.
Security Policy	To make sure premises and equipment are secure and that the Agency observes legal requirements – particularly the Data Protection Act.	<p>This policy advises staff of their security responsibilities in a number of areas:</p> <ul style="list-style-type: none"> • securing premises; • protecting expensive equipment – namely computers; and • protecting information, particularly personal details. 	The policy has taken on board the needs of all groups and so will not be subject to an EQIA.
Recruitment and Selection Policy	This policy aims to give advice to all staff involved in	This policy advises staff on what steps are	The policy has been reviewed by the Equality

	<p>the selection and recruitment process.</p>	<p>to be followed during the selection and recruitment process. This policy applies to all staff and board members involved in the recruitment and selection process.</p>	<p>Commission, approved by senior management and the Agency Board. Therefore, the policy will not be subject to EQIA.</p>
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<p>Health and Safety Policy</p>	<p>To show how important Health and Safety is to the Agency</p> <p>To reduce how often accidents, injuries and work related ill health happen.</p> <p>To reduce how serious injuries are when they do happen.</p> <p>To make sure the Agency meets Health and Safety legal requirements.</p> <p>To provide the information, training and supervision needed to carry out the above.</p>	<p>The policy describes how staff can contribute to safe and healthy working conditions.</p>	<p>The policy has taken on board the needs of all groups and so will not be subject to an EQIA.</p>
<p>Fraud Response Policy</p>	<p>To make clear that fraud will not be tolerated in any form by any member of staff.</p> <p>To make clear that there will be no action against staff who report reasonable suspicions of fraud.</p>	<p>States the Agency's promises to prevent and uncover fraud.</p> <p>This policy applies to all staff in the organisation.</p>	<p>The policy has taken on board the needs of all groups and so will not be subject to an EQIA.</p>
<p>Environmental Policy</p>	<p>To reduce the impact that NIMDTA's work has on the environment.</p> <p>To make sure</p>	<p>Outlines the Agency's promises to making protecting and preventing pollution of the</p>	<p>The policy has taken on board the needs of all groups and so will not be subject to an EQIA.</p>

	staff meet legal requirements in this area.	pollution of the environment part of all the organisation's decisions, policies and practices.	EQIA.
Absence Policy	To keep absences to a minimum and to do this in a constructive, consistent and fair manner.	This policy outlines the steps to be taken when recording and managing how often staff are absent.	The policy has taken on board the needs of all groups and so will not be subject to an EQIA.
Risk Management	To outline to Agency staff how to uncover and check large risks to the organisation.	This policy outlines the Agency's plan for uncovering and dealing with risks.	The policy has taken on board the needs of all groups and so will not be subject to an EQIA.

Northern Ireland Practice and Education Council for Council Nursing and Midwifery (NIPEC)			
Policy	Policy Aim	Description	Screening Outcome
Good Practice Guide for Staff Organising Events	To advise staff on how to organise an event and make sure it is in line with NIPEC's values.	The policy gives guidance to staff involved in the organising and running of all events.	In order to ensure NIPEC's events are accessible to all, the policy advises staff to consider the needs of disabled people. No other group is considered to be disadvantaged and so the

			policy will not be subject to an EQIA.
Health & Safety	<p>To promote a health and safety culture throughout NIPEC.</p> <p>To reduce how often accidents, injuries and work related ill health occur.</p>	The policy states the responsibilities of employer and employee to provide and work in a safe and healthy working environment and to take all reasonable steps to prevent personal injury from foreseeable dangers.	No equality implications have been identified that interfere with NIPEC's objective of promoting equality of opportunity and good relations in the work place. Therefore, the policy will not be subject to EQIA.
Procedures for Managing the NIPEC Clinical Registrants Reference Group (CRRG)	<p>The CRRG was set up with the aim of facilitating access to a professional voice that reflects the context in which nurses and midwives provide care.</p> <p>The policy aims to allow the utilisation of the group as a valuable resource for NIPEC to progress its corporate agenda and relevant Business Plan.</p>	This policy describes: the remit of CRRG; how it was established; how NIPEC will manage changes in membership and its database of contact information; and how NIPEC aims to communicate with members.	The policy is not considered to have negative impacts for any group and will thus not be subject to an EQIA.

Manual Handling Policy	<p>To promote a health and safety culture across the organisation.</p> <p>To reduce how often accidents, injuries and work related ill health occur.</p>	The policy outlines the responsibilities of managers and individuals in ensuring staff are adequately trained and safe systems of work are established, which support a healthy work environment for everyone in the organisation.	The policy is not considered to have any negative impacts for any group and will thus not be considered for an EQIA.
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Northern Ireland Social Care Council (NISCC)			
Policy	Policy Aim	Description	Screening Outcome
Renewal of Registration of the Social Care Workforce	<p>Every three years, social workers and social care workers have to renew their registration with the NISCC.</p> <p>NISCC needs to ensure that at the time of renewal of registration, they have evidence of the registrants' good character, good conduct, competence and fitness to practice. They also need to carry out a criminal record check.</p> <p>The policy also requires registrants to show evidence</p>	The policy outlines the requirements for social workers to renew their registration with NISCC.	<p>NISCC will take action to address barriers to attaining the required number of training and learning hours for people with dependants, females, married people, those with a disability and older people.</p> <p>A further EQIA is not deemed necessary</p>

	that they have completed 90 hours of training and learning over the previous three years.		
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