



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 Act<sup>1</sup>.

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.

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<sup>1</sup> See section 1.1 of our 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.

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***JONATHAN PATTON***  
***CHAIRMAN***

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***ROISIN COULTER***  
***CHIEF EXECUTIVE***

April 2024

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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 authority<sup>2</sup>. 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 1<sup>st</sup> 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

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<sup>2</sup> 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.

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



The Trust employs in the region of 11,500 staff, over 80% of which are women, across a range of disciplines as follows:

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

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

- Children's Services and Social Work
- Medical
- Adult Services and Healthcare in Prison
- Primary Care and Older Peoples Services
- Surgery, Elective Care, Maternity and Paediatrics
- Unscheduled Care, Medicine and Cancer
- People and Organisational Development
- Finance and Estates
- Planning, Performance and Informatics
- Nursing and Midwifery, Allied Health Professions and Patient Experience



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 22/23 the Trust incurred expenditure of circa £650 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 five Non-Executive Directors appointed by DHSS&PS Appointments Unit, two Executive Directors and eight Directors. This includes the Chief Executive and Directors representing:

- Children's Services and Social Work
- Medical
- Adult Services and Healthcare in Prison
- Primary Care and Older Peoples Services
- Surgery, Elective Care, Maternity and Paediatrics
- Unscheduled Care, Medicine and Cancer
- People and Organisational Development
- Finance and Estates
- Planning, Performance and Informatics
- Nursing and Midwifery, Allied Health Professions and Patient Experience

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:-

- Children's Services and Social Work
- Medical
- Adult Services and Healthcare in Prison
- Primary Care and Older Peoples Services
- Surgery, Elective Care, Maternity and Paediatrics
- Unscheduled Care, Medicine and Cancer
- People and Organisational Development
- Finance and Estates
- Planning, Performance and Informatics
- Nursing and Midwifery, Allied Health Professions and Patient Experience

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) Strategic Planning and Performance Group (SPPG)**

The Strategic Planning and Performance Group plans and oversees the delivery of health and social care services for the population of Northern Ireland.

The Group is part of the Department of Health and is accountable to the Minister for Health. It is responsible for planning, improving and overseeing the delivery of effective, high quality, safe health and social care services within available resources.

**(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 SPPG. 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 SPPG, 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. Mrs Claire Smyth, Director of People and Organisational Development 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 Susan Thompson at the address given below and we will respond to you as soon as possible:

**Susan Thompson**  
Equality Manager  
The Sidings  
Building 1  
Antrim Road  
Lisburn  
BT28 3AJ  
Mobile: 07525 898850

e: [susan.thompson@setrust.hscni.net](mailto:susan.thompson@setrust.hscni.net)

2.5 Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans<sup>3</sup>.

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.

2.8 The latest Section 75 annual progress report is available on our website [www.setrust.hscni.net](http://www.setrust.hscni.net) or by contacting Susan Thompson (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](http://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

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



information across the Section 75 categories<sup>4</sup> to identify the inequalities that exist for our service users and those affected by our policies<sup>5</sup>. 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 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](http://www.setrust.hscni.net)

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

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BT28 3AJ  
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e: [Rachel.McAlernon@setrust.hscni.net](mailto:Rachel.McAlernon@setrust.hscni.net)

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<sup>4</sup> See section 1.1 of this equality scheme for a list of these categories.

<sup>5</sup> See section 4.1 of this equality scheme for a definition of policies.

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## **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 formats<sup>6</sup>, 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 consultees<sup>7</sup> 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 available from June 2011 further enhances participation and engagement. This toolkit is available for download from the Trust website: [www.setrust.hscni.net](http://www.setrust.hscni.net)

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

<sup>7</sup> 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 commitments<sup>8</sup>.

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.

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<sup>8</sup> 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](http://www.setrust.hscni.net) or by contacting Susan Thompson (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 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.

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## 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 mitigation<sup>9</sup> 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.

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<sup>9</sup> 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](http://www.setrust.hscni.net) as part of the Quarterly Screening Report see 4.20.

Also on request by contacting 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](http://www.setrust.hscni.net) or by contacting Susan Thompson (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 2018

### **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.

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**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, and 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.

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**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.

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**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:

Complaints / Patient Liaison Manager  
South Eastern Health & Social Care Trust  
Lough House, Ards Hospital  
BT23 4AS  
Tel: (028) 9056 1427  
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.

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## **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 (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](http://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, and 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](http://www.setrust.hscni.net) or contact Susan Thompson (see details at 2.4).

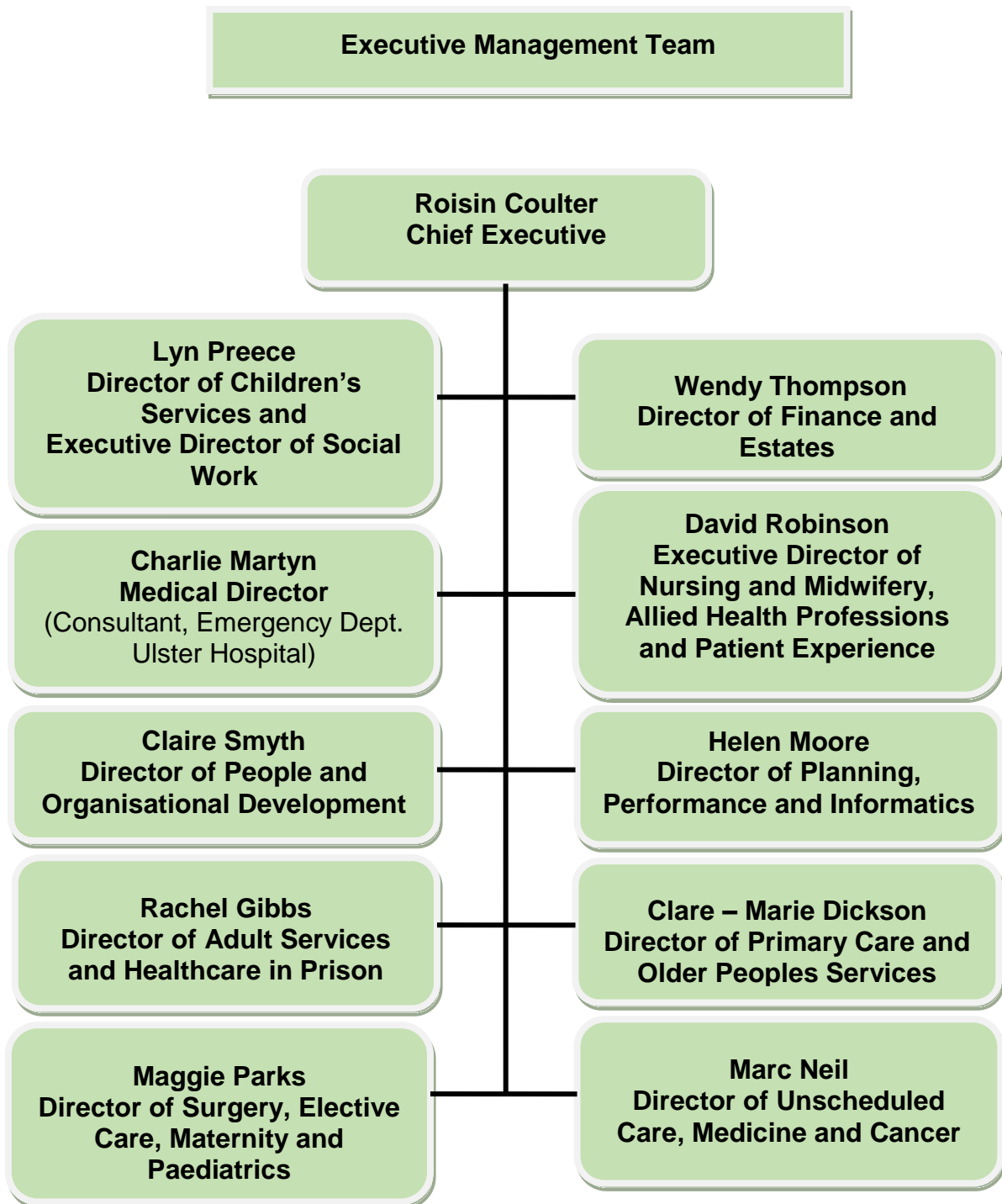
## **Chapter 10    Review of our equality scheme**

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.*

<b>Category</b>	<b>Example groups</b>
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 &amp; Treatment (NI) Order</i><sup>10</sup>. 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 <sup>11</sup>	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.

<sup>10</sup> 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.*”

<sup>11</sup> *ibid*

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## **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 Northern Ireland  
ACET Northern Ireland  
Action Cancer  
Action for Children Northern Ireland  
Action Mental Health  
Action MS  
Addiction NI  
Adopt Northern Ireland  
Advice Northern Ireland  
Advocate for Older People  
AFASIC  
Age Concern East Belfast & Castlereagh  
Age Concern Help the Aged  
Age Concern Northern Ireland  
Age Concern St John's (West Belfast)  
Age Concern User Group  
Age Northern Ireland  
Age Sector Platform (ASP)  
Age Sector Reference Group  
Ageing Well Work  
Al-Anon Family Groups  
Alcoholics Anonymous  
AI-Northern Irelandsa Association Northern Ireland  
Alzheimer's Society Northern Ireland  
Amalgamated Transport & General Workers Union  
Ambulance Service Northern Ireland  
AMICUS Trade Union  
An Droichead  
An Munia Tober  
ARC (NI) Office  
Archdiocese of Armagh  
Ardyone Youth and Parent Association  
Ark Housing Association  
Artability

Arthritis Care Northern Ireland  
Artillery Young Parents Project  
Artillery Youth Centre  
Arts Care  
ASBAH - Spina Bifida & Hydrocephalus  
ASCERT  
ASCONI Afro-Community Support Organisation  
Ashton Community Trust  
Assembly Health Committee  
Association of Bahai Women  
Association of Chief Officers of Voluntary Organisations (ACOVO)  
Association of Clinical Biochemists  
Association of Talking Newspapers  
Association of Teachers & Lecturers  
Asthma UK Northern Ireland  
Asylum and Refugee Advice and Support Service  
Autism Northern Ireland  
Aware - Defeat Depression  
Bahai Information Offices  
Ballymacarrett Arts & Cultural Society  
Ballymacarrett Youth & Community Project  
Bangladeshi Welfare Association  
Baptist Union of Ireland  
Barnardos Northern Ireland  
Barnardos Parenting Matters  
Barnardo's Schools Programme  
Barnardos, Tuar Caetha / Community Project  
Beechfield Children's Respite Unit  
Belfast Baha'i Community  
Belfast Carer's Centre  
Belfast Central Mission  
Belfast Charitable Society  
Belfast Chinese Christian Church  
Belfast Community Sports Development Network  
Belfast Health & Social Care Trust  
Belfast Health Development Unit  
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 Regional Centre  
Belfast Training & Employment Agency  
Belfast Travellers Education and Development Group  
Belfast Trust Joint Negotiating Forum  
Belfast Unemployed Resource Centre  
Belvoir & Milltown Action Group  
BIH Housing Association Limited  
Black Youth Network  
Blackie River Community Group  
Bridge Community Association  
British Association of Social Workers  
British Deaf Association Northern Ireland  
British Dental Association (NI) Branch  
British Diabetic Association Northern Ireland  
British Dietetic Association  
British Epilepsy Association  
British Geriatric Society Northern Ireland  
British Heart Foundation  
British Medical Association Northern Ireland  
British Nursing Association  
British Orthoptics Society  
British Psychology Society Northern Ireland Branch  
British Red Cross Society  
Brook Advisory Centre  
Brookvale Fold  
Bryson House the Charity  
Business in the Community Northern Ireland  
Business Services Organisation  
Butterfly Club  
C.A.U.S.E for Mental Health  
C.O.S.O.  
Camphill Community  
Cancer Focus  
Cancer Lifeline  
Carafriend  
Cardiac Rehab Support Group  
Care in Northern Ireland  
Carers Advocate (Belfast Carer's Centre)  
Carers National Association Northern Ireland  
Carers Northern Ireland  
Caring for Carers Northern Ireland Ltd  
Carrick Hill Residents Association

Castlereagh Lifestyle Forum  
Castlewellan Regeneration Limited  
Catholic Family Care Society Northern Ireland  
CAUSE Northern Ireland  
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 Northern Ireland  
Chest, Heart and Stroke Association  
Child & Family Centre  
Child Accident Prevention Trust  
Child Care Northern Ireland  
Child Poverty Action Group Northern Ireland  
Childline Northern Ireland  
Children Community Holidays  
Children in Northern Ireland  
Children with Disability Team  
Children's Law Centre  
Children's Project Northern Ireland Limited  
Chinese Chamber of Commerce  
Chinese Lay Health Project Barnardos  
Chinese Welfare Association Northern Ireland  
Church of Ireland  
Church of Ireland Board of Social Responsibility  
Church of Jesus Christ of Latter Day Saints  
Citizens Advice Bureau  
Clan Mor Sure Start  
Clanmil Housing Association  
Clic Sargent - Caring for Children with Cancer  
Cliftonville Community Centre  
Cliftonville Community Regeneration Forum  
Cloona Oasis Centre  
Colin Glen Trust  
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 Resource South Belfast  
Community Safety Unit  
Community Transport Association  
Community Work Education and Training Network  
Confederation of British Industry (CBI)  
Confederation of Community Groups  
Conservation Volunteers Northern Ireland  
Contact a Family Northern Ireland  
Contact Youth  
Co-operation Ireland  
Corpus Christi Parent/Teachers Association  
Council for Catholic Maintained Schools (CCMS)  
Council for the Homeless  
Counteract  
CPHVA  
Criminal Justice Department, PSNI  
Crossroads Caring for Carers (NI) Ltd  
Cruse Bereavement Care Northern Ireland  
Cystic Fibrosis Trust  
'DA' – Young Father's Project  
Dad's Matter Project (Shankill Surestart)  
Datalink Reprographics Ltd  
De Paul Ireland  
Deaf Answers  
Deaf Association of Northern Ireland  
Deaf Talkabout (Belfast Telegraph)  
DELTA Parenting Partnership Service  
Department of Education Northern Ireland  
Department of Nursing UUU  
Derg Valley Healthy Living Project  
DHSSPS  
Diabetes UK  
Disability Action  
Disability Drivers Northern Ireland  
Disability Network Scheme  
Disability Sports Northern Ireland  
Disabled Drivers Association Northern Ireland  
District Childcare Partnership  
Domestic Violence Forum  
Donegall Pass Community Forum

Dunlewey Substance Advice Centre NI Ltd  
E E T P U  
Early Years  
East Belfast Alternatives  
East Belfast Community Development Agency  
East Belfast Independent Advice Centre  
East Belfast Sure Start  
Eastern Drugs & Alcohol Co-ordination Team (EDACT)  
Education Guidance Service for Adults (EGDSA)  
Egyptian Association  
Elim Pentecostal Church  
Employers for Child Care  
Employers For Disability  
Employers Forum on Disability  
Engage with Age  
EPIC  
Epilepsy Action  
Equality Coalition  
Equality Commission Northern Ireland  
Equality Forum Northern Ireland  
Extern  
Extra Care for Elderly People  
Falls Community Council  
Families Need Fathers Northern Ireland  
Family Care Society Northern Ireland  
Family Mediation Northern Ireland  
Family Ministry Commission (Down & Connor)  
Family Planning Northern Ireland  
Farset Youth & Community Development Ltd  
FASA (Forum for Action on Substance Abuse and Suicide Awareness)  
Fathers' Legal Research  
Federation of Clinical Scientists  
Fibromyalgia Support Northern Ireland  
Filipino Association Northern Ireland  
Filor Housing Association  
First Class Care Ltd  
First Key (Northern Ireland)  
First Steps Playgroup  
Flax Trust  
Fold Housing Association  
Foras na Gaeilge  
Forthspring Intercommunity Group Ltd  
Fostering Forum Belfast Trust

Fostering Network  
Free Presbyterian Church of Ulster  
Friendship Centre Federation  
Gay and Lesbian Group Northern Ireland (Cara Friend)  
Gay and Lesbian Youth Northern Ireland  
Gender and Sexual Orientation Equality Unit  
General & Municipal, Boiler Makers & Allied Trades  
Gingerbread Northern Ireland  
Girls Brigade Northern Ireland  
Give and Take Scheme  
Glen Parent & Youth Group  
Glenbrook Sure Start  
Greater Shankill Alternatives  
Greater Shankill Community Council  
Greater Shankill Partnership Board  
Greater Village Regeneration Trust  
Greenway Women's Group  
Greenwood House Assessment Centre  
GROW  
Guardian ad Litem Agency  
Guide Dogs for the Blind Association  
Guild of Hospital Pharmacists  
Guru Nanak Ji Sikh Community  
Habinteg Housing Association [Ulster] Limited  
Habitat for Humanity Northern Ireland  
Haemophilia Society Group  
Hare Krishna Community  
Hare Krishna Temple  
Harrogate Senior Citizens Club  
Headway Belfast  
Health & Healthcare Research Unit  
Health Promotion Agency  
Health Visitors Association (MSF)  
Helm Housing  
Help the Aged Northern Ireland  
HIV Support Centre  
Holy Trinity Monday Club  
Home Start East Belfast  
Home Start North Belfast  
Home Start Northern Ireland  
Home Start UK  
Housing Rights Service  
Hungarian Community Association



Huntington's Disease Association  
IA Support Group  
ICPD (Institute for Counselling & Personal Development Trust)  
IMAGO  
Impact Training  
IMTAC Inclusive Mobility and Transport Advisory Committee  
Include Youth  
Indian Community Centre  
Industrial Therapy Organisation  
Information Commissioner  
Inner City South Belfast Sure Start  
Inner South Belfast Partnership Board  
Institute for Conflict Research  
Institute of Public Health  
Investing for Health  
Irish Advocacy Network  
Irish Congress of Trade Unions  
Islamic Centre  
Islamic Student's Society of Northern Ireland  
Japan Society of Northern Ireland  
Jehovah's Witnesses  
Jigsaw Northern Ireland  
Joanmount Open Door Ltd  
Job Assist Centre  
Karen Mortlock Trust  
Knock Child Contact Centre  
Knock Parent & Toddler Group  
La Societa Italiana Irlanda Del Nord  
LACUNA  
LaLeche League  
LAMP - Life After Mental Health  
LASI Now: (HERE NI)  
Latin America Unida  
Law Centre Northern Ireland  
Learning Disability Team  
Lenadoon Women's Group  
Leonard Cheshire Disability, Domiciliary & Day Care Supported Housing  
Liberal and Progressive Jewish Movement  
Lifestart Foundation Northern Ireland  
Ligoneill Community Centre Committee  
Link Centre  
Local Government Staff Commission for Northern Ireland  
LORAG

Lower Andersonstown Mothers Support Group  
Lower Oldpark Community Association  
Lower Ormeau & Markets Community Forum  
M Care  
Macmillan Cancer Relief  
Mandarin Speakers Association  
Manufacturing, Science and Finance Union  
Marie Curie Cancer Care  
Markets Development Association  
Martyrs Memorial Free Presbyterian Church  
Mater Community Forum  
Maureen Sheehan Centre  
ME Association  
Mediation Northern Ireland  
Men to Men  
Men's Action Network  
Men's Advisory Project  
Menaware  
MENCAP  
Men's Advisory Group  
Mental Health Alliance  
Mental Health Commission for Northern Ireland  
Methodist Church  
Mid Ulster Child Contact Centre  
Midland SCC  
Milltown Community Trust  
Mindwise  
Miscarriage Association  
Model Farm Regeneration Group  
Morton Community Centre  
Multi Cultural Resource Centre Northern Ireland  
Multi-Cultural Group  
Multiple Sclerosis Society  
Muscular Dystrophy Group  
National Association for Colitis and Crohns Disease  
National Autistic Society  
National Board for Nursing, Midwifery and Health Visiting Northern Ireland  
National Children's Homes  
National Deaf Children's Society  
National Federation of Gateway Clubs  
National Foundation for Educational Research  
National Organisation Circumcision  
National Schizophrenia Fellowship, Belfast

Natural Law Party  
NCB Northern Ireland (National Children's Bureau)  
New Horizons  
New Life Counselling Service  
New Lodge & Duncairn Community Health Partnership  
Newhill Youth & Community Association  
Newington Day Centre  
Nexus Institute  
NHS Confederation on Learning Disability  
NIACRO  
NICEM  
NICMA The Childminding Association  
NICVA  
NIGRA NI (Gay Rights Association)  
NIPPA The Early Years Organisation  
NIPSA  
North & West Belfast Victim Support  
North Belfast Cancer Lifeline  
North Belfast Employment Centre  
North Belfast Health & Social Well Being Forum  
North Belfast Health Forum, 174 Trust  
North Belfast Senior Citizens Forum  
North Belfast Women's Initiative and Support Project (NBWISP)  
North Queen Street Community Centre  
North West Community Network  
North West Forum of People with Disabilities  
Northern Health and Social Care Trust  
Northern Ireland African Cultural Centre  
Northern Ireland Agoraphobia and Anxiety Society  
Northern Ireland Anti Poverty Network  
Northern Ireland Association for Mental Health (Northern Ireland AMH)  
Northern Ireland Association for the Care and Resettlement of Offenders  
NIACRO  
Northern Ireland Association of Citizen's Advice Bureau  
Northern Ireland Association of Homeopaths  
Northern Ireland Blood Transfusion Service  
Northern Ireland Board Chartered Society of Physiotherapy  
Northern Ireland Cancer Fund for Children  
Northern Ireland Cancer Registry, QUB  
Northern Ireland Centre for Trauma and Transfiguration Service  
Northern Ireland Chest, Heart and Stroke Association  
Northern Ireland Childminding Association ON AS NICMA  
Northern Ireland Children's Hospice

Northern Ireland Commissioner for Children & Young People  
Northern Ireland Committee for Refugees & Asylum Seekers  
Northern Ireland Committee, ICTU  
Northern Ireland Community Addiction Service  
Northern Ireland Council for Integrated Education  
Northern Ireland Council for Post Graduate Medical Education  
Northern Ireland Deaf Education Access Foundation  
Northern Ireland Deaf Youth Association  
Northern Ireland Dyslexia Association  
Northern Ireland Federation of Housing Associations (NIFHA)  
Northern Ireland Filipino Association  
Northern Ireland Fire and Rescue Service  
Northern Ireland Gay Rights Association  
Northern Ireland Health Visitors Association  
Northern Ireland Hindu Cultural Centre and Temple  
Northern Ireland Hospice  
Northern Ireland Hospice Care Children's Service  
Northern Ireland Housing Executive  
Northern Ireland Human Rights Commission  
Northern Ireland Inter Faith Forum  
Northern Ireland Itinerants Committee  
Northern Ireland Kidney Patient's Association (NIKPA)  
Northern Ireland Lupas Group  
Northern Ireland ME Association  
Northern Ireland Medical and Dental Training Agency  
Northern Ireland Music Therapy Trust  
Northern Ireland Muslim Family Association (Chairperson)  
Northern Ireland Office  
Northern Ireland Office Human Rights and Equality  
Northern Ireland Ombudsman  
Northern Ireland Ombudsman for Health  
Northern Ireland Orthoptic Society (BIOS)  
Northern Ireland Pakistani Cultural Association  
Northern Ireland Pakista Northern Ireland Cultural Association  
Northern Ireland Policing Board  
Northern Ireland Polio Fellowship  
Northern Ireland Practice & Education Council for Nursing & Midwifery  
Northern Ireland Rural Women's Network  
Northern Ireland Sikh Cultural and Community Centre  
Northern Ireland Social Care Council  
Northern Ireland Social Security Agency  
Northern Ireland Statistics & Research Agency (NISRA)  
Northern Ireland Union of Supported Employment

Northern Ireland Voluntary Development Agency  
Northern Ireland Voluntary Trust  
Northern Ireland Women's European Platform  
Northern Ireland Womens' Aid Federation  
Northern Ireland Youth Forum  
NOW Project  
NPC Northern Ireland Region  
NSPCC  
Oaklee Housing Association  
Oesophageal Patients Association Northern Ireland  
Office of the First Minister & Deputy First Minister - Equality Unit  
OFMDFM  
Oi Kwan Chinese Women's Group  
Oi Yin Women's Group  
Older People's Advocate Northern Ireland  
Ombudsman  
Opportunity Youth  
Orchardville Society  
Pakistani Community Association  
PAPA Resource Centre  
Parenting Forum Northern Ireland  
Parenting Matters Project  
Parents Advice Centre  
Parkinson's Disease Society Northern Ireland  
Patient & Client Council  
People for People Northern Ireland  
PHAB (NI) - York Road, Belfast  
Pharmaceutical Contractors' Committee (NI) Ltd  
Pharmaceutical Society for Northern Ireland  
Lighthouse  
Playboard Northern Ireland Ltd  
POBAL Development Office  
Polish Association Northern Ireland (PANI)  
Positive Futures  
Praxis Care Group  
Presbyterian Church in Ireland - Social Witness  
Presbyterian Church in Ireland (PCI)  
Presbyterian Women  
Press for Change  
Primecare Services  
Princes Royal Trust for Carers  
Probation Board Northern Ireland  
Progress – Belfast Metropolitan College

Prospects for People with Learning Disability  
PSNI Headquarters  
Public Health Authority  
Putting Children First  
Quaker Cottage  
Quaker Service  
Quality Care Services Ltd  
Queen's University Belfast  
Queer Space (Cara Friend)  
Rainbow Project  
Regina Coeli House  
Regulation & Quality Improvement Authority (RQIA)  
Relate  
Remember our Child  
Resolute Health  
Respond  
Roman Catholic Church  
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 Northern Ireland  
Royal Liver Support Group  
Royal National Institute for Deaf People (RNID) Northern Ireland  
Royal National Institute for the Blind (RNIB)  
Rural Community Network  
Rural Support  
Sacred Heart Pensioners Club  
Sai Pak Chinese Community Association  
Salvation Army  
Samaritans  
Sandy Row Community Forum  
Sandy Row Community Health & Wellbeing Group  
Save the Children  
Secondary Care Directorate DHSSPS  
SENAC  
Sense Northern Ireland  
Sexual Health Team  
Shankill Sure Start & Early Years Project  
Shankill Women's Centre  
Shopmobility Belfast  
Short Strand Community Forum  
Short Strand Partnership

Signature  
Sikh Community Association  
Sikh Cultural Centre  
Sikh Women & Children's Association  
Simon CommuNorthern Irelandty Northern Ireland  
Sinn Fein  
Social Security Agency  
Society for the Protection of the Unborn Child (SPUC)  
Society of Chiropodists  
Society of Radiographers  
Society Parents & Friends of Muckamore Abbey  
Somerton Evergreen Club  
Somerton Road Childrens Home  
South Belfast Highway to Health  
South Belfast Round Table on Racism  
South Eastern Health and Social Care Trust  
South Link Fellowship  
Southcity Resource & Development Centre  
Southern Health and Social Care Trust  
Strategic Planning and Performance Group  
Sport Northern Ireland  
St Columbas Church  
St Gerard's Friendship Club  
St John of God Brothers  
St Oliver Plunkett Lunch Club  
Staff Commission for Education and Library Board  
Star Neighbourhood Centre  
Steer Mental Health  
Stewartstown Road Regeneration Project  
Stoma Care Support Group  
Stroke Association Northern Ireland  
Suicide Awareness & Support Group  
Survivors of Trauma  
Tar Anall  
Tar Isteach  
Tashi Khyil Trust  
TGWU  
The Association of Clinical Biochemistry  
The Belfast Hebrew Congregation/Community  
The Big Lottery Fund  
The Bytes Project  
The Cedar Foundation  
The CODA Project

The Dry Arch Children's Centre  
The Egyptian Society of Northern Ireland  
The Food Standards Agency  
The Heart Project  
The Local Government Staff Commission For NI (LGSC)  
The Long Term Advocacy Service  
The Men's Project  
The Omnibus Partnership  
The Prince's Trust  
The Relatives Association Northern Ireland  
The Royal Society for the Prevention of Accidents (ROSPA)  
The Society and College of Radiographers  
The Stroke Association Northern Ireland  
The Union of Students in Ireland  
The Welcome Organisation (Chair)  
The Wider Circle  
The Women's Centre  
Threshold - Richmond Fellowship Northern Ireland  
Tiny Life  
Top of the Rock - Community Health Project  
Treetops Childhood Bereavement  
Triangle Housing  
Trinity Housing  
Twins & Multiple Births Association (TAMBA)  
UCAT & T&G  
Ulidia Housing Association Ltd  
Ulster Chemists Association  
Ulster Scots Community Network  
Ulster Scots Heritage Council  
Union of Construction, Allied Trades and Technicians  
UNISON  
UNITE Amicus Section  
Unite the Union  
United Response NI Ltd  
University of Ulster  
Upfront Group  
Upper Andersonstown Community Forum  
VAST (Previously SANDS)  
Venture International  
Victim Support  
Vine Centre  
Voice of Young People in Care (VOYPIC)  
Voluntary Services Bureau



Volunteer Now (Development Agency)  
W Club  
WAVE Trauma Centre  
Welcome Trust Ltd  
West Belfast Area Project  
West Belfast Economic Forum  
West Kirk Presbyterian Women's Association  
Western Health and Social Care Trust  
Wheelchair Bowls Northern Ireland  
Wheelchair Users Group  
William Keown Trust  
Willowfield Parish Church  
Windsor Womens Centre  
Wise Men of the East Network  
Women in Sport & Physical Activity (WISPA)  
Women's Aid  
Women's Forum Northern Ireland  
Women's Information Group  
Women's Resource and Development Agency (WRDA)  
Women's Support Network  
Woodvale CC Womens Group  
Worker's Educational Association  
Workforce Training Services  
Worldwide Women  
Young Parents Network  
Youth Action Northern Ireland  
Youth Council for Northern Ireland  
Youth Initiatives  
Youth Justice of Northern Ireland  
Youth Work Curriculum Development Unit  
Youthnet

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**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
<b>Arrangements for assessing our compliance with Section 75 duties</b>			
<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 People and Organisational Development, Equality Manager</i>	<i>In line with corporate planning cycle</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 &amp; Skills Framework)</i>	<i>Equality Manager, Assistant Director of People and Organisational Development</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 Manager</i>	<i>31 August (annually)</i>
	<i>Article written for inclusion in Trust's Annual Report</i>	<i>Equality Manager</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 P&amp;OD to bring to EMT and Trust Board.</i>	<i>Director of People and Organisational Development / Equality Manager</i>	<i>Each quarter</i>
<b>Action Plan</b>			
<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 Manager</i>	<i>April 2024</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 Manager 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 Manager</i>	<i>June 2023 – April 2024</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 Manager</i>	<i>May 2024</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 Manager</i>	<i>On approval – April 2024 – March 2029.</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 Manager in conjunction with service Directors.</i>	<i>Every August in line with Annual Progress Report</i>
<b>Arrangements for consulting</b>			
<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 Manager</i>	<i>April 2024 and then annually</i>
<i>Training re. Consultation [3.2.4]</i>	<i>Specific training provided for those conducting consultations.</i>	<i>Equality Manager</i>	<i>Ongoing.</i>

## EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<i>Equality Scheme and Action Plan consulted upon taking account of various methods, accessible venues and alternative formats etc [3.2]</i>	<i>Conduct as appropriate:</i> <ul style="list-style-type: none"> <li>▪ <i>Public meetings</i></li> <li>▪ <i>Face-to-face meetings</i></li> <li>▪ <i>Specialist meetings</i></li> <li>▪ <i>Opinion surveys/questionnaires</i></li> <li>▪ <i>Internet discussions</i></li> </ul>	<i>Equality Manager</i>	<i>Equality Scheme updated April 2024</i>
<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 Manager</i>	<i>Ongoing</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>
<b>Screening</b>			
<i>Revise screening template and accompanying guidance notes.</i>	<i>Both revised to take account of new Equality Commission guidance and screening outcomes.</i>	<i>HSC Equality Managers</i>	<i>Ongoing</i>
<i>Develop screening report template and publish quarterly in accessible formats [4.15]</i>	<i>Template developed which includes policy aims, consideration of mitigation, alternative policies, screening decision, timetable for EQIA.</i>  <i>Report will be published quarterly on internet with links</i>	<i>Equality Manager</i>	<i>On approval of scheme and quarterly thereafter</i>

## EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
	<i>to each screening template. Will be issued to consultees as 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 Manager</i>	<i>Ongoing</i>
<b>Monitoring</b>			
<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 implementing the policy.</i>

## EQUALITY SCHEME

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<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 Manager</i>	<i>Ongoing and annually.</i>
<b>Staff Training</b>			
<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 Manager/ Organisation and Workforce Development Staff</i>	<i>As Action Plan</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 Manager</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 Manager</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. Section 75 awareness included in Induction Training and E-learning Diversity Training as well as other current diversity</i>	<i>Equality Manager</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>training initiatives.  Pack developed for PPI panels.</i>	<i>Equality Manager</i>	<i>Ongoing</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 Manager</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 Manager</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.</i>	<i>Equality Manager</i>	<i>Ongoing</i>
	<i>Provider Refresher training as required.</i>	<i>Equality Manager</i>	<i>Ongoing</i>
	<i>Conduct management reports on uptake of E-learning diversity training.</i>	<i>Equality Manager</i>	<i>Ongoing</i>
	<i>Review of complaints received.</i>	<i>Equality Manager</i>	<i>Ongoing</i>

<b>Arrangements for ensuring and assessing public access to information and services we provide</b>			
<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 Manager</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 Manager</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 Manager</i></p>	<p><i>Ongoing</i></p>
	<p><i>Continue participation on Regional Accessible Information Group.</i></p>	<p><i>Equality Manager</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 Manager</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 Manager</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 BSO.</i>	<i>Equality Manager</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 Manager</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 Manager/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 Manager</i>	<i>Ongoing</i>

<b>Complaints Procedure</b>			
<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>Ongoing</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 Manager</i>	<i>Ongoing</i>
<b>Publication of our Equality Scheme</b>			
<i>Current Equality Scheme on internet [2.8]</i>	<i>Current Scheme and Annual Progress Report on our website.</i>	<i>Equality Manager</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 Manager</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 Manager</i>	<i>On approval of Scheme by Equality Commission</i>

<b>Review of equality scheme</b>			
<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 Manager and Directorate Staff</i>	<i>April 2024</i>
<b>Any other measures proposed in equality scheme</b>			
<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 Manager 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 Manager</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 People and Organisational Development.</i>	<i>Ongoing</i>

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**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, and 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.