

Derry City & Strabane
District Council

Comhairle Chathair Dhoire
& Cheantar an tSratha Báin

Derry Cittie & Stràbane
Destrìck Cooncil

**Equality Scheme for Derry City and Strabane
District & Strabane District Council
2015 - 2019**

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

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

Derry City and Strabane District Council

Telephone : 028 71 253253

Text Phone: 028 71 376646

Email: john.kelpie@derrycityandstrabanedistrict.com

Approved by the Equality Commission for Northern Ireland on **[insert date]**.

Foreword

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

In our equality scheme we set out how Derry City and Strabane District Council proposes to fulfil the Section 75 statutory duties.

We will 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 our elected members and staff 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.

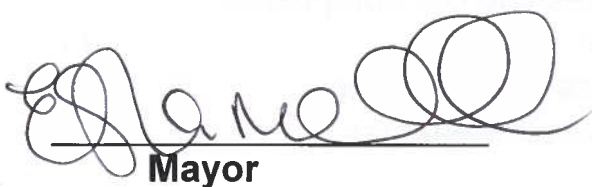
We, the Presiding Councillor, elected members, Chief Executive and staff of Derry City and Strabane District Council, are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective 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. It also offers the means whereby persons directly affected by what they consider to be a

¹ See section 1.1 of our Equality Scheme.

failure, on our part, to comply with our equality scheme, can make complaints.

On behalf of Derry City and Strabane District and Strabane District Council 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.



Mayor



Chief Executive

Date

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 Derry City and Strabane District Council	6
	• Who we are and what we do	7
Chapter 2	Our arrangements for assessing our compliance with the Section 75 Duties	11
	• Responsibilities and reporting	11
	• Action Plan/Action Measures	13
Chapter 3	Our arrangements for consulting	15
Chapter 4	Our arrangements for assessing, monitoring and publishing the impact of policies	19
	• Our arrangements for assessing the likely impact adopted or proposed to be adopted on the promotion of equality of opportunity of policies	19
	• Screening	19
	• Equality impact assessment	22
	• Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity	23
	• What we publish	23
	• How we publish the information	24
	• Where we publish the information	24
	• Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity	25

Chapter 5	Staff training	27
	<ul style="list-style-type: none"> • Commitment to staff training • Training objectives • Awareness raising and training arrangements • Monitoring and evaluation 	<ul style="list-style-type: none"> 27 27 28 29
Chapter 6	Our arrangements for ensuring and assessing public access to information and services we provide:	30
	<ul style="list-style-type: none"> • Access to information • Access to services • Assessing public access to information and services 	<ul style="list-style-type: none"> 30 31 31
Chapter 7	Timetable for measures we propose in this equality scheme	32
Chapter 8	Our complaints procedure	32
Chapter 9	Publication of our equality scheme	34
Chapter 10	Review of our equality scheme	36
Appendices		
Appendix 1	Example groups relevant to the Section 75 categories for Northern Ireland purposes	37
Appendix 2	Trans Manifesto	38
Appendix 3	List of consultees	41
Appendix 4	Outline of Organisational Structure	49
Appendix 5	Timetable for measures proposed	50
Appendix 6	Outline of screening/EQIA timetable for key areas	52
Appendix 7	Glossary of terms	53
Appendix 8	Complaints Handling Procedure	60

Chapter 1 - Introduction

Section 75 of the Northern Ireland Act 1998

- 1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires Derry City and Strabane District Council 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.

(See Appendix 1 for further clarification of these categories)

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.

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

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

Trans Manifesto

Derry City and Strabane District Council are also committed to ensuring that trans people within its community are treated fairly and equally. Council supports the Trans Manifesto and pledges its commitment to its three core statements :

- **Respect trans people as equal citizens with equal rights.**
- **Empower trans individuals to be authorities on all aspects of their own lives.**

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

- **Develop diverse, representative, realistic and positive portrayals of trans individuals.**

Full details of the Trans Manifesto are contained in Appendix 2.

How we propose to fulfil the Section 75 duties in relation to the relevant functions of Derry City and Strabane District Council.

- 1.2 Schedule 9 4. (1) of the Act requires Derry City and Strabane District Council as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This equality scheme is intended to fulfil that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.
- 1.3 Derry City and Strabane District Council is committed to the discharge of its Section 75 obligations in all parts of our organisation and we will commit the necessary available resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that our equality scheme can be implemented effectively.

Who we are and what we do

- 1.4 The Council consists of 40 elected representatives who are elected for a four year period. These representatives meet monthly in full session (except in August) and on a regular basis as members of the Council's various Committees.
- 1.5 Council Staff who provide support to the Council and its Committees and implement its policies are organised into Directorates / Service Areas.
- 1.6 The Chief Executive oversees the work of Directorates through Directors who are also responsible for the Corporate Management of the Council.
- 1.7 The Chief Executive is responsible for the strategic direction of, and advice to, the Council, for the day to day management of services and the longer term planning and allocation of resources.

The Council's new structure is included in Appendix 3

1.8 The Council currently has six Committees:-

- Governance and Strategic Planning
- Planning
- Assurance, Audit and Risk
- Business and Culture
- Environment and Regeneration
- Health and Community

1.9 The Council has a defined range of duties and powers. Proposals to amend existing policies or adopt new policies are generally considered by the Committee (or Sub-Committee), which has responsibility for the function to which the policy relates. Proposals/issues relating to key policies or policies which affect more than one function, will have been considered by the Management Team in advance of the meeting of the Committee (or Sub-Committee).

1.10 Following discussion at the Committee (or Sub-Committee) meeting, agreement will be reached on the action to be taken and this will be minuted. Apart from those items of business which have been delegated by the Council, any decisions will not be final until they have been approved by the full Council. (Decisions of Sub-Committees also require the approval of their parent Committees in advance of approval by the full Council).

1.11 The Council has delegated a limited number of decisions to Committees (sometimes for onward transmission to its Sub-Committee). Such decisions may be acted upon without the approval of the Council.

1.12 In order to fulfil its duties under Section 75 of the Act, the Council will ensure that an assessment of the impact on equality of opportunity of each proposal to amend the policy or adopt a new policy is outlined in the written report to the Committee (or Sub-Committee) which first considers the proposal. In making any decision with respect to such a policy, the Council will take into account any such equality impact assessment and consultation carried out in relation to the policy.

The Council's governance arrangements will be confirmed in April 2015.

1.13 The Council performs six principal roles within its local area and district:

- The direct provision of a number of services and facilities,
- The promotion of the arts, tourism, community and economic development,
- The promotion of equality and good relations in carrying out all its functions,
- The regulation and licensing of certain activities relating to environmental health, consumer protection and public safety,
- A representative role on a number of bodies and Boards including Education and Health,
- A consultative role in relation to functions conducted by other Government bodies and agencies.

1.14 In the performance of the above roles, the Council carries out functions in the following areas:

- ◆ the provision of facilities for recreation, social and cultural activities, including leisure centres, community centres, parks, open spaces, sports grounds and places of entertainment
- ◆ street cleansing
- ◆ waste collection and disposal
- ◆ the provision of burial grounds
- ◆ the provision of grant aid to support the arts, community development and the promotion of tourism and economic development
- ◆ the administration and regulation of certain matters relating to the environment, public health and public safety, including building control, food safety, statutory nuisance, houses of multiple occupancy, dangerous buildings, air pollution, noise pollution, dog control, consumer protection and health and safety
- ◆ the licensing and regulation of street trading, places of entertainment, amusement centres, sex establishments, societies lotteries, cinemas, the storage of petroleum spirit and mixtures and the regulation of off-street parking.
- ◆ the making of Bye-laws and regulation of same.
- ◆ Planning Services
- ◆ Urban Regeneration Schemes
- ◆ Community Planning

1.15 To enable the Council to provide the above services and perform its other functions, the Council must levy an annual rate and has the power to:

- ◆ acquire and dispose of land
- ◆ borrow money
- ◆ employ staff
- ◆ procure goods and services

1.16 To support and implement the above statutory functions and the provision of services and facilities, the Council has adopted a number of policies. These include, for example:

- ◆ the awarding of Grant Aid to community and voluntary groups
- ◆ a charging policy for hire and usage of Council facilities such as leisure centres
- ◆ policies relating to the procurement of goods and services
- ◆ policies relating to employment of Council staff.

1.17 The Council intends to screen all its existing policies (under its functions and roles) in the manner set out at Section 6 of this Scheme.

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

- See Chapter 3 for Consultation arrangements
- See Chapter 4 for assessment, monitoring and publication of impact of policies arrangements
- See Chapter 5 for staff training.

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

Responsibilities and reporting

2.2 The Council is committed to the fulfilment of its Section 75 obligations in all parts of its work. Responsibility for determining how this will be achieved lies with the Council Members sitting in a duly convened Meeting of the Council. Operational responsibility for carrying out the decisions of the Council lies with the Chief Executive who will be responsible for the implementation of administrative arrangements to ensure that the Statutory Duties are complied with by the Council in carrying out its functions.

2.3 The Council has an Equality Officer in post to, inter alia, support 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 Equality Officer at the address given below and we will respond to you as soon as possible:

**Equality Officer
Derry City and Strabane District Council
98 Strand Road
DERRY
BT48 7NN**

**Telephone : 028 71 253253
Text Phone : 028 71 376646**

- 2.5 As part of its Corporate planning process, objectives and targets relating to the statutory duties will be built into Council's strategic and operating plans including those relating to policy, services and individuals. Progress on meeting these objectives will be monitored and reported to the Council's Management Team. A formal report of progress will be included in the Council's annual review and as part of the Council's Annual Report and Improvement Plan.

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.

- 2.6 Derry City and Strabane District Council 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.

- 2.7 The latest Section 75 annual progress report is available on our website or by contacting the Equality Officer (See Section 2.4 for details).
- 2.8 Derry City and Strabane District Council liaises closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

Action plan/action measures

- 2.9 Derry City and Strabane District Council will develop an action plan to promote equality of opportunity and good relations. It should be noted that the content of Action Plans are not considered as part of the approval process for Equality Schemes therefore it does not form part of the approved equality scheme.
- 2.10 The action measures that will make up our action plan will be relevant to our functions. They will be developed and prioritised on the basis of an audit of inequalities. The audit of inequalities will gather and analyse information across the Section 75 categories³ to identify the inequalities that exist for our service users and those affected by our policies⁴.
- 2.11 Action measures will be specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures will include performance indicators and timescales for their achievement.
- 2.12 We will develop our action plan for a period of four years in order to align them with our corporate and business planning cycles. Implementation of the action measures will be incorporated into our business planning process.
- 2.13 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 2.14 below.
- 2.14 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.
- 2.15 Derry City and Strabane District Council will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.

³ See section 1.1 of this equality scheme for a list of these categories.

⁴ See section 4.1 of this equality scheme for a definition of policies.

- 2.16 Once finalised, our action plan will be available on request from the Council's Offices at **98 Strand Road, Derry BT48 7NN, or 47 Derry Road, Strabane, BT82 8DY** and via the Council's web-site [www.derrycityandstrabanedistrict.com /equality](http://www.derrycityandstrabanedistrict.com/equality).
- 2.17 The Scheme will be available upon request in a timely fashion, in alternative formats such as Braille, disc, BSL and ISL signing formats, video (including sign language video), oral presentations, meetings, electronic media, audio-cassette and in minority languages.
- If you require it in an alternative format please contact the Equality Officer (See Section 2.4 for details)
- 2.18 A summary leaflet providing details of the approved Equality Scheme, in plain language, will be prepared for distribution throughout all of the Council's facilities and to all of its consultees.

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/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 2), as a matter of course, will be notified (by email or post) of the matter/policy being consulted upon to ensure they are aware of all consultations. Thereafter, to ensure the most effective use of our and our consultees' resources, we will take a targeted approach to consultation for those consultees that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance. This may include for example regional or local consultations, sectoral or thematic consultation etc.

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

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

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

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

- Working with Council's newly recruited Children and Young Persons Officer
- Using Councils consultation guidelines for the different Section 75 categories
- Hosting equality and disability forums.

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)*.

Information will be made available, on request, in alternative formats⁵, in a timely manner, usually within two weeks. We will ensure that such consultees have equal time to respond.

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

⁵ See Chapter 6 of our equality scheme for further information on alternative formats of information we provide.

3.2.5 To ensure effective consultation with consultees⁶ on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme. Consultees will be invited to Equality Consultative Forums which will be convened for the sole purpose of delivering the Section 75 training. Where consultees are unable to attend the training sessions provided Derry City and Strabane District Council will offer to deliver onsite training on their premises for their staff.

3.2.6 The consultation period lasts for a 12 week period 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 commitments⁷.

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

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

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

⁶ Please see Appendix 2 for a list of our consultees.

⁷ Please see below at 4.27 to 4.31 for details on monitoring.

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 2. It can also be obtained from our website.

Or by contacting the Equality Officer (See Section 2.4 for contact details)

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

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

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

(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, eg, 'draft', 'pilot', 'high level' or 'sectoral'.
- 4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.
- 4.3 Derry City and Strabane District Council uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity. 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 where deemed relevant:
- 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.
- 4.5 Screening is completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will

be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

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

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

- What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)
- Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
- Are there opportunities to better promote good relations between Section 75 equality categories through tackling prejudice and/or promoting understanding?
- Is there evidence to suggest that this policy would promote positive attitudes towards people with a disability?
- Is there evidence to suggest that this policy would encourage the participation of people with a disability in public life?

4.8 In order to answer the screening questions, we gather all relevant information and data, both qualitative and quantitative. Evidence can come from many sources and may include information from the Council's own management information systems, including service monitoring and complaints handling systems, or from engagement in research, surveys or consultation exercises. Information to help inform the screening of a policy may also be sourced from commissioned research or from research produced by other public authorities, representative groups, trades unions, business organisations or universities. In the absence of quantitative information there may be

other anecdotal evidence, for example, feedback from service users and affected groups on their experience of Council's service delivery. 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 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 mitigation⁸ 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 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.

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 Derry City and Strabane District Council.

- 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 categories, we will normally subject the policy to an equality impact assessment. This screening decision will be 'signed off' by the appropriate policy lead within Derry City and Strabane District Council.

- 4.12 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity categories, we may decide to screen the policy out. If a policy is 'screened out' as having no

⁸ Mitigation of adverse impact - Where assessment reveals that a particular policy has an adverse impact on equality of opportunity, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories; this is known as mitigating adverse impact. (ECNI Section 75 Northern Ireland Act 1998 – a Guide for Public Authorities (April 2010) p83.

relevance to equality of opportunity, we will give details of the reasons for the decision taken. This screening decision will be 'signed off' by the appropriate policy lead within Derry City and Strabane District Council

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

And on request by contacting:

Equality Officer
Derry City and Strabane District Council

Telephone : 028 71 253253
Text Phone: 028 71 376646

- 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.

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, to seek ways to more effectively promote equality of opportunity and to consider any complimentary steps desirable to promote 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.

What we publish

4.20 Screening reports

These will be published quarterly. Screening reports detail:

- All policies screened by Derry City and Strabane District Council over the three month period
- A statement of the aim(s) of the policy/policies to which the assessment relates
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- Screening decisions, i.e:
 - whether the policy has been 'screened in' for equality impact assessment.
 - whether the policy has been 'screened out' with mitigation or an alternative policy proposed to be adopted.
 - whether the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.
- Where applicable, a timetable for conducting equality impact assessments
- A link to the completed screening template(s) on our website

4.21 Screening templates

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

4.22 Equality impact assessments

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) are available on our website.

Or by contacting:

Equality Officer
Derry City and Strabane District Council

Telephone : 028 71 253253

Text Phone : 028 71 376646

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 the previous three months are also sent directly to all consultees on a quarterly basis.

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

**Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity
(Schedule 9 4. (2) (c))**

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

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

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

- The collection, collation and analysis of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis
- The collection, collation and analysis of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis
- An audit of existing information systems within one year of approval of this equality scheme, to identify the extent of current monitoring and take action to address any gaps in order to have the necessary information on which to base decisions
- Undertaking or commissioning new data if necessary.

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

- 4.31 We review our EQIA monitoring information on an annual basis. Other monitoring information is also reviewed annually when completing the annual progress report (including relevant quantitative and qualitative data and other documentation such as consultants' reports) and will be available in printed form by writing to the Equality Officer, Derry City and Strabane District Council, 98 Strand Road, Derry BT48 7NN or by telephoning **028 71 253253**, by text phone **028 71 376646** or by e-mail at equality@derrycityandstrabanedistrict.com. The Council will inform bodies listed at Appendix 2 when this material is available.

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 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 Derry City and Strabane District Council 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 Derry City and Strabane District Council 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 Derry City and Strabane District Council 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 elected 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 Derry City and Strabane District Council will receive a briefing on this equality scheme within 6 months of the approval of this scheme
- The Section 75 statutory duties will form part of induction training for new staff.
- Focused training is provided for key staff within Derry City and Strabane District Council 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.

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 Derry City and Strabane District Council will, where possible, work closely with other bodies and agencies in the development and delivery of training

Monitoring and evaluation

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

- We evaluate the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives.
- The extent to which training objectives have been met will be reported on as part of the Section 75 annual progress report, which will be sent to the Equality Commission.
- We will monitor the equality profile of all staff trained to ensure the training is accessible and inclusive to all employees.

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

- 6.1 Derry City and Strabane District Council is committed to ensuring that the information we disseminate and the services we provide are fully accessible to all parts of the community in Northern Ireland. We keep our arrangements under review to ensure that this remains the case.
- 6.2 We are aware that some groups 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), large print or minority languages to meet the needs of those for whom English is not their first language.

Derry City and Strabane District Council liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice.

In respect of the risk categories identified above, the Council is committed to developing in consultation with representatives of the relevant Section 75 categories, systems to ensure that there are effective means of communicating information to young people and those with learning disabilities and will consider using approaches such as "Plain English", and large print in written documentation, providing papers/documentation in advance of meetings, consulting within

schools/youth clubs (subject to permission), encouraging the participation of individuals and representative organisations in the Council's consultative fora.

We will respond to requests for information in alternative formats in a timely manner, usually within 5 working days or as soon as is reasonably practicable depending on the format requested.

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

Access to services

- 6.5 Derry City and Strabane District Council is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories. Together with producing information in relation to Council services in alternative formats on request, Council disseminates its information through its website which is fully accessible with Browse-Aloud and Large Text functions.

Derry City and Strabane District Council also adheres to the relevant provisions of current anti-discrimination legislation.

Assessing public access to information and services

- 6.6 We monitor annually across all our functions, in relation to access to information and services to ensure equality of opportunity and good relations are promoted.

- 6.7 We will monitor this in the following ways:-

- Monitoring of complaints
- Reviewing statistical information, such as the baseline profile of Derry City and Strabane District Council area, which is used in the development of Council's corporate planning process.
- Monitoring number of reasonable adjustments for staff with specific needs
- Monitoring of the requests received for information in alternative formats.

Chapter 7 - Timetable for measures we propose in this equality scheme (Schedule 9 4. (3) (b))

- 7.1 Appendix 4 outlines our timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into our business planning processes.
- 7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop an action plan. Accordingly, this commitment is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.9 – 2.18.

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

- 8.1 Derry City and Strabane District Council is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.
- 8.2 Schedule 9 paragraph 10 of the Act refers to complaints. A person can make a complaint to a public authority if the complainant believes he or she may have been directly affected by an alleged failure of the authority to comply with its approved equality scheme.

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

- 8.3 A person wishing to make a complaint that Derry City and Strabane District Council has failed to comply with its approved equality scheme should contact:

Chief Executive
Derry City and Strabane District Council

Telephone : 028 71 253253

Text Phone: 028 71 376646

Email: john.kelpie@derrycityandstrabanedistrict.com

- 8.4 We will in the first instance acknowledge receipt of each complaint within 5 working days giving details of the Officer who will be dealing with the complaint.
- 8.5 The Chief Executive will forward the complaint to the appropriate Chief Officer who will be tasked to carry out an internal investigation of the complaint. The Chief Officer will respond substantively to the Chief Executive within one (1) month 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 to two (2) months. In those circumstances, the complainant will be advised of the extended period within one month of making the complaint.

- 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 Once the Chief Executive has received and approved the findings of the investigation surrounding the complaint he/she will contact the complainant. It is intended that the complainant should be in receipt of the notification of outcome within 40 working days of the complaint being received by Derry City and Strabane District Council.
- 8.8 In any subsequent investigation by the Equality Commission, Derry City and Strabane District Council will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

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

- 8.9 Derry City and Strabane District Council will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

(See Appendix 7 for Summary of Complaints Handling Procedure)

Chapter 9 - Publication of our equality scheme

(Schedule 9 4. (3) (c))

- 9.1 Derry City and Strabane District Council's equality scheme is available free of charge in print form and alternative formats.
- 9.2 Our equality scheme is available by contacting:

Equality Officer
Derry City and Strabane District Council

Telephone : 028 71 253253

Text Phone : 028 71 376646

It is also available on our website.

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

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner, usually within 5 working days or as soon as is reasonably practicable depending on the format requested.
- 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.

Council will implement systems to ensure that there are effective means of communicating information to young people and those with learning disabilities and will consider using approaches such as providing papers/documentation in advance of meetings, consulting within

schools/youth clubs (subject to permission), encouraging the participation of individuals and representative organisations in the Council's consultative fora.

- 9.4 A full list of our stakeholders and consultees detailed in Appendix 2. This list can also be obtained from the Equality Officer (See Paragraph 9.1 for contact details).

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 by notification being sent to all consultees (See Appendix 2) or via Council's website.

A copy will also be made available in printed form or in alternative format on request.

The review report will also be sent to the Equality Commission.

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

Please note, this list is not exhaustive.

Category	Example groups
Religious belief	Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths. For the purposes of Section 75, the term "religious belief" is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i> ⁹ . 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 "similar philosophical belief".
Political opinion ¹⁰	Nationalist generally; Unionists generally; members/supporters of other political parties.
Racial group	Black people; Chinese; Indians; Pakistanis; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Transsexual people; women (including girls).
Marital status	Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people.
Age	Children and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.
Persons with dependants	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person.
Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.

⁹ 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*."

¹⁰ Ibid

Our Trans Manifesto

A manifesto for trans communities, developed by trans organisations

There is real opportunity for change for trans individuals. We ask the main political parties to listen and act on our key asks for the future.

Our Community Messages

Dignity & Respect

Regard trans individuals as equal citizens with equal rights

Empowerment

Empower trans individuals to be authorities on all aspects of their own lives

Imagery

Encourage diverse, representative, realistic & positive portrayals of trans individuals

Our Asks of Political Parties

- A commitment to include positive images of trans individuals in all Central Government publications to increase the visibility of our communities
- A commitment to the speedy introduction of Human Rights based Gender Recognition legislation across the whole of Europe, which is independent of any necessity to fulfil any medical requirements or to undergo any medical procedures

This manifesto has been developed in collaboration between trans organisations from across the UK and Ireland

FOCUS:
THE IDENTITY TRUST

Trans Manifesto—Background

Trans issues have been gaining increasing coverage in the British and Irish media over recent years. This mirrors increasing political debate over trans rights, including the Equality Act 2010, evidence presented at the Leveson Inquiry and the debates over same-sex marriage. The Westminster Government issued the first ever Transgender Action Plan in 2011 and many politicians were contacted regarding press coverage of trans people following the suicide of Lucy Meadows in 2013. In Ireland we have been fighting for many years to have proper Gender Recognition Legislation introduced. Sinn Fein was the first party in An Oireachtas to propose a draft Gender Recognition Bill to be passed by the legislature.

The idea of a Trans manifesto was first raised in the UK in discussions with Conservative, Labour, Liberal Democrat and Green politicians during the summer of 2013, and the idea was enthusiastically received. **FOCUS: THE IDENTITY TRUST** simultaneously attempted to engage in dialogue with politicians in Northern Ireland. Accordingly a number of trans groups met in the autumn, and three core statements were unanimously agreed:

- **Respect trans people as equal citizens with equal rights.**

There is a feeling that trans peoples' rights are sometimes subsidiary to those enjoyed by others. The passing of same-sex marriage legislation means that trans people who married in England, Scotland and Wales no longer need to end their marriage should they wish to seek gender recognition. However in England and Wales the process requires the written consent of the spouse — the so-called spousal veto. Married trans people in Northern Ireland still have to end their marriage prior to gender recognition. The Equality Act seemed to reverse some of the protections previously enjoyed by trans people, with some controversial exemptions specified.

- **Empower trans individuals to be authorities on all aspects of their own lives.**

Provision of healthcare to enable trans people to transition to their new gender has been enshrined in case law since 1997, but many see the NHS process, usually provided through Gender Identity Clinics, as demeaning. The process of gender recognition requires medical reports, meaning that many have no alternative to the NHS process. However recent statements from NHS leaders indicate an acceptance that people who live with long-term conditions, such as gender dysphoria, quickly become experts with knowledge that matches or even exceeds that of medics. The gender recognition process also indicates that the state owns your gender, with trans people having to convince the state to change it. Those who don't see themselves as male or female (non-binary people) are also becoming more visible, but those two genders remain the only ones recognised in law and in government statistics and documents.

- **Develop diverse, representative, realistic and positive portrayals of trans individuals.**

Trans people feel that media coverage has often been exploitative and sensational, rather than reflecting their real lives or issues that they face. Representations of trans women dominate, leading to the relative invisibility of trans men and non-binary people. Government could take a lead in de-exoticising trans people by including

images of and stories from trans people in publications that don't necessarily have any trans focus.

While two specific requests have been made, the real hope is that politicians of all parties will subscribe to a paradigm shift in the way trans people are viewed. By ensuring that all policy decisions are viewed through these three statements, the inequalities that trans people still face (including but not restricted to family law, immigration, education, employment and healthcare) will start to be naturally eliminated.

The intention has never been that trans people should have more rights than anyone else, but instead have the same rights that others take for granted.

SECTION 75 ADDRESS LIST

NAME	ADDRESS 1	ADDRESS 2	TOWN	POSTCODE
Action on Hearing Loss	Embassy Building	3 Strand Road	DERRY	BT48 7BH
Action on Hearing Loss NI	Harvester House	4-8 Adelaide Avenue	BELFAST	BT2 8GA
Active Citizens Engaged	c/o 11 Manning Way	Waterside	DERRY	
African Caribbean Group	c/o One World Centre	4 Shipquay Street	DERRY	
Age NI	3 Lower Crescent		BELFAST	BT7 1NR
All Saints Caring Association	21 Glendermott Road	Waterside	LONDONDERRY	BT47 6BB
Alliance Party of Northern Ireland	88 University Street		BELFAST	BT7 1HE
An Munia Tober	12/2 Blackstaff Complex	77 Springfield Road	BELFAST	BT12 7AE
Ancient Order of Hibernians	23 Foyle Street		DERRY	BT48 6AL
Apprentice Boys of Derry	Memorial Hall	Society Street	LONDONDERRY	BT48 6PJ
Autism Northern Ireland (PAPA)	Donard, Knockbracken Healthcare Park	Saintfield Road	BELFAST	BT8 8BH
Aware Defeat Depression	Philip House	123-137 York Street	BELFAST	BT15 1AB
Baha' I Faith	Baha'I Centre	5 Clarendon Street	DERRY	BT48 7EP
Ballymacgroarty and Hazelbank Community Partnership	19 Merriman Court	Ballymacgroarty	DERRY	BT48 02G
Ballymacgroarty Community Assoc/Youth Assoc.	Ballymacgroarty Community Centre	Shaw Court	DERRY	
Belfast Islamic Centre	5 Fortwilliam Gardens		BELFAST	
Bob Harte Memorial Trust	16-18 George's Street		LONDONDERRY	BT48 6RP
Bond Street Community Association	16 May Street		LONDONDERRY	BT47 1HA
Bridge Accessible Transport	58 Strand Road		DERRY	BT48 7AJ
CALMS	12 Asylum Road		DERRY	BT48 7DX
Cancer Focus Northern Ireland	40 - 44 Eglantine Avenue		BELFAST	BT9 6DX
Cara Friend	9-13 Waring Street		BELFAST	BT1 2DX
Carers National Association	58 Howard Street		BELFAST	BT1 6PJ
Carnhill Community Centre	100 Caw Hill Park	Waterside	DERRY	BT48 6WY
Carnhill Resource Centre	Racecourse Road	Carnhill	DERRY	BT48 8BA
Caw Centre	68 Seymour Gardens	Waterside	LONDONDERRY	BT47 6MD
Caw Nelson Drive Action Group	205-211 Sperrin Park	Waterside	LONDONDERRY	BT47 6NQ
Charity Commission for Northern Ireland	257 Lough Road	Lurgan	CRAIGAVON	BT66 6NQ
Cheshire House	Kinsale Park	Waterside	LONDONDERRY	BT47 6YX

Childrens Law Centre	3rd Floor - Philip House	123-137 York Street	BELFAST	BT15 1AB
Chinese Welfare Association	1 Stranmillis Embankment		BELFAST	BT7 1GB
Church of Ireland	The See House	Culmore Road	LONDONDERRY	BT48 8JF
Church Of Jesus Christ of Latter Day Saints	11 Manning Way	Waterside	LONDONDERRY	BT47 6GL
Churches Trust Ltd	74a Duke Street		LONDONDERRY	BT47 6DQ
Citizens Advice Bureau	Embassy Court	3 Strand Road	DERRY	BT48 7BH
City of Londonderry Grand Orange Lodge	514 Glenshane Road	Claudy	CO. LONDONDERRY	BT47 4BT
Claudy Rural Development Group	The Diamond Centre, 630 Barnailt Road	Claudy	DERRY	BT47 4EA
Clooney Estate Residents Association	51 B Shearwater Way,	Clooney	LONDONDERRY	BT47 6LG
Clooney Family Centre	34 Clooney Terrace	Waterside	LONDONDERRY	BT48 1AF
Coalition on Sexual Orientation	64 Donegall Street		BELFAST	BT1 2GT
Committee on Administration of Justice	2nd Floor, Sturgen Building	9-15 Queen Street	BELFAST	BT1 6EA
Community Development Learning Initiative	10 Bishop Street		DERRY	BT48 6PW
Community Relations Council	Glendinning House	6 Murray Street	BELFAST	BT1 6DN
Community Restorative Justice (NW Region)	1 Westend Park		DERRY	BT48 9JF
Council for the Homless (NI)	79 Strand Road		DERRY	BT48 7BW
Creggan Enterprises Ltd	Rath Mor Centre	Blighs Lane	DERRY	BT48 0LZ
Creggan Neighbourhood Partnership	Creggan Community Centre	Central Drive	DERRY	BT48 9GG
Creggan Pre-School and Training Trust (CPTT)	13 Cromore Gardens	Creggan	DERRY	BT48 9TF
Culmore Area Forum	40 Clonliffe Park	Culmore village	DERRY	BT48 8NT
Cultúrlann Uí Chanáin	37 Morshraid Sheamais		DOIRE	BT48 7DF
Cumann Gaelach Chnoc na Ros Doire	13 Cook Terrace		DOIRE	BT48 5UA
CUNAMH	Bishop Street		DERRY	BT48 6UJ
Currynieran Community House	42 Tullymore Road	Currynieran	DERRY	BT47 3DQ
DCAL	Level 8 Causeway Exchange	1 - 7 Bedford Street	BELFAST	BT2 7EG
Democratic Unionist Party	91 Dundela Avenue		BELFAST	
Derry Northside Development Trust	Northside Village	Glengalliagh Road	DERRY	BT48 8NN

Derry Travellers' Support Group	Ballyarnett Park	141 Racecourse Road	DERRY	BT48 8NG
Derry Well Women	17 Queen Street		DERRY	BT48 7EX
Derry Youth and Community Workshop	6 Society Street		DERRY	BT48 6PJ
Destined	45 Great James Street		DERRY	BT48 7DF
Destined (Feeny)	Unit 5 Feeny Village Centre	Feeny	DERRY	BT47 4FD
Disability Action	58 Strand Road		DERRY	BT48 7AJ
Disability Equality NI				
Disability Equality NI				
Dove House Community Trust	32 Meenan Square		DERRY	
Down's Syndrome Association NI	Unit 2 Marlborough House	348 Lisburn Road	BELFAST	BT9 6GH
Drumahoe Community Association	8 Hazelbank Drive	Drumahoe	LONDONDERRY	BT47 3NS
Eglinton Community Association	44 St. Canice's Park	Elginton	DERRY	BT47 3DH
EGSA	C/O Central Library	Foyle Street	DERRY	BT48 8PQ
Employers Forum on Disability	Banbridge Enterprise Centre	Scarva Road Industrial Estate	BANBRIDGE	BT32 3QD
Equality Commission for Northern Ireland	Equality House	7-9 Shaftesbury Square	BELFAST	BT2 7DF
Equality Unit, OFMDFM	Block E, Castle Buildings	Stormount	BELFAST	BT4 3SG
First Housing Aid and Support Services (FHASS)	28a Bishop Street		DERRY	BT48 6PP
Fountain Community Forum	190 The Fountain		LONDONDERRY	BT48 6PW
Foyle Cruse Bereavement Care	4 Dacre Terrace		DERRY	BT48 6JU
Foyle Deaf Centre	16 Bishop Street		DERRY	BT48 6PW
Foyle Downs Syndrome Trust	1st Floor Shared Future Centre	Cityview, 61 Irish Street	DERRY	BT47 2DB
Foyle Haven	23a John Street		DERRY	BT48 6JY
Foyle New Horizons	Health & Training Unit	Unit 13 Springtown Industrial Estate	DERRY	BT48 OLY
Foyle Trust for Integrated Education	c/o Oakgrove Integrated Primary School	19 Limavady Road	DERRY	BT47 6JY
Foyle U3A	Paschal McDonald House	Gransha Park	DERRY	BT47 1TG
Foyle Women's Aid	Pathways	24 Pump Street	DERRY	BT48 6JG
Foyle Women's Information Network	DiverseCity Community Partnership	8 - 14 Bishop Street	DERRY	BT48 6PW

fpaNI	2nd Floor	67 Carlisle Road	DERRY	BT48 6JL
Free Presbyterian Church	Larch Hill		BELFAST	
Gael Phobal	Ionad Ghaelphobail	1A Bóthar Ui Mhaoil Mhin	AN SRATH BÁN	BT82 9PP
Galliagh Community Development Group	55 Fergleen Park	Galliagh	DERRY	BT48 8LE
Gasyard Development Trust	128 Lecky Road		DERRY	BT48 6NP
Gingerbread (NI)	7 Bayview Terrace		DERRY	BT48 7EE
Greater Shantallow Area Partnership	Unit C3 and C4 Northland Village Centre	Glengalliagh Road	DERRY	BT48 8NN
Habinteg Housing Association	2 Abercorn Road		DERRY	BT48
Hands That Talk	72 Main Street	Dungiven	DERRY	BT47
Holywell Trust	10-12 Bishop Street		DERRY	BT48 6PU
Hungarian-Irish Network	7 Kerrs Terrace		DERRY	BT48 9BY
HURT	14 Clarendon Street		DERRY	BT48 7ES
Ilex URC	Exchange House	Queen's Quay	Derry	
Inner City Trust	12-14 Bishop Street		DERRY	BT48 6PW
Irish Council of Churches	48 Elmwood Avenue		BELFAST	BT9 6AZ
Irish Street Community Association	19A Bann Drive	Waterside	LONDONDERRY	
Irish Street Youth and Community Association	Bann Drive	Waterside	LONDONDERRY	BT47 2HQ
Jehovahs Witnesses	55 Fallowlea Park		DERRY	BT47 1YP
Law Centre NI	9 Clarendon Street		DERRY	BT48 7EP
Leafair Community Association	59a Leafair Park		DERRY	BT48 8JT
Learmount Community Development Group	School Lane	192 Learmount Road	DERRY	BT47 4L
Lettershandoney and District Development Group	Mullabuoy Centre	Lettershandoney	Co DERRY	BT47 3HY
Lilliput Theatre				
Limavady Road Residents Association	53a Limavady Road		LONDONDERRY	BT47 6LP
Lincoln Courts Community Centre	186A Lincoln Courts	Waterside	LONDONDERRY	BT47 5NN
Local Government Staff Commission for NI	Commission House	18-22 Gordon Street	BELFAST	BT1 2LG
Londonderry Methodist City Mission	Clooney Hall Centre	Clooney Terrace	LONDONDERRY	BT47 6AR
Londonderry YMCA	51 Glenshane Road	Drumahoe	LONDONDERRY	BT47 3SF
Long Tower Youth and Community Centre	Anne Street		DERRY	BT48 6PB

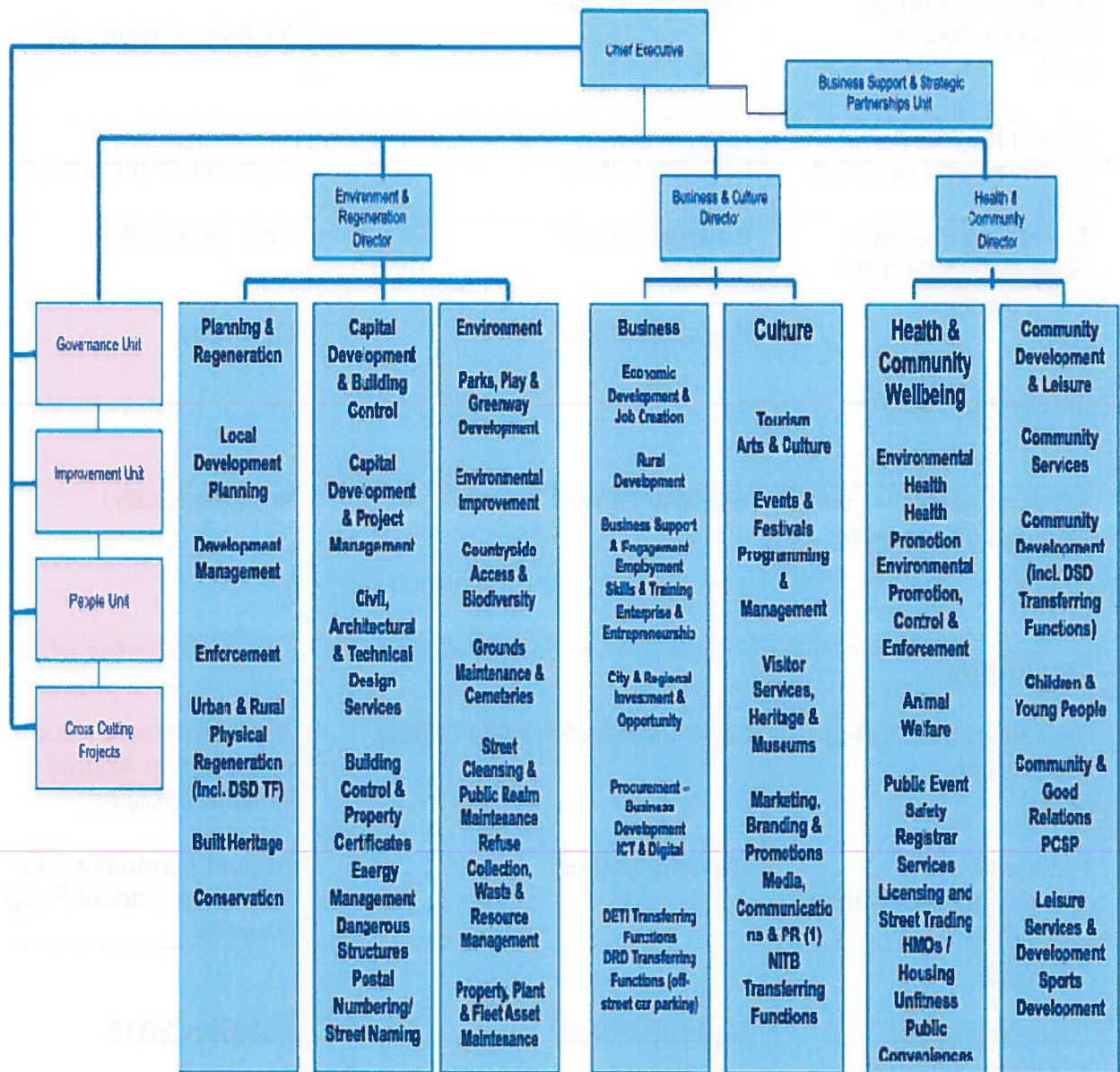
Maiden City Family Heritage Centre	c/o 11 Manning Way	Waterside	LONDONDERRY	
Maydown Ebrington Centre	Ebrington Gardens	Glendermott Road	Londonderry	BT48 7BG
MENCAP	17-19 Bishop Street		DERRY	BT48 6PR
MENCAP NI	Segal House	4 Annadale Avenue	BELFAST	BT7 3JH
Mens Action Network	40 Carlisle Road		DERRY	BT48 6JW
Methodist Church in Ireland	11 Clearwater	Waterside	LONDONDERRY	BT47 6BE
Methodist City Mission	36 Clooney Terrace	Waterside	LONDONDERRY	
Monreagh Ulster Scots Heritage Centre	Monreagh	Carrigans	CO. DONEGAL	
Mrs Sue Divin	Community Relations Officer	Derry City Council		
Multi-Cultural Resource Centre	9 Lower Crescent		BELFAST	BT7 1NR
Multiple Sclerosis Society (Foyle Branch)	58 Strand Road		DERRY	BT48 7AJ
NAISCOIL NA RINNE	33e Cromore Gardens		DERRY	BT48 9TF
NASUWT	Ben Madigan House	Edgewater Road	BELFAST	BT3 9JQ
Newbuildings Community and Environmental Assoc	4 Duncastle Road	Newbuildings	LONDONDERRY	BT47 2QS
NEXUS Institute	38 Clarendon Street		DERRY	BT48 7ET
NI Association for Mental Health	20 Clarendon Street		DERRY	BT48 7ET
NI Chest, Heart and Stroke Association	21 Dublin Road		BELFAST	
NI Chest, Heart and Stroke Association (Local)	50 Maybrook Park		DERRY	BT48 7TP
NI Womens Aid Federation	129 University Street		BELFAST	BT7 1HP
NIACRO	Amelia House	4 Amelia Street	BELFAST	BT2 7GS
NIPPA	Unit 1 Glenaden Complex	Trench Road	DERRY	BT47 5XU
NIPSA	30 Great James Street		DERRY	BT48 7DB
NIPSA Branch 536	c/o Derry City Council	98 Strand Road	DERRY	BT48 7NN
NISRA	McAuley House	2-14 Castle Street	BELFAST	BT1 1SA
North West Housing Ltd	18 Magazine Street		DERRY	BT48 6HH
North West Volunteer Centre	22 Bishop Street		DERRY	BT48 6PP
Northern Ireland Anti-poverty Network	3rd Floor Philip House	123-137 York Street	BELFAST	BT15 1AB
Northern Ireland Assembly	Parliament Buildings		BELFAST	BT4 3XX
Northern Ireland Chest Heart and Stroke	Office 1	Ballinska Road	DERRY	BT48 0LY

Northern Ireland Council for Ethnic Minorities	THE Old Church	Clarendon Street	DERRY	BT48 7ES
Northern Ireland Council for Voluntary Action	127 Ormeau Road		BELFAST	
Northern Ireland Gay Rights Association	46 Malone Avenue		BELFAST	BT9 6ER
Northern Ireland Human Rights Commission	Temple Court	39 North Street	BELFAST	BT1 1NA
Northern Ireland NEWPIN	18 - 19 Jasmine Court		DERRY	BT47 2DZ
Northern Ireland Rural Women's Network	15 Molesworth Street		COOKSTOWN	BT80 8NX
Northern Ireland Women's European Platform	58 Howerd Street		BELFAST	BT1 6PJ
Northlands Centre	Shepherds Way	Dungiven Road	DERRY	BT47 2AL
NSPCC	1 Waterside Centre	Glendermott Road	DERRY	BT47 6BC
NW Centre for Learning and Development	Unit 3-4 Hyde Business Park	Pennyburn Ind Est	DERRY	BT48 0LU
NW Community Network	8 - 14 Bishop Street		DERRY	BT48 6PW
NW Forum of People with Disabilities	58 Strand Road		DERRY	BT48 7AJ
Off The Streets	131 Galliagh Park		DERRY	BT48 8DF
Older People North West	Malvern House	Chapel Road	DERRY	BT47 2AN
Outer North Neighbourhood Partnership	Unit 20 Northside Village Centre	Glengalliagh Road	DERRY	BT48 8NN
Outer West Neighbourhood Partnership	Springtown Training Centre	Springtown Industrial Estate	DERRY	BT48 0LY
Partnership Care West	92 Spencer Road	Waterside	DERRY	BT47 6AG
Pat Finucane Centre	1 West End Park		DERRY	BT48 9JF
Peace and Reconciliation Group	18 - 20 Bishop Street		DERRY	BT48 6FV
Praxis	Flat 76/77	120 Rock Mills, Strand Road	DERRY	BT48 7AD
Presbytery of Derry and Donegal	35 Glencosh Road	Dunamanagh	STRABANE	BT82 0LY
Probation Board for Northern Ireland	8 Crawford Square		DERRY	
Progressive Unionist Party	182 Shankill Road		BELFAST	
Protestant Interface Network (PIN)	c/o 128 The Fountain		Londonderry	BT48 6PW
Quakers Religious Society of Friends	Hilary Sidwell	38 Great James Street	DERRY	BT48 7DB
R.E.A.L. Network	12 Tosh Avenue	Brigade Road, Waterside	DERRY	BT47 6GJ
Rainbow Project	37 Clarendon Street		DERRY	BT48 7ER

Residents Committee Park West	3 Clooney Park West		DERRY	BT47 6LA
RNIB Resource Centre	Embassy Building	3 Strand Road	DERRY	BT48 7BH
Roman Catholic Church	The Bishop's House	St. Eugene's Cathedral	DERRY	BT48 9AP
Rosemount Resource Centre	1 Westway	Rosemount	DERRY	
Royal British Legion	33b Iona Terrace	Waterside	LONDONDERRY	BT47 3EY
Royal British Legion Women's Section	38 Cloverhill Avenue	Drumahoe	LONDONDERRY	BT47 3SH
Royal National Institute for the Blind	Victoria House	15-17 Gloucester Street	BELFAST	BT1 4LS
Rural Area Partnership in Derry	2 Forglen Road	Kilaloo	DERRY	BT47 3TP
Rural North West Community Support	12 TownHall Street	Newtownstewart	CO. TYRONE	BT78 4AX
SALT Community Association	40 Teenaght Road	Claudy	LONDONDERRY	BT47 4AN
SDLP Local Office	23 Bishop Street		DERRY	BT48 6PR
Sensory Support Service	Old Bridge House	Glendermott Road	DERRY	BT47 6AU
Sikh Cultural Centre	12 Colby Avenue		DERRY	BT48 8PF
Simon Community	15 Bonds Hill	Waterside	DERRY	BT47 6DW
Simon Community NI	Central Office	57 Fitzroy Avenue	BELFAST	BT7 1HT
Sinn Fein	53 Falls Road		BELFAST	BT12 4PD
Sinn Fein	Ráth Mór Business Park	Creggan	DERRY	BT48 0LZ
Sollus Centre	231 Victoria Road	Bready	STRABANE	BT82 0EB
St Columb's Park House Peace & Reconciliation Centre	4 Limavady Road	Waterside	DERRY	BT47 6JY
Staff Commission for Education and Library Boards	Forestview	Purdy's Lane	BELFAST	BT8 7AR
STEER	13 Pump Street		DERRY	BT48 6JG
Strabane Ethnic Community Association	32-36 Bridge Street		STRABANE	BT82 9AE
Strabane Volunteer Centre	26 Market Street		STRABANE	
Strand Foyer	79 Strand Road		DERRY	BT48 7BH
Stroke Organisation	Rushmere House	46 Cadogen Park	BELFAST	BT9 6HH
Talking Newspaper	Glenview Community Centre	Cedar Street	DERRY	BT48 0EG
The Cedar Foundation	Unit 4 the Vale Centre	Clooney Road	DERRY	BT47 3GE
The Guide Dog's for the Blind Association	Lanesborough House	15 Sandown Park South	BELFAST	BT5 6HE
The Junction	8 - 10 Bishop Street		DERRY	BT48 6PW
The Rainbow Project	2-8 Commercial Court		BELFAST	BT1 2NB
The Women's Centre	Beibhinn House	5 Guildhall Street	DERRY	BT48 6BB

Triangle Association	9a Clooney Terrace		Londonderry	BT47 6AW
Triax Neighbourhood Partnership Board	Iona Business Park	Southway	DERRY	BT48 9LH
Tuar Ceatha Services	23 Windsor Avenue		BELFAST	BT9 6EE
Tullyally and District Development Group	Tullyally Resource Centre	Church Brae	Londonderry	BT47 6HB
Ulster Scots Agency	The Corn Exchange	31 Gordon Street	BELFAST	BT1 2LG
Ulster Scots Community Network	1 - 9 Victoria Street		BELFAST	BT1 3GA
Ulster Unionist Party	Cunningham House	429 Holywood Road	BELFAST	BT4 2LN
UNITE	56-58 Carlisle Road		DERRY	BT48 6JW
USEL	75 Strand Road		derry	BT48 7BW
Verbal Arts Centre	Stable Lane	Bishop Street Within	DERRY	BT48 6PU
Victim Support Northern Ireland	7 Bayview Terrace		DERRY	BT48 7EE
VOYPIC	29 Clarendon Street		DERRY	BT48 7ER
Waterside Area Partnership	9A Clooney Terrace	Waterside	LONDONDERRY	BT47 6AW
Waterside Neighbourhood Partnership	Shared Future Centre	61 Irish Street	Londonderry	BT47 2DB
Waterside Women's Centre	170 Spencer Road		DERRY	BT47 1AH
WELB	Headquarters	1 Hospital Road	OMAGH	
West Bank Initiative	22 Bishop Street		LONDONDERRY	BT48 6PP
Women's Information Group	7 University Road		BELFAST	BT7 1NA
Women's Institute	209-211 Upper Lisburn Road		BELFAST	BT10 0LL
Women's Institute	Palace Street		DERRY	BT48 6PS
Womens Support Network	109-113 Royal Avenue		BELFAST	BT2 7BB
Youth Council for Northern Ireland	Forestview	Purdy's Lane	BELFAST	BT48 7AR

Organisational Structure



Appendix 5

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

Measure	Lead responsibility	Timetable
Section 75 Annual Progress Report [2.7]	Chief Executive	31 August (annually)
Consultation list reviewed and updated [3.4]	Equality Officer	September (annually)
Screening timetable (See Appendix 5 for more detail) [4.4]	Equality Officer	April (Annually)
Screening Reports [4.15]	Equality Officer	Quarterly
EQIA timetable – (See Appendix 5 for more detail) [4.16]	Equality Officer	April (Annually)
<u>Monitoring</u>		
Review of monitoring information [4.31]	Lead Officers/Equality Officer	April (Annually – for inclusion in Annual Progress Report)
Publication of monitoring information [4.33;4.34]	Equality Officer	August (Annually – in approved Annual Progress Report)
<u>Training</u>		
Development of summary scheme [5.4]	Equality Officer	February 2015
Development of overall training programme [5.5]	Equality Officer	March 2015 – September 2015
Focussed training [5.4]	Equality Officer	April 2015 and ongoing

Update training [5.4]	Equality Officer	Ongoing
Evaluation of training [5.6]	Equality Officer	Ongoing from April 2015
Assessing access to information and services [6.9]	Equality Officer	Ongoing
Communication of equality scheme [9.3]	Equality Officer	January 2015
Notification of consultees [9.3]	Equality Officer	January 2015
Develop Equality Action Plan	Equality Officer	May 2015
Consult on Equality Action Plan	Equality Officer	May to August 2015
Implement and deliver Equality Action Plan (7.2)	Chief Executive	Develop within 6 months of 1 st April 2015 – and deliver actions over period 2015- 2019
Monitor Equality Action Plan	Equality Officer	Annually
Review of equality scheme [10.1]	HCAPI/Equality Officer	April 2019

Appendix 6

Outline of screening/EQIA timetable for key areas

Outline Timetable of Policy Development activities and Associated Screening /EQIA Process (subject to change)

Policy Development Area	By April 2015	By Oct 2015	By April 2016	By Oct 2016
Key policies relating to service and governance issues **including the rates 2015/16, name of new Council, governance arrangements, implementation of new organisational design, key service delivery issues				
Equality scheme update				
Non-critical operational policies in relation to services for example leisure operational policies, information management, IT systems management				
Interim corporate plan covering the period April 2015 to October 2016 (latest)				
Audit of inequalities				
Equality action plan				
Strategic documents linked to the corporate plan for example ICT strategy, arts & cultural strategy,				
Ongoing policy review				
Development of community plan (of including macro level audit of inequalities)				
Development of corporate plan for the period 2016- 2019 aligned to community plan,				
Development of local area plan, aligned to community plan				

**Some of these policies will be subject to review in 2015

Glossary of terms

Action plan

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

Action measures and outcomes

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

Adverse impact

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

Affirmative action

In general terms, affirmative action can be defined as being anything consistent with the legislation which is necessary to bring about positive change. It is a phrase used in the Fair Employment and Treatment Order (NI) 1998 to describe lawful action that is aimed at promoting equality of opportunity and fair participation in employment between members of the Protestant and Roman Catholic communities in Northern Ireland.

Audit of inequalities

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

Consultation

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

Differential impact

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

Discrimination

The anti-discrimination laws prohibit the following forms of discrimination:

- Direct discrimination
- Indirect Discrimination
- Disability Discrimination
- Victimisation
- Harassment

Brief descriptions of these above terms follow:

Direct discrimination

This generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, on one or more of the statutory non-discrimination grounds. A decision or action that is directly discriminatory will normally be unlawful unless: (a) in an age discrimination case, the decision can be objectively justified, or (b) in any other case, the public authority can rely on a statutory exception that permits it – such as a *genuine occupational requirement exception*; or, a *positive action exception* which permits an employer to use “welcoming statements” or to take other lawful positive action to encourage participation by under-represented or otherwise disadvantaged groups.

Indirect discrimination

The definition of this term varies across some of the anti-discrimination laws, but indirect discrimination generally occurs where a public authority applies to all persons a particular provision, criterion or practice, but which is one that has the effect of placing people who share a particular equality characteristic (e.g. the same sex, or religious belief, or race) at a particular disadvantage compared to other people. A provision, criterion or practice that is indirectly discriminatory will normally be unlawful unless (a) it can be objectively justified, or (b) the public authority can rely on a statutory exception that permits it.

Disability discrimination

In addition to direct discrimination and victimisation and harassment, discrimination against disabled people may also occur in two other ways: namely, (a) *disability-related discrimination*, and (b) *failure to comply with a duty to make reasonable adjustments*.

- (a) *Disability-related discrimination* generally occurs where a public authority, without lawful justification, and for a reason which relates to a disabled person's disability, treats that person less favourably than it treats (or, would treat) other people to whom that reason does not (or, would not) apply.
- (b) *Failure to comply with a duty to make reasonable adjustments*: One of the most notable features of the disability discrimination legislation is that in prescribed circumstances it imposes a duty on employers, service providers and public authorities to take such steps as are reasonable to remove or reduce particular disadvantages experienced by disabled people in those circumstances.

Victimisation

This form of discrimination generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, because the person has previously exercised his/her rights under the anti-discrimination laws, or has assisted another person to do so. Victimisation cannot be justified and is always unlawful.

Harassment

Harassment generally occurs where a person is subjected to unwanted conduct that is related to a non-discrimination ground with the purpose, or which has the effect, of violating their dignity or of creating for them an intimidating, hostile, degrading, humiliating or offensive environment. Harassment cannot be justified and is always unlawful.

Equality impact assessment

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

Equality of opportunity

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

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

Equality scheme

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

Good relations

'Good relations' means, in particular, having regard to the desirability of a) tackling prejudice and b) promoting understanding

Mainstreaming equality

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

Mitigation of adverse impact

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

Monitoring

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

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

Northern Ireland Act

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

Policy

The formal and informal decisions a public authority makes in relation to carrying out its duties. Defined in the New Oxford English Dictionary as 'a course or principle of action adopted or proposed by a government party, business or individual'. In the context of Section 75, the term **policies** covers all the ways in which a public authority carries out or proposes to carry out its functions relating to Northern Ireland. Policies include unwritten as well as written policies.

Positive action

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

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

Qualitative data

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

Quantitative data

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

Screening

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

Schedule 9

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

Section 75

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

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

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

Section 75 investigation

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

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

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

Appendix 8

Derry City and Strabane District Council

Complaints Handling Process - Equality

Complainant

Complaint made in writing, orally or via representative organisation / individual to :

Chief Executive

Derry City and Strabane District Council

98 Strand Road

Derry, BT48 7NN

Tel.: 028 71 253 253

E-mail: john.kelpie@derrycityandstrabanedistrict.com



Chief Executive

- forwards equality complaint to appropriate Chief Officer
- written **reply* to complainant** , acknowledging complaint, **within 5 working days**



Chief Officer

- ensures departmental investigation of the complaint by the appropriate officer(s)
- Chief Officer and / or appropriate officer(s) **may contact complainant for further information**
- writes to inform Chief Executive of the outcome of the investigation, **within 30 working days**
- Chief Officer and / or appropriate officer(s) will meet with the Chief Executive, if necessary



Chief Executive

- **writes* to the complainant to inform of the outcome of the internal investigation within 40 working days of the complaint being received**
- provides details of how to complain to the Equality Commission, if dissatisfied with the outcome of the Council's investigation n

Note :

* Replies in other formats will be available upon request