

EQUALITY SCHEME FOR THE REGULATION AND QUALITY IMPROVEMENT AUTHORITY

DRAWN UP IN ACCORDANCE WITH SECTION 75
OF THE NORTHERN IRELAND ACT 1998

2007



The **Regulation** and
Quality Improvement
Authority

The Regulation and Quality Improvement Authority
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FOREWORD

Section 75 of the Northern Ireland Act 1998 requires public authorities, in carrying out their functions, powers and duties, to promote equality of opportunity and good relations among a range of groups. Public authorities, as defined by the legislation, are required to send an Equality Scheme to the Equality Commission, showing how they intend to carry out their new duties.

As Chair and Chief Executive of the Regulation and Quality Improvement Authority we are pleased on behalf of our Board and staff to support this Equality Scheme which arises out of the implementation of Section 75 of the Northern Ireland Act 1998.

Commitments made in the Equality Scheme refer to how the Authority carries out all its functions, powers and duties relating to Northern Ireland. The Authority is committed to ensuring that all necessary resources (in terms of people, time and money) are made available to support the effective promotion of equality of opportunity and good relations in all its policies and practices. This also includes making sure there are effective internal arrangements in place to ensure that the duties are effectively complied with and for monitoring and reviewing progress.

The Authority will actively seek to develop a programme of communication and training with the aim of ensuring all staff and Board members are made aware of and understand the new equality obligations. The purpose of this Equality Scheme is to set out how the Authority will fulfil the statutory duties.

Ian Carson
Chairman

Stella Burnside
Chief Executive

23 August 2007

CONTENTS

Foreword

1.0	INTRODUCTION.....	4
2.0	DUTIES AND RESPONSIBILITIES.....	5
3.0	ARRANGEMENTS FOR ASSESSING COMPLIANCE WITH SECTION 75 DUTIES	7
	Organisational Arrangements	7
	Progress Reporting	7
	Consultation	8
	Complaints	8
	Review of the Scheme	8
4.0	CONSULTATION	9
5.0	ASSESSING THE IMPACT OF POLICIES ON THE PROMOTION OF EQUALITY OF OPPORTUNITY.....	12
	Screening	12
	Evidence	13
	Prioritisation And Timetabling.....	13
	Screening Report	14
	The Conduct of Equality Impact Assessments.....	14
	Monitoring Adverse Impact and Access to Services	14
	Publication of Equality Impact Assessments and Monitoring	15
6.0	PUBLIC ACCESS TO INFORMATION AND SERVICES.....	17
7.0	TRAINING AND COMMUNICATION	18
8.0	IMPLEMENTING THE SCHEME	20
	Publication of the Scheme	20
	Timetable for Implementing the Scheme.....	20
	APPENDIX 1: ORGANISATIONAL CHART.....	21
	APPENDIX 2: LIST OF ORGANISATIONS TO BE CONSULTED.....	22
	APPENDIX 3: COMMENTS FROM CONSULTATION	28
	APPENDIX 4: MAIN GROUPS RELEVANT TO THE SECTION 75 CATEGORIES FOR NORTHERN IRELAND PURPOSES	29
	APPENDIX 5: ACTION PLAN FOR IMPLEMENTING EQUALITY SCHEME	30

1.0 INTRODUCTION

- 1.1 Section 75 of the Northern Ireland Act 1998 ('the Act') requires the Authority in carrying out all its functions, powers and duties 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 or sexual orientation;
 - between men and women generally;
 - between persons with a disability and persons without; and
 - between persons with dependants and persons without.
- 1.2 Also, without prejudice to its obligation above, the Authority will, in carrying out all its functions, power and duties relating to Northern Ireland have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- 1.3 Schedule 9 of the Act requires the Authority to set out in an Equality Scheme how it proposes to fulfil the duties imposed by Section 75. This scheme has been developed to satisfy that statutory requirement.

2.0 DUTIES AND RESPONSIBILITIES OF THE REGULATION AND QUALITY IMPROVEMENT AUTHORITY

- 2.1 The Regulation and Quality Improvement Authority was established by the Department of Health and Social Services and Public Safety on 1 April 2005 under the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003. It is a new independent body, and replaces the Registration and Inspection Units which were formerly part of the four Health and Social Services Boards. The Authority has a statutory responsibility to assess, monitor, regulate, inspect and investigate all areas of health and social care provision in Northern Ireland.
- 2.2 The Authority's main role is to monitor and regulate the quality of health and care services in Northern Ireland according to new minimum care standards which will be introduced by the DHSSPS. These services include children's homes, day care settings, independent clinics, independent hospitals, nursing homes, residential care homes, residential family centres, domiciliary care agencies, fostering agencies, independent medical agencies, nursing agencies, voluntary adoption agencies, health and social services boards, trusts and special agencies. The Authority's remit therefore extends beyond the statutory sector to include independent establishments and agencies.
- 2.3 In this Scheme the following are to be regarded as the Authority's functions:

Functions Relating to Quality Improvement

- to keep the DHSSPS informed about the provision of services and in particular about their availability and quality
- to promote and encourage improvement in the quality of services – disseminate examples of good practice, give advice to service providers on how to meet minimum standards and guidelines for health and social care governance
- to send an annual report to the DHSSPS in relation to the quality of agencies and establishments
- to perform such functions as may be prescribed as relating to management, provision or quality of, or access to or availability of, services for which prescribed statutory bodies or prescribed service providers have responsibility
- to deal with complaints made by, or on behalf of, those seeking, or receiving, any of the services provided by the establishment or in the agency

Functions Relating to Registration and Regulation

- to register all health and social services establishments and agencies

- to maintain a database of organisations and institutions which have been inspected and registered
- to impose regulations e.g. persons who are fit to manage or work at an agency
- to deal with offences in relation to statutory regulations e.g. failure to comply with minimum standards
- to obtain annual returns from establishments and agencies
- to impose regulations as to the fitness of premises to be used as an establishment or for the purposes of an agency

Functions Relating to Inspection

- to carry out investigations into the management, provision or quality of the services for which statutory bodies have responsibility
- to conduct reviews of arrangements, put in place by establishments, for the purpose of monitoring and improving the quality of the personal health and social services
- to carry out inspections and make reports on inspections

Board

- 2.4 The Board of the Authority comprises the Chair and 12 other members appointed by the Minister for Health and Social Services. Appointments are made under the DHSSPS public appointments system and are for a period of four years. The current membership is:

Ian Carson, Chairman

Richard Adams

Patricia McCoy

Connor Mulholland

Una O’Kane

Colin Reid

Austin Smith

Allen McCartney

Geraldine Donaghy

Joan Harbison

Jim Jamison

Lilian Jennett

Ruth Laird

Chief Executive

- 2.5 The Chief Executive is responsible to the Chair of the Authority for the management of the Authority as a corporate body and to the DHSSPS Permanent Secretary as Accounting Officer.

Senior Management Team

- 2.6 The Authority’s Senior Management Team consists of the Chief Executive, the Medical Director, Director of Social Services, Director of Nursing and Director of Corporate Services. An organisational chart in Appendix 1 summarises this.

3.0 ARRANGEMENTS FOR ASSESSING COMPLIANCE WITH SECTION 75 DUTIES

Organisational Arrangements

- 3.1 The Authority is committed to the fulfilment of its Section 75 obligations in all parts of its work. Statutory responsibility for the effective implementation of the Scheme lies with the Chief Executive.
- 3.2 The Chief Executive will be accountable to the Authority's Board for the development, maintenance and review of the Scheme in accordance with the legislation, including any good practice or guidance that may be issued by the Equality Commission (see Appendix 1 for organisational chart).
- 3.3 Responsibility for implementation of the equality scheme and the point of contact within the Authority will be **John Stewart, Director of Corporate Services, Regulation and Quality Improvement Authority, 9th Floor, Riverside Tower, 5 Lanyon Place, Belfast BT1 3BT , e-mail: john.stewart@rqia.org.uk**
- 3.4 The Director of Corporate Services will report quarterly on progress on meeting objectives and targets relating to the statutory duties to the Authority's Senior Management Team (SMT) and Board on the implementation of the Scheme and respond to any queries for all those affected by the statutory duties.
- 3.5 Objectives and targets relating to statutory duties will be integrated into the Authority's strategic and business plans. Staff who are directly engaged in this work will include implementation of the statutory duties in their personal performance plans, which are subject to appraisal in the annual performance review. In addition, a commitment to the statutory duties will be included in all job descriptions.

Progress Reporting

- 3.6 In compliance with its statutory duties the Authority will conduct an Annual Review of Progress in relation to the implementation of the Equality Scheme. The Authority will forward a report of this review to the Equality Commission by 31 July each year. A summary of this report, which will follow any guidance on annual reporting issued by the Equality Commission, will also be included in the Authority's annual report.
- 3.7 The Authority will liaise closely with the Equality Commission to build a close working relationship so that progress on the implementation of the Scheme is maintained.

Consultation

- 3.8 The Authority acknowledges the emphasis on consultation in the development and implementation of the Scheme, and is committed to full and meaningful consultation on its Equality Scheme, screening, equality impact assessments and monitoring arrangements. Details of this commitment are set out in Section 4.

Complaints

- 3.9 When a complaint is made on the grounds that the Authority has failed to comply with the Scheme, the point of contact will be

Stella Burnside (Chief Executive)
Regulation and Quality Improvement Authority, 9th Floor,
Riverside Tower, 5 Lanyon Place, Belfast BT1 3BT , e-mail:
john.stewart@rqia.org.uk

- 3.10 The Chief Executive or a nominated deputy will carry out an internal investigation of the complaint and respond to the complainant within one month. During this process, the complainant will be kept fully informed of the procedures for dealing with the complaint under Schedule 9 of the Northern Ireland Act. The Authority will also undertake to provide assistance to any complainant who requires information in a format that ensures equality of opportunity.
- 3.11 In any subsequent investigation by the Equality Commission, the Authority will co-operate fully, providing access to any relevant documentation that the Equality Commission may require. Similarly, the Authority will co-operate fully with any investigation by the Equality Commission under sub-para 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.

Review of the Scheme

- 3.12 The Authority will conduct a thorough review of the Scheme within five years of its submission to the Equality Commission. This review will evaluate the effectiveness of the Authority in meeting its Section 75 obligations. In undertaking this review the Authority will follow any guidance issued by the Equality Commission. A report of this review will be made public and sent to the Equality Commission.

4.0 CONSULTATION

- 4.1. The Authority recognises the importance of consultation in all aspects of the implementation of its statutory equality duties. It affirms that all consultation will be carried out in accordance with the Equality Commission's Guiding Principles as detailed in its 'Guide to Statutory Duties' (Blue Section 2c). In particular, it will endeavour to conduct all consultations in a timely, open, inclusive, and meaningful way in accordance with the Equality Commission's Guiding Principles.
- 4.2. The Authority will consult as widely as possible to ensure that any organisation or group which has a legitimate, particular interest in its work and / or the likely impact of its policies on the promotion of equality of opportunity and good relations will be included in the process of engagement.

Those Being Consulted

- 4.3. A list of those being consulted on matters relevant to the Authority's equality duties, including screening and equality impact assessments and the Scheme itself, is detailed in Appendix 2. The list is not exhaustive and may be amended and reviewed throughout the lifetime of the equality scheme to promote inclusive consultation. The Authority welcomes enquiries from any organisation wishing to be added to the list of consultees, and they should contact the Director of Corporate Services (see p.7, para 3.3) in the Authority to have their interest noted.
- 4.4. The Authority will include the Equality Commission, the Community Relations Council, voluntary groups, community groups, trade union groups and other groups with a legitimate interest in the matter, including those directly affected, in all consultations whether or not they have a direct economic or social interest in the work of the Authority. Organisations representing the various categories included in Section 75 will also be included in any consultation carried out. The Equality Commission will be included in all consultations whether on the equality scheme, screening or equality impact assessments.

Timescale for Consultation

- 4.5. In order to facilitate meaningful consultation, the Authority will ensure that consultation with groups and individuals will begin as early as possible.
- 4.6. The Authority is conscious that some groups will need sufficient time to consult among themselves in order that their contributions to any consultation may be informed. All consultations will aim to allow a period of at least eight weeks except in emergencies. Such situations will include:

- policies which have to be implemented urgently to protect health and safety;
 - policies which have to be implemented urgently to comply with court judgements.
- 4.7. The Authority wishes to minimise the number of exceptions to good practice guidelines on the timescale for consultation. When exceptions do occur, the Authority will be open and transparent in reporting such instances. Exceptions to the normal eight week consultation period will be monitored, kept under review, justified very clearly and reported by the Authority in its annual report to the Equality Commission.

Procedures for Ensuring Inclusive Consultation

- 4.8. In consulting on any matter to which this scheme relates, the Authority will engage with affected and umbrella groups from the Section 75 categories in order to identify how best to consult or engage with stakeholders and obtain their views. This may involve face-to-face meetings, advisory groups, surveys, consultative panels, Internet discussions and other innovative ways of consulting as there will be different means of consultation for different groups and it will be important to establish the basis for dialogue and engagement during the life of the scheme.
- 4.9. It is intended that barriers to proper consultation will be removed by ensuring that language is as clear as possible. Systems will be established to make presentations on this Scheme, if requested, available in an appropriate format to representatives of people with learning disabilities, minority community language speakers, people with disabilities, young people, and Travellers.
- 4.10. To ensure the highest level of inclusivity in any policy decision-making, information will be made available in consultation with groups affected by Section 75. Systems will be in place to ensure that information will be available on request in accessible formats in a timely fashion such as Braille, disc, and audiocassette and in minority languages to meet the needs of those who are not fluent in English.
- 4.11. Extra consideration will be given to ensuring that all consultations reflect the needs of young people and those with learning disabilities through the provision of accessible formats in a timely manner. The Authority will liaise with representatives of young people and learning disability organisations in the first place (by correspondence/direct communication) and take account of good practice elsewhere (e.g. Lead Report/MENCAP's guidance on accessible formats), in order to reflect the needs of these groups in consultations.

- 4.12. The Authority believes it is especially important that sufficient timely and appropriate information should be provided to enable all affected groups and individuals to consider the full implications of proposals, and it will take steps to ensure this. This will include quantitative and qualitative data that the Authority holds or has collated, and other documents such as consultants' reports. This will apply to all consultations.
- 4.13. Specific training will be arranged for Authority staff undertaking consultation exercises to ensure they have the necessary skills to communicate effectively. Any training delivered will be developed in consultation with relevant Section 75 groups.
- 4.14. Steps will also be taken to ensure full participation in any consultation meetings that are held. The Authority will consider the time of day, the suitability of the venue, whether it can be accessed by those with disabilities, how the meeting is to be run, the use of languages other than English, whether a signer is needed, and childcare arrangements and recognise, and in good faith meet, access related costs.

5.0 ASSESSING THE IMPACT OF POLICIES ON THE PROMOTION OF EQUALITY OF OPPORTUNITY

Screening

- 5.1 The Authority is committed to carrying out a systematic review of all its existing and new/proposed policies to determine whether there are any equality of opportunity implications.
- 5.2 The definition of a 'policy' under the Equality Commission's Guide to the Statutory Duties has a wide remit and includes policies relating to all functions and activities, including internal policies. The Authority will monitor the implementation of a policy that it operates on behalf of another public authority, and will work in partnership with other bodies where such a policy is subject to an equality impact assessment.
- 5.3 The Authority will consider the impact of each current and new/proposed policy on equality of opportunity in terms of the nine categories listed at Section 75 of the Act when considering which policies will be subject to equality impact assessment. A systematic review of each policy is required and the Authority will take the following steps when screening:
- identify all policies, written and unwritten;
 - internally appraise the significance of equality of opportunity and good relations for each policy, taking account of the screening criteria and prioritisation factors detailed below;
 - produce a list detailing policies to be subject to equality impact assessment, together with a draft timetable for conducting the assessments. This should take account of the need to join up equality impact assessments of related policies;
 - consult with Section 75 groups to seek their views on whether all policies have been identified, whether all equality impacts have been identified, and whether they agree with the list of policies to be subject to equality impact assessment and the proposed timetable;
 - consider and take account of feedback from the consultation exercise;
 - provide information to consultees on the conclusions reached following the initial consultation on screening, on amendments made to the list of policies, and on the final equality impact assessment timetable, in a screening report.
- 5.4 For each policy the following criteria will be applied:
- is there any indication or evidence of higher or lower participation or uptake by different groups*?
 - is there any indication or evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy?

- have previous consultations with relevant groups, organisations or individuals indicated that particular policies create problems that are specific to them?
- is there an opportunity to better promote equality of opportunity or good relations by altering the policy or working with others in government or in the larger community?

* The main groups within each of the nine categories are identified at Appendix 3.

If the answer to any of these four questions is yes, consideration will be given to whether to subject the policy to the equality impact assessment procedure.

Evidence

- 5.5 The Authority will make arrangements to obtain relevant information, whether quantitative or qualitative, so that it can clearly demonstrate why a policy is screened in for impact assessment or screened out as not requiring an equality impact assessment.
- 5.6 Evidence may include information from the Authority's own information management systems, including service monitoring and complaints handling systems, or from engagement in research, surveys or consultation exercises. Information may also be sourced from commissioned research or from research produced by other public authorities, representative groups, umbrella groups, and trade unions or universities. Information from consultation exercises on previous equality impact assessments, or those undertaken by other public authorities within the same sector will also be considered. Anecdotal evidence, feedback from service users and affected groups or ongoing experience within the Authority will also be considered.

Prioritisation And Timetabling

- 5.7 Having screened existing policies or new policies using the four criteria set out above, a view must then be reached on prioritising policies for equality impact assessment. Priorities may be established based on factors such as:
- social need;
 - effect on people's daily lives;
 - effect on economic, social and human rights;
 - significance of the policy in terms of expenditure;
 - significance of the policy in terms of strategic importance.
- 5.8 An initial timetable will be developed setting out a programme and timescale for equality impact assessments, see Appendix 5. The Authority will annually provide a list of new and proposed policies, identifying policies included and excluded for equality impact assessment to consultees. New policies identified for equality impact assessment will be incorporated into the overall timetable as appropriate.

Screening Report

- 5.9 A detailed report of the screening exercise will be provided to consultees and included in the Annual Report sent to the Equality Commission. The report will include details of:
- those policies which will be subject to equality impact assessment;
 - those policies proposed by those consulted, as appropriate for impact assessment, but have not been subsequently included – giving an explanation for this course of action;
 - the factors for prioritising assessments;
 - the timetable for equality impact assessments
- 5.10 Consultation on screening will allow at least eight weeks, and will comply with the Equality Commission's 'Guiding Principles of Consultation'. Consultations will seek the views of the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary groups, community groups, Trade Unions and other groups with a legitimate interest in the matter including those directly affected by the policy whether or not they have a direct economic or personal interest (see Appendix 2).

The Conduct of Equality Impact Assessments

- 5.11 All equality impact assessments carried out will be conducted in accordance with all the procedures outlined in Appendix 1 of the Equality Commission's 'Guide to the Statutory Duties'.
- 5.12 In common with other aspects of the statutory equality duties, the Authority will ensure that any equality impact assessment will be subject to consultation. All consultations will seek the views of the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary groups, community groups, Trade Unions and other groups with a legitimate interest in the matter whether or not they have a direct economic or personal interest and those directly affected by the policy (see Appendix 2).
- 5.13 In making any decision on a current or proposed policy, the Authority will take into account any relevant equality impact assessment and the outcome of associated consultation.

Monitoring Adverse Impact and Access to Services

- 5.14 A system will be established to monitor the impact of policies and access to services across all functions in order to identify their effects on the relevant groups and ensure equality of opportunity. This system will involve:

- an audit of existing information systems within one year of approval of the scheme, similar to that included in Appendix 4 of the Commission's Practical Guidance on EQIA, to identify the extent of current monitoring and a plan to address any gaps so that impacts can effectively be monitored through equality impact assessments;
 - the collection and collation of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis;
 - the collection and collation of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis;
 - identifying where more detailed data is needed in order to have the necessary information on which to base decisions;
 - undertaking or commissioning new data if necessary.
- 5.15 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, the Authority will ensure that the policy is revised.
- 5.16 This system will be reviewed on an annual basis and the results will be published as part of the Authority's annual report to the Equality Commission. In all cases relating to the holding of monitoring information or the collection of data, the Authority will act sensitively in accordance with Equality Commission guidance and the wishes of representatives from S75 organisations.

Publication of Equality Impact Assessments and Monitoring

- 5.17 The Authority will make publicly available the outcome of any equality impact assessment and of any monitoring undertaken to measure the adverse impact of policies. Systems will also be established to make available, on request, impact assessments in accessible formats and a timely fashion (i.e. Braille, disk, audio cassette and minority languages) from the responsible officer – **John Stewart, Director of Corporate Services, Regulation and Quality Improvement Authority, 9th Floor, Riverside Tower, 5 Lanyon Place, Belfast BT1 3BT , e-mail: john.stewart@rqia.org.uk**
- 5.18 Extra consideration will be given to ensure that young people and those with learning disabilities are able to access impact assessments in a timely fashion.
- 5.19 The Authority will inform the general public about the availability of this material through public relations such as press releases and media coverage. It will also directly inform bodies listed in Appendix 2 when this material is available and it will place information in publications associated with Section 75 categories.

- 5.20 All published information will comply with guidance outlined by the Equality Commission in its 'Guide to Statutory Duty' (Section 1). The Authority will publish information on equality impact assessments that:
- includes the aims of the policy to which the assessment relates;
 - details any consideration given to mitigating adverse impact of the policy on the promotion of equality of opportunity;
 - details any consideration given to the consideration of alternative policies which might better achieve the promotion of equality of opportunity.

6.0 PUBLIC ACCESS TO INFORMATION AND SERVICES

- 6.1. The Authority is committed to ensuring that the information it disseminates and the services it provides are made accessible to ensure equality of opportunity. It is aware that some groups will not have the same access to information as others. These include:
- children and young people who may have difficulties in accessing or understanding information;
 - people with sensory and learning disabilities who may have difficulties with information in print;
 - members of minority ethnic groups, whose first language is not English, and who may have difficulties with information provided only in English.
- The Authority will also be mindful of the particular needs of those with literacy and numeracy difficulties.
Consideration will be given on how to provide accessible information in a timely manner to all these groups.
- 6.2. The Authority will, within a year of approval of this scheme, review its arrangements for providing information in Braille, large print, audio cassette and minority ethnic language formats. The assessment will take account of:
- the statutory requirements of the Disability Discrimination Act 1995; the likely demand for information of various formats across its main policy areas;
 - the resource implications and recommendations from the Northern Ireland cross-departmental Promoting Social Inclusion (PSI) working groups on minority ethnic people and on access to information.
- 6.3. The review will make recommendations on how public access to information can be better ensured by improving arrangements for providing information in different formats and languages. The Authority will ensure that it will publicise the current situation, the findings of its review, and any proposed changes to any aspect of information and services to such groups and individuals.
- 6.4. In disseminating information through the media, the Authority will seek to advertise in the press. This arrangement will be kept under review, in terms of promoting wide access throughout the implementation of statutory equality duties. The Authority intends that all of its services are fully accessible to all parts of the community in Northern Ireland.
- 6.5. The Authority will ensure that no section of the community is deterred from visiting its offices, for whatever reason. The Authority offices will maintain a welcoming and harmonious environment. The Authority will adhere to relevant provisions of the Disability Discrimination Act 1995.

7.0 TRAINING AND COMMUNICATION

- 7.1 The Authority will ensure that an effective communication and training programme will be developed for all staff and Board members. A series of targets for the implementation of the commitment to training and communication will be outlined in Equality Scheme Action Plan section of this document (Appendix 5).
- 7.2 In order to share resources and expertise, the Authority will work closely with other bodies and agencies in health and social care in the development and delivery of training.

Training

- 7.3 The Authority will draw up a detailed training plan for all its staff and Board members over the 5 year period to which this Scheme refers, which will aim to achieve the following objectives:
- to raise awareness of current anti-discrimination legislation, including the provisions of Section 75 and Section 76 of the Northern Ireland Act 1998. This will include an explanation of the duties and their implications for all employees;
 - to provide those employees involved in screening of policies with the necessary skills and knowledge to do this work effectively;
 - to provide those employees involved in the equality impact assessment of policies with the necessary skills and knowledge to do this work effectively;
 - to provide those employees who deal with complaints in relation to the implementation of the Authority's Scheme, with the necessary skills and knowledge to investigate and monitor complaints effectively;
 - to provide those employees involved in consultation processes with the necessary skills and knowledge to do this work effectively;
 - to provide those employees involved in the implementation and monitoring of the effective implementation of the Authority's Equality Scheme to do this work effectively; and
 - to 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.
- 7.4 A report indicating the extent to which training objectives have been met will be reported on as part of the Annual Review of the implementation of the statutory duties, which will be sent to the Equality Commission.
- 7.5 All staff and Board members in the Authority will receive training within one year of the approval of the Scheme (including those being inducted). Thereafter focused training will be provided for all specialist staff within the Authority, and specific training will also be provided for those engaged in consultation.

- 7.6 All training will be developed in association with the appropriate Section 75 groups.
- 7.7 The Chief Executive wishes to communicate positively the commitment of the Authority to its statutory duties (both internally and externally). The Authority will:
- develop a summary of the Scheme and make it available to all staff and Board members;
 - provide access to copies of the full Scheme for all staff and Board members;
 - ensure that the Authority's commitment to the statutory duties are made clear in its publications (such as the Annual Report); and
 - will ensure that any queries or questions of clarification from staff and Board members are addressed effectively.

8.0 IMPLEMENTING THE SCHEME

Publication of the Scheme

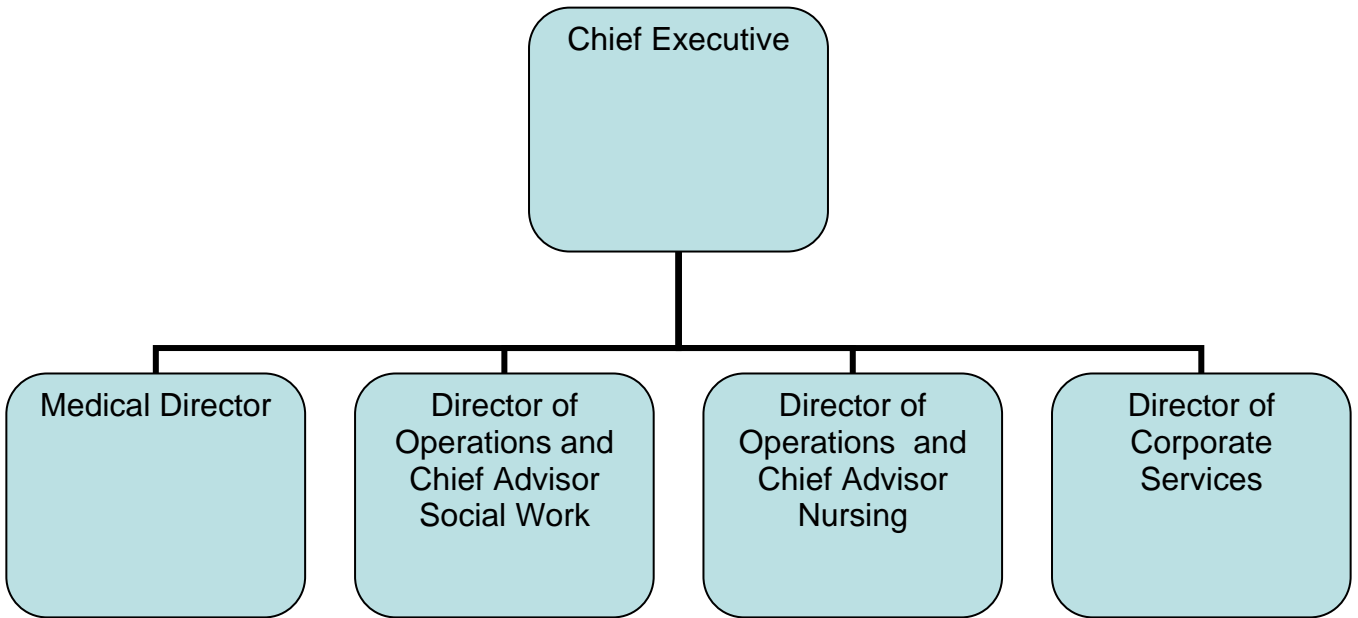
- 8.1 Following submission to the Equality Commission, this scheme will be available in print form and alternative formats free on request from the Authority.
- 8.2 The following arrangements will be made for the publication of the Scheme and to ensure equality of access:
- the Scheme will be available on request in formats such as Braille, disc, audiocassette and in minority languages to meet the needs of those not fluent in English;
 - systems will be in place to ensure that requests for the Scheme in accessible formats will be dealt with in a timely manner;
 - specific consideration will also be given to how best to communicate the Scheme to young people and those with learning disabilities;
 - the Authority will develop a plain English summary of the Scheme;
 - a press release and a prominent advertisement in the press will be placed by the Authority whenever the Scheme is approved by the Equality Commission;
 - a copy of the Scheme will also be posted on the Authority website;
 - copies of the approved Scheme will also be sent to key stakeholders.

Timetable for Implementing the Scheme

- 8.3 Appendix 5 outlines an action plan for implementing the Scheme including date milestones and performance indicators for each task.

APPENDIX 1: ORGANISATIONAL CHART

The Authority's Senior Management Team



APPENDIX 2: LIST OF ORGANISATIONS TO BE CONSULTED

Action Cancer
Action for Dysphasic Adults
Action Mental Health
Advice NI
Age Concern
Alliance Party of Northern Ireland
Alzheimers Disease Society
AMICUS
Ark Housing
Armagh and Dungannon HSS Trust
Armagh Travellers Support Group
Arthritis Care
Arts Council NI
ASBAH
Association of Chief Officers of Voluntary Associations (ACOVO)

Baha'i Community
Banbridge Youth Arts & Information Centre
Baptist Church of Ireland
Barnardos
Belfast Brook Advisory Centre
Belfast Carers Centre
Belfast City Hospital HSS Trust
Belfast Hebrew Congregation
Belfast Institute of Further and Higher Education
Belfast Islamic Centre
Belfast Regeneration Office
Belfast Travellers' Education & Dev. Group
Belfast Travellers Support Group
BIH Housing Association
British Association of Social Workers (NI Office)
British Deaf Association (NI)
British Dental Association NI
British Medical Association
Bryson House

Care Regulators Association
Carers Northern Ireland
Carrickfergus Borough Council
Castlereagh Borough Council
Catholic Boy Scouts Foundation NI
CAUSE
Causeway HSS Trust
Centre for Voluntary Action Studies
Challenge
Chest, Heart and Stroke Association
Childline NI

Children in Northern Ireland
Children's Law Centre NI
Chinese Chamber of Commerce (NI)
Chinese Health Project
Chinese Welfare Association
Choice Housing Association
Church of Ireland
Coalition on Sexual Orientation
Colin Glen Trust
Committee on the Administration of Justice
Community Development and Health Network
Community Foundation NI
Community Practitioners & Health Visitors Association
Community Relations Council
Community Relations Training and Learning Consortium
Community Work Education and Training Network
Contact A Family
Cookstown District Council
Council for Ethnic Equality
Council for the Homeless
Craigavon and Banbridge Community HSS Trust
Craigavon Area Hospital Group HSS Trust
Craigavon Asian Women's & Children's Association (AL-NUR)
Craigavon Borough Council
Craigavon Travellers' Support Committee
Craigavon Vietnamese Group
Crossroads Caring For Carers
CRUSE
Cystic Fibrosis Trust

Democratic Unionist Party
Department of Culture, Arts and Leisure
Department of Health, Social Services and Public Safety
Derry City Council
Derry Travellers' Support Group
Derry Well Woman
Diabetes UK
Disability Action
Division of Clinical Psychology
Down & Connor Family Ministry
Down District Council
Down Lisburn HSS Trust
Down's Syndrome Association
Dungannon & South Tyrone Borough Council

Eastern Health and Social Services Board
Eastern Health and Social Services Council
Employer's Forum on Disability
Equality Commission for Northern Ireland
Extern

Extra Care

Falls Community Council
Family Planning Association NI
Fermanagh District Council
Filor Housing Association
First Key
Fold Housing Association
Forum For Action On Substance Abuse
Foyle Down's Syndrome Trust
Foyle Friend

Gay and Lesbian Youth NI
Gingerbread NI
Glen Road Heights Women's Group
Glencraig Camphill Community
Green Park Healthcare HSS Trust
Guide Association NI

Health Action Zone
Health Promotion Agency
Help the Aged
Homefirst Community HSS Trust
Homeless Support Unit

Include Youth
Indian Community Centre
Independent Health and Care Providers
Industrial Therapy Organisation

Karen Mortlock Trust

La Societa Italiana Irlanda Del Nord
Larne Borough Council
Latinoamerica Unida
Law Centre NI
Law Society NI
Lesbian Advocacy Services Initiative
Lesbian Line
Lisburn City Council

Magherafelt District Council
Magherafelt Womens Group
Mater Infirmorium Health and Social Services Trust
MENCAP
Mental Health Commission for Northern Ireland
Mental Health Review Tribunal
Methodist Church in Ireland
Mind Yourself
Moyle District Council

Multi-Cultural Resource Centre (NI)
Multiple Sclerosis Society
Muscular Dystrophy Group

NI Association For Mental Health
Newry & Mourne District Council
Newry & Mourne Senior Citizens' Forum
Newry & Mourne Women
Newry Interagency Consortium for Travellers
Newry Travellers' Early Years Action Group
Newtonabbey Borough Council
Newtownabbey Senior Citizen's Forum
NI Committee of Irish Congress of Trade Unions
NI Council for the Homeless
NIACAB
NIACRO
NICCY
NIPEC
NIPPA
NIPSA
North and West HSS Trust
North Down Borough Council
North West Community Network
North West Ethnic Communities Association
North West Forum of People with Disabilities
Northern Health and Social Services Board
Northern Health and Social Services Council
Northern Ireland Anti Poverty Network
Northern Ireland Council for Ethnic Minorities
Northern Ireland Council for Voluntary Action
Northern Ireland Environmental Link
Northern Ireland Filipino Association
Northern Ireland Gay Rights Association
Northern Ireland Housing Executive
Northern Ireland Human Rights Commission
Northern Ireland Office
Northern Ireland Ombudsman
Northern Ireland Public Service Alliance
Northern Ireland Social Care Council
Northern Ireland Volunteer Development Agency
Northern Ireland Women's Aid Federation
Northern Ireland Youth Forum
NSPCC
NUS-USI Northern Ireland Student Centre

Office of the First Minister and Deputy First Minister
Oi-Kwan Chinese Women's Group
Omagh District Council
Omagh Ethnic Minority Group
Omagh Women's Area Network

Orchardville Society

Parents Advice Centre
Parents and Professionals and Autism
Presbyterian Church in Ireland
PHAB (NI)
Playboard
Police Service of Northern Ireland
Praxis
Press for Change
Princes Trust
Probation Board for NI
Prospects for People with Learning Disabilities

Rethink
RNIB
RNID
Royal College of GPs
Royal College of Midwives
Royal College of Nursing
Rural Community Network
Rural Development Council

Salvation Army
Save the Children
Scouting Association NI
SDLP
Sense NI
Shelter
Simon Community
Sinn Fein
Social Care Association
South and East Belfast HSS Trust
South Eastern Education and Library Board
Southern Health and Social Services Board
Southern Health and Social Services Council
South West Belfast Community Forum
Special EU Programmes Body
Sperrin Lakeland Senior Citizens' Consortium
Strabane District Council
Sustainable Northern Ireland Programme

The Carers Association
The Cedar Foundation
The Guide Dogs for the Blind Association
The HIV Support Centre
The Northern Ireland Ambulance Services HSS Trust
The Northern Ireland Prison Service
The Rainbow Project
The Royal College of Psychiatrists

The Royal Hospitals
The Women's Centre
Threshold
Training for Women Network
Traveller Movement Northern Ireland
Triangle Housing Association Ltd

Ulster Community and Hospitals HSS Trust
Ulster Peoples College
Ulster Quaker Service Committee
Ulster Unionist Party
Unison
United Hospitals HSS Trust

Victim Support
Voice of Young People in Care (VOYPIC)
Voluntary Activity Unit
Voluntary Service Bureau

WAVE
West Belfast Economic Forum
Western Equality and Human Rights Forum
Women's Forum NI
Women's Information Group
Women's Resource and Development Agency
Womens Support Network
Workers Educational Association

Young Carers Project
Youth Action NI
Youth Council
Youthnet

APPENDIX 3 – COMMENTS FROM CONSULTATION WITH THE RQIA RESPONSE

Organisation	General Comments	Authority Response
<p>Committee on the Administration of Justice (June 2000 'Response to Equality Schemes')</p>	<ul style="list-style-type: none"> • would like to take this opportunity to congratulate you for the work you did in preparing a Draft Equality Scheme • effective consultation leading to effective participation by affected groups lies at the heart of the statutory duty • consultation has to be targeted and geared to the particular needs of individual groups (BME, young people, older people in particular) • there are particular sensitivities that may arise in terms of monitoring work e.g. in the area of sexual orientation, and it would be particularly important to consult closely with the people concerned • stresses importance of training to build capacity and of involving people with disabilities in delivering training • all policies must be screened regardless of their origin • indication should be given on how knowledge gained from consultations will be used 	<ul style="list-style-type: none"> • RQIA notes comment • RQIA committed to effective consultation • RQIA committed to consulting widely while targeting those particularly affected by a policy • RQIA notes and agrees with comment • RQIA committed to designing and delivering a rolling programme of training. Disability Awareness Training will be provided on a regular basis involving a trainer with disabilities • RQIA committed to screening all policies it owns and publishing results of screening • joint consultation with other HPSS agencies and special bodies will facilitate shared learning; screening and EQIA reports will provide transparency on how comments are taken on board

APPENDIX 4: MAIN GROUPS RELEVANT TO THE SECTION 75 CATEGORIES FOR NORTHERN IRELAND PURPOSES

Category	Main Groups
Religious belief	Protestants; Catholics; people of non-Christian faiths; people of no religious belief
Political opinion	Unionists generally; Nationalist generally; members/supporters of any political party
Racial group	White people; Chinese; Travellers; Indians; Pakistanis; Black people
Men and women generally	Men (including boys); women (including girls), Trans-gendered people, Transsexual people
Marital status	Married people; unmarried people; divorced or separated people; widowed people
Age	Children under 16; people of working age (16/65); people over 65
Persons with a disability	Persons with a physical, sensory or learning disability as defined in sections 1 and 2 and Schedules 1 and 2 of the Disability Discrimination Act 1995
Persons with dependants	Persons with personal responsibility for the care of a child; persons with personal responsibility for the care of a person with an incapacitating disability; persons with personal responsibility for the care of a dependant elderly person
Sexual orientation	Heterosexual people; homosexual people; bisexual people

APPENDIX 5 – ACTION PLAN FOR IMPLEMENTING EQUALITY SCHEME

Area of Implementation	Element	Performance Indicator	Milestone	Responsibility
Organisational Arrangements	<ul style="list-style-type: none"> • Integration of equality objectives into departmental business plans • Integration of equality objectives into personal performance plans 	<ul style="list-style-type: none"> • SMT agrees equality objectives • Equality objectives included in business plans for 2006-2007 • Equality objectives reviewed annually in consultation with SMT and included in business plans from 2007-2008 on • SMT agrees draft guidance for staff • Objectives included in personal performance plans 	<ul style="list-style-type: none"> • annually • annually • annually • ongoing • annually 	Director of Corporate Services and SMT
Progress Reporting	<ul style="list-style-type: none"> • Regular reports to Board • Annual reports to Equality Commission • Review of Scheme 	<ul style="list-style-type: none"> • Minuted reports at least quarterly • Report sent after approval by Board • Report summary incorporated in Authority's Annual Report • Review conducted, published and sent to Commission 	<ul style="list-style-type: none"> • ongoing • annually • annually • 06/11 	Director of Corporate Services and Board

Area of Implementation	Element	Performance Indicator	Milestone	Responsibility
Consultation	<ul style="list-style-type: none"> • Overview of Consultation • Consultation on Equality Impact Assessments 	<ul style="list-style-type: none"> • Meeting takes place to consider joint approaches to consultation with health and social care agency partners • Consultation takes place for Screening of policies in line with the 2 stage approach (see p.12) • Report of consultation on screening exercise to be included as part of annual report to Equality Commission • Consultation takes place on each Equality Impact Assessment 	<ul style="list-style-type: none"> • 03/05 • 01/07 to 04/07 and 07/07-10/07 • 2007/2008 • ongoing 	Director of Corporate Services
Training	<ul style="list-style-type: none"> • Training programme • Top Level briefing on Equality Scheme • Awareness training • Specialised/focused training 	<ul style="list-style-type: none"> • Training programme agreed by SMT • Briefing on Equality Scheme for Board members and Senior Managers takes place • All staff and Board members trained • All new staff to receive equality awareness training within 1 year of joining. • Specialised/focused training (see Section 8 of Scheme for types of training) for key staff (minimum of 1 in year 1) 	<ul style="list-style-type: none"> • ongoing • 10/06 • 06/07 • ongoing • ongoing 	Director of Corporate Services and SMT

Area of Implementation	Element	Performance Indicator	Milestone	Responsibility
Equality Impact Assessments (EQIAs)	<ul style="list-style-type: none"> • Screening • Plan for EQIAs • Carrying out EQIAs 	<ul style="list-style-type: none"> • Finalise screening instrument and procedures, and pilot with sample of policies • Screen all policies • Prioritise policies for EQIA • Consult with relevant interest groups on outcome of screening exercise (including proposed priorities for EQIA) • Develop plan for carrying out EQIAs, taking account of consultation responses • Agree plan for EQIAs with SMT • Agree plan with Board • Begin EQIAs • Review Plan for EQIAs • Carry out EQIAs in accordance with for EQIAs 	<ul style="list-style-type: none"> • 09/06 • 12/06 • 06/07 • 07/07 to 10/07 • 12/07 • 01/08 • 02/08 • 04/08 • annually • ongoing 	<p>Director of Corporate Services</p> <p>Director of Corporate Services and SMT and Board</p>

Area of Implementation	Element	Performance Indicator	Milestone	Responsibility
Communication	<ul style="list-style-type: none"> • Publication of Equality Scheme • Dissemination to key stakeholders 	<ul style="list-style-type: none"> • Scheme to be published after approval from the Equality Commission • Summary of Scheme to be developed and made available • Scheme to be made available in accessible formats on request • Scheme to be published on website • Copy of Scheme to be made available to all staff • Copy of Scheme mailed to all those consulted on the Scheme, and to others on request • Press Release to the media informing them of the publication of the Equality Scheme 	<ul style="list-style-type: none"> • 08/07 • 09/07 • ongoing • 08/07 • 09/07 • 09/07 • 08/07 	Director of Corporate Services
Access	<ul style="list-style-type: none"> • Review of Access to Information and Services 	<ul style="list-style-type: none"> • To conduct a review within one year of the implementation of the scheme covering all aspects of access to information and services, and produce report making recommendations • To consult on review with key stakeholders • Produce action plan for acting on review recommendations • Implementation of action plan begins • Carry out action plan to meet performance indicator targets 	<ul style="list-style-type: none"> • 05/07 • 08/07 • 12/07 • 01/08 • ongoing 	Director of Corporate Services
Complaints	<ul style="list-style-type: none"> • Complaints procedure 	<ul style="list-style-type: none"> • To respond to any complaints of non-compliance within one month of complaint being made • To report on complaints made on an annual basis to the Equality Commission as part of annual report 	<ul style="list-style-type: none"> • ongoing • annually 	Chief Executive