



Southern Health
and Social Care Trust
Quality Care - for you, with you

EQUALITY SCHEME

**DRAWN UP IN ACCORDANCE WITH SECTION 75 AND
SCHEDULE 9 OF THE NORTHERN IRELAND ACT 1998**

This document is available in a range of formats on request. Please contact us with your requirements (see page 13 for contact details).

**Approved by the Equality Commission for Northern Ireland on
24 August 2011**

Southern HSC Trust
Trust Headquarters
College of Nursing
Craigavon Area Hospital Site
68 Lurgan Road
Portadown
Co. Armagh
BT63 5QQ

(See also contact details on page 13)

Foreword

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

In our Equality Scheme we set out how the Southern Health and Social Care Trust (the Trust) proposes to fulfill the Section 75 statutory duties.

In developing the Scheme, the Trust fully adopted the model Scheme devised by the Equality Commission for 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. Strong leadership will continue to be imperative to ensure the maintained focus on equality matters, as well as the mainstreaming of equality considerations throughout the functions of the Trust.

¹ 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.

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.

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.



A handwritten signature in blue ink, appearing to read 'Roberta Brownlee'.

Roberta Brownlee

Chair



A handwritten signature in blue ink, appearing to read 'Shane Devlin'.

Shane Devlin

Chief Executive

Updated October 2018

Contents

	Page
Foreword	
Chapter 1 Introduction	1
Section 75 of the Northern Ireland Act 1998	1
How we propose to fulfil the Section 75 duties in relation to the relevant functions of the Trust	2
Who we are and what we do	2
Accountability Structure	6
Chapter 2 Our arrangements for assessing our compliance with the Section 75 Duties	8
Responsibilities and reporting	8
Action plan/action measures	14
Chapter 3 Our arrangements for consulting	16
Chapter 4 Our arrangements for assessing, monitoring and publishing the impact of policies	20
Our arrangements for assessing the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity	20
Screening	20
Equality impact assessment	23
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	23
What we publish	23
How we publish the information	24
Where we publish the information	24
Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity	25
Our arrangements for publishing the results of our monitoring	26

Chapter 5	Staff training	27
	Commitment to staff training	27
	Training objectives	27
	Awareness raising and training arrangements	28
	Monitoring and evaluation	29
Chapter 6	Our arrangements for ensuring and assessing public access to information and services we provide	30
	Access to information	30
	Access to services	31
	Assessing public access to information and services	31
Chapter 7	Timetable for measures we propose in this Equality Scheme	32
Chapter 8	Our complaints procedure	33
Chapter 9	Publication of our Equality Scheme	35
Chapter 10	Review of our Equality Scheme	37
APPENDICES		
Appendix 1	Organisational chart	38
Appendix 2	Example groups relevant to the Section 75 categories for Northern Ireland purposes	39
Appendix 3	List of consultees	40
Appendix 4	Timetable for measures proposed	52
Appendix 5	Glossary of terms	62
Appendix 6	Useful Links/Websites	67
Action Plan – see accompanying document		

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 to 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 – in deed such action may be an appropriate response to addressing inequalities. There is no conflict between the Section 75 statutory duties and other affirmative action measures or positive action measures which a public authority may undertake under anti-discrimination laws.

“Functions” include the “powers and duties” of a public authority². This includes our employment, service provision and procurement functions. Function also extends to budget processes. Section 75 does not prevent difficult decisions being taken, nor does it stop decisions which will affect one

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

group more than another. It enables financial decisions which are informed by evidence of the impact they are likely to have, where mitigation and alternative policies have been considered and which are transparent and accountable. ECNI Short guide to Section 75 of the Northern Ireland Act 1998 and Budgets December 2014 refers.

Please see section 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

- 1.4 The Southern Health and Social Care Trust (the Trust) was established on the 1st April 2007 under the Southern Health and Social Services (Establishment) Order (Northern Ireland) 2006.

The principal place of business of the Trust is Trust Headquarters, College of Nursing, Craigavon Area Hospital Site, 68 Lurgan Road, Portadown, Co. Armagh, BT63 5QQ.

Map of NI Showing the Southern Health and Social Care Trust



Reproduced from O.S.N.I. data with permission from H.M.S.O.
© Crown Copyright NIMA ES&LA 210.4

Southern Health and Social Care Trust 

Functions

The Trust provides integrated health and social care services to the Council areas of Armagh, Banbridge, Craigavon, Dungannon and South Tyrone and Newry and Mourne.

The Trust provides a wide range of hospital, community and primary care services, e.g. doctor, dentist, health visiting, speech and language therapy etc. Main in-patient hospital services are located at Craigavon Area Hospital and Daisy Hill Hospital. Working in collaboration with GPs and other agencies, staff deliver locally based services in Trust premises, in people's own homes and in the community. The Trust purchases some services including domiciliary care, residential and nursing care from independent and community/voluntary agencies. Delivering safe and effective services which are accessible and responsive to the needs of patients, clients and carers is central to the Trust's role.

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.

The Trust also has the power to exercise statutory functions which embrace all the activities undertaken by the Trust including the recruitment/employment/training of its staff, financial arrangements, contracted-out services, maintenance of its property and the delivery and development of services, including the purchase of equipment and facilities needed to do this.

Population

The Trust serves a population of some 373,000 adults and children. This is projected to increase by over 20% between 2016 and 2039 compared to the NI projected growth of 8.5%. 14% of the Trust's population is over 65 years. By 2039 this is projected to grow to 60% which is higher than the NI expected growth rate of 54%.

It is widely recognised that there has been a significant growth in the numbers of Black and Minority Ethnic communities, including migrant workers, within Northern Ireland over recent years. The increasing diversity within the Trust's area is evidenced by statistics from the Northern Ireland Health and Social Care Interpreting Service (NIHSCIS) which show that the Southern Trust is the largest user accounting for almost 50% of all interpreter bookings received. The Trust has some of the highest concentration of migrant workers in its jurisdiction. European migration accounts for 4.2% of the Trust population compared to the NI average of 2.2%. They can be found in the Trust's council area of Armagh, Craigavon, Banbridge, Newry and Mourne and notably the Dungannon area.

It is imperative that equality and good relations continue to be mainstreamed in every aspect of the delivery of our functions, so that services are provided on a person-centred, person-led basis. Given the financial pressures and economic instability in future years, the Trust needs to ensure that it keeps statutory duties to the fore so that those who are in need of health and social care, continue to receive a responsive, sensitive, high quality service, particularly vulnerable and marginalised groups.

Income / Expenditure

The Trust has an income of approximately £576m and spends almost £1.8m per day delivering care to local people.

Staff Profile

The Trust employs approximately 12,800 staff with over 72% of staff providing direct hands on care to patients and clients.

The Trust's workforce is predominantly female i.e. over 85%.

Staff group	Totals
Nursing and Midwifery	4795
Social Services	2622
Administrative and Clerical	1864
Ancillary & General/Support Services	838
Professional and Technical	1520
Medical and Dental	984
Estates Services	110
Total Staff Employed	12733

Our Vision

To deliver safe high quality health and social care services, respecting the dignity and individuality of all who use them.

Our Values

We will:

- Treat people fairly and with respect
- Be open and honest and act with integrity.
- Put patients, clients, carers and community at the heart of all we do.
- Value staff and support their development to improve our care.
- Embrace change for the better.
- Listen and learn.

Key Business Objectives

The Trust has clear business objectives which guide everything that we do. These are:

- Providing safe high quality care
- Maximising independence and choice for our patients and clients
- Supporting people and communities to live healthy lives and improve their health and wellbeing
- Being a great place to work, valuing our staff
- Being a good social partner within our communities
- Maximising best use of resources.

1.5 Accountability Structure

(a) Department of Health

The Trust is accountable to the Department of Health (DoH) 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 Southern Health and Social Care Trust. The Department is responsible for directing the Trust and other HPSS bodies in ensuring national and regional policies are implemented and for the effective stewardship of HPSS resources.

(b) Health and Social Care Board

On 1 April 2009 the Health and Social Care Board (HSCB) replaced the current four HSS Boards. The role of the HSCB is broadly contained in three functions:

- To arrange or 'commission' a comprehensive range of modern and effective health and social services for the 1.7 million people who live in Northern Ireland;
- To work with the health and social care trusts that directly provide services to people to ensure that these meet their needs;
- To deploy and manage its annual funding from the Northern Ireland Executive – currently £4 billion – to ensure that all services are safe and sustainable.

(c) Trusts

There are five HSC Trusts and one Ambulance Trust in Northern Ireland. The Southern Health and Social Care Trust (the Trust) was established on the 1 April 2007 under the Southern Health and Social Services (Establishment) Order (Northern Ireland) 2006 and defines the nature and function of the Trust as follows:-

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

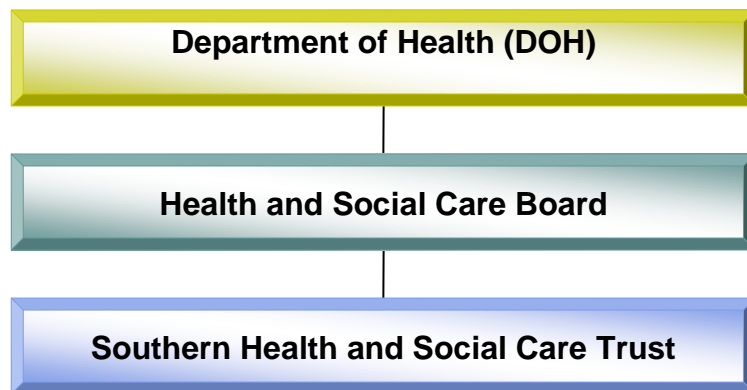
The Trust also has the power to exercise statutory functions delegated to it by the HSCB. In keeping with the Equality Commission's guidance, these functions include powers and duties. They embrace all the activities undertaken by the Trust including the recruitment/employment of its staff, financial 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 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.

Accountability Structure



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

- 2.1 The Trust is committed to fulfilling its Section 75 duties and will continue to promote initiatives and facilitate best practice that will help further mainstream equality, good relations and human rights.

Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this Equality Scheme for example in the chapters regarding consultation arrangements (page 16); assessment (page 8), monitoring and publishing the impact of policies (page 20); staff training (page 27); public access to information and services (page 30) etc.

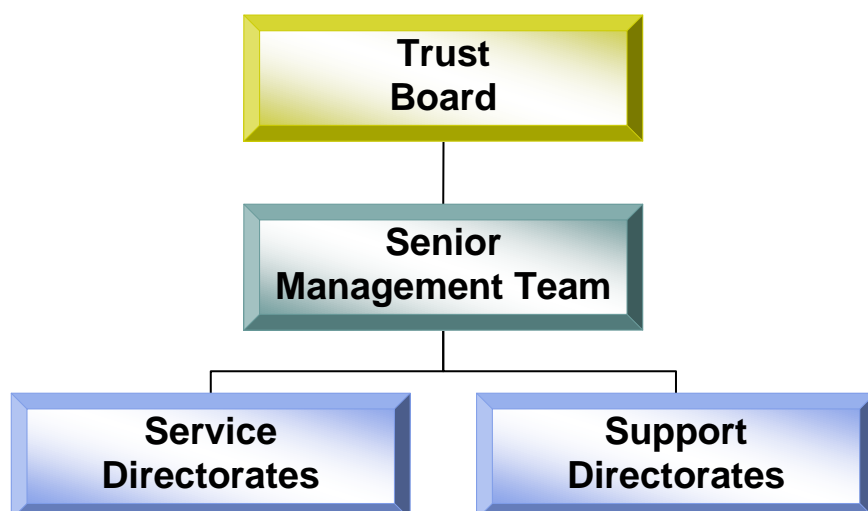
The Trust has also committed to and completed an Equality Action Plan. This Action Plan seeks to promote equality of opportunity and good relations through measures which are based on the context of the Trust's functions. The action measures will be linked to the development of the Trust's corporate planning cycle, thus ensuring strategic mainstreaming. The Action Plan is complementary to the implementation and fulfilment of the Section 75 equality duties and will further enhance the screening and EQIA processes and does not detract in any way on the Trust's legal obligations to ensure that its policies and functions are compliant with Section 75. The Trust monitors success in its Action Plan via its Section 75 Annual Progress Report which is submitted to the Equality Commission on the 31 August each year. The Trust's latest Action Plan will be operational between 1 May 2018 and 31 May 2023 and the Trust is committed to reviewing it on an annual basis. The Plan was informed by a comprehensive analysis of inequalities detailed in the HSC Audit of Inequalities document. This audit enabled the Trust to identify functional areas where there was potentially scope for further or better discharge of the Section 75 duties and therefore informed key strategic actions.

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

Responsibilities and reporting

The organisational arrangements put in place to enable the Trust to carry out its statutory responsibilities and to conduct its business are illustrated below and 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 Chair and seven Non-Executive Directors appointed by DoH Appointments Unit, and five Executive Directors who include the:-

- Chief Executive
- Medical Director
- Finance Director
- Executive Director of Nursing
- Executive Director of Social Work

Executive and Non-Executive Directors are full and equal members of the Board and are responsible for the strategic issues facing the Trust.

(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 are appointed to bring impartial judgement to bear on four key areas: strategy; performance; risk; and behaviours i.e.

ethical standards and compliance with codes of practice. Non-Executive Directors have a responsibility for ensuring that the Board acts in the best interests of the public for the services provided and the public funds it uses.

(d) Chair

The Chair is responsible for leading the Board and ensuring that it successfully discharges its overall responsibility for the organisation as a whole. It is the Chair's role to:

- Provide leadership to the Board;
- Enable directors to make a full contribution to the Board's affairs and ensure constructive relationships exist between Executive and Non-Executive Directors;
- Ensure key and appropriate issues are discussed by the Board in a timely manner;
- Ensure the Board has adequate support and is provided efficiently with all the necessary data on which to base informed decisions;
- Ensure the Board has access to relevant information in a timely manner;
- Lead Non-Executive Directors through a formally appointed remuneration committee and appoint, appraise and determine the remuneration of the Chief Executive and other Directors;
- Advise the Minister through the Department, on the performance of Non-Executive Directors of the Board.

(e) Senior Management Team

The Senior Management Team, chaired by the Chief Executive, brings together senior executives including the Executive 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 Senior 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 nine Directorates, each of which is headed up by a Director. These Directorates are as follows:-

- Directorate of Acute Services
- Directorate of Children and Young People's Services
- Directorate of Mental Health and Disability Services
- Directorate of Older People and Primary Care
- Medical Directorate
- Directorate of Finance, Procurement and Estates
- Directorate of Performance and Reform
- Directorate of Human Resources and Organisational Development
- Interim Directorate of Nursing and Allied Health Professionals

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 changing needs profile of its population. 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.

(g) Trust Directors

Trust Directors will be accountable for screening and facilitating impact assessments where necessary on existing and new policies in areas for which they are responsible. Directors will also ensure that Senior Managers for whom they are responsible are appropriately trained in the requirements of Section 75 of the Act, and that assessment of compliance with Section 75 duties is a mainstream element of Directorate work and is included as part of Directors' objectives, targets and individual performance plans.

(h) Equality Assurance Unit

The Equality Assurance Unit will provide professional advice and support to the Trust in respect of discharging its Section 75 duties under the Act. In keeping with the spirit of integrating equality considerations into daily business, the Unit will not have sole responsibility for promoting equality of opportunity and good relations in the Trust's work. Its role will be similar to that which is discharged (in relation to financial issues) by the Internal Audit Department.

The Unit will also work closely with staff from the various Trust Directorates, for example, those engaged in impact assessments, to provide advice and

assistance on good practice. It will also manage an information system, including information collection and analysis and will be responsible for the drafting and subsequent reviewing of the Equality Scheme. When required, the Unit will work in conjunction with staff in other agencies on issues of common priority and any inter-agency structures to co-ordinate the implementation of obligations under Section 75 of the Act. The Trust will also continue to work closely with other public authorities to exchange learning and best practice as well as the Equality Commission for NI e.g. Joint Consultative Forum, Equality Leads who work collaboratively on joint initiatives.

The Head of the Equality Assurance Unit will be responsible to the Director of Human Resources and Organisational Development who in turn will advise the Chief Executive on the appropriateness of administrative and organisational arrangements in the context of Section 75 duties.

(i) Other Trust Officers

Other Trust Officers will be required to ensure that any policy papers they draft have been screened appropriately in terms of whether they require an impact assessment, and to carry out such impact assessments as Trust senior management determine are necessary before papers are submitted for decision by the Trust Board.

(j) External Relationships

In order to ensure local people and the people who use the Trust's services have a stronger voice to influence the shape and range of services available, the Trust will be building on the links it has already established with the Health and Social Care Board, Borough and District 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 The Trust is 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 Vivienne Toal, Director of Human Resources 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 Mrs Lynda Gordon at the address below and we will respond to you as soon as possible:

Head of Equality Assurance Unit
First Floor, Hill Building, St. Luke's Site
Loughgall Road, Armagh, BT61 7NQ
Tel: 028 375 64151 / 64152 / 64247
E-mail: lynda.gordon@southerntrust.hscni.net

- 2.5 Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans³.
- 2.6 Employees' job descriptions and performance plans will continue to 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 will continue to prepare an annual report on the progress it has made on implementing the arrangements set out in this Equality Scheme to discharge its Section 75 statutory duties (i.e. 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.

Progress on the delivery of Section 75 statutory duties will also be included in the Trust's annual report.

- 2.8 The latest Section 75 annual progress report is available on our website or by contacting Mrs Lynda Gordon at the address given on page 13.
- 2.9 The Trust liaises closely with the Equality Commission to ensure that progress on the implementation of our Equality Scheme is maintained.

³ See Appendix 4 'Timetable for measures proposed' and section 2.11 of this Equality Scheme.

2.10 Regular reports are prepared for the Trust's Senior Management Team and Trust Board on the implementation of Section 75 duties.

Action plan/action measures

2.11 The Trust has developed an action plan to promote equality of opportunity and good relations. This action plan is set out in the document accompanying this Equality Scheme.

2.12 The action measures that will make up our action plan will be relevant to our functions. They will be developed and prioritised on the basis of an audit of inequalities. The audit of inequalities will gather and analyse information across the Section 75 categories⁴ to identify the inequalities that exist for our service users and those affected by our policies⁵. The Audit of Inequalities will be a living document and 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 incorporated into our business planning process.

2.15 We will seek input from our stakeholders and consult on our action plan before we send it to the Equality Commission and thereafter when reviewing the plan as per 2.16 below.

2.16 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.

2.17 The Trust will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.

⁴ See section 1.1 of this Equality Scheme for a list of these categories.

⁵ See section 4.1 of this Equality Scheme for a definition of policies.

2.18 Once finalised, our action plan will be available on the Trust's intranet and external website www.southerntrust.hscni.net

If you require it in an alternative format please contact us on the details provided on page 13.

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, equality impact assessments and other matters relevant to the Section 75 statutory duties. We are committed to improving health and well-being through existing and new partnerships with a range of individuals, representative groups and voluntary and community organisations. The Trust is committed to providing people led services, drawing on the years of experience and listening to the needs and feedback that meaningful consultation can yield.
- 3.2 We are committed to carrying out consultation in accordance with the following principles (as contained in the Equality Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*')⁶ and *the Southern Trust Consultation Scheme*.⁷
- 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, 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, sectoral or thematic consultation etc.
- 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

⁶ <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>

⁷ Southern Trust Consultation Scheme – www.southerntrust.hscni.net

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
- Telephone consultations
- Workshops with service users, carers or the public
- Inclusion of service users, carers or the public on steering groups, panels or committees.
- Online - consultation platform.

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 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 and sensory disabilities), minority ethnic communities, and others e.g. older persons – this may be facilitated through the use of advocates and specifically trained facilitators and by making information accessible and providing improved visual signage. We 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)*⁸.

Information will be made available, on request, in alternative formats⁹, 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 timescale.

⁸ [http://www.equalityni.org/archive/LetsTalkLetsListen\(Final\).pdf](http://www.equalityni.org/archive/LetsTalkLetsListen(Final).pdf)

⁹ See Chapter 6 of our Equality Scheme for further information on alternative formats of information we provide.

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 consultees¹⁰ 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.
- 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 commitments¹¹.

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

¹⁰ Please see Appendix 3 for a list of our consultees.

¹¹ Please see below at 4.27 to 4.31 for details on monitoring.

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. (Appendix 6 – useful links)

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 We will continue to look at innovative and effective ways to consult with our consultees to ensure that our means of communication and engagement are user-friendly and not resource-intensive for our users, carers and the public. We are mindful of capacity issues in the voluntary and community sector and the potential for consultation fatigue and so we will strive to target our consultation according to areas of interest and collaborate where possible within the Health and Social Care sector.

3.2.11 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.

3.2.12 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 consultees is included in this Equality Scheme at Appendix 3. It can also be obtained from our website (www.southerntrust.hscni.net) or by contacting Mrs Lynda Gordon at the address on page 13.

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 Mrs Lynda Gordon at the address on page 13 to provide your contact details and have your area of interest noted or have your name/details removed or amended. Please also inform us at this stage if you would like information sent to you in a particular format or language.

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

Our arrangements for assessing the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity (Schedule 9 4. (2) (b))

Policy

- 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, e.g., '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** 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:
- 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 equality impact assessment 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 equality impact assessment
2. the policy has been 'screened out' with mitigation¹² or an alternative policy proposed to be adopted

¹² 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.

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

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 equality impact assessment, 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 equality impact assessment. 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.southerntrust.hscni.net) and on request by contacting Mrs Lynda Gordon at the address given on page 13.

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 equality impact assessment (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 equality impact assessment is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The equality impact assessment will be carried out as part of the policy development process, before the policy is implemented.

4.18 Any equality impact assessment will be subject to consultation at the appropriate stage(s). (For details see 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 (Schedule 9 4. (2) (d); Schedule 9 9. (1))

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 will be published quarterly and will 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 equality impact assessment.
 - 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 equality impact assessments
- 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 (EQIAs). 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.

Where we publish the information

4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on

our website (www.southerntrust.hscni.net) and on request by contacting Mrs Lynda Gordon at the address given on page 13.

- 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 three 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 (Schedule 9 4. (2) (c))

- 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.

Our arrangements for publishing the results of our monitoring (Schedule 9 4. (2) (d))

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 (www.southerntrust.hscni.net)

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

Chapter 5 Staff training (Schedule 9 4.(2) (e))

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.

The Trust is committed to providing learning and development support to all staff. This is illustrated in the Trust values and a range of Human Resources strategies including:

- Knowledge and Skills Framework (KSF) Appraisals
- Learning and Development Strategy
- Succession Planning
- Widening Participation

The Trust provides a range of Section 75 and other equality training, which is available to all staff. Training is advertised to staff via a range of mediums including intranet, e-briefs, posters, line managers, Trade Unions and staff magazines.

5.2 Our Chair and Chief Executive wish 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.

The Trust has had to look at innovative and flexible ways to deliver training given its size and the variety of professions and staff amongst the workforce. Training and learning has therefore been delivered via a number of methods to offer flexibility and choice to staff. This includes e-learning, DVDs, team briefings, websites, posters, intranet, email, promotional stands and staff magazines.

Training objectives

5.3 The Trust will review its existing training arrangements and 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, we will develop a summary of this Equality Scheme and raise awareness of this via a variety of means e.g. Chief Executive Briefing, Team Briefing, Intranet, etc. A copy of this will be issued to all staff within three months of approval of the Scheme by Equality Commission.
- Trust Board members and Senior Management Team 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 provide access to copies of the full Equality Scheme for all staff within three months on approval of the Scheme.
- 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 equality impact assessments, 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. A regional eLearning training programme has been developed 'Equality, Good Relations and Human Rights' along with a training manual to ensure staff know their responsibilities. A particular scenario has been incorporated on mainstreaming the Section 75 Equality Duties.
- When appropriate and 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.
- Diversity e-learning and local arrangements for monitoring and reporting on training via management reports.
- KSF Framework.

This will be reported on in the Trust's Section 75 Annual Progress Report to the Equality Commission for NI.

Chapter 6 Our arrangements for ensuring and assessing public access to information and services we provide (Schedule 9 4. (2) (f))

- 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. This commitment is underpinned by some of the core values of the Trust to treat everyone with respect and dignity and to be open and transparent which is also in keeping with the new Patient Standards regarding respect, attitude, behaviour, communication, privacy and dignity. We keep our arrangements under review to ensure that this remains the case.
- 6.2 We are aware that some groups will 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, where reasonably practicable. If this cannot be facilitated the Trust will advise of the reasons for this and provide a new estimated response timescale.

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.

We will respond to requests for information in alternative formats in a timely fashion usually within 20 working days.

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, Staff Magazine, Annual Progress Report and various Trust publications in order to disseminate information.

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 interpreters for those not competent in English and those who require either sign language interpreters as well as accessible buildings to enhance ease of access.

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 annually.
 - Reasonable adjustments – ongoing and annually.
 - Satisfaction Surveys – ongoing and annually
 - Staff Survey
 - Article 55 Review – every three years.

Chapter 7 Timetable for measures we propose in this Equality Scheme (Schedule 9 4. (3) (b))

- 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 is listed in the timetable of measures at Appendix 4. For information on these action measures please see 2.11 – 2.18.

Chapter 8 Our complaints procedure (Schedule 9 10.)

- 8.1 The Trust is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us. Section 75 complaints are integrated into a general complaints procedure within the Trust in the interests of mainstreaming.
- 8.2 If performance is not up to standard, the Trust needs to know so that we can learn and improve. We will take your complaint seriously and treat it in confidence. Making a complaint does not affect an individual's rights.
- 8.3 Our Service User Feedback Team can provide you with more information on how to make a complaint. Specialist advocacy services may be available to help you through the process of complaining – either writing a letter or making a telephone call. Alternatively, the Patient and Client Council can provide free and confidential advice, information and help to make a complaint. This might include help with writing letters, making telephone calls, and supporting you at any meetings you might need to attend.

You can get more information on the services provided by the Patient and Client Council at <http://www.patientclientcouncil.hscni.net> or by phoning freephone 0800 917 0222.

- 8.4 Schedule 9 paragraph 10 of the Northern Ireland Act 1998 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.
- 8.5 A person wishing to make a complaint that the Trust has failed to comply with its approved Equality Scheme can do so by email, telephone or via face to face appointment by contacting:-

Service User Feedback Team, SHSCT
Beechfield House, Craigavon Area Hospital Site, 68 Lurgan Road,
Portadown, Co. Armagh, BT63 5QQ
Telephone: 028 3756 4600
Email: complaints@southerntrust.hscni.net
Online: Service User Feedback Form

Or Mrs Lynda Gordon at the contact details given on page 13.

To enable full access to the complaints procedure the complaints literature can be made available in a range of alternative formats such as different languages, Braille, audio-disk and Makaton.

- 8.6 In accordance with the regional Health and Social Care Complaints Procedure, the Trust will in the first instance acknowledge receipt of each complaint within two working days.
- 8.7 The Complaints Officer will carry out an internal investigation of the complaint and will respond substantively to the complainant within 20 working days of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended but for no longer than two months. In those circumstances, the complainant will be advised of the extended period within 15 working days of making the complaint.
- 8.8 During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.
- 8.9 If the complaint has not been resolved within a reasonable timescale, the complaint can be brought to the Equality Commission.

Equality Commission
Equality House
7-9 Shaftesbury Square
Belfast
BT2 7DP

www.equalityni.org

Telephone: 028 90 500 600

Textphone: 028 90 500 589

Enquiry Line: 028 90 890 890

Fax: 028 90 248 687

Email : information@equalityni.org

- 8.10 In any subsequent investigation by the Equality Commission, the Trust will co-operate fully, providing access in a timely manner 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.

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

Chapter 9 Publication of our Equality Scheme (Schedule 9 4. (3) (c))

- 9.1 The Trust is committed to ensuring that its Equality Scheme is widely published and in a manner which will ensure equality of access. The Scheme will be made available to its staff, service users, individuals and representatives of Section 75 organisations and an Equality Scheme summary will also be available. The Trust's Equality Scheme is available free of charge in print form and alternative formats from Mrs Lynda Gordon whose contact details are on page 13.
- 9.2 Our Equality Scheme is also available on our website www.southerntrust.hscni.net
- 9.3 The following arrangements are in place for the publication in a timely manner of our Equality Scheme to ensure equality of access:
- We will make every effort to communicate widely the existence and content of our Equality Scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.
 - We will email a link to our approved Equality Scheme to our consultees on our consultation list. Other consultees without e-mail will be notified by letter that the Scheme is available on request. The Trust will respond promptly to requests for alternative formats, usually within 20 working days when practicable. However, it is difficult to be prescriptive in terms of exact timescale to have the alternative format produced as the Trust often outsources the transcription into easy read or Braille or audio-cassette and translation of materials into ethnic minority languages. The Trust is committed to making the process as expeditious as possible to promote equality of opportunity.
 - 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 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 or contact Lynda Gordon at the address given on page 13.

Chapter 10 Review of our Equality Scheme (Schedule 9 8. (3))

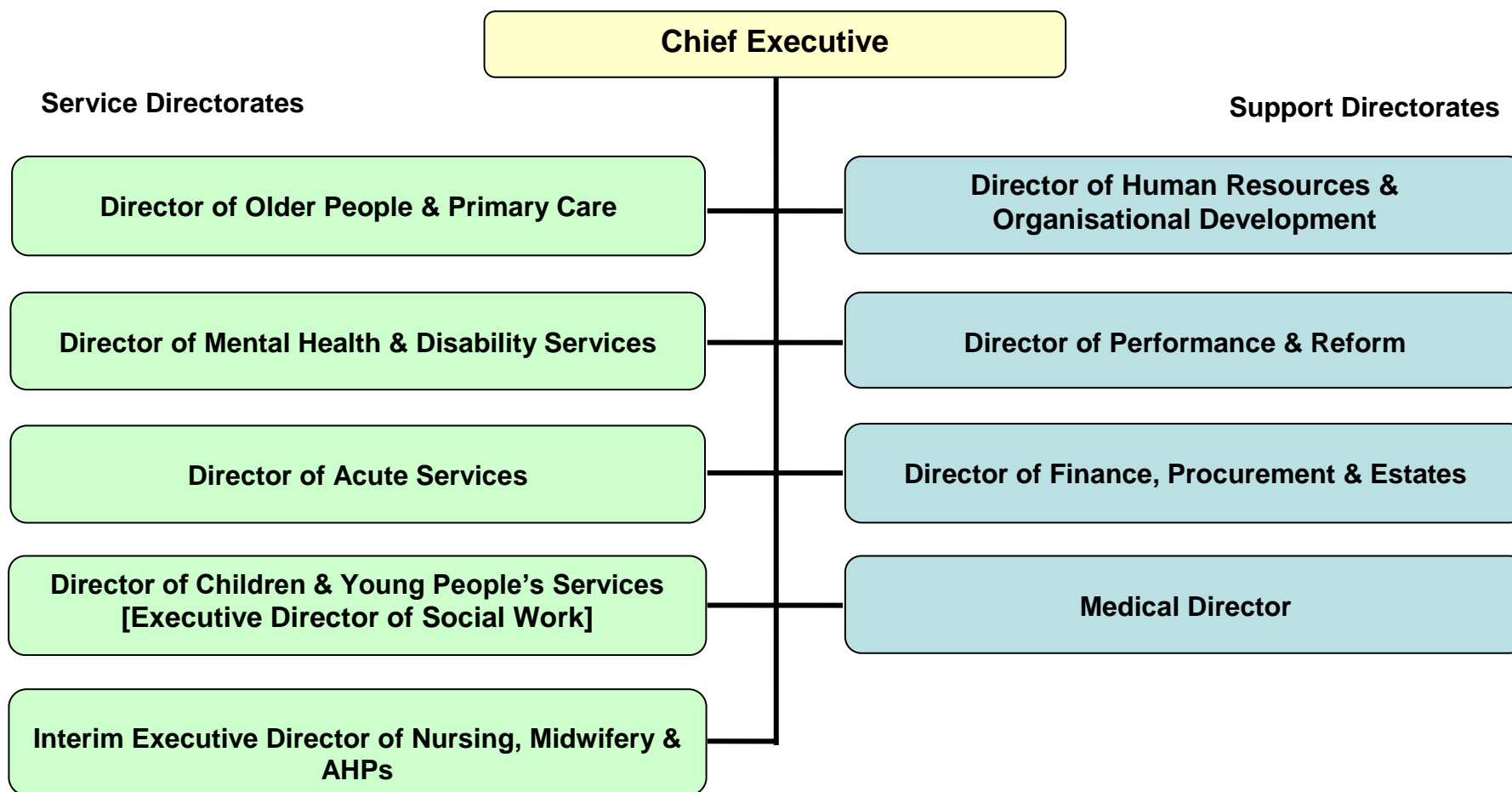
10.1 As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 we will conduct a thorough review of this Equality Scheme. This review will take place either within five years of submission of this Equality Scheme to the Equality Commission or within a shorter timescale to allow alignment 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. The Trust will work with the Commission and other members of the HSC family to conduct a thorough and meaningful review. The Trust will engage with service users, staff, representative organisations, Trade Unions and professional bodies to assess their satisfaction on compliance with the Scheme.

A report of this review will be made public at Trust Board, sent to the Equality Commission and published on the website at www.southerntrust.hscni.net), and will be made available in alternative formats on request.

Appendix 1 Organisational chart



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

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

Category	Example groups
Religious belief	Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths. For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i> ¹³ . 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> ”.
Political opinion ¹⁴	Nationalist generally; Unionist 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.

¹³ 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.*”

¹⁴ *ibid*

Appendix 3 List of consultees (Schedule 9 4. (2) (a))

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.

Regional Organisations

Abbeyfield Society	Asthma UK
Accord NI	Autism Initiatives NI
ACET Northern Ireland	Autism Network NI
ACSONI African & Caribbean Support Organisation	Autism NI
Action Cancer	Aware Defeat Depression
Action Deaf Youth	Barnardos NI
Action for Children NI	Beechfield Children's Respite Unit
Action Mental Health	Belfast Central Mission
Action MS	Belfast City Council
Action on Elder Abuse	Belfast HSC Trust
Action on Hearing Loss NI	Belfast Islamic Centre
Addiction NI	Brain Injury Matters
ADOPT NI	Britain's General Union (GMB)
Advice NI	British Academy of Audiology
Age NI	British and Irish Orthoptic Society
Age Sector Platform	British Association of Dental Nurses
AHPFNI	British Association of Social Workers (NI office)
Al-Anon Family Groups	British Deaf Association (NI)
Alcoholics Anonymous	British Dental Association (NI)
Alliance Party of NI	British Dietetic Association
Alzheimer's Society NI	British Geriatrics Society
An Droichead	British Heart Foundation
An Munia Tober	British Medical Association
Antrim & Newtownabbey Borough Council	British Orthodontic Society
ARC (NI)	British Psychological Society NI
Ards & North Down Borough Council	British Psychology Society NI
Ark Housing Association	British Red Cross
Armagh City, Banbridge & Craigavon Borough Council	Bryson Charitable Group
Arthritis Care	Business in the Community NI
Arts Care	Business Services Organisation
ASCERT	Bytes Project
	Cancer Focus Northern Ireland

Carafriend	Community Practitioners & Health Visitors Association
Carers NI	Community Relations Council
Carers Trust Northern Ireland	Community Safety Unit - Dept of Justice
CAUSE	Community Transport Association
Causeway Coast and Glens Borough Council	Confederation of British Industry
Centre for Health & Well Being	Conservation Volunteers (NI)
Centre for Independent Living NI	Contact - for families with disabled children
Centre for Young Men's Studies	Co-Operation Ireland
Chartered Society of Physiotherapy (NI)	Council for Catholic Maintained Schools
Chest Heart & Stroke Association NI	Council for the Curriculum Examination and Assessment
Chief Officers 3rd Sector (NI)	Crossroads Care NI
Child Accident Prevention Trust	CRUSE Bereavement Care NI
Childline NI	Cystic Fibrosis Trust
Children in Northern Ireland	DAERA (Department of Agriculture, Environment and Rural Affairs) Equality Branch
Children's Law Centre NI	Department for Education - Strategy and Equality Unit
Chinese Chamber of Commerce	Department for the Economy
Chinese Welfare Association	Department of Communities
Choice Housing	Department of Finance - Strategic Equality Branch
Church of Ireland Board of Social Responsibility	Department of Health
Church of Jesus Christ of Latter Day Saints NI	Department of Infrastructure
Civil Service Pensions Alliance NI	Department of Justice
Clanmil Housing Association	DePaul
CLAPA Northern Ireland	Derry City & Strabane District Council
Clic Sargent	Diabetes UK (NI)
Coiste	Diocesan Office (Roman Catholic Archdiocese)
Commisioner for Older People NI	Disability Action
Commissioner for Children and Young People	Disability Sport NI
Committee on the Administration of Justice (CAJ)	Disabled Drivers Association NI
Common Purpose	Down's Syndrome Association
Common Youth	DUP
Community Development and Health Network	Early Years Organisation
Community Evaluation (NI)	
Community Foundation NI	
Community NI	
Community Pharmacy NI	

Education Authority	Habinteg Housing Association
Egyptian Society of NI	[Ulster] Limited
Employers for Child Care	Habitat for Humanity NI
Employers For Disability NI	Haemophilia Society Group
Epilepsy Action NI	Harmony Community Trust
Equality Coalition (CAJ)	Health & Healthcare Research
Equality Commission for NI	Unit - QUB
Equality EANI	Health and Social Care Board
Extern	Health Promotion Agency
Extra Care	Hearing Concern
Family Care Adoption Services	Hearing Dogs for the Deaf
Family Care Society NI	Helm Housing
Family Mediation Northern Ireland	HERE NI
Family Planning Association NI	Home Start UK
Federation of Clinical Scientists	Homeless Support Unit
Fermanagh & Omagh District	Housing Rights Service
Council	Huntington's Disease Association
Fibromyalgia Support Northern	NI
Ireland	IA Support Group NI
Fire Brigades Union	Information Commissioners Office
Focus The Identity Trust	NI
Fold Housing Association	ICPD (Institute for Counselling &
Food Standards Agency	Personal Development Trust)
Foras na Gaeilge	Inclusive Mobility and Transport
Foster Care Associates	Advisory Committee
Fostering Network	Include Youth
Four Seasons Health Care Ireland	Independent Health Care
Free Presbyterian Church of Ulster	Providers
Friendship Centre Federation	Independent Living Centre NI
Gay and Lesbian Youth NI	Indian Community Centre NI
Gender and Sexual Orientation	Indonesian Association NI
Equality & Human Rights Office	Inspire
General Consumer Council for NI	Institute for Conflict Research
General Medical Council	Institute of Directors (NI)
Girls Brigade Northern Ireland	Institute of Governance, QUB
Glenraig Camphill Community NI	Institute of Public Health in Ireland
Green Party	Investing for Health Team
GROW NI	Irish Advocacy Network Ltd (NI)
Guide Dogs for the Blind Association	Islamic Centre
Guild of Healthcare / Hospital	Japan Society of NI
Pharmacists	Jehovah's Witnesses (Hospital
Guru Nanak Ji Sikh Community	Liaison Committee)

Jigsaw Northern Ireland
 LaLeche League
 Law Centre
 Law Society NI
 Leonard Cheshire Disability,
 Domiciliary & Day Care Supported
 Housing
 Life (NI)
 Lifeline
 Lifestart Foundation Ltd NI
 Lighthouse
 Link Centre
 Lisburn & Castlereagh City Council
 Livability
 Macmillan Cancer Support
 MACS Supporting Young People
 Mandarin Speakers Association
 Marie Curie Cancer Care
 ME Support NI
 Mediation Northern Ireland
 MENCAP
 Men's Advisory Project NI
 Mental Health & Learning Disability
 Team RQIA
 Mental Health Review Tribunal
 Mid & East Antrim Borough Council
 Mid-Ulster District Council
 Mind Yourself
 Mindwise
 Miscarriage Association
 Multiple Sclerosis Society NI
 Muscular Dystrophy Group
 National Association for Colitis and
 Crohns Disease
 National Autistic Society NI
 National Board for Nursing,
 Midwifery and Health Visiting NI
 National Children's Bureau NI
 National Deaf Children's Society
 National Energy Action
 National Foundation for Educational
 Research
 National Organisation
 Circumcision
 National Society for the
 Prevention of Cruelty to
 Children
 NB Housing
 Nevis HealthCare
 New Horizons
 New Life Counselling Service
 Newry, Mourne & Down District
 Council
 Nexus NI
 NHS Confederation on Learning
 Disability
 NI Association for Mental Health
 NI Association of CAB
 NI Blood Transfusion Service
 NI Cancer Fund for Children
 NI Cancer Registry
 NI Childminding Association
 NI Children's Hospice
 NI Committee, Irish Congress of
 Trade Unions
 NI Council for Integrated
 Education
 NI Council for the Homeless
 NI Dyslexia Association
 NI Federation of Housing
 Associations
 NI Fire & Rescue Service
 NI Gay Rights Association
 NI Guardian ad Litem Agency
 NI Home Accident Prevention
 Council c/o Fermanagh &
 Omagh District Council
 NI Housing Executive
 NI Human Rights Commission
 NI Inter Faith Forum
 NI Medical and Dental Training
 Agency
 NI Music Therapy Trust
 NI Newpin

NI Policing Board	Northern Ireland Student Guidance Centre
NI Practice & Education Council for Nursing and Midwifery	Northern Ireland Union of Supported Employment
NI Public Service Alliance	NOW Group
NI Rare Diseases Partnership	NUS-USI Northern Ireland Student Centre
NI Sikh Association	Oesophageal Patients Association Northern Ireland
NI Statistics and Research Agency	Orchardville Society
NI Women's European Platform	Pakistani Community Association
NI Youth Forum	Parenting Matters Project
NIACRO	Parenting NI Team
NICON	Parents Education as Autism Therapists
NICRAS (NI Community of Refugees & Asylum Seekers)	Parkinson's Disease Society
NICRE (NI Council for Racial Equality)	Participation and the Practice of Rights Project
Northern HSC Trust	Patient Client Council
Northern Ireland Ambulance Service	Pharmaceutical Society of NI
Northern Ireland Association of Homeopaths	PILS Project (Public Interest Litigation Support)
Northern Ireland Confederation for Health and Social Services	Playboard NI
Northern Ireland Council for Post Graduate Medical Education	POBAL Development Office
Northern Ireland Council for Voluntary Action	Policing with the Community Branch, PSNI
Northern Ireland Hindu Cultural Centre and Temple	Polish Educational and Cultural Association
Northern Ireland Hospice	Positive Futures
Northern Ireland Kidney Patient's Association	Positive Life
Northern Ireland Local Government Association	Praxis
Northern Ireland Lupus Group	Presbyterian Church in Ireland
Northern Ireland ME Association	Presbyterian Women
Northern Ireland Muslim Family Association	Press for Change
Northern Ireland Office	Primecare Services
Northern Ireland Pakistani Cultural Association	Probation Board NI
Northern Ireland Polio Fellowship	Progressive Unionist Party
Northern Ireland Social Care Council	Public Health Agency
	Quaker Cottage
	Queen's University Belfast
	Queen's University Belfast- Diversity and Inclusion Unit

Queer Space	Sikh Women and Children's Association
Rainbow Project	Simon Community
Registration Council for clinical Physiologists	Sinn Fein
Regina Coeli House	Social Security Agency
Relate	Socialist Party
Respond	Society for the Protection of the Unborn Child
Royal British Legion	Society of Podiatrists
Royal College of General Practitioners NI	Society of Radiographers
Royal College of Midwives	Society of Saint Vincent De Paul
Royal College of Nursing NI Board	South Eastern HSC Trust
Royal College of Occupational Therapists (NI)	Special EU Programs Body
Royal College of Psychiatrists in Northern Ireland	Sport Northern Ireland
Royal College of Speech and Language Therapists	Start 360
Royal Liver Support Group	STEP (South Tyrone Empowerment Programme)
Royal National Institute for the Blind	Stroke Association
Royal Society for the Prevention of Accidents	Suicide Awareness & Support Group
RQIA (Regulation Quality Improvement Authority)	Survivors of Trauma
Rural Community Network	Tashi Khyil Trust
Rural Development Council	The Association of Clinical Biochemistry
Rural Support	The Baha'i Council for NI
Sai Pak Chinese Community Group	The Baptist Centre
Salvation Army	The Big Lottery Fund
Samaritans Belfast	The Cedar Foundation
School of Nursing, UUU	The Commission for Victims and Survivors
School of Nursing & Midwifery, QUB	The Executive Office
Scouting Association NI	The HIV Support Centre
SDLP	The Local Government Staff Commission for NI
Secondary Care Directorate DoH	The Long Term Advocacy Service
SENAC (Special Education Needs Advice Centre)	The Northern Ireland Prison Service
SENSE NI	The Omnibus Partnership
Shelter NI	The Prince's Trust
SHINE	The Relatives Association NI
Shopmobility NI	The Royal Institute of Chartered Surveyors (NI)

The Society and College of
Radiographers
Threshold
Tiny Life
Traditional Unionist Voice
Training for Women Network
Treetops Childhood Bereavement
Triangle Housing Association Ltd
Twins & Multiple Births Association
Ulster Chemists Association
Ulster Quaker Service Committee
Ulster Scots Agency
Ulster Scots Community Network
Ulster Unionist Party
UNISON
UNITE
UNITE Amicus Section
University of the 3rd Age
University of Ulster
VAST
Venture International
Victim Support
Voice of Young People in Care
Voices Forum National
Schizophrenia Fellowship

Voluntary Services Bureau
Volunteer Development Agency
Volunteer Now
Welcome Trust Ltd
Western HSC Trust
Wheelchair Bowls NI
William Keown Trust
Women in Sport & Physical
Activity
Women's Forum Northern Ireland
Women's Resource and
Development Agency
Women's Aid
Women's Aid Federation NI
Women's Information NI
Women's Support Network
Worker's Party
Workforce Training Services
Youth Action NI
Youth Council for Northern Ireland
Youth Initiatives
Youth Justice of Northern Ireland
Youth Work Curriculum
Development Unit

Southern Trust Local Organisations

A Team
ACAHP Physio
Acorn Active
Acorns for Autism
Action for Access Group
Action Mental Health
Action on Elder Abuse NI
Action on Medical Negligence
Association
Addiction Unit SHSCT
Advisors Group
Age Care
Alzheimers Disease Society
Ameera Muslim Women's Group

An Tearmann Committee
An Tearmann Project
Annaclone Community
Engagement Group
Annalong Community Association
Appleby Carers
Archdiocese of Armagh
Area Brain Injury Team User
Group
Armagh Action Cancer Group
Armagh and District Community
Projects
Armagh and District Jobs and
Benefits Office

Armagh and District Marie Curie Group	BCLP Carer Support Group
Armagh and District MS Support Group	Belong NI
Armagh and District Talking Newspaper Association	Benburb Priory
Armagh and Dungannon Homestart Group	BME Children and Young People's Group
Armagh and Dungannon ME Support Group	Brain Injury Forum
Armagh Beacon Centre	Breakthru
Armagh Cardiac Support Group	Brownlow Residents Forum
Armagh Church Forum	Buddy Bear Trust
Armagh City, Banbridge and Craigavon Borough Council	Callan Community Association
Armagh Combat Cancer Group	Callanbridge Residents Association
Armagh Community Fora	Cancer Choices NI
Armagh Disabled Christian's Fellowship Ireland	Cancer Research
Armagh Junior Gateway Club	Cane and Able Club
Armagh Rural Transport	Carcullion House Senior Citizens Club
Armagh Senior Citizens Forum	Care in Crisis
Armagh Soroptimist Club	Carrickore Parent and Carer Group
Armagh Travellers Support Group	Ceara Special School
Armagh Young at Heart	Central Mourne Community Association
Arthritis and Rheumatism Council for Research	Charles Sheils Charity
Arthritis Care, Dungannon	Childcare Partnership
Arthritis Care, Portadown	Children's Disability Team, SHSCT
Association Bulgarian Culture and Education	Chrysalis Women's Centre
Attical Community	Church of Ireland (Armagh)
Aughnacloy Development Association	Citizens Advice Bureau, Banbridge
Banbridge Swimfit Club	Citizens Advice Bureau, Mid Ulster
Banbridge Young Disabled Group	Clanrye Group
Bannvale Client Committee	Clanrye IT
Barnardo's Disabled Children and Young People's Participation Project	Clogher Carers Group
Barnardos, Armagh	Community Development and Health Network NI
Barrack Hill Community Association	Community Intercultural Programme
	Community Organisations of South Tyrone and Area

Confederation of Community Groups	Down and Armagh Rural Transport
Contact a Family	Drumarg Community Association
Cookstown and Western Shores Area Network	Drumbeg North and South Residents Association
Copperfields Association of Friends, Patrons and Carers	Drumbreda and St Bridgets Hill Community Association
Cots and Tots Ltd	Drumcree Community Trust
Craigavon and Banbridge Volunteer Bureau	Dungannon and District Deaf Childrens Society
Craigavon Alliance of Portuguese Speakers	Dungannon Arthritis Care
Craigavon Area Access Group	Dungannon Based Language Clubs
Craigavon Area Talking Newspaper	Dungannon Beacon Centre
Craigavon Baha'i Community	Dungannon Carers Group
Craigavon Children's Ward Association	Dungannon Development Association
Craigavon Community Fora	Dungannon Enterprise Centre
Craigavon Ethnic Minorities Support Group	Dungannon HSC Community Forum
Craigavon Lithuanian Community	Dungannon MS Support Group
Craigavon Local Strategy Partnership	Dungannon Senior Gateway Club
Craigavon Menopause and Hysterectomy Support Group	Dungannon Visually Impaired Club
Craigavon Out and About Project	Dunlewey Addiction Service
Craigavon Tinnitus Self Help Group	Education Authority - Southern Region
Craigavon Travellers Support Committee	Elim Pentecostal Church
Craigavon Vietnamese Club	Epilepsy Action, Armagh Branch
Crossfire Trust	Errigal Medical Centre
CRUSE Bereavement Care	Escolinha de Lingua Portuguesa (School of Portuguese Language)
Darkley Community Association	Ethnic Support Centre, Newry
DELTA Parenting Partnership Service	Families Eating Disorder Support
Dentistry @Markethill	Fibromyalgia Southern Area Support Group
Diabetic Association	Filipino Community Support Network
Dialogue for Diversity	First Steps Women's Centre
Disability Action	Fit 4 U
Donard Commissioning Group	Forkhill Senior Citizen's Club
	Fr P McParland

Freedom Acts	Muslim Association of Craigavon
Friendly Club for the Deaf	National Schizophrenia
Friends of Edenderry House	Fellowship, Newry
Friends of Millview	National Schizophrenia
G.L.M. Adult Social Club	Fellowship, Portadown
Garvaghy Road Resident's Group	Newry Adolescent Partnership
Gay Newry	Newry and District Gateway Club
Hearing Disability Advisory Group	Newry and Mourne Carers
Hilltown Community Association	Association
HomeStart, Craigavon	Newry and Mourne Citizens
HomeStart, Armagh and	Advice
Dungannon	Newry and Mourne Civic Alcohol
Include Youth - Give and Take	and Drug Forum
incredABLE	Newry and Mourne Deaf Club
Keady Carers Group	Newry and Mourne Drug and
Leonard Cheshire NI	Alcohol Partnership
LILAC Cancer Support Group	Newry and Mourne Ethnic
Lisanally Special School	Minority Support Centre
Livability	Newry and Mourne Good
Local Medical Council Chair	Morning/Good Neighbour
Longstone Riding for the Disabled	Project
Lurgan and Portadown Gateway	Newry and Mourne Local Strategy
Club	Partnership
Lurgan and Portadown Mentally	Newry and Mourne Senior
Handicapped Society	Citizens' Consortium
Lurgan Carers Association	Newry and Mourne Women
Lurgan Lions Club	Newry Family Resource Centre
Lurgan Youth Annexe	Newry Rainbow Community
Magheralin Parish Ace Scheme	Newry Traveller Family Support
Meadowbrook Residents	Worker
Association	Newry U3A
Meigh Community Association	Newry VIP
Menaware Project	Newry, Mourne and Down District
Mencap	Council
Mid Ulster Child Contact Centre	Newry, Mourne and Down District
Mid Ulster District Council	Council Good Relations Forum
Migrant Support Service	NI Chest, Heart and Stroke
Mindwise	NI Childminding Association
Mourne Stimulus Day Centre	NI Housing Executive, Craigavon
Multiple Sclerosis Group,	NI Housing Executive,
Craigavon	Dungannon
Multiple Sclerosis Society	NI Housing Executive, Newry
Dungannon	NI Housing Executive, Portadown

NI Interfaith Forum	Rev Carlisle
NI Rural Development Council	Rev Lorna Dreaning
NSPCC, Craigavon	Richhill Open Door Club
Oasis Youth	Richmont Rural Community Association
Orchard Social Club for Visually Impaired People	Ripples Special Olympics Swimming Club
Parents Council	Rosmoyle Action Group
Parents of Children with a Hearing Loss	Roxborough House
Parents of Children with Sight Loss	Rural Community Network
PIPS Hope and Support	Rural Health Partnership
Place Initiative	Rural Support
Police Service of NI, Armagh	Samaritans
Police Service of NI, Portadown	Simon Community Newry
Police Service of NI, Newry	South Tyrone Empowerment Programme (STEP)
Polish Community Group, Armagh	Southern Area Hospice Services
Polish Community Group, Dungannon	Southern Local Medical Committee
Polish Community Network, Craigavon	Space NI
Polish Saturday School of Janusz Korczak	Sperrinview Special School
Portadown Carers National Association	Spring Project
Portadown Deaf and Friendly Club	St Johns Ambulance Brigade
Portadown Health Centre Doctor's Committee	St Vincent de Paul Society, Armagh
Positive Futures	St Vincent de Paul Society, Banbridge
Poyntzpass Village Care Scheme	St Vincent de Paul Society, Dungannon
PPI Service User and Carer Panel	St Vincent de Paul Society, Keady
PRAXIS	Station Road Resource Centre Support Group
Profoundly Deaf User Group	Supporting Communities NI
Promoting WellBeing Team, SHSCT	Sure Start (Arke)
Quality Care Services Ltd	Sure Start (Blossom)
REACH (Regenerating Environments and Community Health) Project (SHSCT)	Sure Start (Clogher Valley)
Reconciliation, Education and Community Training	Sure Start (Dungannon)
Residents Ozone Playgroup Ltd	Sure Start (Kilkeel)
	Sure Start (Newry)
	Sure Start (South Armagh)
	Sure Start (Splash)
	Sure Start (Star)
	TADA Rural Support Network

Tandragee Open Door Club
The Castle Club
The Dream Team
The Family and Carers of
Longstone
The International Deaf Club
Network
The Mental Health Forum
The Rectory
Tiny Life Premature Baby Charity
Toybox
Traveller Education Support
Service
Tuesday Club
Tynan and District Diabetes UK

UNISON
Vine Yard Church Dungannon
Vision Forum
Volunteer Now
Wah-Hep Chinese Community
Welfare Rights Project
Wellbeing Action Partnership
Willowbank Community Resource
Centre
Women's Health Institute
Women's World
Woodlawn Parent and Carer
Group
Young Stroke Moving On Project
Zero8Teen

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

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
Arrangements for assessing our compliance with S75 duties			
<i>Have in place appropriate structures and reporting mechanisms [Intro]</i>	<i>Structures and reporting mechanisms established</i>	<i>Chief Executive, SMT etc.</i>	<i>Structures in place</i>
<i>Ensure S75 duties are mainstreamed within the Trust [Intro]</i>	<i>S75 objectives and targets will be integrated into strategic and operational business plans [2.5]</i>	<i>Chief Executive, Director of HR&OD, Director of P&R, Head of Equality</i>	<i>In line with corporate planning cycle</i>
<i>Employees' job descriptions and performance plans reflect S75 duties [2.6]</i>	<i>Already included in job descriptions and Post Outlines as part of the Trust's KSF (Knowledge & Skills Framework)</i>	<i>Human Resources</i>	<i>Arrangement in place</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>Head of Equality</i>	<i>31 August (annually)</i>
	<i>Article written for inclusion in Trust's Annual Report</i>	<i>Head of Equality</i>	<i>Annually</i>
<i>Regular reports to Trust's Senior Management Team and Trust Board [2.10]</i>	<i>As above – information provided to Director of HR&OD to bring to SMT and Trust Board.</i>	<i>Director of Human Resources & Organisational Development/Head of Equality</i>	<i>Regularly and Annually via S75 Annual Progress Report</i>
Action Plan			
<i>Conduct an audit of inequalities in order to develop a baseline for an Action Based Plan</i>	<i>Conduct a literature review and audit of health inequalities in consultation with voluntary/community sector.</i>	<i>Head of Equality</i>	<i>Published March 2018</i>

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<i>Development of Action Plan to include performance indicators and timescales. Aligned to corporate and business planning cycle [2.11]</i>	<i>Literature review and audit of health inequalities undertaken along with pre-consultation with voluntary/community sector. Consultation with Service Directorates to identify inequalities and actions required for same.</i>	<i>Head of Equality Head of Equality and Operational Heads of Service.</i>	<i>2018 - 2023</i>
<i>Consultation on draft action plan [2.15]</i>	<i>Consult with stakeholders before submission to Equality Commission.</i>	<i>Head of Equality</i>	<i>Pre consultation January 2017. Formal consultation August-November 2017.</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>Head of Equality</i>	<i>March 2018</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>Head of Equality</i>	<i>Lifespan of Plan 2018-2023</i>
<i>Arrangements for monitoring progress in place [2.16]</i>	<i>Identify whether targets have been met – update plan as necessary.</i>	<i>Head of Equality in conjunction with service Directors.</i>	<i>Every August in line with Annual Progress Report</i>
Arrangements for consulting			
<i>Consultation list reviewed and updated [3.4]</i>	<i>All current consultees written to and contact details and preferred method/format of communication updated on central consultation list.</i>	<i>Head of Equality</i>	<i>2018</i>
<i>Training re. Consultation [3.2.4]</i>	<i>Specific training provided for those conducting consultations in conjunction with PPI leads.</i>	<i>Head of Equality/PPI Leads</i>	<i>Ongoing throughout life of Scheme</i>

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"> ▪ <i>Public meetings</i> ▪ <i>Face-to-face meetings</i> ▪ <i>Specialist meetings</i> ▪ <i>Opinion surveys/questionnaires</i> ▪ <i>Internet discussions</i> 	<i>Head of Equality</i>	<i>Action Plan - pre consultation January 2017.</i> <i>Formal consultation August-November 2017.</i> <i>Equality Scheme – updated August 2018</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>Head of Equality</i>	<i>Ongoing – PPI Tool Kit updated 2018</i>
<i>In making any decision with respect to a policy adopted or proposed to be adopted, take into account any assessment and consultation carried out in relation to the policy [3.2.10]</i>	<i>Outcome of impact assessment and analysis of all consultation responses received.</i>	<i>Lead policy author</i>	<i>In place – any assessments and consultations are taken into account before making decisions</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>Mechanisms in place to provide feedback at end of consultation exercises via consultation reports</i>
Screening			
<i>Revise screening template and accompanying guidance notes.</i>	<i>Both revised to take account of new ECNI guidance and 3 screening outcomes.</i>	<i>HSC Equality Leads</i>	<i>Year 1 Action Plan – Develop Policy Tool Kit</i>

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<p><i>Develop screening report template</i></p> <p><i>Publish reports quarterly and in accessible formats on request [4.15]</i></p>	<p><i>Template developed which includes policy aims, consideration of mitigation, alternative policies, screening decision, timetable for EQIA.</i></p> <p><i>Report will be published quarterly on internet with links to each screening template.</i></p>	<p><i>Head of Equality</i></p> <p><i>Head of Equality</i></p>	<p><i>On approval of Scheme and quarterly thereafter</i></p>
<p><i>EQIA timetable [4.16]</i></p>	<p><i>We will give advance notice to consultees of forthcoming EQIAs and the consultation periods associated with each.</i></p>	<p><i>Lead policy author(s)</i></p>	<p><i>Notice given to consultees ahead of each consultation exercise</i></p>
<p><i>Publishing of EQIA reports [4.22]</i></p>	<p><i>EQIA reports and outcomes of consultation will be published on the internet and issued to consultees as appropriate in their preferred format.</i></p> <p><i>The reports will include all information as per 4.22 of this Scheme.</i></p>	<p><i>Lead policy author(s)</i></p> <p><i>Head of Equality</i></p>	<p><i>As each consultation exercise ends</i></p> <p><i>Reports produced to include all info as per 4.22 of Scheme</i></p>
Monitoring			
<p><i>Revision of policies as a result of monitoring [4.30]</i></p> <p><i>If over a two year period monitoring and evaluation show that a policy results in greater adverse impact than predicted, or if opportunities</i></p>	<p><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</i></p>	<p><i>Lead policy author(s)</i></p>	<p><i>Two year period</i></p>

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<i>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.</i>	<i>and the ECNI.</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>
<i>Publication of monitoring information [4.33;4.34]</i>	<i>We will publish monitoring information in our S75 Annual Progress Report and also on our website and it will be made available in alternative formats on request.</i>	<i>Head of Equality</i>	<i>Annually</i>
Staff Training			
<i>Draw up a detailed training plan [5.3]</i>	<i>To cover all aspects i.e. awareness of Scheme, focused training for staff involved in data collection, policy development, service design, conducting consultations and EQIAs, monitoring and evaluation, complaints.</i>	<i>Head of Equality</i>	<i>Timetable as per 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>Head of Equality</i>	<i>Review year 1 to form part of Tool Kit</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>Head of Equality</i>	<i>Available on the Trust's Intranet and Internet and alternative formats on request</i>

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<p><i>Development of overall training programme in conjunction with S75 categories [5.5]</i></p> <p><i>Awareness raising on the Section 75 statutory duties via PPI [3.2.5]</i></p>	<p><i>All staff will receive briefing on Equality Scheme once approved via Trust E-brief, email, intranet etc.</i></p> <p><i>S75 awareness included in Induction Training and eLearning Equality, Good Relations and Human Rights Training 'Making a Difference' as well as other current diversity training initiatives.</i></p> <p><i>Pack developed for PPI panels.</i></p>	<p><i>Head of Equality</i></p> <p><i>Head of Equality</i></p>	<p><i>On approval of Scheme by ECNI</i></p> <p><i>'Making a Difference' eLearning launched Nov 2017</i></p> <p><i>Annually</i></p>
<p><i>Focussed training i.e. those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation [5.4]</i></p>	<p><i>Ongoing Series of Screening and EQIA master classes arranged as necessary.</i></p>	<p><i>Head of Equality</i></p>	<p><i>Screening and EQIA Masterclasses - ongoing</i></p>
<p><i>Update training [5.4]</i></p>	<p><i>Training will be kept up to date in line with ECNI guidance and staff will be advised accordingly.</i></p>	<p><i>Head of Equality</i></p>	<p><i>Review mechanisms in place to keep training up to date</i></p>
<p><i>Evaluation of training [5.6]</i></p>	<p><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></p>	<p><i>Head of Equality</i></p>	<p><i>Mechanisms in place i.e. policy authors can undertake own screening and EQIAs</i></p>

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
	<i>Provider Refresher training as required.</i>	<i>Head of Equality</i>	<i>At least annually</i>
	<i>Conduct management reports on uptake of E-learning diversity training.</i>	<i>Head of Equality</i>	<i>Quarterly report produced compared by Directorates and job groups</i>
Arrangements for ensuring and assessing public access to information and services we provide			
<i>Ensure information we disseminate and services we provide are fully accessible to all parts of the community in Northern Ireland [6.1]</i>	<i>Update of S75 consultation list will ask for preferred methods and formats of communication.</i>	<i>Head of Equality</i>	<i>Mechanisms in place to provide literature and information about our services in alternative languages and formats on request.</i>
<i>Provide information in alternative formats on request [6.3]</i>	<i>Trust routinely translates information into various languages to meet the needs of those not fluent in English via Regional HSC Contract with translation companies.</i>	<i>All staff</i>	<i>Information provided on request</i>
	<i>Provides information in alternative formats on request.</i>	<i>Head of Equality</i>	<i>Information provided on request</i>
	<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 the ECNI's 'Let's Talk, Let's Listen Guidance for public authorities on consulting and involving children and young people'.</i>	<i>Head of Equality</i>	<i>Information sought from specialists as required</i>

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
<i>Provide interpreters and sign language interpreters [6.7]</i>	<i>Trust provides interpreters via the NIHSC Interpreting Services.</i>	<i>Head of Equality</i>	<i>Arrangements in place</i>
<i>Ensure buildings are accessible [6.7]</i> <i>Every customer counts ECNI Campaign</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>Further works undertaken as required</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>Head of Equality</i>	<i>Quarterly reports produced</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>Head of Equality/Estates Services Department.</i>	<i>Reasonable adjustments provided when required by service users and staff members</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>Head of Equality</i>	<i>Complaints information analysed quarterly to identify any trends</i>
Complaints Procedure			
<i>How complaints are raised, timetable for responding etc.[8.1]</i>	<i>HSC have a regional complaints procedure and information has been made available in alternative formats e.g. various languages.</i> <i>Complaints regarding failure to adhere to our</i>	<i>Regional Complaints Group.</i> <i>Head of Equality</i>	<i>Ongoing</i> <i>All complaints dealt with accordingly to</i>

Measure	Action Taken/ To Be Taken	Lead responsibility	Timetable
	<i>Equality Scheme are acknowledged within 2 days and responded to within 20 working days of receipt of letter.</i>		<i>prescribed timescales</i>
Publication of our Equality Scheme			
<i>Current Equality Scheme on internet [2.8]</i>	<i>Current Scheme and Annual Progress Report on our website.</i>	<i>Head of Equality</i>	<i>Scheme uploaded to website Annual progress reports uploaded each August once submitted to the ECNI</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>Head of Equality</i>	<i>On approval of scheme by ECNI</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>Head of Equality</i>	<i>On approval of scheme by ECNI and within 20 working days of receiving the request.</i>

Review of Equality Scheme			
<i>Scheme will be reviewed within five years of submission to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles [10.1]</i>	<i>We will conduct a thorough review of the Scheme in line with the corporate planning cycle i.e. three years after approval.</i>	<i>Head of Equality, Directors and Heads of Service in conjunction with voluntary/community sector.</i>	<i>2023</i>

Any other measures proposed in Equality Scheme

<p><i>Work closely with other public authorities to exchange learning and best practice [2.3.2]</i></p>	<p><i>Maintain already established links with other Trusts and HSC Organisations in order to maximise on collaborative working.</i></p>	<p><i>Head of Equality and other Equality Leads, Regional Equality & Human Rights Steering Group, Regional Equal Opportunities Network Group, ECNI Advisory Group, Joint Consultative Forum.</i></p>	<p><i>Continue with collaborative working</i></p>
<p><i>Liaise closely with the ECNI and via Joint Staff Consultative Forum to ensure that progress on the implementation of our Equality Scheme is maintained [2.0]</i></p>	<p><i>Continue communication with the ECNI.</i></p>	<p><i>Head of Equality</i></p>	<p><i>Communication with ECNI occurs frequently</i></p>
<p><i>Work with Trade Unions in the effective discharge of our equality duties.</i></p>	<p><i>Maintain already established links with Trade Unions via the Joint Negotiation Council (JNC).</i></p>	<p><i>Director of Human Resources & Organisational Development and Head of Equality.</i></p>	<p><i>JNC meetings held quarterly and there is frequent communication between meetings</i></p>

Appendix 5 Glossary of Terms

Action plan

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

Action measures and outcomes

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

Adverse impact

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

Audit of inequalities

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

Consultation

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

Differential impact

Differential impact occurs where a Section 75 group has been affected differently by a policy. This effect could either be positive, neutral or negative. A public authority must make a judgement as to whether a policy has a

differential impact and then it must determine whether the impact is adverse, based on a systematic appraisal of the accumulated information.

Equality impact assessment

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. Equality impact assessments 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, equality impact assessments, 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 equality impact assessment 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

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

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

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 equality impact assessment, and how these equality impact assessments 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.

The Executive Office (TEO)

The Executive Office (previously known as 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.

Appendix 6 Useful Links/Websites

- *ODI guidance on accessible consultation events for people with disability*
<https://www.gov.uk/government/organisations/office-for-disability-issues>
- *Department for Business, Energy & Industrial Strategy - Code of Conduct on Consultation (2008)* <http://www.berr.gov.uk/files/file47158.pdf>
- *Further information on producing alternative formats can be found at*
<https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats> *though please note that audio tape is now not widely used in Northern Ireland and other formats such as CD, MP3 and DAISY are more appropriate.*
- <https://www.ageni.org/>
- <https://www.gov.uk/government/collections/age-positive>
- www.alzheimers.org.uk
- <http://www.autismni.org/>
- www.health-ni.gov.uk/doh-equality
- www.disabilityaction.org
- www.health-ni.gov.uk/contacts/equality-and-human-rights-unit-0
- www.echr.coe.int
- <http://efdni.org/>
- www.equalityni.org
- <https://www.lra.org.uk/>
- <http://www.brysonintercultural.org/>
- www.nihrc.org
- www.nisra.gov.uk
- www.rainbow-project.org
- www.savethechildren.org.uk
- www.southerntrust.hscni.net
- www.youthaction.org