



Health and Social  
Care Board

12-22  
Linenhall Street  
Belfast  
BT2 8BS

***Equality Scheme  
for the  
Health and Social Care Board***

***Drawn up in accordance with Section 75 and Schedule 9 of  
the Northern Ireland Act 1998***

**Approved by the Equality Commission for Northern Ireland on  
*4<sup>th</sup> October 2011***

If you require this document in an alternative format (such as large print, Braille, disk, Easy Read, audio file, audio cassette or in minority languages to meet the needs of those not fluent in English) please contact:

Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 prefix with 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641  
Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)

## Foreword

Section 75 of the Northern Ireland Act 1998 (the Act) requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act<sup>1</sup>.

In our equality scheme we set out how the Health and Social Care Board (HSCB) proposes to fulfill the Section 75 statutory duties.

We will take the necessary steps and commit the necessary resources in terms of people, time and money 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 the Chief Executive of the Health and Social Care Board 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.

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.

---

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

It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

On behalf of the Health and Social Care Board 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.

*Ian Clements*  
*Chair*



---

*Date: 12th May 2011*

*John Compton*  
*Chief Executive*



---

*Date 12th May 2011*

## Contents

|   | Page |
|---|------|
| Foreword  | 2    |
| Chapter 1 Introduction  | 6    |
| Section 75 of the Northern Ireland Act 1998   | 6    |
| How we propose to fulfil the Section 75 duties in relation to the relevant functions of the Health and Social Care Board  | 6    |
| Who we are and what we do   | 7    |
| Chapter 2 Our arrangements for assessing our compliance with the Section 75 Duties  | 12   |
| Responsibilities and reporting  | 12   |
| Action plan and action measures   | 14   |
| Chapter 3 Our arrangements for consulting   | 17   |
| Chapter 4 Our arrangements for assessing, monitoring and publishing the impact of policies  | 22   |
| Our arrangements for assessing the likely impact adopted or proposed to be adopted on the promotion of equality of opportunity of policies                                      | 22   |
| Screening   | 23   |
| Equality impact assessment  | 25   |
| 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 | 25   |
| What we publish   | 26   |
| How we publish the information  | 27   |
| Where we publish the information  | 28   |

|            |   |    |
|------------|---|----|
|            | Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity | 28 |
|            | Our arrangements for publishing the results of our monitoring   | 29 |
| Chapter 5  | Staff training  | 31 |
|            | Commitment to staff training  | 31 |
|            | Training objectives   | 31 |
|            | Awareness raising and training arrangements   | 32 |
|            | Monitoring and evaluation   | 33 |
| Chapter 6  | Our arrangements for ensuring and assessing public access to information and services we provide          | 34 |
|            | Access to information   | 35 |
|            | Access to services  | 35 |
|            | Assessing public access to information and services   | 35 |
| Chapter 7  | Timetable for measures we propose in this equality scheme   | 36 |
| Chapter 8  | Our complaints procedure  | 37 |
| Chapter 9  | Publication of our equality scheme  | 39 |
| Chapter 10 | Review of our equality scheme   | 41 |
| Appendix 1 | Organisational chart  | 42 |
| Appendix 2 | Example of groups relevant to the Section 75 categories for Northern Ireland purposes                     | 43 |
| Appendix 3 | List of consultees  | 45 |
| Appendix 4 | Timetable for measures proposed   | 56 |
| Appendix 5 | Glossary of terms   | 59 |



## Chapter 1 Introduction

### Section 75 of the Northern Ireland Act 1998

1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires us 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 equality duty is given stronger legal weight than the good relations duty as the term “due regard” was intended to be and is, stronger than “regard.”

“Functions” include the “powers and duties” of a public authority<sup>2</sup>. This includes our employment and procurement functions. Please see below under “Who we are and what we do” for a detailed explanation of our functions.

### **How we propose to fulfill the Section 75 duties in relation to the relevant functions of the Health and Social Care Board**

1.2 Schedule 9 4. (1) of the Act requires the Health and Social Care Board 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.

---

<sup>2</sup> Section 98 (1) of the Northern Ireland Act 1998.



It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.

1.3 We in the Health and Social Care Board are committed to the discharge of our Section 75 obligations in all parts of our organisation and we will commit the necessary resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that our equality scheme can be implemented effectively.

## **Who we are and what we do**

The Health and Social Care Board was established by the Health and Social Care Minister on 1<sup>st</sup> April 2009 and faces a diverse and challenging role as it seeks to develop health and social care services across Northern Ireland. The Board replaced the four former area-based health and social services Boards under the Review of Public Administration in Northern Ireland. This was an important process to streamline many public services, which continues at the present time.

The role of the Health and Social Care Board is contained in the Health and Social Care (Reform) Act 2009 as follows:

- 1 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.
- 2 To performance manage health and social care trusts that directly provide services to people to ensure that these achieve optimal quality and value for money, in line with relevant government targets.
- 3 To effectively deploy and manage its annual funding from the Northern Ireland Executive – currently around £3.7 billion – to ensure that this is targeted upon need and reflects the aspirations of local communities and their representatives.
- 4 In addition to these three functions that Health and Social Care Board is responsible for a range of other functions transferred from the four areas based Boards.

These include: social care; corporate services and integrated care. Corporate services also include employment and staffing services.

The Health and Social Care Board also operates in a partnership role with the Public Health Agency to help it in its role in protecting public health and actively promoting health improvement of the people in Northern Ireland.

## **Detailed description of functions**

### ***Commissioning***

The Board is responsible for commissioning a range of modern, accessible, safe and effective services for the 1.7 million people who live in Northern Ireland. Specific functions include:

- Regional commissioning
  - Service planning and contracting
  - Develop an annual regional Commissioning Plan in partnership with the Public Health Agency
  - Service monitoring
  - Service evaluation
  - Developing a strategic framework for prison health
  - Managing Clinical Care Networks
- Local commissioning
  - Develop local Commissioning Plans
  - Service monitoring
  - Service evaluation
- Work with providers to identify and prioritise capital funding developments

## ***Performance and service improvement***

Ensure that robust performance management, service improvement and information management systems are in place within the Health and Social Care Board to support the delivery of targets and priorities established by the Department of Health and Social Services and Public Safety. Specific functions include:

- Performance Management
  - Ensure that Health and Social Care Trusts deliver on key requirements under Priorities for Action
  - Have in place effective, timely and accurate monitoring information
  - Accountability arrangements including the identification of risks and taking appropriate action
  
- Service improvement
  - To support and enable provider organisations to identify and disseminate good practice, including safety and quality issues, across a range of scheduled care services, unscheduled care services, mental health, disability and community care services
  
- Information management
  - To provide robust, accurate and timely management information and analysis to assist the Health and Social Care Board fulfil its key functions
  
- Information Communications Technology (ICT)
  - To use ICT to improve services for patients
  - To commission ICT projects and services

### ***Financial accountability***

Ensure effective and efficient use of funding allocated by the Department of Health and Social Care and Public Safety to commission health and social care. This includes:

- Efficient and effective use of financial management of resources associated with the operation of the Health and Social Care Board
- Monitoring the financial performance of Trusts
- Approve the operational financial control in respect of the Trusts

### ***Social Care and Children***

The Directorate of Social Care and Children has a duty to support the welfare of adults and children through safe and effective social care services. This is achieved by the commissioning of services that meet the delegated Statutory Duties of the Health and Social Care Board. These functions include:

- Family support and protection
- Safeguarding vulnerable children and adults
- Supporting older, disabled and isolated people
- Supporting people with mental health issues or learning disabilities and their carers
- Regulation of Early Years facilities
- Integrated planning for adults and children
- Community development

### ***Integrated Care***

The functions of this Directorate include:

- Develop and manage patient and client centred Contracts for Family Practitioner Services provided by GPs, Community Pharmacists, Dentists and Optometrists

- Promote better care through more joined up working across Family Practitioner Services and between Family Practitioner Services and others providing health and social care services, including Health and Social Care Trusts, the Independent Sector, the Voluntary Sector and the Community Sector
- Contribute to the development and delivery of the Health and Social Care Board's corporate work plan

### ***Corporate Services***

To ensure the effective working of the Health and Social Care Board through the support of business processes and decision making processes. These cover:

- Complaints, litigation and personal and public involvement
- Corporate Governance
- Communications and publications
- Information governance
- Corporate business services
- Oversight of Human Resources and Equality and Human Rights services provided to the Health and Social Care Board by the Business Services Organisation

## **Chapter 2 Our arrangements for assessing our**

### **compliance with the section 75 duties**

(Schedule 9 4. (2) (a))

2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme. Details on: monitoring arrangements; arrangements for assessing the impact of policies; consultation arrangements; publication arrangements; dealing with complaints and training and awareness arrangements.

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

#### **Responsibilities and reporting**

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

2.3 Responsibility for the effective implementation of our equality scheme lies with John Compton, Chief Executive. The Chief Executive is accountable to the Health and Social Care 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 the Head of Corporate Services at the address given below and we will respond to you as soon as possible:

Michael Bloomfield, Head of Corporate Services

Health and Social Care Board

12-22 Linenhall Street

Belfast BT2 8BS

Email: [Michael.Bloomfield@hscni.net](mailto:Michael.Bloomfield@hscni.net).

Telephone: (028) 90553731

Textphone (028) 90324980

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

2.6 Employees' job descriptions and performance plans reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme, where relevant. The personal performance plans are subject to appraisal in the annual performance review.

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

The Section 75 annual progress report will be sent to the Equality Commission by 31 August each year and will follow any guidance on annual reporting issued by the Equality Commission.

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

2.8 The latest Section 75 annual progress report is available on our website at:  
[www.hscboard.hscni.net](http://www.hscboard.hscni.net)

Or you can contact:  
Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 prefix with 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641  
Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)

2.9 We in the Health and Social Care Board liaise closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

---

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

2.10 The Health and Social Care Board takes forward its commitment to the promotion of equality of opportunity through a number of measures:

- The Health and Social Care Board's Corporate Plan includes a number of strategic and overarching objectives in relation to the statutory duties;
- An annual equality and diversity action plan is agreed by Senior Management Team and approved by Board members. Board members carry an important role in overseeing the work of the Health and Social Care Board in relation to its statutory equality duties;
- This action plan is reviewed by the Head of Corporate Services and Equality Manager on a four monthly basis and reports of progress presented to Board members. Any identified gaps in progress are addressed;
- Each Director is responsible for ensuring that the equality duties are progressed within the areas that he or she is responsible;
- An Equality, Human Rights and Diversity Forum meets on a regular basis to support the mainstreaming of the duties;
- An Equality Partnership Forum has been established by the Business Services and its client organisations;
- A series of training initiatives including screening training is targeted at staff with responsibility for policy development. This training and uptake of training is reviewed on a regular basis; and
- Other equality and diversity initiatives are targeted at all staff in the organisation.

Further details are included in the Timetable of Measures as Appendix 4

### **Action plan and action measures**

2.11 The Health and Social Care Board developed an action plan to promote equality of opportunity and good relations. This action plan does not form part of this Equality Scheme.



2.12 The action measures that make up our action plan are relevant to our functions. They were developed and prioritised on the basis of an audit of inequalities.

The audit of inequalities, which is a living document, gathered and analysed information across the Section 75 categories<sup>4</sup> to identify the inequalities that exist for our service users and those affected by our policies<sup>5</sup>.

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

2.14 We developed the action plans for a period of two years in order to align them with our corporate and business planning cycles. Implementation of the action measures is 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, or more frequently if new data is received, and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.

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

2.18 Once finalised, our action plan, including an easy read version, will be available on our website [www.hscboard.hscni.net](http://www.hscboard.hscni.net)

---

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

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

It can also be obtained from:  
Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 prefix with 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641  
Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)  
If you require it in an alternative format please contact us on the details provided.

Within the Health and Social Care Board the three existing business processes and plans best placed to bring forward and review progress on the equality duties include the Commissioning Plan, the Corporate Plan and the current Equality Human Rights and Diversity Plan. Embedding specific equality actions within the Commissioning and Corporate Plan ensures that the equality, human rights and diversity agenda become an integral part of the business planning processes and subject to the mainstream monitoring and accountability processes.

The Equality, Human Rights and Diversity Plan is reviewed on a four monthly basis and written reports to Senior Management Team members and Board Members allows for a detailed and regular scrutiny of the Health and Social Care Board's compliance with the Section 75 duties.

### Chapter 3 Our arrangements for consulting

(Schedule 9 4. (2) (a)) - on matters to which a duty (S75 (1) or (2)) is likely to be relevant (including details of the persons to be consulted).

(Schedule 9 4. (2) (b)) on the likely impact of policies adopted or proposed to be adopted by us on the promotion of equality of opportunity.

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.

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)*):

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

Initially all consultees (see Appendix 3), as a matter of course, will be notified (by email or post) of the matter or 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 or policy being consulted upon and to whom the matter or policy is of particular relevance. This may include for example regional or local consultations, sectoral or thematic consultation.

3.2.2 Consultation with all stakeholders will begin as early as possible. We will engage with affected individuals and representative groups to identify how best to consult or engage with them.

We will ask our consultees what their preferred consultation methods are and will give consideration to these. Methods of consultation could include:

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

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

3.2.3 We will consider the accessibility and format of every method of consultation we use in order to remove barriers to the consultation process. Specific consideration will be given as to how best to communicate with children and young people, people with disabilities (in particular people with learning disabilities) and minority ethnic communities. 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)*.

The Health and Social Care Board will adhere to its guidance on accessibility including guidance on consultation.

Information will be made available, on request, in alternative formats<sup>6</sup>, in a timely manner, usually within 20 working days unless the times scales of third party providers dictate otherwise, for example, translation providers. We will ensure that such consultees have equal time to respond.

---

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

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

3.2.5 To ensure effective consultation with consultees<sup>7</sup> on Section 75 matters, we will develop a programme of awareness raising on section 75 statutory duties and the commitments in our equality scheme by undertaking a range of internal and external communications and engagement. The Health and Social Care Board will produce an accessible document outlining the functions of the organisation and the commitments in our equality scheme. In addition we will engage with groups in relation to expanding the membership of the Advisory Group established in 2010.

3.2.6 The consultation period lasts for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented. We may continue consultation thereafter and will review the policy as part of our monitoring commitments<sup>8</sup>.

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

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

3.2.8 We are conscious of the fact that affected individuals and representative groups may have different needs. We will take appropriate measures to ensure full participation in any meetings that are held.

---

<sup>7</sup> Please see Appendix 3 for a list of our consultees.

<sup>8</sup> Please see below at 4.27 to 4.31 for details on monitoring.

We will consider for example the time of day, the appropriateness of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and or interpreter is necessary, and whether the provision of childcare and support for other carers is required.

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

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

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

3.3 A list of our consultees is included in this equality scheme at Appendix 3. It can also be obtained from our website at [www.hscboard.hscni.net](http://www.hscboard.hscni.net)

Or by contacting:

Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 prefix with 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641  
Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)

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 or persons or organisations wishing to be added to the list of consultees. Please contact Equality Unit (full contact details as at 3.3) to provide your contact details and have your areas of interest noted or have your name or 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

(Schedule 9 4. (2) (b); Schedule 9 4. (2) (c);  
Schedule 9 4. (2) (d); Schedule 9 9. (1);  
Schedule 9 9.(2))

### 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))

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, for example, '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 Health and Social Care Board 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:

- the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*' and
- on undertaking an 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 or 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 or 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 mitigation<sup>9</sup> or an alternative policy proposed to be adopted
3. the policy has been ‘screened out’ without mitigation or an alternative policy proposed to be adopted.

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 Health and Social Care Board.

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.

---

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

This screening decision will be 'signed off' by the appropriate policy lead within the Health and Social Care Board.

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 Health and Social Care Board.

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, can be accessed from our website

[www.hscboard.hscni.net](http://www.hscboard.hscni.net)

And on request from:

Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 prefix with 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641  
Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)

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 above Chapter 3 “Our Arrangements for Consulting”).

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

(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

These are published quarterly. Screening reports detail:

- All policies screened by the Health and Social Care Board over the three month period
- A statement of the aim(s) of the policy or 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, that is:
  - 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

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

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

#### **How we publish the information**

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

## Where we publish the information

4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) can be accessed from our website [www.hscboard.hscni.net](http://www.hscboard.hscni.net)

They can also be obtained by contacting:  
Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 prefix 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641  
Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)

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

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

### **Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity** (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 or religious belief). In order to carry out monitoring in a confidential and effective manner the Health and Social Care Board 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. Following the audit of existing information systems, additional arrangements may be put in place if the audit identifies a need to do so.

### **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 Other monitoring information will be made available on our website at: [www.hscboard.hscni.net](http://www.hscboard.hscni.net) with the exception of quantitative information that may otherwise compromise the identity of the individual when there are only a small number of people involved.

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



## **Chapter 5 Staff training**

(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.

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

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

### **Training objectives**

5.3 The Health and Social Board 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 Health and Social Care Board'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 and board members are aware of and understand our equality obligations.

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all staff; ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff in the Health and Social Care Board will receive a briefing on this equality scheme within six months after approval of scheme
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff within the Health and Social Care Board 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.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.

The Health and Social Care Board will also use information and display stands, other types of diversity initiatives and more creative and imaginative methods, including, E.Learning, in order to raise awareness amongst staff of equality and diversity issues

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 Health and Social Care Board 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 will be subject to the following monitoring and evaluation arrangements:

- We will 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.
- Following work on a training needs analysis a database of numbers trained across Directorates, their job roles and type of training will be developed and maintained.
- The quality of the training will be reviewed following each session.

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

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

6.2 We are aware that some groups 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. Where the exact request cannot be met we will ensure a reasonable alternative is provided.

Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY) or large print or minority ethnic languages. For those not fluent in English, we have arrangements in place for accessing a regional contract for translation and interpreting services. We also have access to the Northern Ireland Health and Social Services Interpreting Service.

For children and young people we aim to produce information in a language and in a format that meet their needs. In such cases, we also seek to draw on the support of relevant organisations including Participation Network and with other children and young people's groups the Health and Social Care regularly engages. For people with learning disabilities we aim to produce information in Easy Read format.

The Health and Social Care Board liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice.

We will respond to requests for information in alternative formats in a timely manner, usually 20 days unless the time-scales of third party providers dictate otherwise, for example, translation providers.

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

6.5 The Health and Social Care Board has in place guidelines for ensuring accessibility of information. These guidelines will be reviewed with additional measures incorporated for monitoring adherence.

### **Access to services**

6.6 We in the Health and Social Care Board are committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories.

The Health and Social Care Board also adheres to the relevant provisions of current anti-discrimination legislation.

6.7 Access to services is routinely monitored under the Health and Social Care Board's performance processes

6.8 In line with our general arrangements for monitoring as reported at 4.31 we also regularly monitor our functions, in relation to access to information and services, to ensure equality of opportunity and good relations is promoted.

### **Assessing public access to information and services**

6.9 This includes monitoring and reviewing complaints, information and obtaining feedback from those who use our services.

## **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 and 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 an action plan. Accordingly, this commitment it is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.11 – 2.18.

## Chapter 8 Our complaints procedure (Schedule 9 10.)

8.1 The Health and Social Care Board is responsive to the views of members of the public. We will proactively manage complaints made to us with sensitivity and within agreed procedures.

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

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

8.3 A person wishing to make a complaint that the Health and Social Care Board has failed to comply with its approved equality scheme should contact:

The Complaints Manager  
Health and Social Care Board  
12-22 Linenhall Street  
Belfast BT2 8BS  
Email: [liz.fitzpatrick@hscni.net](mailto:liz.fitzpatrick@hscni.net)  
Telephone 028 90553765 prefix with 18001 if using Text Relay  
Textphone (028) 90324980

Section 75 complaints are integrated into a general complaints procedure within the organisation.

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

8.5 The Health and Social Care Board 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. In those circumstances, the complainant will be advised.

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

8.7 In any subsequent investigation by the Equality Commission, the Health and Social Care Board will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

Similarly, the Health and Social Care Board will co-operate fully with any investigation by the Equality Commission under subparagraph 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.

8.8 The Health and Social Care Board 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 Our Health and Social Care Board's equality scheme is available free of charge in print form and alternative formats from:

Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 add 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641

9.2 Our equality scheme is also available on our website at:  
[www.hscboard.hscni.net](http://www.hscboard.hscni.net)

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

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, and the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner, usually within 20 working days unless the times scales of third party providers dictate otherwise, for example, translation providers.
- 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.

In accordance with the Health and Social Care Board's guidance on accessibility we aim to produce details about the scheme in a language and in a format that meet the needs of children and young people.

In such cases, we also seek to draw on the support of relevant organisations including Participation Network and with other children and young people's groups the Health and Social Care regularly engages.

For people with learning disabilities we aim to produce details as an Easy Read format

9.4 For a list of our stakeholders and consultees please see Appendix 3 of the equality scheme, visit our website at [www.hscboard.hscni.net](http://www.hscboard.hscni.net)

Or contact

Equality Unit, Business Services Organisation  
2 Franklin Street  
Belfast, BT2 8DQ  
Tel: (028) 9053 5531 prefix with 18001 if using Text Relay  
Textphone (028) 90324980  
Fax: (028) 9053 5641  
Email: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)

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

(Schedule 9 8. (3))

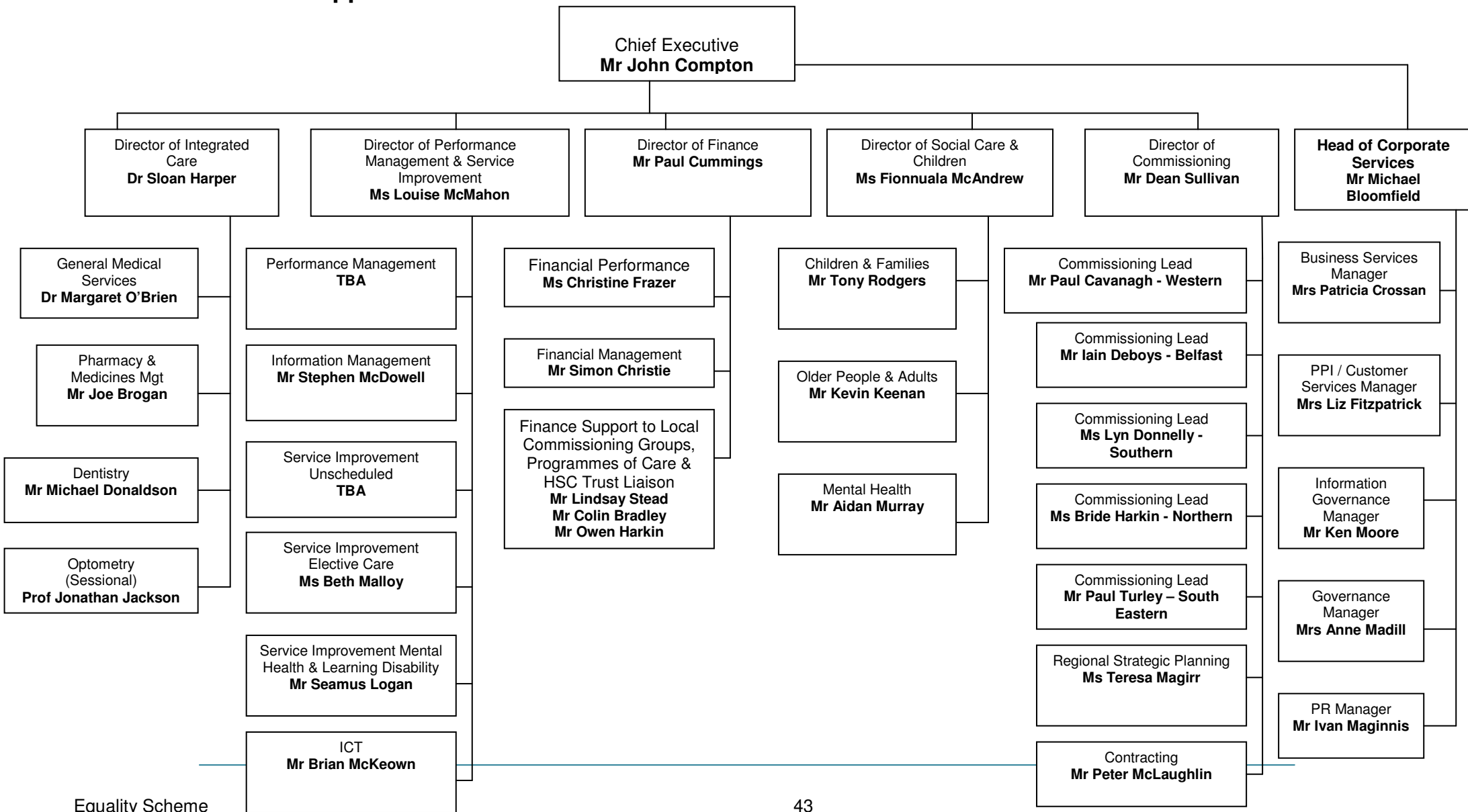
10.1 As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 we will conduct a thorough review of this equality scheme. This review will take place either within five years of submission of this equality scheme to the Equality Commission or within a shorter timescale to allow alignment 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. A report of this review will be made public and made available on our website at: [www.hscboard.hscni.net](http://www.hscboard.hscni.net) and sent to the Equality Commission

**Appendix 1**

**HSCB ORGANISATIONAL CHART**



**Appendix 2 Example groups relevant to the Section 75 categories for Northern Ireland purposes**  
*Please note, this list is for illustration purposes only, it is not exhaustive.*

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

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

<sup>11</sup> *ibid*

---

|                         |  |
|-------------------------|--|
| 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.   |

---

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

| <b>Consultation list</b>                                |  |
|---|--|
| <b>Organisation</b>                                     |  |
|   |  |
| Action Cancer   |  |
| Action Mental Health                                    |  |
| Action MS   |  |
| ADOPT   |  |
| Advice NI   |  |
| Advocate for Older People                               |  |
| Afro-Community Support Organisation                     |  |
| Age Concern Help the Aged NI                            |  |
| Age Sector Platform                                     |  |
| AIDs Helpline (NI)                                      |  |
| Alliance Party of Northern Ireland                      |  |
| Al-Nisa Womens Group                                    |  |
| Al-Nure Craigavon Asian Women's & Childrens             |  |
| Alzheimer's Disease Society NI                          |  |
| An Munia Tober  |  |
| Antrim Borough Council                                  |  |
| ARC (NI)  |  |
| Ards Borough Council                                    |  |
| Armagh City and District Council                        |  |
| Armagh Phillipine Association                           |  |
| Armagh Travellers Support Group                         |  |
| Arthritis Care  |  |
| Aspergers Network                                       |  |
| Association   |  |
| Association of Chief Officers of Voluntary Associations |  |
| Autism Initiatives NI                                   |  |
| Autism NI   |  |
| Aware Defeat Depression                                 |  |
| Ballymena Borough Council                               |  |
| Ballymena Community Forum                               |  |

## Consultation list

| Organisation                                      |
|---|
| Ballymoney Borough Council                        |
| Banbridge District Council                        |
| Banbridge Youth Arts & Information Centre         |
| Bangladesh Welfare Association                    |
| Barnardos   |
| Belfast Carers Centre                             |
| Belfast City Council                              |
| Belfast Hebrew Congregation                       |
| Belfast HSC Trust                                 |
| Belfast Islamic Centre                            |
| Belfast Jewish Community                          |
| Black Youth Network                               |
| BMER Family Support Service Barnardos             |
| Britain's General Union (GMB)                     |
| British Association of Occupational Therapists    |
| British Association of Social Workers (NI Office) |
| British Deaf Association (NI)                     |
| British Dental Association (NI) Branch            |
| British Dietetic Association                      |
| British Dietetic Association                      |
| British Medical Association                       |
| British Orthodontic Society                       |
| British Psychological Society                     |
| British Red Cross                                 |
| Brook Northern Ireland Advisory Centre            |
| Bryson Group                                      |
| Bytes Project                                     |
| CAP (Changing Ageing Project)                     |
| Cara-friend                                       |
| Carers Northern Ireland                           |
| Carrickfergus Borough Council                     |
| Castlereagh Borough Council                       |
| CAUSE   |



## Consultation list

### Organisation

|  |
|--|
| Centre for Voluntary Action Studies                    |
| CFNI (Community Foundation NI)                         |
| Chartered Society of Physiotherapy                     |
| Chest, Heart and Stroke Association                    |
| Chief Officers 3rd Sector                              |
| Childline NI   |
| Children in Northern Ireland                           |
| Children's Law Centre NI                               |
| Chinese Lay Health Project Barnardos                   |
| Chinese Welfare Association                            |
| Church of Ireland                                      |
| Citizens Advice Regional Office                        |
| Coleraine Borough Council                              |
| Colin Glen Trust                                       |
| Committee on the Administration of Justice             |
| Community Development and Health Network               |
| Community NI   |
| Community Practitioners & Health Visitors Association  |
| Community Relations Council                            |
| Community Work Education & Training Network            |
| Contact A Family                                       |
| Cookstown District Council                             |
| Council for Ethnic Equality                            |
| Craigavon Area Talking Newspaper                       |
| Craigavon Asian Women's & Children's Association       |
| Craigavon Borough Council                              |
| Craigavon Ethnic Minorities Support Group              |
| Craigavon Travellers' Support Committee                |
| Craigavon Vietnamese Group                             |
| Crossroads Caring For Carers                           |
| CRUSE  |
| Cystic Fibrosis Trust                                  |
| DARD (Department of Agriculture and Rural Development) |

## Consultation list

| Organisation   |
|--|
| Equality Branch  |
| Deaf Talkabout (Belfast Telegraph)                               |
| Department for Regional Development                              |
| Department of Culture, Arts and Leisure                          |
| Department of Education - Strategy and Equality Unit             |
| Department of Employment and Learning                            |
| Department of Enterprise, Trade and Investment                   |
| Department of Finance and Personnel                              |
| Department of Social Development                                 |
| Department of the Environment                                    |
| Derry City Council   |
| Derry Travellers' Support Group                                  |
| Derry Well Woman   |
| DHSSPS (Department of health, social services and public safety) |
| Diabetes UK Northern Ireland                                     |
| Disability Action  |
| Down & Connor Family Ministry                                    |
| Down District Council  |
| Down's Syndrome Association                                      |
| Dungannon & South Tyrone Borough Council                         |
| Dungannon Visually Impaired Club                                 |
| DUP  |
| Eagle Project  |
| Early Years Organisation   |
| East Belfast Community Development Agency                        |
| Education and Skills Authority Implementation Team               |
| EGSA (Educational Guidance Service for Adults)                   |
| Employers' Forum on Disability                                   |
| Enable NI  |
| Epilepsy Action  |
| Equality Coalition   |
| Equality Commission for Northern Ireland                         |
| Extern   |

## Consultation list

| Organisation                                      |
|---|
| Extra Care  |
| FACE - Inclusion Matters                          |
| Falls Community Council                           |
| Family Planning Association NI                    |
| Federation of Clinical Scientists                 |
| Federation of Experts by Experience               |
| Fermanagh District Council                        |
| Fermanagh Women's Network                         |
| First Key   |
| Forum For Action On Substance Abuse               |
| Foyle Down's Syndrome Trust                       |
| Foyle Friend                                      |
| Foyle Multi Cultural Forum                        |
| Gay and Lesbian Youth Northern Ireland            |
| Gingerbread NI                                    |
| Glen Road Heights Women's Group                   |
| Glencraig Camphill Community                      |
| Green Party                                       |
| Guru Nanak Ji Sikh Community                      |
| Headway   |
| Helm Housing                                      |
| Homeless Support Unit                             |
| HSC Board   |
| ICO NI  |
| Include Youth                                     |
| Independent Health Care Providers                 |
| Indian Community Centre                           |
| Institute of Governance, QUB                      |
| Integrated Services for Children and Young People |
| Japan Society of NI                               |
| Karen Mortlock Trust                              |
| La Societa Italiana Irlanda Del Nord              |
| Larne Borough Council                             |

## Consultation list

| Organisation                            |
|---|
| Latinoamerica Unida                     |
| Law Society NI                          |
| Lesbian Advocacy Services Initiative    |
| Lesbian Line                            |
| Limavady Borough Council                |
| Lisburn City Council                    |
| Macmillan Cancer Relief                 |
| Magherafelt District Council            |
| Magherafelt Women's Group               |
| Mandarin Speakers Association           |
| Marie Curie Cancer Care                 |
| MENCAP                                  |
| Men's Advisory Project                  |
| Men's Health Forum                      |
| Mental Health Review Tribunal           |
| Methodist Church in Ireland             |
| Migrant Support Area                    |
| Mind Yourself                           |
| Mindwise                                |
| Mindwise New Vision                     |
| Mir Galleries Persian Cultural Centre   |
| Moyle District Council                  |
| Multicultural Forum (Coleraine)         |
| Multi-Cultural Resource Centre          |
| Multiple Sclerosis Society              |
| Muscular Dystrophy Group                |
| National Autistic Society NI            |
| National Deaf Children's Society        |
| Nederlandse Vereniging in Noord Ireland |
| Newry & Mourne District Council         |
| Newry & Mourne Senior Citizens' Forum   |
| Newry & Mourne Women                    |
| Newry and Mourne Deaf Club              |

## Consultation list

### Organisation

|  |
|--|
| Newry Interagency Consortium for Travellers                                      |
| Newtownabbey Borough Council   |
| NHS Confederation on Learning Disability   |
| NI Association For Mental Health   |
| NI Blood Transfusion Service   |
| NI Commissioner for Children and Young People                                    |
| NI Committee of Irish Congress of Trade Unions                                   |
| NI Council for the Homeless  |
| NI Federation of Housing Associations  |
| NI Fire & Rescue Service   |
| NI Guardian ad Litem Services Agency   |
| NI Health and Social Services Interpreting Service                               |
| NI Hospices  |
| NI Housing Executive   |
| NI Human Rights Commission   |
| NI Local Government Association  |
| NI Medical and Dental Training Agency  |
| NI Practice & Education Council for Nursing and Midwifery                        |
| NI Social Care Council   |
| NI Statistics and Research Agency  |
| NI Women's European Platform   |
| NI Youth Forum   |
| NIACRO (Northern Ireland Association for the Care and Resettlement of Offenders) |
| NIAPN (Northern Ireland Anti-Poverty Network)                                    |
| NIPSA  |
| North Down Borough Council   |
| North West Community Network   |
| North West Ethnic Communities Association  |
| North West Forum of People with Disabilities                                     |
| Northern Area Children and Young People's Committee                              |
| Northern HSC Trust   |
| Northern Ireland Ambulance Service Trust   |

## Consultation list

### Organisation

|   |
|---|
| Northern Ireland Council for Ethnic Minorities            |
| Northern Ireland Council for Voluntary Action             |
| Northern Ireland Deaf Youth Association                   |
| Northern Ireland Filipino Community in Action             |
| Northern Ireland Gay Rights Association                   |
| Northern Ireland ME Association                           |
| Northern Ireland Muslim Family Association                |
| Northern Ireland Office                                   |
| Northern Ireland Office - Human Rights And Equality Unit  |
| Northern Ireland Pakistani Cultural Association           |
| Northern Ireland Volunteer Development Agency             |
| NSPCC   |
| NUS-USI Northern Ireland Student Centre                   |
| OFMDFM (Office of the First minister and Deputy minister) |
| Oi-Kwan Chinese Women's Group                             |
| Oi-Yin Bangor Women's Group                               |
| Older Peoples Advocate NI                                 |
| Omagh District Council                                    |
| Omagh Ethnic Minority Group                               |
| Omagh Women's Area Network                                |
| Orchardville Society                                      |
| Pakistani Community Welfare Association                   |
| Parents Advice Centre                                     |
| Parents and Professionals and Autism                      |
| Parents Education as Autism Therapists (PEAT)             |
| Parkinson's Disease Society                               |
| Patient Client Council                                    |
| Pharmaceutical Society of NI                              |
| Playboard   |
| Police Service of Northern Ireland                        |
| Polish Association NI                                     |
| Positive Futures  |
| Praxis  |

## Consultation list

### Organisation

Presbyterian Church in Ireland

Press for Change

Princes Trust

Probation Board NI

Progressive Unionist Party

Prospects

Public Health Agency

Queen's University Belfast- Equal Opportunities Unit

Queer Space

Rainbow Project

RCN

Regulation & Quality Improvement Authority

Relatives & Residents Associations

RNIB

RNID

Royal College of GPs

Royal College of Midwives

Rural Development Council

Sai Pak Community Group

Salvation Army

Samaritans Belfast

SARN

Save the Children

Scouting Association NI

SDLP

SENSE NI

Shelter

Sikh Community Project

Sikh Women and Childrens Association

Simon Community

Sinn Fein

Socialist Party

South Eastern Education & Library Board (SEELB)

## Consultation list

### Organisation

|  |
|--|
| South Eastern HSC Trust                              |
| South West Belfast Community Forum                   |
| Southern HSC Trust                                   |
| Special EU Programs Body (SEUPB)                     |
| Sperrin Lakeland Senior Citizens' Consortium         |
| Staff Commission for Education and Library Boards    |
| STEP (South Tyrone Empowerment Prog.)                |
| Strabane District Council                            |
| Stroke Association                                   |
| Sustainable Northern Ireland Programme               |
| The Baha'i Council for Northern Ireland              |
| The Cedar Foundation                                 |
| The Commission for Victims and Survivors             |
| The Egyptian Society of Northern Ireland             |
| The Guide Dogs for the Blind Association             |
| The HIV Support Centre                               |
| The Northern Ireland Prison Service                  |
| The Omnibus Partnership                              |
| The Orchard Social Club for Visually Impaired People |
| The Society of Chiropodists & Podiatrists            |
| The Society of Radiographers                         |
| The Women's Centre                                   |
| Threshold  |
| Tiny Life  |
| Training for Women Network                           |
| Trauma Advisory Panel                                |
| Traveller and Gay                                    |
| Triangle Housing Association Ltd                     |
| Ulster Cancer Foundation                             |
| Ulster Chemists Association                          |
| Ulster Quaker Service Committee                      |
| Ulster Scots Agency                                  |
| Ulster Unionist Party                                |



## Consultation list

| Organisation                            |
|---|
| Ulster-Scots Heritage Council           |
| Unison                                  |
| UNITE                                   |
| University of the 3rd Age               |
| University of Ulster                    |
| Victim Support                          |
| Vietnamese Association                  |
| Voice of Young People in Care           |
| Voluntary Service Bureau                |
| Wah Hep Chinese Community Association   |
| WAVE Trauma Centre                      |
| West Belfast Partnership                |
| Western Equality & Human Rights Office  |
| Women Of The World                      |
| Women's Aid Federation NI               |
| Women's Forum NI                        |
| Women's Information Group               |
| Women's Resource and Development Agency |
| Women's Support Network                 |
| Workers Educational Association         |
| Young Carers' Project                   |
| Youth Action NI                         |
| Youth Council for Northern Ireland      |
| Youthnet                                |

## Appendix 4 Timetable for measures proposed

(Schedule 9 4.(3) (b))

| Measure  | Lead responsibility  | Timetable  |
|--|--|--|
| <i>Section 75 Annual Progress Report approved by Board members and submitted to Equality Commission Northern Ireland [2.7]</i> | <i>Chief Executive</i>   | <i>31 August (annually)</i>                                    |
| <i>Ongoing monitoring of section 75 equality duties</i>  | <i>Head of Corporate Services and Equality Manager</i>                     | <i>Four monthly</i>  |
| <i>Consultation on draft action plan [2.15]</i>  | <i>Chief Executive<br/>Head of Corporate Services and Equality Manager</i> | <i>December 2010-<br/>March 2011</i>                           |
| <i>Finalised action plan published [2.18]</i>  | <i>Head of Corporate Services and Equality Manager</i>                     | <i>Post approval of Equality Scheme by Equality Commission</i> |
| <i>Implementation of actions</i>   | <i>Directors</i>   | <i>May 2011 - March 2013</i>                                   |
| <i>Arrangements for monitoring progress in place [2.16]</i>  | <i>Chief Executive/Programme Head of Corporate Services</i>                | <i>Annually</i>  |

|   |   |   |
|---|---|---|
| <p><i>Consultation list reviewed and updated</i><br/>[3.4]</p>      | <p><i>Equality Manager and Business Services Organisation</i></p> | <p><i>November 2010 and ongoing</i></p>                       |
| <p><i>Screening timetable</i><br/>[4.4]</p>                         | <p><i>Head of Corporate Services and Equality Manager</i></p>     | <p><i>In accordance with business of the organisation</i></p> |
| <p><i>Screening Reports</i><br/>[4.15]</p>                          | <p><i>Head of Corporate Services and Equality Manager</i></p>     | <p><i>Quarterly from April 2011</i></p>                       |
| <p><i>EQIA timetable</i><br/>[4.16]</p>                             | <p><i>Head of Corporate Services and Equality Manager</i></p>     | <p><i>Based on outcome of screening activity</i></p>          |
| <p><i>Monitoring</i></p>  |   |   |
| <p><i>Review of monitoring information</i><br/>[4.31]</p>           | <p><i>Directors</i></p>   | <p><i>Annually</i></p>  |
| <p><i>Publication of monitoring information</i><br/>[4.33;4.34]</p> | <p><i>Directors</i></p>   | <p><i>Annually</i></p>  |
| <p><i>Training</i></p>  |   |   |
| <p><i>Development of summary scheme</i><br/>[5.4]</p>               | <p><i>Equality Manager</i></p>                                    | <p><i>September 2011</i></p>                                  |
| <p><i>Development of overall training programme</i><br/>[5.5]</p>   | <p><i>Directors and Equality Manager</i></p>                      | <p><i>Annually</i></p>  |

|  |   |   |
|--|---|---|
| <i>Focussed screening training for Tier 4 managers [5.4]<br/>Update training [5.4]<br/>Evaluation of training[5.6]</i> | <i>Equality Manager<br/><br/>Equality Manager<br/><br/>Equality Manager</i> | <i>Annually<br/><br/>Ongoing<br/><br/>Ongoing activity</i>  |
| <i>Assessing access to information and services [6.9]</i>  | <i>Directors and Equality Manager</i>                                       | <i>Annually</i>   |
| <i>Communication of equality scheme [9.3] and notification of consultees [9.3]</i>                                     | <i>Chief Executive</i>  | <i>Within six months of approval by Equality Commission</i> |
| <i>Review of equality scheme [10.1]</i>  | <i>Chief Executive</i>  | <i>Five years</i>   |

## Appendix 5 Glossary of terms

### **Action Plan**

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

### **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 (that is, 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.

### **Equality impact assessment**

This is the mechanism underpinning Section 75, where existing and proposed policies are assessed. This is 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**

This is 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 Equality 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'.

### **Inequality**

Where something an organisation does has a differential or unfair impact on anyone in any of the groups listed in **Section 75** definition below.

### **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.

### **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.

### **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.

### **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.

### **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.



## **Appendix 6      Location of action plan or action measures**

The Health and Social Care Board's Action Plan will be available at: [www.hscboard.hscni.net](http://www.hscboard.hscni.net). This Action Plan does not form part of this equality scheme.



Health and Social  
Care Board

12-22  
Linenhall Street  
Belfast