



South Eastern Health
and Social Care Trust

EQUALITY SCHEME

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Foreword

Section 75 of the Northern Ireland Act 1998 (the Act) requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act¹.

In our equality scheme we set out how the South Eastern Health and Social Care Trust (the Trust) proposes to fulfil the Section 75 statutory duties. In developing the Scheme, the Trust fully adopted the model Scheme devised by the Equality Commission of Northern Ireland – the purpose and intent of which is to set out best practice. The Trust customised the Scheme to outline its functions, the staff that it employs and the profile of the population to whom it provides health and social care.

We will commit the necessary resources in terms of people, time and money and take the necessary steps to make sure that the Section 75 statutory duties are complied with and that the equality scheme is implemented effectively, and on time.

We commit to having effective internal arrangements in place for ensuring our effective compliance with the Section 75 statutory duties and for monitoring and reviewing our progress.

We will develop and deliver a programme of communication and training with the aim of ensuring that all our staff and board members are made fully aware of our equality scheme and understand the commitments and obligations within it. We will develop a programme of awareness raising for our consultees on the Section 75 statutory duties and our commitments in our equality scheme.

We, the Chair and Chief Executive of the Trust are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our equality scheme.

¹ See section 1.1 of our Equality Scheme.

EQUALITY SCHEME

We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our equality scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to positively influence how we carry out our functions in line with our Section 75 statutory duties. It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

On behalf of the Trust and our staff we are pleased to support and endorse this equality scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 and Equality Commission guidelines.

The Trust is also mindful of the Human Rights Act, which was enacted in October 2000, and will seek to ensure that this Scheme is compatible with the European Convention on Human Rights.



MR COLM McKENNA
CHAIRMAN



MR HUGH McCaughey
CHIEF EXECUTIVE

January 2011

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Chapter 1 Introduction**Section 75 of the Northern Ireland Act 1998**

1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires the Trust to comply with two statutory duties:

Section 75 (1)

In carrying out our functions relating to Northern Ireland we are required to have due regard to the need to promote equality of opportunity between

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

Section 75 (2)

In addition, without prejudice to the obligations above, in carrying out our functions in relation to Northern Ireland we are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group. The discharge of the Good Relations duty cannot be an alternative too or cannot set aside the Equality of Opportunity Duty. It is not a case of good relations or equality of opportunity – they are intrinsically linked, interdependent and complimentary to one another. This combination of equality and good relations apply to policy formulation, resource allocations, service provision, employment, procurement and all dealings with service users, families, carers and Trust staff.

The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be taken to facilitate the promotion of equality of opportunity between the categories identified in Section 75(1). The equality duty should not deter a public authority from taking action to address disadvantage among particular sections of society – indeed such action may be an appropriate response to addressing inequalities. There is no conflict between the Section 75 statutory duties and other affirmation action measures or positive action measures which a public authority may undertake under anti-discrimination laws.

“Functions” include the “powers and duties” of a public authority². This includes our employment and procurement functions.

Please see below under “Who we are and what we do” for a detailed explanation of our functions.

How we propose to fulfil the Section 75 duties in relation to the relevant functions of the Trust

1.2 Schedule 9 4. (1) of the Act requires the Trust as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This equality scheme is intended to fulfil that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.

1.3 The Trust is committed to the discharge of its Section 75 obligations in all parts of our organisation and we will commit the necessary available resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that our equality scheme can be implemented effectively.

Who we are and what we do

The South Eastern Health & Social Care Trust was established on 1st April 2007 and is one of 5 Trusts in total within Northern Ireland.

The Trust is an integrated organisation, incorporating acute hospital services, community health and social services and serves a population of approx 440,000 people.

The Trust covers the local government districts of Ards, North Down, Down and Lisburn.

The main hospital bases are: Ards Community Hospital, Bangor Community Hospital, Downe Hospital, Downshire Hospital, Lagan Valley Hospital and the Ulster Hospital. Community bases are located in many local towns and villages from Moira in the West to Portaferry in the East and from Bangor in the North to Newcastle in the South.

In addition to its geographical spread, there is also a noticeable diversity in its population characteristics, embracing areas of relative wealth and

² Section 98 (1) of the Northern Ireland Act 1998.

prosperity as well as pockets of considerable deprivation and need. Continuing demographic changes which affect the Trust include a rapid growth in the 65+ age group. In the period 2009-2019 increases of 34% in the over 65 age group and of 45% in the over 85 age group are predicted.

Map of NI Showing the South Eastern Health and Social Care Trust



The Trust employs in the region of 10,000 staff, over 80% of which are women, across a range of disciplines as follows:

- Admin & Clerical
- Maintenance
- Ancillary & General
- Nurses & Midwives
- Social Work
- Professional & Technical
- Medical & Dental

The Trust is split into a number of Directorates as follows:

- Children's Services & Social Work
- Medical
- Adult Services
- Primary Care, Elderly & Nursing
- Hospital Services
- Human Resources & Corporate Affairs
- Finance & Estates
- Planning, Information & Performance Management

The Employment function of the Trust includes many initiatives which promote equality of opportunity for staff. This includes work life balance measures e.g. Term-time working, Career Break and Carer's Leave.

Expenditure

In 10/11 the Trust incurred expenditure of circa £500 million. The Trust acknowledges its responsibilities when buying services from other providers. The Trust will ensure that the obligations under Section 75 of the Northern Ireland Act 1998 will be reflected in contractual arrangements made with those providers.

Our Vision

The South Eastern Health and Social Care Trust will continue to be a leading provider of health and social care. We will deliver, in partnership with key stakeholders, a wide range of health and social care services that will make demonstrable improvements in the health and wellbeing of the population. In doing so we will constantly review our services to ensure that they are modern and fit for purpose.

Our Purpose

The South Eastern Health and Social Care Trust will:

- improve the health and wellbeing of the people we serve in partnership with key stakeholders
- provide person centred, safe and effective care and
- ensure best value for money.

Our Core Values

- All our work will focus on improving and sustaining the health and wellbeing of the people we serve.
- We will deliver safe and effective care and deliver value for money.
- We will work in partnership with patients/clients/carers, key stakeholders and our population.
- Our services will be person centred and flexible in meeting the needs of the individual.
- We will provide services which are easy to use and to understand.
- We will strive for excellence in all we do.
- We will value our staff.
- We will be clear, straightforward and open in all we do.
- We will provide a truly integrated service, using where appropriate multi-professional teams, allowing patients and clients to cross organisational boundaries seamlessly.

The Corporate Plan and the Business Planning cycle underpins the work of the organisation ensuring that services are delivered efficiently and effectively and contribute to the health and wellbeing of our population. The Equality Scheme is integrated into the Business and Corporate Planning processes of the Trust.

Chapter 2 Our arrangements for assessing our compliance with the section 75 duties (Schedule 9 4. (2) (a))

2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme.

In addition we have the following arrangements in place for assessing our compliance:

Responsibilities and reporting

The management arrangements put in place to enable the Trust to carry out its statutory responsibilities and to conduct its business are illustrated in Appendix 1.

Management Structure

(a) Trust Board

The Trust Board forms the statutory body responsible for all the activities of the organisation and is responsible for the overall policies of the Trust. It functions as a corporate decision-making body. The Trust Board comprises a Non-Executive Chairman and seven Non-Executive Directors appointed by DHSS&PS Appointments Unit, four Executive Directors and four Directors. This includes the Chief Executive and Directors representing:

- Directorate of Hospital Services
- Directorate of Children's Services and Social Work
- Directorate of Primary Care, Elderly and Nursing
- Directorate of Finance and Estates
- Directorate of Adult Services
- Directorate of Planning, Information and Performance Management
- Directorate of Human Resources and Corporate Affairs
- Medical Directorate

Executive and non-executive Members are full and equal members and their role as managers of the Board of Directors will be to consider the key strategic and managerial issues facing the Trust in carrying out its statutory and other functions.

(b) Chief Executive

The Chief Executive is responsible for the overall performance of the executive functions of the Trust. He is the Accountable Officer of the Trust and shall be responsible for ensuring the discharge of obligations under Financial Directions and in line with the requirements of the Accountable Officer memorandum for Trust Chief Executives.

(c) Non-Executive Members

The Non-Executive Members shall not seek to exercise any individual executive powers on behalf of the Trust. They may however, exercise collective authority when acting as members of or when chairing a committee of the Trust which has delegated powers.

(d) Chairman

The Chairman of the Board has certain delegated executive powers and is responsible for the operation of the Board and for chairing all Board meetings when present. The Chairman works closely with the Chief Executive to ensure that key and appropriate issues are discussed by the Trust Board in a timely manner with all the necessary information and advice being made available to the Board to inform the debate and ultimate resolutions.

(e) Executive Management Team

The Executive Management Team, chaired by the Chief Executive, brings together senior executives including the Executive Directors and Directors to the Trust Board. It is responsible for the implementation of Trust's strategies and policies and for key operational matters. It also plans and develops services for the Trust and formulates service delivery recommendations to the Trust Board within national and local policy guidelines. The Executive Management Team monitors the quality of service and the Trust's performance in relation to established business plans and ensures that the Trust's decision making reflects the needs and opinions of the consumer.

(f) Individual Directorates

The Trust manages its staff and delivers its services through a structure of eight directorates, each of which is headed up by a Director. These Directorates are as follows:-

- Directorate of Hospital Services
- Directorate of Children's Services and Social Work
- Directorate of Primary Care, Elderly and Nursing
- Directorate of Finance and Estates
- Directorate of Adult Services
- Directorate of Planning, Information and Performance Management
- Directorate of Human Resources and Corporate Affairs
- Medical Directorate

Whilst the Trust believes the services it provides are of a high quality, it is not complacent about the need to keep them continually under review to ensure they remain appropriate to the needs of people. The quality of care is monitored regularly within the Trust and the Trust is also accountable through its contracts with purchasers for ensuring that specific service standards are met. Section 75 of the Act will become an integral part of the manner in which the Trust carries out its functions.

Accountability Structure

(a) Department of Health and Social Services & Public Safety (DHSS&PS)

The Trust is accountable to the Department and through it to the Northern Ireland Assembly. The Department has a statutory duty to secure the provision of health and personal social services for the population of Northern Ireland and, in so doing, uses statutory powers to delegate functions to HPSS bodies including the South Eastern Health and Social Care Trust. The Department is responsible for directing the Trust and other HPSS bodies in ensuring national and regional policies are implemented and for the effective stewardship of HPSS resources.

(b) Health & Social Care Board

On 1 April 2009 the [Health and Social Care Board \(HSCB\)](#) replaced the current four HSS Boards. The focus of the HSCB is on commissioning, resource management, performance management and improvement.

(c) Trusts

The Trust has responsibility for the following

- Managerial responsibility for its staff;
- Ownership of its accommodation; and
- The delivery of the services it provides.

The Trust also has the power to exercise statutory functions delegated to it by the Health and Social Care Board. In keeping with the Equality Commission's guidance, these functions include powers and duties. They embrace all the activities undertaken by the Trust including the recruitment/employment of its staff, financial arrangements, contracted-out services and training for social care staff, maintenance of its property and the delivery and development of services, including procurement of the equipment and facilities needed to do this.

The South Eastern Health and Social Care Trust carries out its functions and duties through the following means:-

- carrying out assessments of care needs
- developing strategies to meet those needs
- setting and monitoring quality and performance standards
- carrying out reviews of service areas
- resource allocation and financial management
- setting service agreements with purchasers of care
- human resource management in relation to its staff, and
- corporate and clinical governance

External Relationships

In order to ensure local people and the people who use the Trust's services have a stronger voice to influence the shape and range of services available, the Trust will be building on the links it has already established with the Health and Social Care Board, local Councils, the Patient and Client Council, other Government agencies, independent sector providers, voluntary and community groups representing all categories of persons specified in Section 75 of the NI Act 1998, GPs, Trade Union and professional organisations and individuals.

2.2 We are committed to the fulfilment of our Section 75 obligations in all parts of our work.

2.3 Responsibility for the effective implementation of our equality scheme lies with the Chair and Chief Executive of the Trust. Mr Eamonn Molloy, Director of Human Resources & Corporate Affairs is accountable to the Trust Board for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.

2.4 If you have any questions or comments regarding our equality scheme, please contact in the first instance Suzanne McCartney and Susan Thompson at the address given below and we will respond to you as soon as possible:

Susan Thompson

Equality Manager
3 Church Street
Newtownards
BT23 4AN
Telephone: 028 9151 2177
Textphone: 028 9151 0137
Mobile: 07525898850
Fax: 028 9151 2171

e: susan.thompson@setrust.hscni.net

Suzanne McCartney

Equality Manager
Laganside House
Lisburn
BT28 1JP
Telephone: 028 9266 5141 ext 2604
Textphone: 028 9263 3522
Mobile: 07872419376
Fax: 028 9266 7936

e: suzanne.mccartney@setrust.hscni.net

2.5 Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans³.

2.6 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. The personal performance plans are subject to appraisal in the annual performance review.

2.7 The Trust prepares an annual report on the progress we have made on implementing the arrangements set out in this equality scheme to discharge our Section 75 statutory duties (Section 75 annual progress report).

The Section 75 annual progress report will be sent to the Equality Commission by 31 August each year and will follow any guidance on annual reporting issued by the Equality Commission. This will include any changes or amendments the Trust has made to the Action Based Plan.

Progress on the delivery of Section 75 statutory duties will also be included in our (organisational) annual report.

³ See Appendix 4 'Timetable for measures proposed' and section 2.11 of this equality scheme.

2.8 The latest Section 75 annual progress report is available on our website www.setrust.hscni.net or by contacting Susan Thompson/Suzanne McCartney (see details at 2.4).

2.9 The Trust liaises closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

2.10 Regular reporting to EMT and Trust Board on implementation of Section 75 duties.

2.11 The Trust has developed an action plan to promote equality of opportunity and good relations. This action plan is available at www.setrust.hscni.net

2.12 The action measures that make up our action plan are relevant to our functions. They are developed and prioritised on the basis of an audit of inequalities. The audit of inequalities gathers and analyses information across the Section 75 categories⁴ to identify the inequalities that exist for our service users and those affected by our policies⁵. The Audit of Inequalities is a working document and therefore will be revised and extended on an ongoing basis.

2.13 Action measures will be specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures will include performance indicators and timescales for their achievement.

2.14 We will develop any action plans for a period of between one and five years in order to align them with our corporate and business planning cycles. Implementation of the action measures will be complimentary to and incorporated into our business planning process. This will be further enhanced by the screening and EQIA processes.

2.15 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.

2.16 The Trust will inform the Equality Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report. Our Section 75 annual progress

⁴ See section 1.1 of this equality scheme for a list of these categories.

⁵ See section 4.1 of this equality scheme for a definition of policies.

report will incorporate information on progress we have made in implementing our action plans/action measures.

2.17 Once approved by Trust Board, our action plan will be available:

www.setrust.hscni.net

If you require it in an alternative format please contact us on the details provided:

Julie-Anne Eccles
Equality Department
3 Church Street
Newtownards
BT23 4AN
Telephone: 028 9151 2169
Fax: 028 9151 2169
Textphone: 028 9151 0137
e: julie-anne.eccles@setrust.hscni.net

Chapter 3 Our arrangements for consulting

3.1 We recognise the importance of consultation in all aspects of the implementation of our statutory equality duties. We will consult on our equality scheme, action measures, EQIAs and other matters relevant to the Section 75 statutory duties.

3.2 We are committed to carrying out consultation in accordance with the principles contained in the Equality Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*'.

3.2.1 All consultations will seek the views of those directly affected by the matter/policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and their trades unions and professional bodies and such other groups who have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

Initially all consultees (see Appendix 3), as a matter of course, will be notified (by email or post) of the matter/policy being consulted upon to ensure they are aware of all consultations. Thereafter, to ensure the most effective use of our and our consultees' resources, we will take a targeted approach to consultation for those consultees that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance. This may include for example regional or local consultations and sectoral or thematic consultation.

3.2.2 Consultation with all stakeholders will begin as early as possible. We will engage with affected individuals and representative groups to identify how best to consult or engage with them. We will ask our consultees what their preferred consultation methods are and will give consideration to these. Methods of consultation could include:

- Face-to-face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/opt out of the consultation
- Internet discussions or
- Telephone consultations.

This list is not exhaustive and we may develop other additional methods of consultation more appropriate to key stakeholders and the matter being consulted upon.

3.2.3 We will consider the accessibility and format of every method of consultation we use in order to remove barriers to the consultation process. Specific consideration will be given as to how best to communicate with children and young people, older people, people with disabilities (in particular people with learning disabilities and sensory disabilities) and minority ethnic communities. This may be facilitated through e.g. the use of specially trained staff and / or advocates and by making information accessible and providing improved visual signage. We also take account of existing and developing good practice, including the Equality Commission's guidance *Let's Talk Let's Listen – Guidance for public authorities on consulting and involving children and young people (2008)*.

Information will be made available, on request, in alternative formats⁶, in a timely manner, usually within 20 working days. If this cannot be facilitated the Trust will inform consultees of the reasons for this and provide a new estimated response time scale.

Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY), large print or minority languages to meet the needs of those for whom English is not their first language.

3.2.4 Specific training is provided to those facilitating consultations to ensure that they have the necessary skills to communicate effectively with consultees.

3.2.5 To ensure effective consultation with consultees⁷ on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme via our Personal and Public Involvement (PPI) Leads/Liaison Panels, in line with our PPI strategy. The development of a toolkit which will be available in June 2011 will further enhance participation and engagement. This toolkit will be available for download from the Trust website: www.setrust.hscni.net

⁶ See Chapter 6 of our equality scheme for further information on alternative formats of information we provide.

⁷ Please see Appendix 3 for a list of our consultees.

3.2.6 The consultation period lasts for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented. We may continue consultation thereafter and will review the policy as part of our monitoring commitments⁸.

Where, under these exceptional circumstances, we must implement a policy immediately, as it is beyond our authority's control, we may consult after implementation of the policy, in order to ensure that any impacts of the policy are considered.

3.2.7 If a consultation exercise is to take place over a period when consultees are less able to respond, for example, over the summer or Christmas break, or if the policy under consideration is particularly complex, we will give consideration to the feasibility of allowing a longer period for the consultation.

3.2.8 We are conscious of the fact that affected individuals and representative groups may have different needs. We will take appropriate measures to ensure full participation in any meetings that are held. We will consider for example the time of day, the appropriateness of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and/or interpreter is necessary, and whether the provision of childcare and support for other carers is required.

3.2.9 We make all relevant information available to consultees in appropriate formats to ensure meaningful consultation. This includes detailed information on the policy proposal being consulted upon and any relevant quantitative and qualitative data.

3.2.10 In making any decision with respect to a policy adopted or proposed to be adopted, we will take into account any assessment and consultation carried out in relation to the policy.

⁸ Please see below at 4.27 to 4.31 for details on monitoring.

3.2.11 We provide feedback to consultees in a timely manner. A feedback report is prepared which includes summary information on the policy consulted upon, a summary of consultees' comments and a summary of our consideration of and response to consultees' input. The feedback is provided in formats suitable to consultees. (Please see also 6.3)

3.3 A list of our consultees is included in this equality scheme at Appendix 3. It can also be obtained from our website at

www.setrust.hscni.net or by contacting Susan Thompson or Suzanne McCartney (see details at 2.4).

3.4 Our consultation list is not exhaustive and is reviewed on an annual basis to ensure it remains relevant to our functions and policies.

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. Please contact Suzanne McCartney and Susan Thompson to provide your contact details and have your areas of interest noted or have your name/details removed or amended. Please also inform us at this stage if you would like information sent to you in a particular format or language.

Chapter 4 Our arrangements for assessing, monitoring and publishing the impact of policies

4.1 In the context of Section 75, 'policy' is very broadly defined and it covers all the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland. In respect of this equality scheme, the term policy is used for any (proposed/amended/existing) strategy, policy initiative or practice and/or decision, whether written or unwritten and irrespective of the label given to it, eg, 'draft', 'pilot', 'high level' or 'sectoral'.

4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.

4.3 The Trust uses the tools of **screening** and **equality impact assessment** (EQIA) to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:

- the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*' and
- on undertaking an EQIA as detailed in the Commission's guidance '*Practical guidance on equality impact assessment (February 2005)*'.

Screening

4.4 The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations.

4.5 Screening is completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

4.6 The lead role in the screening of a policy is taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible we will include key stakeholders in the screening process.

4.7 The following questions are applied to all our policies as part of the screening process:

- What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)
- Are there opportunities to better promote equality of opportunity for people within the Section 75 equality 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?

4.8 In order to answer the screening questions, we gather all relevant information and data, both qualitative and quantitative. In taking this evidence into account we consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.

4.9 Completion of screening, taking into account our consideration of the answers to all four screening questions set out in 4.7 above, will lead to one of the following three outcomes:

1. the policy has been 'screened in' for an EQIA
2. the policy has been 'screened out' with mitigation⁹ or an alternative policy proposed to be adopted
3. the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.

⁹ Mitigation – Where an assessment (screening in this case) reveals that a particular policy has an adverse impact on equality of opportunity and / or good relations, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories.

4.10 If our screening concludes that the likely impact of a policy is 'minor' in respect of one, or more, of the equality of opportunity and/or good relations categories, we may on occasion decide to proceed with an EQIA, depending on the policy. If an EQIA is not to be conducted we will nonetheless consider measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations.

Where we mitigate we will outline in our screening template the reasons to support this decision together with the proposed changes, amendments or alternative policy.

This screening decision will be 'signed off' by the appropriate policy lead within the Trust.

4.11 If our screening concludes that the likely impact of a policy is 'major' in respect of one, or more, of the equality of opportunity and/or good relations categories, we will normally subject the policy to an EQIA. This screening decision will be 'signed off' by the appropriate policy lead within the Trust.

4.12 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity and/or good relations categories, we may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, we will give details of the reasons for the decision taken. This screening decision will be 'signed off' by the appropriate policy lead within the Trust.

4.13 As soon as possible following the completion of the screening process, the screening template, signed off and approved by the senior manager responsible for the policy, will be made available on our website www.setrust.hscni.net

and on request by contacting Suzanne McCartney or Susan Thompson (see details at 2.4).

4.14 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.

4.15 Our screening reports are published quarterly [see below at 4.20 - 4.22 and 4.23 for details].

Equality Impact Assessment

4.16 An EQIA is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of that policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.

4.17 Once a policy is screened and screening has identified that an EQIA is necessary, we will carry this out in accordance with Equality Commission guidance. The EQIA will be carried out as part of the policy development process, before the policy is implemented.

4.18 Any EQIA will be subject to consultation at the appropriate stage(s). (For details see above Chapter 3 “Our Arrangements for Consulting”).

Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity

4.19 We make publicly available the results of our assessments (screening and EQIA) of the likely impact of our policies on the promotion of equality of opportunity and good relations.

What we publish

4.20 Screening reports

These are published quarterly. Screening reports detail:

- All policies screened by the Trust over the three month period
- A statement of the aim(s) of the policy/policies to which the assessment relates
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- Screening decisions, i.e:

➤ whether the policy has been ‘screened in’ for an EQIA

- whether the policy has been ‘screened out’ with mitigation or an alternative policy proposed to be adopted.
- whether the policy has been ‘screened out’ without mitigation or an alternative policy proposed to be adopted.

- Where applicable, a timetable for conducting EQIAs
- A link to the completed screening template(s) on our website

4.21 Screening templates

For details on the availability of our screening templates please refer to 4.13.

4.22 Equality impact assessments

EQIA reports are published once the impact assessment has been completed. These reports include:

- A statement of the aim of the policy assessed
- Information and data collected
- Details of the assessment of impact(s)
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity
- Consultation responses
- The decision taken
- Future monitoring plans.

How we publish the information

4.23 All information we publish is accessible and can be made available in alternative formats on request. Please see 6.3 below.

Where we publish the information

4.24 The results of our assessments (screening reports and completed templates, the results of EQIAs) are available on our website www.setrust.hscni.net or by contacting Susan Thompson or Suzanne McCartney (see details at 2.4).

4.25 In addition to the above, screening reports (electronic link or hard copy on request if more suitable for recipients) which include all policies screened over a 3 month period are also sent directly to all consultees on a quarterly basis.

4.26 We will inform the general public about the availability of this material through communications such as press releases where appropriate.

Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity

4.27 Monitoring can assist us to deliver better public services and continuous improvements. Monitoring Section 75 information involves the processing of sensitive personal data (data relating to the racial or ethnic origin of individuals, sexual orientation, political opinion, religious belief, etc). In order to carry out monitoring in a confidential and effective manner, the Trust follows guidance from the Office of the Information Commissioner and the Equality Commission.

4.28 We monitor any adverse impact on the promotion of equality of opportunity of policies we have adopted. We are also committed to monitoring more broadly to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.

4.29 The systems we have established to monitor the impact of policies and identify opportunities to better promote equality of opportunity and good relations are:

- The collection, collation and analysis of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis
- The collection, collation and analysis of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis

- An audit of existing information systems within one year of approval of this equality scheme, to identify the extent of current monitoring and take action to address any gaps in order to have the necessary information on which to base decisions
- Undertaking or commissioning new data if necessary.

4.30 If over a two year period monitoring and evaluation show that a policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, we will ensure that the policy is revised to achieve better outcomes for relevant equality groups.

4.31 We review our EQIA monitoring information on an annual basis. Other monitoring information is reviewed on an annual basis for example complaints monitoring, maintenance of a compendium of research literature on an annual basis i.e. September 2011, 2012, 2013 and 2014.

Our arrangements for publishing the results of our monitoring

4.32 Schedule 9 4. (2) (d) requires us to publish the results of the monitoring of adverse impacts of policies we have adopted. However, we are committed to monitoring more broadly and the results of our policy monitoring are published as follows:

4.33 EQIA monitoring information is published as part of our Section 75 annual progress report [see 2.7]

4.34 Monitoring information is also published and made available on the Trust's website.

4.35 All information published is accessible and can be made available in alternative formats on request. Please see below at 6.3 for details.

Chapter 5 Staff training**Commitment to staff training**

5.1 We recognise that awareness raising and training play a crucial role in the effective implementation of our Section 75 duties.

5.2 Our Chair and Chief Executive wishes to positively communicate the commitment of the Trust to the Section 75 statutory duties, both internally and externally.

To this end we have introduced an effective communication and training programme for all staff and will ensure that our commitment to the Section 75 statutory duties is made clear in all relevant publications.

Training objectives

5.3 The Trust will draw up a detailed training plan for its staff which will aim to achieve the following objectives:

- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme
- to provide those staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively
- to provide those staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
- to provide those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
- to provide those staff involved in the implementation and monitoring of the effective implementation of the Trust's equality scheme with the necessary skills and knowledge to do this work effectively.

Awareness raising and training arrangements

5.4 The following arrangements are in place to ensure all our staff, Trust Board members and Non Executive Directors are aware of and understand our equality obligations.

- Further to the approval of the Scheme by the Equality Commission NI, we will develop a summary of this Equality Scheme and raise awareness of this via a variety of means e.g. Chief Executive Briefing, Team Briefing, Intranet etc. A copy of this will be issued to all staff within 3 months of approval of the scheme by Equality Commission.
- Specific guidelines for Regional HSC Trust Board members were devised to highlight the important changes introduced for implementing the Section 75 equality duties; implications for policy development and corporate planning; emphasis on achieving outcomes and addressing inequalities; and focus on leadership and top-level commitment. These were disseminated at a specially convened event in April 2010 which was opened by the Permanent Secretary and included the Chief Commissioners from the Equality Commission NI and Northern Ireland Human Rights Commission respectively.
- Trust Board Executive Management Team members will receive regular updates on the promotion of equality of opportunity and good relations and a comprehensive overview on compliance and performance through the Section 75 annual progress report.
- We will develop a summary of this equality scheme and make it available to all staff within 3 months of approval of the scheme.
- We will provide access to copies of the full equality scheme for all staff via the Intranet immediately after approval of the Scheme and ensure that any queries or questions of clarification from staff are addressed effectively.
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff within the Trust who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting EQIAs, consultation, monitoring and evaluation).
- Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups.

- On an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.
- Personal and Public Involvement (PPI) training will be provided in order to build capacity amongst those who wish to become involved with Trust decision making and design and delivery of services.

5.5 Training and awareness raising programmes will, where relevant, be developed in association with the appropriate Section 75 groups and our staff.

In order to share resources and expertise, the Trust will, where possible, work closely with other bodies and agencies in the development and delivery of training.

Monitoring and evaluation

5.6 Our training programme is subject to the following monitoring and evaluation arrangements:

- We evaluate the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives.
- The extent to which training objectives have been met will be reported on as part of the Section 75 annual progress report, which will be sent to the Equality Commission.
- The Trust has local arrangements for monitoring and reporting on training.

Chapter 6 Our arrangements for ensuring and assessing public access to information and services we provide

6.1 The Trust is committed to ensuring that the information we disseminate and the services we provide are fully accessible to all parts of the community in Northern Ireland. We keep our arrangements under review to ensure that this remains the case.

6.2 We are aware that some groups may not have the same access to information as others. In particular:

- People with sensory, learning, communication and mobility disabilities may require printed information in other formats.
- Members of ethnic minority groups, whose first language is not English, may have difficulties with information provided only in English.
- Children and young people may not be able to fully access or understand information.

Access to information

6.3 To ensure equality of opportunity in accessing information, we provide information in alternative formats on request usually within 20 working days, where reasonably practicable. If this cannot be facilitated the Trust will advise of the reasons for this and provide a new estimated response time scale.

Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY), large print or minority languages to meet the needs of those for whom English is not their first language.

The Trust liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice.

Specific consideration will be given and advice sought from those with specialist knowledge in this area as to how best the Trust can communicate with young people, those with learning disabilities, ethnic groups and others e.g. older persons and persons who have a mental illness – this may be facilitated through the use of specially trained staff and/or advocates.

6.4 In disseminating information through the media we will seek to advertise in the press where appropriate.

6.5 The Trust will also use its Website, Corporate Plan, the Staff Magazine and Trust publications.

Access to services

6.6 The Trust is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories. The Trust also adheres to the relevant provisions of current anti-discrimination legislation.

6.7 The Trust provides a comprehensive telephone interpreting service for Accident and Emergency and unplanned or unexpected episodes. It also provides face to face interpreters through the Northern Ireland regional Interpreting Service and other approved providers.

Assessing public access to information and services

6.8 We monitor on an ongoing basis across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.

6.9 These include:

- Provision of interpreting/translation services – quarterly reports
- Monitoring of complaints – ongoing and annual
- Reasonable adjustments – ongoing and annual
- Satisfaction Surveys – ongoing and annual
- Staff Survey
- Article 55 Review – every 3 years

6.10 We also monitor complaints and compliments received.

Chapter 7 Timetable for measures we propose in this equality scheme

- 7.1 Appendix 4 outlines our timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into our business planning processes.
- 7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop, implement and deliver the action plan. Accordingly, this commitment it is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.11 – 2.18.

Chapter 8 Our complaints procedure

8.1 The Trust is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.

8.2 Schedule 9 paragraph 10 of the Act refers to complaints. A person can make a complaint to a public authority if the complainant believes he or she may have been directly affected by an alleged failure of the authority to comply with its approved equality scheme.

If the complaint has not been resolved within a reasonable timescale, the complaint can be brought to the Equality Commission.

8.3 A person wishing to make a complaint that the Trust has failed to comply with its approved equality scheme should contact:

Laura Algie
Complaints / Patient Liaison Manager
South Eastern Health & Social Care Trust
Health and Care Centre
39 Regent Street
Newtownards
BT23 4AD
Tel: (028) 9056 1427
Fax: (028) 9056 4815
Textphone: (028) 9151 0137

8.4 We will, in the first instance, acknowledge receipt of each complaint within 2 working days of receipt.

8.5 The Complaints / Patient Liaison Manager will ensure that an investigation is carried out internally and that a substantive Trust response is sent to the complainant within 20 working days of the date of receiving the letter of complaint. Any person wishing to make a complaint is welcome to contact the Trust by email, telephone or via face to face appointment. Under certain circumstances and if the complexity of the matter requires a longer period of investigation the complainant will be advised of the delay and be updated by letter on a monthly basis. To enable full access to the complaints procedure the Trust has developed a user friendly version formatted in picture exchange communication system (PECS).

8.6 During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.

8.7 In any subsequent investigation by the Equality Commission, the Trust will co-operate fully, providing access in a timely manner and with the complainants consent to any relevant documentation that the Equality Commission may require.

Similarly, the Trust will co-operate fully with any investigation by the Equality Commission under sub-paragraph 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.

8.8 The Trust will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

Chapter 9 Publication of our equality scheme

9.1 Our Trust's equality scheme is available free of charge in print form and alternative formats from Susan Thompson or Suzanne McCartney (see details at 2.4).

The Trust will respond promptly to requests for alternative formats usually within 20 working days however many alternative formats are outsourced by the Trust from the voluntary and community sector and therefore it is difficult to be prescriptive in terms of exact timescale. The Trust is committed to making the process as expeditious as possible to promote equality of opportunity and undertakes to keep all those who make the requests fully informed.

9.2 Our equality scheme is also available on our website at www.setrust.hscni.net

9.3 The following arrangements are in place for the publication in a timely manner of our equality scheme to ensure equality of access:

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats usually within 20 working days.
- Our equality scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.
- Specific consideration will be given and advice sought from those with specialist knowledge in this area as to how best the Trust can communicate with children and young people, people with disabilities (in particular people with learning disabilities), minority ethnic communities, and others e.g. older persons – this may be facilitated through the use of specially trained staff and/or advocates.

9.4 For a list of our stakeholders and consultees please see Appendix 3 of the equality scheme, visit our website at www.setrust.hscni.net or contact Suzanne McCartney or Susan Thompson (see details at 2.4).

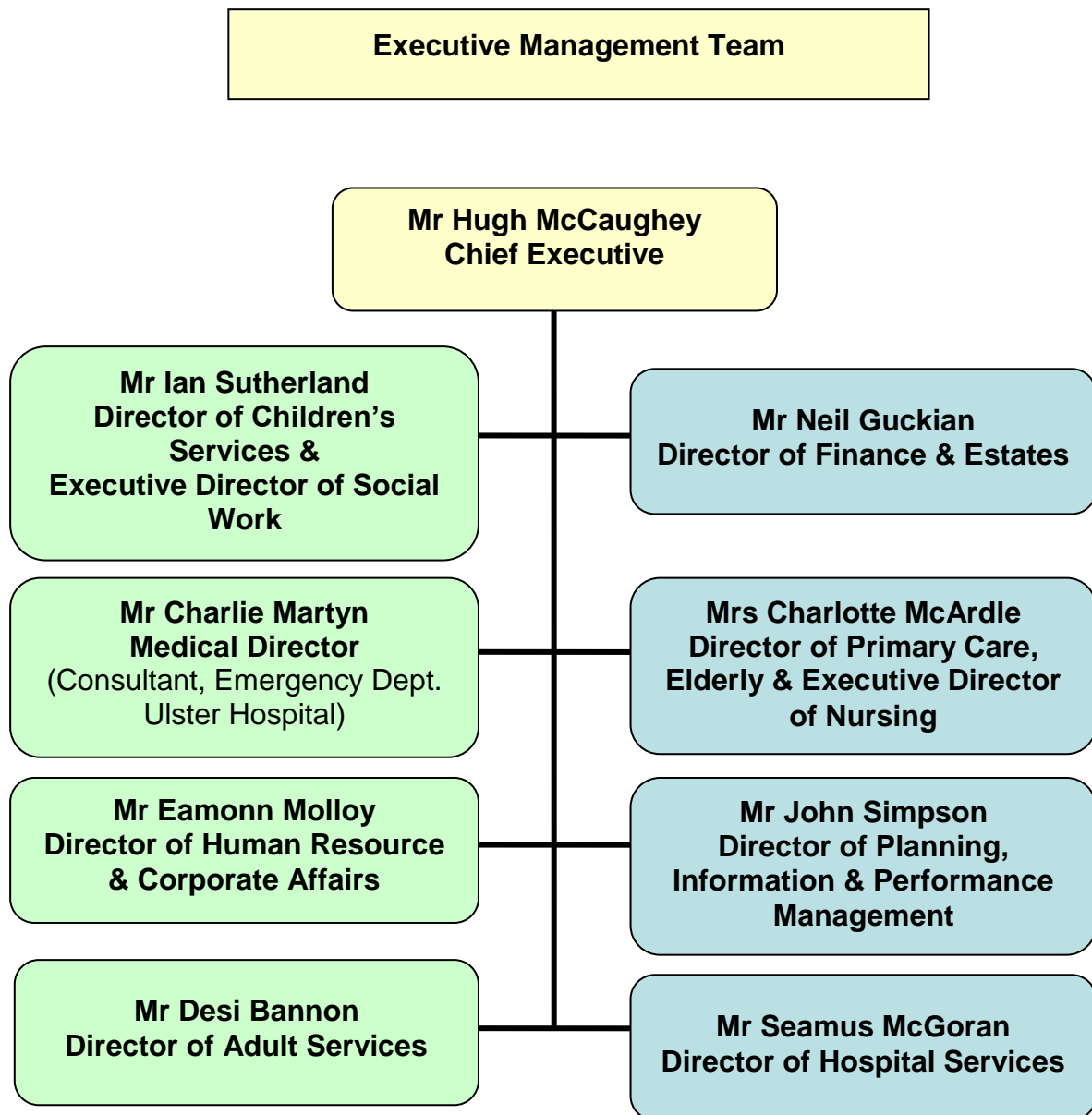
Chapter 10 Review of our equality scheme

10.1 As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 we will conduct a thorough review of this equality scheme. This review will take place either within five years of submission of this equality scheme to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles.

The review will evaluate the effectiveness of our scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions in Northern Ireland.

10.2 In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be made public at Trust Board and sent to the Equality Commission.

Appendix 1 Organisational chart



Appendix 2 Example groups relevant to the Section 75 categories for Northern Ireland purposes

Please note, this list is for illustration purposes only, it is not exhaustive.

Category	Example groups
Religious belief	<p>Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths.</p> <p>For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i>¹⁰. Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “<i>similar philosophical belief</i>”.</p>
Political opinion ¹¹	Nationalist generally; Unionists generally; members/supporters of other political parties.
Racial group	Black people; Chinese; Indians; Pakistanis; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Transsexual people; women (including girls).
Marital status	Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people.
Age	Children and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.
Persons with dependants	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person.
Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.

¹⁰ See Section 98 of the Northern Ireland Act 1998, which states: “*In this Act...“political opinion” and “religious belief” shall be construed in accordance with Article 2(3) and (4) of the Fair Employment & Treatment (NI) Order 1998.*”

¹¹ *ibid*

Appendix 3 List of consultees**Regional Consultation List**

- This list is not exhaustive and will be revised in light of experience.
- All NI Political Representatives including MLAs and Councillors will be included.

Abbeyfield Society
Accord NI
Action Cancer
Action for Children NI
Action Mental Health
Action MS NI
Addiction NI
Adolescent Partnership Project
Adopt NI
Advice NI
Advocate for Older People
AFASIC
Afro-Asian Residents Group NI
Age NI
Age Sector Platform (ASP)
Age Sector Reference Group
Ageing Well Work
Aids Care, Education & Training in Ireland
Al-Anon Family Groups
Alcoholics Anonymous
Al-Nisa Association NI
Alzheimer's Society NI
Amalgamated Transport & General Worker's Union
An Droichead
An Munia Tober
ARC (NI) Office
Archdiocese of Armagh
Ark Housing Association
Artability
Artillery Young Parents Project
Artillery Youth Centre
Arts Care
ASCERT
ASCONI Afro-Community Support Organisation
Ashton Community Trust
Assembly Health Committee
Association for Spina Bifida Hydrocephalus

Association of Bahai Women
Association of Chief Officers of Voluntary Organisations (ACOVO)
Association of Clinical Biochemists
Association of NI Colleges
Association of Talking Newspapers
Association of Teachers & Lecturers
Asthma NI
Asylum and Refugee Advice and Support Service
Autism NI
Aware - Defeat Depression
Bahai Information Offices
Bangladeshi Welfare Association
Baptist Union of Ireland
Barnardos NI
Barnardos Parenting Matters
Barnardo's Schools Programme
Barnardos, Tuar Caetha / Community Project
Beeches Management Centre
Beechfield Children's Respite Unit
Belfast Carer's Centre
Belfast Central Mission
Belfast Chinese Christian Church
Belfast Community Sports Development Network
Belfast Health & Social Care Trust
Belfast Health Initiative
Belfast Healthy Cities
Belfast Hebrew Congregation
Belfast Interface Project
Belfast Islamic Centre
Belfast Islamic Centre Women's Group
Belfast Jewish Community
Belfast Regeneration Office
Belfast South Community Relations
Belfast Training & Employment Agency
Belfast Travellers Education and Development Group
Belfast Unemployed Resource Centre
BIH Housing Association Limited
Black Youth Network
Blackie River Community Group
Blind Centre for NI
Bridge Community Association
British Association of Social Workers
British Deaf Association NI
British Dental Association (NI) Branch

British Diabetic Association NI
British Dietetic Association
British Epilepsy Association
British Geriatric Society NI
British Heart Foundation
British Medical Association NI
British Nursing Association
British Orthoptics Society
British Psychology Society NI Branch
British Red Cross Society
Brook Advisory Centre
Brookvale Fold
Bryson House the Charity
Buddhist Centre
Business in the Community NI
Business Services Organisation
Butterfly Club
C.A.U.S.E for Mental Health
C.O.S.O.
Camphill Community
Cancer Care for Children
Cancer Lifeline
Carafriend
Cardiac Rehab Support Group
Care in NI
Carers Advocate
Carers National Association NI
Carers NI
Carrick Hill Residents Association
Castlewellan Regeneration Limited
CAUSE NI
Cedar Foundation
Central Belfast Contact Centre
Centre for Child Care Research, QUB
Centre for Health & Well Being
Centre for Independent Living
Centre for Young Men's Studies
Challenge for Youth
Changes Group
Changing Faces
Chartered Society of Physiotherapy NI
Chest, Heart & Stroke Association
Child & Family Centre, Minnowburn House
Child Accident Prevention Trust
Child Care NI

Child Poverty Action Group NI
Childline NI
Children in NI
Children's Law Centre
Children's Project NI Limited
Chinese Chamber of Commerce
Chinese Lay Health Project Barnardos
Chinese Welfare Association NI
Church of Ireland
Church of Ireland Board of Social Responsibility
Church of Jesus Christ of Latter Day Saints
Citizens Advice Bureau
Clanmil Housing Association
CLAPA NI
Clic Sargent - Caring for Children with Cancer
Cliftonville Community Regeneration Forum
Cloona Oasis Centre
College of Occupational Therapists
Commissioner for Children and Young People
Committee on the Administration of Justice
Common Purpose
Community Change
Community Development and Health Network NI
Community Evaluation NI
Community Relations Council
Community Safety Unit
Community Transport Association
Community Work Education and Training Network
Confederation of British Industry (CBI)
Confederation of Community Groups
Conservation Volunteers NI
Contact a Family NI
Contact Youth
Co-operation Ireland
Corpus Christi Parent/Teachers Association
Council for Catholic Maintained Schools (CCMS)
Council for the Homeless
Counteract
CPHVA
Credit Unions Ltd
Criminal Justice Department, PSNI
Crossroads Caring for Carers (NI) Ltd
Cruse Bereavement Care NI
Cystic Fibrosis Trust
DA' – Young Father's Project

Dad's Matter Project (Shankill Surestart)
Datalink Reprographics Ltd
Deaf Answers
Deaf Association of NI
Deaf Talkabout (Belfast Telegraph)
DELTA Parenting Partnership Service
Department of Education NI
Department of Nursing UJJ
Derg Valley Healthy Living Project
DHSSPS
Diabetes UK
Disability Action
Disability Drivers Association NI
Disability Network Scheme
Disability Sports NI
District Childcare Partnership
Dunlewey Substance Advice Centre NI Ltd
E T P U
Early Years
Eastern Drugs & Alcohol Co-ordination Team (EDACT)
Education Guidance Service for Adults (EGSA)
Egyptian Association
Elim Pentecostal Church
Employers for Child Care
Employers For Disability
Employers Forum on Disability
Enable NI
Engage with Age
EPIC
Epilepsy Action
Equality Coalition
Equality Commission NI
Equality Forum NI
Extern
Extra Care for Elderly People
Families Need Fathers NI
Family Care Society NI
Family Mediation NI
Family Ministry Commission (Down & Connor)
Family Planning Association NI
Farmers Have Hearts
Fathers' Legal Research
Federation of Clinical Scientists
Fibromyalgia Support NI
First Key (NI)

Flax Trust
Fold Housing Association
Footprints Women's Centre
Foras na Gaeilge
Forever Fathers
Forum for Action on Substance Abuse (FASA)
Fostering Network
Free Presbyterian Church of Ulster
Friendship Centre Federation
Gay and Lesbian Group NI
Gay and Lesbian Youth NI
Gender and Sexual Orientation Equality Unit
General, Municipal Boilermakers&Allied Trade Union
Gingerbread NI
GROW
Guardian ad Litem Agency
Guide Dogs for the Blind Association
Guild of Hospital Pharmacists
Guru Nanak Ji Sikh Community
Habinteg Housing Association (Ulster) LTD
Habitat for Humanity NI
Haemophilia Society Group
Hare Krishna Community
Hare Krishna Temple
Health & Healthcare Research Unit
Health & Social Care Board Headquarters
Health Service Executive
Hearing Concern
Hearing Dogs for the Deaf
Helm Housing
HIV Support Centre
Home Accident & Prevention Council NI
Home Start NI
Homecare NI
Housing Rights Service
Hungarian Community Association
Huntington's Disease Association
Imago Project (Mental Health Befriending)
Impact Training
Include Youth
Inclusive Mobility&Transport Advisory Committee
Indian Community Centre
Industrial Therapy Organisation
Information Commissioner's Office (ICO)
Institute for Conflict Research (ICR)

Institute for Counselling&Personal Dev Trust ICPD
Institute of Public Health
Investing for Health
Irish Advocacy Network
Irish Congress of Trade Unions
Islamic Centre
Japan Society of NI
Jehovah's Witnesses
Jigsaw NI
La Societa Italiana Irlanda Del Nord
Latinoamerica Unida
Law Centre NI
Lesbian Advocacy Services Initiative (LASI)
Lesbian Line
Liberal and Progressive Jewish Movement
Lifestart Foundation NI
Link Centre
Islamic Student's Society of NI
M Care
Macmillan Cancer Relief
Mandarin Speakers Association
Manufacturing, Science and Finance Union
Marie Curie Cancer Care
ME (Myalgic Encephalomyelitis) Association
Mediation NI
Men to Men
Men's Action Network
Men's Advisory Project
Men's Council of Ireland
Men's Development Network
Men's Network Resource Centre
Menaware
MENCAP
Menswork
Mental Health Alliance
Mental Health Commission for NI
Methodist Church
Mindwise
Miscarriage Association
Mobilise
Multi Cultural Resource Centre NI
Multiple Sclerosis Society
Muscular Dystrophy Group
National Association for Colitis and Crohns Disease
National Board for Nursing, Midwifery and Health Visiting NI

National Autistic Society
National Children's Homes NI (NCH)
National Children's Bureau NI (NCB)
National Children's Homes
National Deaf Children's Society
National Disability Authority
National Federation of Gateway Clubs
National Foundation for Educational Research
National Pensioners Convention (NI Region)
National Schizophrenia Fellowship, Belfast
National Union of Students (NUS USI)
Natural Law Party
New Horizons
Nexus Institute
NHS Confederation on Learning Disability
NIACRO
NIPEC
NI African Cultural Centre
NI Agoraphobia and Anxiety Society
NI Ambulance Service
NI Anti Poverty Network
NI Association for Mental Health
NI Association of Citizen's Advice Bureau
NI Association of Homeopaths
NI Blood Transfusion Service
NI Board Chartered Society of Physiotherapy
NI Cancer Fund for Children
NI Centre for Trauma and Transfiguration Service
NI Chest, Heart and Stroke Association
NI Childminding Association
NI Commissioner for Children & Young People
NI Committee Irish Congress of Trade Unions
NI Confederation of Mental Health
NI Council for Ethnic Minorities (NICEM)
NI Council for Integrated Education
NI Council for Post Graduate Medical Education
NI Council for Voluntary Action (NICVA)
NI Deaf Education Access Foundation
NI Deaf Youth Association
NI Dyslexia Association
NI Federation of Housing Associations (NIFHA)
NI Filipino Association
NI Fire and Rescue Service
NI Gay Rights Association (NIGRA)
NI Hindu Cultural Centre and Temple

NI Hospice
NI Hospital Advisory Service
NI Housing Executive (NIHE)
NI Human Rights Commission
NI Inter Faith Forum
NI Itinerants Committee
NI Kidney Patient's Association (NIKPA)
NI Lupus Group
NI Medical and Dental Training Agency
NI Music Therapy Trust
NI Muslim Family Association (Chairperson)
NI Office
NI Office Human Rights and Equality
NI Ombudsman
NI Orthoptic Society (BIOS)
NI Pakistani Cultural Association
NI Policing Board
NI Polio Fellowship
NI Pre School Playgroup Association (NIPPA)
NI Public Service Alliance (NIPSA)
NI Rural Women's Network
NI Sikh Cultural and Community Centre
NI Social Care Council
NI Social Security Agency
NI Statistics & Research Agency (NISRA)
NI Union of Supported Employment
NI Voluntary Development Agency
NI Voluntary Trust
NI Women's European Platform
NI Womens' Aid Federation
NI Youth Forum
Northern Health and Social Care Trust
NSPCC
Oaklee Housing Association
Oesophageal Patients Association NI
Office of the First Minister
Older People's Advocate NI
Open Your Mind
Opportunity Youth
Pakistani Community Association
Parenting Forum NI
Parenting Matters Project
Parenting Partnership Service
Parents Advice Centre
Parents and Professionals and Autism (PAPA)

Parkinson's Disease Society NI
Patient & Client Council
People for People NI
Pharmaceutical Contractors' Committee (NI) Ltd
Pharmaceutical Society for NI
Physically Handicapped and Able Bodied (PHAB)
Playboard NI Ltd
POBAL Development Office
Police Service of NI (PSNI)
Polish Association NI
Positive Futures
Praxis Care Group
Presbyterian Church in Ireland - Social Witness
Presbyterian Church in Ireland (PCI)
Presbyterian Women
Press for Change
Primecare Services
Princess Royal Trust for Carers
Probation Board NI
Promoting Fatherhood
Prospects for People with Learning Disability
Public Health Authority
Public Initiative to Prevent Suicide & Self Harm
Putting Children First
Quaker Cottage
Quaker Service
Queen's University Belfast
Queer Space
Rainbow Club for the Blind
Regulation & Improvement Authority (RQIA)
Relate
Remember our Child
Respond
Rethink Severe Mental Illness
Roman Catholic Church
Royal British Legion
Royal College of General Practitioners
Royal College of Midwives
Royal College of Nursing (NI) Board
Royal College of Psychiatrists
Royal College of Speech & Language Therapists NI
Royal National Institute for Deaf People (RNID) NI
Royal National Institute for the Blind (RNIB) NI
Rural Community Network
Rural Support

Sai Pak Chinese Community Association
Salvation Army
Samaritans
Save the Children
Secondary Care Directorate DHSSPS
Sense NI
Signature
Sikh Community Association
Sikh Cultural Centre
Sikh Women & Children's Association
Simon Community NI
Social Security Agency
Society for the Protection of the Unborn Child
South Eastern Health and Social Care Trust
Southern Health and Social Care Trust
Special Educational Needs Advice Centre (Senac)
Speech Matters
Sport NI
St Vincent de Paul
Staff Commission for Education and Library Board
Staff Side Representatives
Stillbirth & Neonatal Death Charity (SANDS)
Tashi Khyil Trust
The Big Lottery Fund
The Egyptian Society of NI
The Food Standards Agency
The Local Government Staff Commission For NI
The Men's Project
The Prince's Trust
The Rainbow Project
The Relatives Association NI
The Royal Society for the Prevention of Accidents
The Society and College of Radiographers
The Society of Chiropodists & Podiatrists
The Stroke Association NI
Threshold - Richmond Fellowship NI
Tiny Life
Transport and General Workers Union (TGWU)
Traveller and Gay (TAG)
Traveller Movement NI
Treoir
Triangle Housing
Trinity Housing
Twins & Multiple Births Association (TAMBA)
Ulidia Housing Association Ltd

Ulster Cancer Foundation
Ulster Chemists Association
Ulster Scots Community Network
Ulster Scots Heritage Council
Union of Construction, Allied Trades & Technicians
UNISON
UNITE Amicus Section
Unite the Union
United Response NI Ltd
University of Ulster
Victim Support
Voice of Young People in Care (VOYPIC)
Voices Forum National Schizophrenia Fellowship
Voluntary Services Bureau
Volunteer Development Agency
WAVE Trauma Centre
Welcome Trust Ltd
Western Health and Social Care Trust
Wheelchair Bowls NI
William Keown Trust
Women in Sport & Physical Activity (WISPA)
Women's Aid
Women's Forum NI
Women's Information Centre
Women's Resource and Development Agency (WRDA)
Women's Support Network
Worker's Educational Association
Young Men's Christian Association (YMCA)
Young Parents Network
Youth Action NI
Youth Council for NI
Youth Initiatives
Youth Justice of NI
Youthnet

Local Consultation List

Ardglass & District Health Support Group
Ballybeen Womens Centre
Ballymacarrett Arts & Cultural Society
Ballymacarrett Youth & Community Project
Ballymote Centre
Ballymun Men's Centre Ltd
Ballynahinch / Drumaness / Spa Community Group
Ballynahinch Economic Development
Ballynahinch Regeneration Committee
Ballysillan Presbyterian Church
Bangor Citizens Advice Bureau
Carew Newtownards Road Womens Group
Clan Mór Sure Start
Colin Community Counselling
Colin Glen Trust
Crossgar and District Community Association
Down Advocacy Movement
Down Cardiac Support
Down Community Forum
Down District Volunteer Centre
Downe Syndrome Association
Drumnamoe Nursery School
East Belfast Sure Start
East Down Rural Community Network
Family Ministry Commission (Down & Connor)
FASA (Bangor Satellite)
Flying Horse Resident's Association
Friends of Ardview House
Friends of Downshire
Friends of Drumlough House
Friends of Grove House
Friends of Laurelhill House
Friends of Lindsay House
Friends of Seymour House
Friends of St John's House
Friends of Struell Lodge
Friends of Thompson House
Glencraig Camphill Community
Hearts of Down
Hillhall Residents Group
Holywood Citizen's Advice Bureau
Lagan Valley Hospital Liaison Group

Lagmore Residents Association
Lisburn Community Network
Lisburn Disabled Association
Lisburn Inter-Church Project
Lisburn Welfare Rights Group
Lisburn Women's Aid
Lisburn Women's Centre
Lisburn Women's Initiative
Maternity Services Liaison Committee (Downe and LVH)
Mother's Union (Down & Dromore)
North Down & Ards Childcare Partnership
North Down & Ards Domestic Violence Forum
North Down & Ards Women's Aid
Old Warren Community Association
Old Warren Youth Initiative
Parents Group – Lisburn Assessment and Resource Centre
Parents Group – Society for People with Learning Difficulties (Lisburn and Downpatrick)
Shopmobility, Ards
Shopmobility Bangor
SET Carers Forum on Learning Disabilities
Talking Newspaper Association, Lisburn/Downpatrick
Voluntary Services Downpatrick
Voluntary Services Lisburn

**Appendix 4 Timetable for measures proposed
(Schedule 9 4.(3) (b))**

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
Arrangements for assessing our compliance with Section 75 duties			
<i>Have in place appropriate structures and reporting mechanisms [Intro]</i>	<i>Structures and reporting mechanisms established</i>	<i>Chief Executive, Executive Management Team etc.</i>	<i>Ongoing</i>
<i>Ensure Section 75 duties are mainstreamed within the Trust [Intro]</i>	<i>Section 75 objectives and targets will be integrated into strategic and operational business plans [2.5]</i>	<i>Chief Executive, Director of Human Resources & Corporate Affairs, Equality Managers</i>	<i>In line with corporate planning cycle i.e. May 2011</i>
<i>Employees' job descriptions and performance plans reflect Section 75 duties [2.6]</i>	<i>Already included in job descriptions and Post Outlines as part of the Trust's KSF (Knowledge & Skills Framework)</i>	<i>Equality Managers, Assistant Director Human Resources</i>	<i>Ongoing</i>
<i>Prepare Section 75 Annual Progress Report (APR) and include section in Trust's own Annual Report [2.7]</i>	<i>Information collated throughout year for inclusion in APR</i>	<i>Equality Managers</i>	<i>31 August (annually)</i>
	<i>Article written for inclusion in Trust's Annual Report</i>	<i>Equality Managers</i>	<i>Annually</i>
<i>Regular/quarterly reports to Trust's Executive Management Team and Trust Board [2.10]</i>	<i>As above – information provided to Director of HR&CA to bring to EMT and Trust Board.</i>	<i>Director of Human Resources & Corporate Affairs/ Equality Managers</i>	<i>Each quarter</i>
Action Plan			
<i>Development of Action Based Plan to include performance indicators</i>	<i>Literature review and audit of health inequalities undertaken along with pre-</i>	<i>Equality Managers</i>	<i>November 2010</i>

EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<i>and timescales. Aligned to corporate and business planning cycle [2.11]</i>	<i>consultation with voluntary/community sector. Consultation with Service Directorates to identify inequalities and actions required for same.</i>	<i>Equality Managers and Operational Managers.</i>	
<i>Consultation on draft action plan [2.15]</i>	<i>Consult with stakeholders before submission to Equality Commission.</i>	<i>Equality Managers</i>	<i>In line with consultation on equality scheme Jan-March 2011.</i>
<i>Finalised action plan published [2.18]</i>	<i>Publish on Trust's internet and intranet and advise of its availability and take account of alternative formats etc.</i>	<i>Equality Managers</i>	<i>May 2011</i>
<i>Deliver on action plan</i>	<i>Implement and deliver on all actions contained within the Action Plan in order to tackle inequalities.</i>	<i>Equality Managers</i>	<i>On approval – May 2011 to 2014.</i>
<i>Arrangements for monitoring progress in place [2.16]</i>	<i>Identify whether targets have been met – update plan as necessary.</i>	<i>Equality Managers in conjunction with service Directors.</i>	<i>Every August in line with Annual Progress Report</i>
Arrangements for consulting			
<i>Consultation list reviewed and updated [3.4]</i>	<i>All current consultees written to and contact details and preferred method/format of communication updated on central consultation list.</i>	<i>Equality Managers</i>	<i>November 2010 and then annually</i>
<i>Training re. Consultation [3.2.4]</i>	<i>Specific training provided for those conducting consultations.</i>	<i>Equality Managers</i>	<i>Ongoing.</i>
<i>Equality Scheme and</i>	<i>Conduct as appropriate:</i>	<i>Equality Managers</i>	<i>Jan-Mar 2011</i>

EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<i>Action Plan consulted upon taking account of various methods, accessible venues and alternative formats etc [3.2]</i>	<ul style="list-style-type: none"> ▪ Public meetings ▪ Face-to-face meetings ▪ Specialist meetings ▪ Opinion surveys/questionnaires ▪ Internet discussions 		
<i>Undertake programme of awareness raising to ensure effective consultation with consultees [3.2.5]</i>	<i>Develop pack for dissemination via PPI Leads/Liaison Panels.</i>	<i>Equality Managers</i>	<i>January 2011</i>
<i>Take account of any assessment and consultation before decisions are taken regarding policies [3.2.10]</i>	<i>Outcome of impact assessment and analysis all consultation responses received.</i>	<i>Lead policy author</i>	<i>Ongoing</i>
<i>Provide feedback report to consultees in timely manner in formats suited to consultees [3.2.11]</i>	<i>As per consultation list update exercise we will provide feedback to consultees in their preferred format.</i>	<i>Lead policy author(s)</i>	<i>Ongoing</i>
Screening			
<i>Revise screening template and accompanying guidance notes.</i>	<i>Both revised to take account of new Equality Commission guidance and 3 screening outcomes.</i>	<i>HSC Equality Managers</i>	<i>May 2011</i>
<i>Develop screening report template and publish quarterly in accessible formats [4.15]</i>	<p><i>Template developed which includes policy aims, consideration of mitigation, alternative policies, screening decision, timetable for EQIA.</i></p> <p><i>Report will be published quarterly on internet with links to each screening template. Will be issued to consultees as</i></p>	<i>Equality Managers</i>	<i>On approval of scheme and quarterly thereafter</i>

EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
	<i>appropriate in their preferred format.</i>		
<i>EQIA timetable [4.16]</i>	<i>We will give advance notice to consultees of forthcoming EQIAs and the consultation periods associated with each.</i>	<i>Lead policy author(s)</i>	<i>Ongoing</i>
<i>Publishing of EQIA reports [4.22]</i>	<i>EQIA reports and outcomes of consultation will be published on the internet and issued to consultees as appropriate in their preferred format.</i>	<i>Lead policy author(s)</i>	<i>Ongoing</i>
	<i>The reports will include all information as per 4.22 of this Scheme.</i>	<i>Equality Managers</i>	<i>Ongoing</i>
Monitoring			
<i>Revision of policies as a result of monitoring [4.30]</i>	<i>We will collect and analyse qualitative and quantitative data in order to monitor any adverse impact of policies we have adopted and to identify opportunities to better promote equality of opportunity and good relations and will do so in line with the Office of the Information Commissioner and the Equality Commission.</i>	<i>Lead policy author(s)</i>	<i>Ongoing</i>
<i>Review of monitoring information [4.31]</i>	<i>To ensure it is relevant and up-to-date in relation to the policy.</i>	<i>Lead policy author(s)</i>	<i>Over a one year period from</i>

EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
			<i>implementing the policy.</i>
<i>Publication of monitoring information [4.33;4.34]</i>	<i>We will publish monitoring information in our Section 75 Annual Progress Report and also on our website and it will be made available in alternative formats on request.</i>	<i>Equality Managers</i>	<i>Ongoing and annually.</i>
Staff Training			
<i>Draw up a detailed training plan [5.3]</i>	<i>To cover all aspects i.e. awareness of scheme, focused training for staff involved in data collection, policy development, service design, conducting consultations and EQIAs, monitoring and evaluation, complaints.</i>	<i>Equality Managers/ Organisation and Workforce Development Staff</i>	<i>June 2011</i>
<i>Development of summary scheme [5.4]</i>	<i>Summary Scheme currently being revised and will be issued to all staff.</i>	<i>Equality Managers</i>	<i>Will be issued within 3 months of approval of the Scheme by Equality Commission</i>
<i>Provide access to full copy of Scheme to all staff [5.4]</i>	<i>Full Scheme will be published on intranet and internet and made available in alternative formats on request.</i>	<i>Equality Managers</i>	<i>On approval of Scheme by Equality Commission</i>
<i>Development of overall training programme in conjunction with Section 75 categories [5.5]</i>	<i>All staff will receive briefing on Equality Scheme once approved via Trust E-brief, email, intranet etc.</i>	<i>Equality Managers</i>	<i>On approval of Scheme by Equality Commission</i>

EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<i>Awareness raising on the Section 75 statutory duties via PPI [3.2.5]</i>	<i>Section 75 awareness included in Induction Training and E-learning Diversity Training as well as other current diversity training initiatives. Pack developed for PPI panels.</i>	<i>Equality Managers</i>	<i>April 2011</i>
<i>Focussed training i.e. those involved in research and data collection, policy development, service design, conducting EQIAs, consultation, monitoring and evaluation [5.4]</i>	<i>Series of Screening and EQIA master classes for policy authors and arranged as necessary.</i>	<i>Equality Managers</i>	<i>Ongoing</i>
<i>Update training [5.4]</i>	<i>Training will be kept up to date in line with Equality Commission guidance and staff will be advised accordingly.</i>	<i>Equality Managers</i>	<i>Ongoing</i>
<i>Evaluation of training [5.6]</i>	<i>Assess the extent to which those being trained have acquired the necessary skills and knowledge to e.g undertake screening, conduct EQIAs etc. Provider Refresher training as required. Conduct management reports on uptake of E-learning diversity training. Review of complaints received.</i>	<i>Equality Managers Equality Managers Equality Managers</i>	<i>Ongoing Ongoing Ongoing</i>

Arrangements for ensuring and assessing public access to information and services we provide

<p><i>Ensure information we disseminate and services we provide are fully accessible to all parts of the community in Northern Ireland [6.1]</i></p>	<p><i>Update of Section 75 consultation list will ask for preferred methods and formats of communication.</i></p>	<p><i>Equality Managers</i></p>	<p><i>Ongoing</i></p>
	<p><i>Trust Access Groups include service users who advise the Trust accordingly e.g. Sensory Impairment Group.</i></p>	<p><i>Heads of Relevant Service Areas</i></p>	<p><i>Ongoing</i></p>
	<p><i>We will use the media and advertise in press where appropriate.</i></p>	<p><i>Equality Managers</i></p>	<p><i>Ongoing</i></p>
	<p><i>We will also use our website, Corporate Plan, staff magazine, annual progress report etc.</i></p>	<p><i>Equality Managers</i></p>	<p><i>Ongoing</i></p>
	<p><i>Continue participation on Regional Accessible Information Group.</i></p>	<p><i>Equality Managers</i></p>	<p><i>Ongoing</i></p>
<p><i>Provide information in alternative formats on request [6.3]</i></p>	<p><i>Trust routinely translates information into various languages to meet the needs of those not fluent in English via Regional HSC Contract with four translation companies.</i></p>	<p><i>All staff</i></p>	<p><i>Ongoing</i></p>
	<p><i>Provides information in disk, easy-read, large print etc. on request.</i></p>	<p><i>Equality Managers</i></p>	<p><i>Ongoing</i></p>
	<p><i>Will seek advice from those with specialist knowledge on how best to communicate with children and young people and also those with learning disabilities, older persons and those with mental illness. We will use</i></p>	<p><i>Equality Managers</i></p>	<p><i>Ongoing</i></p>

EQUALITY SCHEME

	<i>the Equality Commission's 'Let's Talk, Let's Listen Guidance for public authorities on consulting and involving children and young people'.</i>		
<i>Provide interpreters and sign language interpreters [6.7]</i>	<i>Trust provides interpreters via the NIHSC Interpreting Services within the Belfast Trust which is supported by a subsidiary contract with STEP and FLEX.</i>	<i>Equality Managers</i>	<i>Ongoing</i>
<i>Ensure buildings are accessible [6.7]</i>	<i>Access audits have been conducted and remedial works undertaken where buildings were not found to be accessible to include more loop systems, touch-pad doors, talking lifts etc. New builds take account of all access requirements.</i>	<i>Estates Services Department.</i>	<i>Ongoing</i>
<i>Assessing access to information and services [6.8]</i>	<i>We will monitor uptake of interpreting services and requests for translations and alternative formats.</i>	<i>Equality Managers</i>	<i>Ongoing</i>
<i>Provide reasonable adjustments [6.9]</i>	<i>As above, buildings are accessible to all service users, using reasonable adjustments where necessary for both service users and staff members.</i>	<i>Equality Managers/Estates Services Department.</i>	<i>Ongoing</i>
<i>Monitor complaints [6.9]</i>	<i>We will monitor complaints received to identify areas where equality of opportunity and good relations could be improved.</i>	<i>Equality Managers</i>	<i>Ongoing</i>

Complaints Procedure			
<i>How complaints are raised, timetable for responding etc.[8.1]</i>	<i>HSC have a regional complaints procedure and information has been made available in alternative formats e.g. various languages.</i>	<i>Regional Complaints Group.</i>	<i>May 2010</i>
	<i>Complaints regarding failure to adhere to our Equality Scheme are acknowledged within 2 days and responded to within 20 working days of receipt of letter.</i>	<i>Complaints/Patient Liaison Manager , Equality Managers</i>	<i>Ongoing</i>
Publication of our Equality Scheme			
<i>Current Equality Scheme on internet [2.8]</i>	<i>Current Scheme and Annual Progress Report on our website.</i>	<i>Equality Managers</i>	<i>Ongoing – yearly.</i>
<i>Communication of equality scheme and notification of consultees [9.3]</i>	<i>Once approved we will communicate the new equality scheme via press releases, adverts, internet, mailshots to all consultees on our consultation list and link to internet.</i>	<i>Equality Managers</i>	<i>On approval of Scheme by Equality Commission</i>
<i>Produce Scheme in alternative formats on request [9.3]</i>	<i>We will produce the Scheme in alternative formats on request as per 9.3 of this Scheme.</i>	<i>Equality Managers</i>	<i>On approval of Scheme by Equality Commission</i>

Review of equality scheme			
<i>Scheme will be reviewed within five years of submission to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles [10.1]</i>	<i>We will conduct a thorough review of the scheme in line with the corporate planning cycle i.e. three years after approval.</i>	<i>Equality Managers and Directorate Staff</i>	<i>May 2014</i>
Any other measures proposed in equality scheme			
<i>Work closely with other public authorities to exchange learning and best practice [2.3.2]</i>	<i>Maintain already established links with other Trusts and HSC Organisations in order to maximise on collaborative working.</i>	<i>Equality Managers and other Health and Social Care Organisations Equality Leads..</i>	<i>Ongoing</i>
<i>Liaise closely with the Equality Commission to ensure that progress on the implementation of our Equality Scheme is maintained [2.0]</i>	<i>Continue communication with the Equality Commission.</i>	<i>Equality Managers</i>	<i>Ongoing</i>
<i>Work with Trade Unions in the effective discharge of our equality duties.</i>	<i>Maintain already established links with Trade Unions via the Joint Negotiation Council (JNC).</i>	<i>Director of Human Resources & Corporate Services.</i>	<i>Ongoing</i>

Appendix 5 Glossary of terms

Action plan

A plan which sets out actions a public authority will take to implement its Section 75 statutory duties. It is a mechanism for the realisation of measures to achieve equality outcomes for the Section 75 equality and good relations categories.

Action measures and outcomes

Specific measures to promote equality and good relations for the relevant Section 75 and good relations categories, linked to achievable outcomes, which should be realistic and timely.

Adverse impact

Where a Section 75 category has been affected differently by a policy and the effect is less favourable, it is known as adverse impact. If a policy has an adverse impact on a Section 75 category, a public authority must consider whether or not the adverse impact is unlawfully discriminatory. In either case a public authority must take measures to redress the adverse impact, by considering mitigating measures and/or alternative ways of delivering the policy.

Audit of inequalities

An audit of inequalities is a systematic review and analysis of inequalities which exist for service users and those affected by a public authority's policies. An audit can be used by a public authority to inform its work in relation to the Section 75 equality and good relations duties. It can also enable public authorities to assess progress on the implementation of the Section 75 statutory duties, as it provides baseline information on existing inequalities relevant to a public authority's functions.

Consultation

In the context of Section 75, consultation is the process of asking those affected by a policy (ie, service users, staff, the general public) for their views on how the policy could be implemented more effectively to promote equality of opportunity across the 9 categories. Different circumstances will call for different types of consultation. Consultations could, for example, include meetings, focus groups, surveys and questionnaires.

Differential impact

Differential impact occurs where a Section 75 group has been affected differently by a policy. This effect could either be positive, neutral or negative. A public authority must make a judgement as to whether a policy has a differential impact and then it must determine whether the impact is adverse, based on a systematic appraisal of the accumulated information.

Equality Impact Assessment (EQIA)

The mechanism underpinning Section 75, where existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for the relevant Section 75 categories. EQIAs require the analysis of both quantitative and qualitative data.

Equality of opportunity

The prevention, elimination or regulation of discrimination between people on grounds of characteristics including sex, marital status, age, disability, religious belief, political opinion, dependants, race and sexual orientation.

The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be taken to secure equality of opportunity between the categories identified under Section 75.

Equality scheme

A document which outlines a public authority's arrangements for complying with its Section 75 obligations. An equality scheme must include an outline of the public authority's arrangements for carrying out consultations, screening, EQIAs, monitoring, training and arrangements for ensuring access to information and services.

Good relations

Although not defined in the legislation, the Commission has agreed the following working definition of good relations: 'the growth of relations and structures for Northern Ireland that acknowledge the religious, political and racial context of this society, and that seek to promote respect, equity and trust, and embrace diversity in all its forms'.

Mainstreaming equality

The integration of equal opportunities principles, strategies and practices into the every day work of public authorities from the outset. In other words, mainstreaming is the process of ensuring that equality considerations are built into the policy development process from the beginning, rather than being bolted on at the end. Mainstreaming can help improve methods of working by increasing a public authority's accountability, responsiveness to need and relations with the public. It can bring added value at many levels.

Mitigation of adverse impact

Where an EQIA reveals that a particular policy has an adverse impact on equality of opportunity, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories; this is known as mitigating adverse impact.

Monitoring

Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories. Monitoring must be sensitive to the issues associated with human rights and privacy. Public authorities should seek advice from consultees and Section 75 representative groups when setting up monitoring systems.

Monitoring consists of the collection of relevant information and evaluation of policies. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy screening.

Northern Ireland Act

The Northern Ireland Act, implementing the Good Friday Agreement, received Royal Assent on 19 November 1998. Section 75 of the Act created the statutory equality duties.

Northern Ireland Human Rights Commission

A statutory body established under Section 68 of the Northern Ireland Act 1998, which works to ensure that the human rights of everyone in Northern Ireland are fully protected in law, policy and practice.

Northern Ireland Statistics & Research Agency (NISRA)

The Northern Ireland Statistics and Research Agency (NISRA) is an Executive Agency within the Department of Finance and Personnel (DFP).

They provide statistical and research information regarding Northern Ireland issues and provide registration services to the public in the most effective and efficient way.

OFMDFM

The Office of the First Minister and Deputy First Minister is responsible for providing advice, guidance, challenge and support to other NI Civil Service Departments on Section 75 issues.

Policy

The formal and informal decisions a public authority makes in relation to carrying out its duties. Defined in the New Oxford English Dictionary as ‘a course or principle of action adopted or proposed by a government party, business or individual’. In the context of Section 75, the term **policies** covers all the ways in

which a public authority carries out or proposes to carry out its functions relating to Northern Ireland. Policies include unwritten as well as written policies.

Positive action

This phrase is not defined in any statute, but the Equality Commission understands it to mean any lawful action that a public authority might take for the purpose of promoting equality of opportunity for all persons in relation to employment or in accessing goods, facilities or services (such as health services, housing, education, justice, policing). It may involve adopting new policies, practices, or procedures; or changing or abandoning old ones. *Positive action* is not the same as *positive discrimination*.

Positive discrimination differs from positive action in that *positive action* involves the taking of lawful actions whereas *positive discrimination* involves the taking of unlawful actions. Consequently, *positive action* is by definition lawful whereas *positive discrimination* is unlawful.

Qualitative data

Qualitative data refers to the experiences of individuals from their perspective, most often with less emphasis on numbers or statistical analysis. Consultations are more likely to yield qualitative than quantitative data.

Quantitative data

Quantitative data refers to numbers, typically derived from either a population in general or samples of that population. This information is often analysed by either using descriptive statistics, which consider general profiles, distributions and trends in the data, or inferential statistics, which are used to determine 'significance' either in relationships or differences in the data.

Screening

The procedure for identifying which policies will be subject to an EQIA, and how these EQIAs will be prioritised. The purpose of screening is to identify the policies which are likely to have a minor/major impact on equality of opportunity so that greatest resources can be devoted to improving these policies. Screening requires a systematic review of existing and proposed policies.

Schedule 9

Schedule 9 of the Northern Ireland Act 1998 sets out detailed provisions for the enforcement of the Section 75 statutory duties, including an outline of what should be included in an equality scheme.

Section 75

Section 75 of the Northern Ireland Act provides that each public authority is required, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:-

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

Without prejudice to these obligations, each public authority in carrying out its functions relating to Northern Ireland must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Section 75 investigation

An investigation carried out by the Equality Commission, under Schedule 9 of the NI Act 1998, arising from the failure of a public authority to comply with the commitments set out in its approved equality scheme.

There are two types of Commission investigation, these are as follows:

1. An investigation of a complaint by an individual who claims to have been directly affected by the failure of a public authority to comply with its approved equality scheme;
2. An investigation initiated by the Commission, where it believes that a public authority may have failed to comply with its approved equality scheme.