



The
Executive Office

www.executiveoffice-ni.gov.uk

Equality Scheme for the Executive Office

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

***This document can be made available in a range of formats on request.
Please contact us with your requirements***

**The Executive Office
Equality, Human Rights & Delivering Social Change Unit
Room E4.15
Castle Buildings
Stormont Estate
BELFAST
BT4 3SR**

Tel No: 02890528370

E-mail: equalityandhumanrights@executiveoffice-ni.gov.uk

The Equality Scheme for OFMDFM was approved by the Equality Commission for Northern Ireland on 25 September 2013. The Scheme was updated in 2017 to reflect the functions of the Executive Office following departmental restructuring in May 2016.

FOREWORD

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions relating to Northern Ireland to have due regard to the need to promote equality of opportunity between nine equality categories and to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

As Permanent Secretary of the Executive Office, I am pleased to introduce this revised Equality Scheme, which reflects the transition from the Office of the First Minister and deputy First Minister to the Executive Office following departmental restructuring in May 2016. As part of this restructuring, responsibility for a number of functions transferred from the former Office of the First Minister and the deputy First Minister to Agriculture, Environment and Rural Affairs, Communities, Education, Infrastructure and Justice.

This Equality Scheme illustrates how the Executive Office proposes to fulfil its Section 75 statutory duties across all of its functions and demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to influence positively how we carry out our functions.

Paragraph 8(3) of Schedule 9 to the Northern Ireland 1998 requires a public authority to review its Equality Scheme every 5 years. This revised Equality Scheme does not constitute a formal review of the Departments 2013 Equality Scheme. We propose to conduct a formal review of our Equality Scheme in 2018.

This Equality Scheme has been drawn up in accordance with Section 75 of, and Schedule 9 to, the Northern Ireland Act 1998 and Equality Commission guidelines.



David Sterling
Permanent Secretary of the Executive Office
7 December 2017

CONTENTS

Please note that the Foreword and Appendices 4 and 5 form part of this Equality Scheme.

| | Page |
|-----------|--|
| Foreword | 2 |
| Chapter 1 | Introduction |
| | <ul style="list-style-type: none">• Section 75 of the Northern Ireland Act 1998 6• How we propose to fulfil the Section 75 duties in relation to the relevant functions of the Executive Office 7• Who we are and what we do. 7 |
| Chapter 2 | Our arrangements for assessing our compliance with the Section 75 duties |
| | <ul style="list-style-type: none">• Introduction 9• Responsibilities and reporting 9• Action plan/action measures 11 |
| Chapter 3 | Our arrangements for consulting 13 |
| Chapter 4 | Our arrangements for assessing, monitoring and publishing the impact of policies |
| | <ul style="list-style-type: none">• Our arrangements for assessing the likely impact adopted or proposed to be adopted on the promotion of equality of opportunity of policies 18• Screening 19• Equality impact assessment 21• Our arrangements for publishing the results of 22 |

the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity

| | | |
|-----------|--|----|
| | <ul style="list-style-type: none"> • What we publish 22 • How we publish the information 23 • Where we publish the information 23 • Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity 24 • Our arrangements for publishing the results of our monitoring 26 | |
| Chapter 5 | Staff training | |
| | <ul style="list-style-type: none"> • Commitment to staff training 27 • Training objectives 27 • Awareness raising and training arrangements 28 • Monitoring and evaluation 29 | |
| Chapter 6 | Our arrangements for ensuring and assessing public access to information and services we provide | |
| | <ul style="list-style-type: none"> • Introduction 31 • Access to information 31 • Access to services 32 • Assessing public access to information and services 32 | |
| Chapter 7 | Timetable for measures we propose in this equality scheme | 34 |
| Chapter 8 | Our complaints procedure | 35 |

| | | |
|------------|--|----|
| Chapter 9 | Publication of our equality scheme | 37 |
| Chapter 10 | Review of our equality scheme | 39 |
| Appendix 1 | The Executive Office - organisational chart | 40 |
| Appendix 2 | The Executive Office – functional and policy responsibilities | 41 |
| Appendix 3 | Example groups relevant to the Section 75 categories for Northern Ireland purposes | 59 |
| Appendix 4 | List of consultees | 61 |
| Appendix 5 | Timetable for measures proposed | 69 |

CHAPTER 1 INTRODUCTION

Section 75 of the Northern Ireland Act 1998

1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires the Executive Office (TEO) to comply with two statutory duties:

Section 75(1)

In carrying out our functions relating to Northern Ireland we are required to have due regard¹ to the need to promote equality of opportunity between

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

Section 75(2)

In addition, without prejudice to the obligations above, in carrying out our functions in relation to Northern Ireland we are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

1.2 Whilst Section 75 contains the general duties by which TEO will operate, Schedule 9 to the Act sets out additional detailed enforcement duties. “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.

¹ NI case law, (Neutral Citation No.[2005] NIQB 66) Justice Girvan in the Neill judgment set out four interlocking requirements to demonstrate that “due regard” has been observed. These are “structured assessment, consultation, monitoring and publicity” and that “equality of opportunity” is a wide, undefined concept which refers to “social as well as economic life”.

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

How we propose to fulfil the Section 75 duties in relation to the relevant functions of TEO

- 1.3 Paragraph 4(1) of Schedule 9 to the Act requires TEO 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 fulfils that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.
- 1.4 TEO is committed to the discharge of its Section 75 obligations in all parts of the organisation. We will continue to commit the available resources in terms of people, time and money to ensure that our Section 75 statutory duties are complied with and that our Equality Scheme can be implemented effectively.

Who we are and what we do

- 1.5 TEO's overarching aim is to:

“Build a peaceful and prosperous society with respect for the rule of law where everyone can enjoy a better quality of life now and in years to come”.

- 1.6 TEO undertakes a wide range of functions including:

- providing advice, guidance and support to the First Minister and deputy First Minister as Joint Chairs of the Executive and to Ministers and Departments concerning participation in the institutions of government; including the Assembly, the North/South Ministerial Council and the British-Irish Council;
- developing, overseeing and co-ordinating the delivery of the Programme for Government (PFG);
- setting strategic policy and direction on cross-cutting issues including racial equality, equality of opportunity; human rights; good relations; victims and survivors; economic policy and civil contingencies;
- Strategic Policy Unit

- providing support, advice and guidance to Ministers and the NICS on maximising the benefits of the European Union and from international relationships and representing the Executive to the Administrations in the USA, Europe and China through the NI Bureau, Washington and the Office of the NI Executive in Brussels and the NI Executive Office in China;
- providing an effective external communication service to Ministers and Departments;
- undertaking a range of central functions, including the provision of corporate services to staff, and providing advice and support to Departments on a range of issues including Public Appointments and Honours;
- sponsorship and oversight of the following:
 - Attorney General for NI;
 - Commissioner for Victims and Survivors for NI;
 - Commissioner for Public Appointments NI;
 - Community Relations Council;
 - Equality Commission for NI;
 - NI Judicial Appointments Commission;
 - NI Ombudsman;
 - The Strategic Investment Board;
 - Victims and Survivors Service;
 - Maze / Long Kesh Development Corporation;
 - Ilex Urban Regeneration Company Limited;
 - Historical Institutional Abuse Inquiry (independent inquiry).

The structure of TEO is set out in **Appendix 1**. The Department's functional responsibilities and related policy responsibilities are set out in **Appendix 2**.

CHAPTER 2 - OUR ARRANGEMENTS FOR ASSESSING OUR COMPLIANCE WITH THE SECTION 75 DUTIES

Paragraph 4(2)(a) of Schedule 9

Introduction

- 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 on consultation;
 - Chapter 4 on monitoring arrangements and assessment of impact of policies arrangements;
 - Chapter 8 on complaints; and
 - Chapter 9 on publication.
- 2.2 Whilst we will use Equality screening and Equality Impact Assessments as policy tools it is also important to emphasise that we view the requirement that having due regard for the need to promote equality of opportunity and regard for the desirability of promoting good relations as policy objectives. In addition we have the following arrangements in place for assessing our compliance (see paragraphs 2.3 to 2.21 below).

Responsibilities and reporting

- 2.3 We are committed to the fulfilment of our Section 75 obligations in all aspects of our work.
- 2.4 Responsibility for the effective implementation of our Equality Scheme lies with the TEO Board. The Board, chaired by the Permanent Secretary, who is also the Head of the Civil Service, is accountable for the development, implementation, maintenance and review of the Equality Scheme in accordance with Section 75 of, and Schedule 9 to, the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.

- 2.5 If you have any questions or comments regarding our Equality Scheme, in the first instance please contact the Equality Director at the address given below and we will respond to you as soon as possible:

The Director
Equality, Victims, Human Rights and Delivering Social
Change Division
The Executive Office
Room E.4.20
Castle Buildings
Stormont Estate
BELFAST
BT4 3SR

Tel: 028 9052 8204

Email: equalityandhumanrights@executiveoffice-ni.gov.uk

- 2.6 Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans.
- 2.7 Employees' job descriptions and personal performance plans reflect and will continue to reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme, where relevant. The personal performance plans are subject to appraisal in the annual performance review.
- 2.8 TEO prepares an annual report on the progress we have made in implementing the arrangements set out in this Equality Scheme to discharge our Section 75 statutory duties (Section 75 annual progress report³). 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 Executive Office annual report.
- 2.9 The latest Section 75 annual progress report is available on our website at:

³ See Appendix 5 'Timetable for measures proposed' and paragraph section 2.11 of this Equality Scheme.

<https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/Equality%20Scheme%20-%20Annual%20Progress%20Report%202015-%20%2016.PDF>

A copy can also be obtained by contacting the address shown on the front cover of this Equality Scheme.

- 2.10 TEO will liaise closely with the Equality Commission to ensure that progress on the implementation of our Equality Scheme is maintained.
- 2.11 TEO will conduct an annual review of progress made in implementing the arrangements specified in this Scheme and in complying with the statutory duties. A report on this review will be submitted to TEO Departmental Board and will then be sent to the Equality Commission to assist it in compiling its own Annual Report, as required by paragraph 5(1)(b) of Schedule 8 to the Act. It will be made publicly available.
- 2.12 TEO will monitor complaints that it has not fulfilled its statutory obligations and will seek to resolve such complaints bilaterally (see chapter 10).
- 2.13 TEO will conduct a comprehensive review of this Scheme within five years of its submission to, and approval by, the Equality Commission. The review will take account of any guidance, which the Equality Commission may issue on such reviews. This review will include an assessment of how the Department has complied with its Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the main policy areas for which it has responsibility. TEO will consult with the bodies listed at **Appendix 4** before submission of the review to the Equality Commission.

Action plan/action measures

- 2.14 TEO has developed an action plan to promote equality of opportunity and good relations. This action plan, along with the audit of key inequalities that informed it will be issued to the Equality Commission within 3 months of the publication of this Equality Scheme.
- 2.15 The action measures that will make up our action plan will

be relevant to our functions. They have been developed and prioritised on the basis of an audit of inequalities. The audit of inequalities has gathered and analysed information across the Section 75 categories⁴ to identify the inequalities that exist for our service users and those affected by our policies⁵.

- 2.16 Action measures are intended to be SMART i.e. specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures include performance indicators and timescales for their achievement.
- 2.17 We will develop our action plans for a period of between one and five years in order to align them with our corporate and business planning cycles. Implementation of the action measures will be incorporated into our business planning process.
- 2.18 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 set out in paragraph 2.19 below.
- 2.19 We will monitor our progress on the delivery of our action measures and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.
- 2.20 TEO will inform the Equality Commission of any changes or amendments to our action plan and will also forward this information at the same time as our Section 75 annual progress report to the Commission. We will provide information on progress we have made in implementing our action plans/action measures.
- 2.21 Once finalised, our action plan will be available at:
<https://www.executiveoffice-ni.gov.uk/publications/equality-scheme-office-first-minister-and-deputy-first-minister>

If you require it in an alternative format please contact us at the address shown on the front cover of this Equality Scheme.

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

⁵ See Paragraph 4.1 of this Equality Scheme for a definition of policies

CHAPTER 3 - OUR ARRANGEMENTS FOR CONSULTING

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

Paragraph 4(2)(b) of Schedule 9 - 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 general on 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)*').
- 3.3 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.
- 3.4 Initially all Section 75 consultees (see Appendix 3), as a matter of course, will be notified (by email or post) of the matter/policy being consulted upon to ensure they are aware of all consultations. Thereafter, to ensure the most effective use of our and our consultees' resources, we will take a targeted approach to consultation for those consultees that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance. This may include for example regional or local consultations, sectoral or thematic consultation etc.

3.5 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 methods of consultation more appropriate to key stakeholders and the matter being consulted upon.

3.6 We will consider the accessibility and format of every method of consultation we use in order to remove barriers to the consultation process. Specific consideration will be given as to how best to communicate with children and young people, people with disabilities (in particular people with learning disabilities) and minority ethnic communities. We take account of existing and developing good practice, including the Equality Commission's guidance *Let's Talk Let's Listen – Guidance for public authorities on consulting and involving children and young people (2008)*.

3.7 In 2010, the then Junior Ministers launched the NI Standards for Children and Young People's Participation in Public Decision Making (the Ask First standards). The Ask First standards, developed by the Participation Network, will provide useful guidance for establishing effective direct engagement mechanisms, as well as a benchmark for measuring effectiveness across all government departments and their agencies.

- 3.8 Information will be made available, on request, in alternative formats, including child friendly versions⁶, in a timely manner, usually within four to six weeks. We will ensure that such consultees have sufficient additional time to respond.
- 3.9 Specific training is provided to those facilitating consultations to ensure that they have the necessary skills to communicate effectively with consultees. Participation Network was established in 2007 by TEO as part of the Government's commitment to implementing the requirement of Article 12 of the UNCRC and Section 75 of the NI Act 1998. The aim of the network is to support statutory agencies, local government and government departments to effectively engage with children and young people in public decision making.
- 3.10 To ensure effective consultation with consultees⁷ on Section 75 matters, we will continue to keep our consultees informed as appropriate and necessary on the Section 75 statutory duties and our commitments in our Equality Scheme.
- 3.11 The consultation period for equality issues will normally last for twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgments), 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 commitments⁸. Where, under these exceptional circumstances, we must implement a policy immediately, as it is beyond our control, we may consult after implementation of the policy, in order to ensure that any impacts of the policy are considered.
- 3.12 If a consultation exercise is to take place over a period

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

⁷ Please see Appendix 4 for a list of our consultees

⁸ Please see below at paragraphs 4.26 to 4.34 for details on monitoring

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.

- 3.13 We are conscious of the fact that affected individuals and representative groups may have different needs. We will take appropriate measures to ensure full participation in any meetings that are held. We will consider for example the time of day, the appropriateness of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and/or interpreter is necessary, and whether the provision of childcare and support for other carers is required.
- 3.14 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 relevant quantitative and qualitative data.
- 3.15 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.
- 3.16 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 Chapter 6 paragraph 6.3).
- 3.17 A list of our consultees is included in this equality scheme at **Appendix 4**. It can also be obtained by contacting us at the address shown on the front cover of this Equality Scheme.:
- 3.18 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 at the address shown on the front cover of this Equality Scheme to provide your contact details and have your areas of interest noted or have your name/details removed or amended.

CHAPTER 4: OUR ARRANGEMENTS FOR ASSESSING, MONITORING AND PUBLISHING THE IMPACT OF POLICIES

Paragraphs 4(2)(b); 4(2)(c); 4(2)(d); and 9(2) of Schedule 9

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

- 4.1 In the context of Section 75, ‘policy’ is very broadly defined and it covers the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland.
- 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 paragraph 9(2) of Schedule 9 to the Northern Ireland Act 1998.
- 4.3 TEO uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:
- the guidance on screening, including the screening template, as detailed in the Commission’s guidance ‘*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*’;
 - on undertaking an equality impact assessment as detailed in the Commission’s guidance ‘*Practical guidance on equality impact assessment (February 2005)*’ and
 - “*Effective Section 75 Equality Assessments: Screening and Equality Assessments*” (2017).

Screening

- 4.4 The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations.
- 4.5 Screening is completed at the earliest opportunity in the policy development/review process. Policies that 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 staff members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible we will include key stakeholders in the screening process.
- 4.7 The following questions are applied to all our policies as part of the screening process:
- what is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)
 - are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
 - to what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)
 - are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?
- 4.8 In order to answer the screening questions, we gather relevant information and data, both qualitative and quantitative or use existing data sets. In taking this

evidence into account we consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.

4.9 Completion of screening, taking into account our consideration of the answers to all four screening questions set out in 4.7 above, will lead to one of the following three outcomes:

- the policy has been ‘screened in’ for equality impact assessment;
- the policy has been ‘screened out’ with mitigation⁹ or an alternative policy proposed to be adopted;
- the policy has been ‘screened out’ without mitigation or an alternative policy proposed to be adopted.

4.10 If our screening concludes that the likely impact of a policy is ‘minor’ in respect of one, or more, of the equality of opportunity and/or good relations categories, we may on occasion decide to proceed with an equality impact assessment, depending on the policy. If an EQIA is not to be conducted we will nonetheless consider measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations. Where we mitigate we will outline in our screening template the reasons to support this decision together with the proposed changes, amendments or alternative policy.

4.11 Where a decision is made to screen out a policy, we will record the evidence used to make the assessment and the rationale for the decision. The decision will be ‘signed off’ by the appropriate policy lead Director who will inform the weekly Stocktake meeting, chaired by the Permanent Secretary of TEO, of any such decision and the rationale for it.

4.12 If our screening concludes that the likely impact of a policy is ‘major’ in respect of one, or more, of the equality of opportunity and/or good relations categories, we will

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

normally subject the policy to an equality impact assessment. This screening decision will be 'signed off' by the appropriate policy lead within TEO.

4.13 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity and/or good relations categories, we may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, we will record the evidence used to make the assessment and the rationale for the decision. The decision will be "signed off" by the appropriate policy lead Director who will inform the weekly Stocktake meeting, chaired by the Permanent Secretary of TEO, of any such decision and the rationale for it.

4.14 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:

<https://www.executiveoffice-ni.gov.uk/>

and on request from us at the address shown on the front cover of this Equality Scheme.

4.15 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision. Our screening reports are published quarterly (see below at paragraphs 4.20 - 4.22 and 4.23 for details).

Equality Impact Assessment

4.16 An Equality Impact Assessment (EQIA) is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of that policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.

- 4.17 Once a policy is screened and screening has identified that an EQIA is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The EQIA will be carried out as part of the policy development process, before the policy is implemented.
- 4.18 Any EQIA will be subject to consultation at the appropriate stage(s). (For details see 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

Paragraphs 4(2)(d) and 9(1) of Schedule 9

- 4.19 We make publicly available the results of our assessments (screening and EQIA) of the likely impact of our policies on the promotion of equality of opportunity and good relations.

What we publish

- 4.20 Screening reports. These are published quarterly. Screening reports detail:
- all policies screened by TEO 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 paragraph 4.14.

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 can be made available in alternative formats where there is a need and it is reasonably practicable to do so. Please see paragraph 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:

<https://www.executiveoffice-ni.gov.uk/>

or by contacting us at address shown on the front cover of this Equality Scheme.

4.25 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

Paragraph 4(2)(c) of Schedule 9

4.26 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, TEO follows guidance from the Office of the Information Commissioner and the Equality Commission.

4.27 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.

4.28 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; and

- undertaking or commissioning new data if necessary.

4.29 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 as soon as practicable to achieve better outcomes for relevant equality groups.

4.30 We review our EQIA monitoring information on an annual basis and report that information to the Equality Commission in our Section 75 Annual Report.

4.31 TEO will continue to monitor policies following their implementation, to ensure that if any adverse impacts on Section 75 groups are identified they can be dealt with in a timely manner. The preparation of EQIA's themselves may identify an adverse impact on particular groups within Section 75 categories. Where no other policy is feasible, we will take steps, where we can, to mitigate such adverse impact. In circumstances such as these the Department will commission special monitoring arrangements and analysis of both qualitative and quantitative information. This is to ensure the Department is aware of the extent of the adverse impact and/or the success of any mitigating measures.

4.32 TEO will usually collect and analyse statistical data, but information may be available from other sources e.g. non-governmental organisations or the Equality Commission. Any information collected through special monitoring procedures would be taken into account in any future review of the policy. Where it is clear from the monitoring of a policy that a greater impact than anticipated has arisen, TEO will ensure that the policy is reviewed and revised as required.

4.33 TEO will work closely with the Northern Ireland Statistics and Research Agency (NISRA) in its review of existing monitoring arrangements and its consideration of special monitoring arrangements of anticipated adverse impacts. This work will be taken forward generally, but also through the Department's Audit of Inequalities and Action Plan.

4.34 Monitoring can also have a greater benefit than only highlighting adverse impacts. It can help identify policies to better promote equality of opportunity and good relations relevant to Section 75. TEO is committed to working with NISRA and others, through the Audit of Inequalities, to identify such policies.

Our arrangements for publishing the results of our monitoring

Paragraph 4(2)(d) of Schedule 9

4.35 Paragraph 4(2)(d) of Schedule 9 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:

- EQIA monitoring information is published as part of our Section 75 annual progress report [see paragraph 2.8 above]
- Monitoring information is also published on our website and where appropriate/requested sent to consultees.

4.36 All information published is accessible and can be made available in alternative formats where there is sufficient demand. Please see paragraph 6.3 below for details.

CHAPTER 5: STAFF TRAINING

Paragraph 4(2)(e) of Schedule 9

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 We wish to continue to communicate positively the commitment of TEO 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 TEO has drawn up and implemented a detailed training plan for its staff, 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 TEO 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 are aware of and understand our equality obligations.

- 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 TEO will receive a briefing, through the Departmental Team Brief process, on this Equality Scheme as soon as possible after approval of the Scheme.
- The Section 75 statutory duties form part of the Corporate Induction Information Pack or the Graduate Entrant Staff Officer Induction Programme, for new staff.
- Focused training is provided for key staff within TEO 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 that all 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 that all staff are kept up to date with Section 75 developments.

5.5 The Department continues to arrange consultation, screening and EQIA training in response to demands, which are identified through the normal business planning

cycle annually.

5.6 Section 75 training courses are provided centrally for the NICS by the Centre for Applied Learning (CAL). CAL currently offers three policy courses, which cover Section 75 groups:

- Introduction to Section 75 (e-learning);
- Equality Impact Assessment Workshop; and
- Public Consultation and Engagement.

All three courses have been reviewed to ensure compliance with ECNI revised Section 75 guidance. TEO Equality Directorate has worked with CAL to scope the implications for training and development.

5.7 TEO has worked with CAL and Departmental equality practitioners to quality assure revised training programmes prior to roll-out and will liaise with Departments to explore whether further training interventions will be required to support NICS officials in delivering their Section 75 responsibilities.

5.9 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, TEO will, where possible, work closely with other bodies and agencies in the development and delivery of any further necessary training.

Monitoring and evaluation

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

- we evaluate, as part of the annual reporting cycle, 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 provide details of the number of staff trained, the equality profile of staff trained and the job roles of staff trained.

CHAPTER 6 OUR ARRANGEMENTS FOR ENSURING AND ASSESSING PUBLIC ACCESS TO INFORMATION AND SERVICES WE PROVIDE

Paragraph 4(2)(f) of Schedule 9

Introduction

- 6.1 TEO 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 minority ethnic groups, whose first language is not English, may have difficulties with information provided only in English; and
 - children and young people may not be able fully to access or understand information.

Access to information

- 6.3 To ensure equality of opportunity in accessing information, we provide information in alternative formats, where there is a need and it is reasonably practicable to do so. Where the exact request cannot be met we will ensure a reasonable alternative is provided.
- 6.4 Alternative formats may include easy read, braille, child friendly versions, 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. TEO liaises, where appropriate, with representatives of young people

and disability and minority ethnic organisations and takes account of existing and developing good practice.

- 6.5 We will respond to requests for information in alternative formats in a timely manner, usually within four to six weeks. TEO provides information to minority ethnic communities through the Racial Equality Forum or through relevant minority ethnic organisations, or by arrangement with these organisations. Through Participation Network we organise specific consultation events for children and young people and produce child friendly versions of documents.
- 6.6 TEO is committed to achieve effective communication with the public. Recognising the growing range of communications channels and the differing needs and preferences of different groups, TEO will ensure the evidence-based evaluation and use of a range of communications channels to enable wide access to information, to mitigate the risk that some sections of the public might not enjoy equality of opportunity in accessing information provided by the Department.

Access to services

- 6.5 TEO is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories.
- 6.6 TEO also adheres to the relevant provisions of current anti-discrimination legislation.
- 6.6 TEO intends that all of its services are fully accessible to all parts of the community. EQIAs will highlight any factors, which create differential impact by making a service linked to a particular policy less accessible to particular groups.

Assessing public access to information and services

- 6.7 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.
- 6.8 TEO will keep under assessment its arrangements for providing information in Braille, large print, audiocassette, signed video cassette and minority ethnic language formats.

This will take account of the statutory requirements of the Disability Discrimination Act 1995; the likely demand for information in such formats across its main policy areas; and resource implications.

CHAPTER 7 TIMETABLE FOR MEASURES WE PROPOSE IN THIS EQUALITY SCHEME

Paragraph 4(3)(b) of Schedule 9

- 7.1 **Appendix 5** 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 5**. For information on these action measures please see paragraphs 2.14 – 2.21 above.

CHAPTER 8 OUR COMPLAINTS PROCEDURE

Paragraph 10 of Schedule 9

- 8.1 TEO is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.
- 8.2 Paragraph 10 of Schedule 9 to 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 TEO has failed to comply with its approved Equality Scheme should, in the first instance, bring their complaint to the attention of the Equality Director at the address shown at paragraph 2.5 above.-
- 8.4 We will in the first instance acknowledge receipt of each complaint within 7 days. If required we will provide appropriate support to assist the individual in bringing forward their complaint.
- 8.5 The Director will carry out an internal investigation of the complaint and will respond substantively to the complainant within one 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 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 In any subsequent investigation by the Equality

Commission, TEO will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require. Similarly, TEO will co-operate fully with any investigation by the Equality Commission under paragraph 11(1)(b) of Schedule 9 to the Northern Ireland Act 1998.

- 8.8 TEO will make all efforts to implement promptly and in full any recommendations arising out of any Equality Commission investigation.

CHAPTER 9 PUBLICATION OF OUR EQUALITY SCHEME

Paragraph 4(3)(c) of Schedule 9

9.1 TEO's Equality Scheme is available free of charge in print form and can be made available in alternative formats by contacting us at the address shown on the front cover of this Equality Scheme.

9.2 Our Equality Scheme is also available on our website at:

<https://www.executiveoffice-ni.gov.uk/publications/equality-scheme-office-first-minister-and-deputy-first-minister>

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, the internet and direct mail shots to groups representing the various categories in Section 75;
- We will e-mail 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 four to six weeks;
- Our Equality Scheme will be made available on request, where there is a need and it is reasonably practicable to do so, 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;

- Communication of the Equality Scheme to children and young people can be facilitated through the Participation Network or other specialist organisations as appropriate.

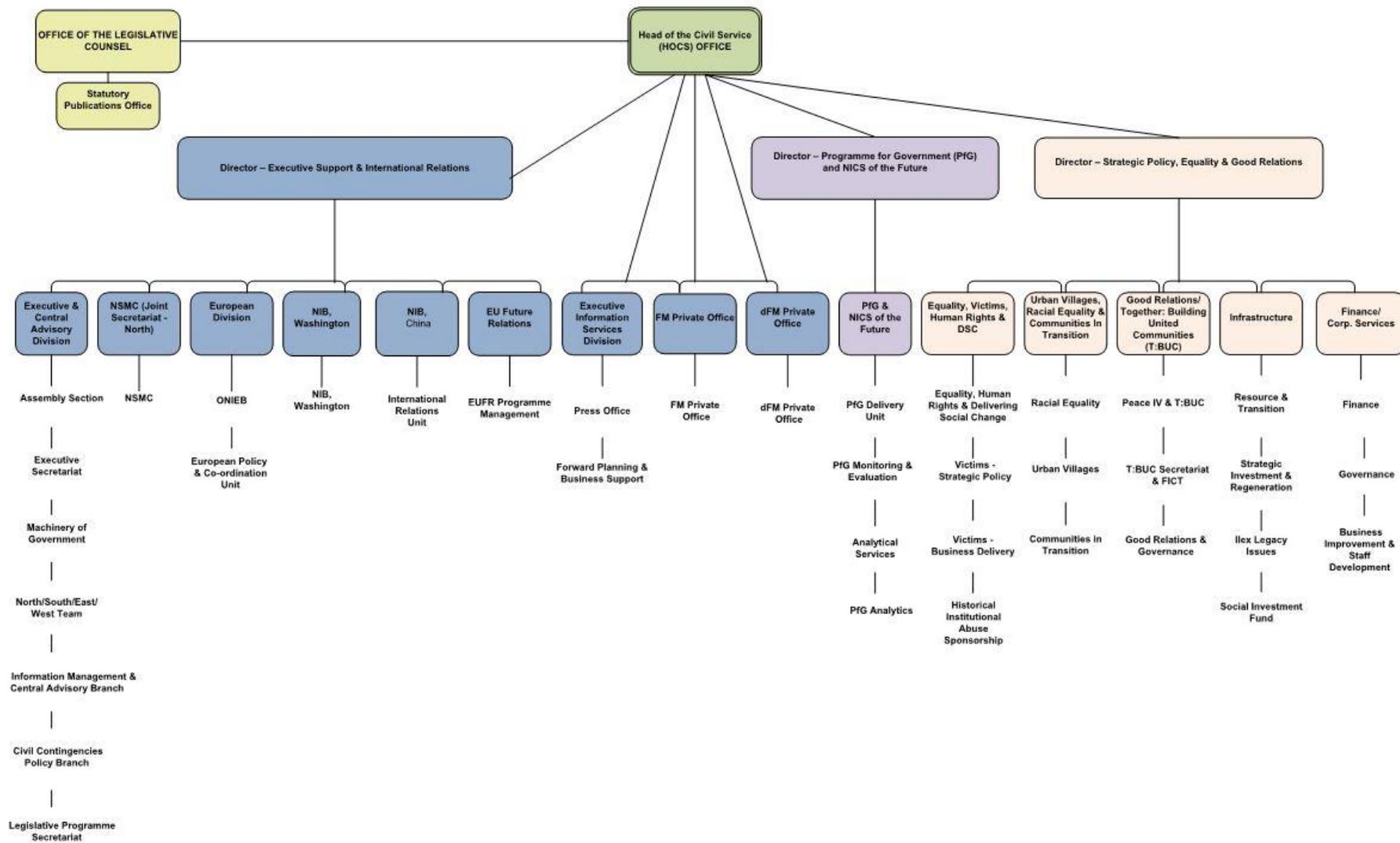
9.4 For a list of our stakeholders and consultees please see **Appendix 4** of the Equality Scheme, or by contacting us at the address shown on the front cover of this Equality Scheme.

CHAPTER 10 REVIEW OF OUR EQUALITY SCHEME

Paragraph 8(3) of Schedule 9

- 10.1 As required by paragraph 8(3) of Schedule 9 to 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 to, and approval of, this Equality Scheme to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles.
- 10.2 The review will evaluate the effectiveness of our Equality Scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions in Northern Ireland.
- 10.3 In undertaking this review, we will be mindful of any guidance issued by the Equality Commission. A report of this review will be made public on the TEO website and copies sent to the individuals and organisations listed at **Appendix 4**. A copy will also be sent to the Equality Commission.

APPENDIX 1: THE EXECUTIVE OFFICE - ORGANISATION CHART



THE EXECUTIVE OFFICE – FUNCTIONAL AND POLICY RESPONSIBILITIES

HEAD OF THE CIVIL SERVICE (HOCS) OFFICE

| Branch | Functions | Policy responsibilities |
|-------------|--|-------------------------|
| HOCS Office | <p>Provide strategic and operational support the Head of the NI Civil Service in his roles as TEO Permanent Secretary, Head of the Civil Service and Secretary to the Executive.</p> <p>Provide secretariat for the Departmental Board and associated corporate governance responsibilities.</p> <p>Co-ordinate the NI input to the UK Honours system.</p> | None |

EXECUTIVE & CENTRAL ADVISORY DIVISION

| Branch | Functions | Policy responsibilities |
|-----------------------|---|-------------------------|
| Executive Secretariat | <p>Supporting the First Minister and deputy First Minister in their roles as Chairs of the Executive.</p> <p>Supporting the Executive through arrangements for meetings, including preparation and circulation of the agenda, papers and minutes.</p> <p>Providing support as required to a range of working groups established by the Executive.</p> <p>Co-ordinating advice and draft responses for the First Minister and deputy First Minister in relation to draft Executive papers from other Ministers.</p> <p>Providing advice and guidance to departments on processes and procedures relating to all aspects of the Executive business cycle.</p> | None |

| | | |
|--|--|-------------|
| <p>Assembly Section</p> | <p>Supporting the First Minister, deputy First Minister and Junior Ministers on NICS-wide and TEO business in the Assembly and its Committees.</p> <p>Co-ordination and monitoring of TEO Executive papers and legislation.</p> <p>Advice and Guidance to Ministers and Departments on all aspects of Assembly Business.</p> <p>Supporting the Junior Ministers in their responsibility for Executive Business in the Assembly.</p> <p>Providing advice and guidance to departments on the procedures for laying documents before the Assembly, presenting papers to the Assembly and depositing papers in the Assembly Library.</p> <p>The application of the Ministerial Code and Procedural Guidance for Ministers.</p> | <p>None</p> |
| <p>Legislative Programme Secretariat</p> | <p>Supporting the development and delivery of Executive Ministers' legislation intentions through programme monitoring and providing advice and guidance to Northern Ireland Departments on all aspects of the legislation process.</p> <p>Monitoring Assembly Private Members Bills, Westminster legislation extending to NI in the devolved field and subordinate legislation requiring Assembly approval, liaising with departments and advising on handling.</p> | <p>None</p> |
| <p>Machinery of Government</p> | <p>Provision of advice and guidance to Ministers and Departments on the business and machinery of government associated with the working of devolved government.</p> <p>Briefing and support for TEO Ministers in relation to the Joint Ministerial Committee, other Cabinet Committee business and bilateral and trilateral relationships with the Scottish Government and Welsh Assembly Government.</p> | <p>None</p> |
| <p>North South/East West Team</p> | <p>Briefing and support for TEO Ministers in relation to the British Irish Council.</p> <p>Co-ordinating Executive contribution to the</p> | <p>None</p> |

| | | |
|--|--|---|
| | <p>work of the British Irish Council and ensuring appropriate representation at BIC official and Ministerial meetings.</p> <p>Providing advice and guidance to Ministers on their statutory obligations in relation to BIC.</p> <p>Liaison with the NSMC Joint Secretariat (North) on matters relating to the North South Ministerial Council.</p> <p>Liaison with Taoiseach's Office and Department for Foreign Affairs (DFA) on institutional and cross-cutting North South matters on behalf of TEO Ministers and the Executive.</p> <p>North West Gateway Initiative</p> | |
| Civil Contingencies Policy Branch | Promoting the development of civil contingencies arrangements within the public sector to ensure that the most efficient and effective response is made to assist the public during, and in the aftermath of, a civil emergency impacting on Northern Ireland | Policy lead for all cross cutting NI Civil Contingencies planning and response. |
| Information Management and Central Advisory Branch | Providing a wide range of access to information-related services to TEO's business areas and other NICS Departments, | IMCAB provides the policy lead for access to information. |

NI BUREAUX

| Branch | Functions | Policy Responsibilities |
|------------------------------|--|-------------------------|
| NI Bureau, China | Represent the Executive, NICS Departments, their agencies, and the wider public sector, by promoting NI capabilities, talent and experience and identifying opportunities to develop mutually beneficial relationships with the government, regions and organisations in China. | |
| International Relations Unit | <p>Implementation of the Executive's International Relations Strategy.</p> <p>Managing the Executive's Diplomatic Inward Visit Programme.</p> | None |
| NI Bureau, Washington | The NI Bureau is the diplomatic mission representing the interests of the Executive throughout North America and Canada. It identifies partnerships and collaborative opportunities that aim to improve the lives of those on both sides of the Atlantic. This remit includes: Economic Development, Education, Research & Technology, Regeneration, Civic Engagement, Culture & Sport and Science & AFBI. | |

EXECUTIVE INFORMATION SERVICE

| Branch | Functions | Policy responsibilities |
|---------------------------------------|--|--------------------------------|
| Press Office | <p>The development of corporate communication strategies for cross cutting departmental issues.</p> <p>The provision of an effective media communications and media monitoring service (news releases, media inquiries, ministerial advice, social media, print and publications, event management).</p> | None |
| Forward Planning and Business Support | <p>The central coordination unit for forward planning of ministerial announcement across the Executive, the development of best practice in government communications, the management of all EIS staff and procurement of shared services across all departmental press offices.</p> | None |

NORTH/SOUTH MINISTERIAL COUNCIL

| Branch | Functions | Policy responsibilities |
|--------|---|-------------------------|
| None | <p>Provide effective advice, guidance and support as appropriate to TEO Ministers, Executive Ministers and Departments on their responsibilities concerning participation within NSMC.</p> <p>Act as an effective channel of communication to North South Implementation Bodies, Tourism Ireland Ltd, Sponsor and Finance Departments and Departments with responsibility for Areas of Co- operation.</p> <p>Effectively communicate the work of NSMC to external stakeholders.</p> | None |

PRIVATE OFFICES

| Branch | Functions | Policy responsibility |
|-----------------|---|-----------------------|
| Private Offices | <p>Support to the First Minister, deputy First Minister and Junior Ministers on all aspects of their functions at individual, departmental and institutional levels. Working with TEO officials and Departmental Private Offices to reflect the views of Ministers, and liaising with elected representatives, public/private sector organisations and members of the public regarding correspondence, meetings and visits.</p> | None |

EQUALITY, VICTIMS, HUMAN RIGHTS AND DSC DIVISION

| Branch | Functions | Policy Responsibilities |
|---------------|--|--|
| Victims | <p>To monitor and manage the sponsorship, governance and funding requirements of the office of the Commissioner for Victims and Survivors (CVS) for NI and the Victims and Survivors Service (VSS), in line with Departmental guidelines.</p> <p>To work with VSS, CVS and statutory partners to ensure the continued delivery of effective victim-centred services and support.</p> | Service Delivery Model for Victims and Survivors 2017-2020 |

| | | |
|--|---|------------------------------------|
| <p>Equality, Human Rights & Delivering Social Change</p> | <p>To coordinate cross Departmental activity with respect of Equality and Human Rights issues across all NICS Departments.</p> <p>S75: Co-ordination and communication/promoting knowledge with Executive Departments on the section 75 statutory duties including liaison with the Equality Commission as appropriate.</p> <p>Coordinate and take forward action on necessary changes to equality legislation that lies within TEO.</p> <p>Liaison with Ministry of Justice on the TEO's roll in relation to monitoring and implementing UK Human Rights obligations in NI.</p> <p>Monitor and manage the sponsorship, governance and funding requirements of the Equality Commission for Northern Ireland.</p> <p>The DSC framework promotes joined-up working across Executive departments on policy and programme delivery to develop and support implementation of transformational interventions to tackle poverty and social exclusion.</p> <p>Overall responsibility for the finance and governance arrangements of ongoing programmes.</p> <p>Monitor and evaluate the implementation and benefits of ongoing programmes.</p> <p>Disseminate and promote mainstreaming of the learning from DSC programmes across the work of the Executive.</p> <p>Work across the Executive and with other delivery partners to identify and develop new programmes and partners (subject to availability of funding).</p> <p>Support the Programme Board and Ministerial Panel.</p> | <p>Section 75 and Human Rights</p> |
|--|---|------------------------------------|

| | | |
|---------------------------------------|--|--|
| <p>Historical Institutional Abuse</p> | <p>The establishment, sponsorship and closure of the independent Inquiry into Historical Institutional Abuse (HIA Inquiry).</p> <p>Support service provision to victims and survivors of historical institutional abuse (as defined in the HIA Inquiry's terms of reference) before, during and after the Inquiry.</p> <p>Administration of a small grant scheme to provide low level social support to HIA victims' groups.</p> <p>Subject to Executive approval, oversee delivery of the outworkings of the HIA Inquiry.</p> | <p>Inquiry into Historical Institutional Abuse</p> |
|---------------------------------------|--|--|

EU FUTURE RELATIONS

| Branch | Functions | Policy responsibilities |
|--|---|--|
| <p>EU Future Relations Project Management Office</p> | <p>Support the Executive's engagement with the UK exit from the EU negotiation process, through the provision of accurate and timely information and advice to ensure Ministers are positioned to secure the best deal possible for Northern Ireland; and</p> <p>Ensure as far as possible, that the UK negotiation strategy at every stage is aware of, and informed by, a full understanding of the NI issues and implications.</p> | <p>Cross-cutting applies to all policy areas regarding the NI Executive's future relationship with the EU.</p> |

EUROPEAN DIVISION

| Branch | Functions | Policy responsibilities |
|-------------------------------------|---|--|
| Office of the NI Executive Brussels | <p>To support Northern Ireland's engagement with the EU.</p> <p>To ensure that Northern Ireland has the opportunity to engage in policymaking with the EU Institutions.</p> <p>To raise the positive profile of Northern Ireland.</p> | Crosscutting: Applies to all policy areas with a European locus. |
| European Policy & Coordination Unit | Agree the Executive's European policy and programme priorities, promote its European Interests and raise awareness of and participation in European matters | Crosscutting: Applies to all policy areas with a European locus. |

GOOD RELATIONS & TBUC DIVISION

| Branch | Functions | Policy responsibilities |
|---|--|---|
| <p>Good Relations and TBUC Division</p> | <p>The Executive Office continues to co-ordinate and oversee the implementation of Together: Building a United Community.</p> <p>The Strategy reflects the Executive's commitment to improving community relations and building a united and shared society and includes a range of actions and commitments that, over the longer term, will lead to sustainable improvements in good relations here.</p> <p>Liaison with the Community Relations Council on the delivery of Northern Ireland wide good relations programmes.</p> <p>Delivery of support for all local councils for good relations work and programmes</p> <p>Delivery of a range of good relations funding streams.</p> <p>Provision of the Accountable Department role for the good relations element of Peace IV.</p> | <p>Secretariat function is provided to the Good Relations Programme Board (GRPB) comprising senior officials from all Government Departments who act as senior responsible owners for the various aspects of the Strategy's delivery.</p> <p>Meetings of the GRPB provide the opportunity to hold SROs to account on progress and spend related to their respective actions and commitments.</p> <p>Work with CRC to deliver its good relations programme</p> <p>Good Relations funding streams including:</p> <p>District Council Good Relations Programme</p> <p>North Belfast Strategic Good Relations Programme</p> <p>Central Good Relations Fund</p> <p>T: BUC Camps</p> <p>Planned Interventions Fund</p> <p>The Accountable Department role for the good relations aspect</p> |

| | | |
|--|--|-------------|
| | | of Peace IV |
|--|--|-------------|

INFRASTRUCTURE DIVISION

| Branch | Functions | Policy responsibilities |
|--|---|---|
| Social Investment Fund | To implement the Social Investment Fund to reduce poverty, unemployment and physical deterioration in areas through delivery of approved projects, prioritised by local Steering Groups, to address identified needs due to the impact of the current economic downturn and the consequential reduction in public spending. | Social Investment Fund |
| Strategic Investment and Regeneration Branch | Provide sponsorship support, monitoring and reporting mechanisms of the Strategic Investment Board in line with Corporate Governance guidelines. | None |
| Strategic Investment Board | Support SIB's implementation of the Investment Strategy 2011-2021, Asset Management Strategy and the Buy Social strategy and development of the next Investment Strategy. | SIB undertakes equality screening for the Investment Strategy and the Asset Management Strategy. An EQIA screening exercise will be carried out for the new Investment Strategy and a full EQIA will be prepared if required. |
| Maze/Long Kesh | Pending a Ministerial Decision on a way forward with MLK, provide sponsorship support, monitoring and reporting mechanisms of MLK in line with Corporate Governance guidelines. | None |
| Ebrington | Manage and develop the Ebrington site including - - business case approval given for 50,000 sq ft of Grade A office accommodation and | None |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> - procurement commenced - deliver capital spend on site and ensure that a pipeline of projects is in place - progress the outcome of the recent marketing of the site - work with DCSDC to transfer the site in line with Ministers wishes | |
|--|---|--|

URBAN VILLAGES, RACIAL EQUALITY & COMMUNITIES IN TRANSITION DIVISION

| Branch | Functions | Policy responsibility |
|---------------------------|---|--|
| Racial Equality Unit | Race: Responsibility for Executive policy on racial equality, race relations and aspects of immigration. | Racial Equality Race Relations |
| Urban Villages | <p>Urban Villages is an approach designed to improve good relations outcomes and develop thriving places where there has been a history of deprivation and community tension.</p> <p>The Urban Villages initiative has three inter-connected aims:</p> <ol style="list-style-type: none"> 1. To foster positive community Identities; 2. To build community Capacity; and 3. To improve the physical environment. <p>These will be delivered through intensive engagement with local communities and stakeholders to develop a programme of both capital and community led revenue projects.</p> | Urban Villages |
| Communities in Transition | Building capacity in communities in transition to support delivery of the Executive's action plan on tackling paramilitary activity, organised crime and criminality. | Responsible for TEO's policy and implementation of same in relation to building capacity in communities in transition to support the delivery of the executives action plan. |

| | | |
|-------------------------|--|---|
| Shared Space | Responsible for TEO's contribution towards the delivery of T:BUC commitments/targets in relation to interface areas and development of the policy in relation to rural & non urban contested spaces. | Development and implementation of TEO's policy in relation to rural and non urban contested spaces. |
| Secretariat and Support | Secretariat and support to the community tensions subgroup. | None |

PFG & NICS OF THE FUTURE DIVISION

| Branch | Functions | Policy responsibility |
|----------------------------------|---|------------------------------|
| Programme for Government | Leading and driving the development of the Executive's Programme for Government. | Programme for Government |
| PFG & NICS of the Future | Leading and co-ordinating the NICS of the Future programme | NICS of the Future |
| Analytical services (Economists) | Analytical Services provide economic advice in respect of business cases submitted to the branch to ensure compliance with NIGEAE. Provide economic advice in response to requests for briefing including INVs CORs and Aqs. | None |
| PfG Analytics | Providing all analytical support to the directorate on PfG and NICS of the Future. NICS wide support on Outcomes Based Accountability. Monitoring of the PfG population indicators. | None |
| Statistics & Research Branch | To provide research and statistical information to TEO directorates. | None |

FINANCE & CORPORATE SERVICES DIVISION

| Branch | Functions | Policy responsibility |
|---|---|--|
| <p>Corporate Governance Branch</p> | <p>To deliver a professional service to our Accounting Officer and business areas to ensure effective corporate governance across the Dept. and regularity and propriety in the use of public funds:</p> <p>To develop the corporate governance framework and provide governance advice and guidance to TEO and its ALBs</p> <p>To support the preparation of, and to review and approve, business cases for resource /capital/external consultancy expenditure; PPE and support DoF/TEO test drilling.</p> <p>To provide Accounting Officer assurances by ARAC secretariat including collation of assurance statements and drafting TEO assurance report; recommendations register and Budget and Governance group secretariat</p> <p>To provide sponsorship support by the review and approval of pay remits; sponsorship documentation (MOU/MSFM/AO appt letters); and requests for write off etc.</p> <p>To support fraud prevention by update of fraud policy; NFI implementation.</p> <p>To produce the Governance statement within the annual report and accounts in accordance with the Corporate Governance code of good practice.</p> | <p>Provides policy lead on summary policy and procedures for the approval of Departmental expenditure, including retrospective approval policy and TEO fraud policy.</p> |

| | | |
|---|--|--|
| <p>Business Improvement and Staff Development branch</p> | <p><u>Office Services:</u> To provide strategic advice and guidance on accommodation and other office services.</p> <p><u>ICT & Accreditation Unit:</u> To provide a range of ICT and Information Assurance-related services to the Departmental Board, TEO divisions and sponsored bodies.</p> <p><u>Security Advisory Unit:</u> To provide protective security advice to Departments and agencies.</p> <p><u>Central Appointments Unit:</u> Public appointments policy across the NICS and updating OCPA legislation.</p> <p><u>Business Improvement:</u> Employee engagement, IIP Accreditation, Departmental Whitley, to collate reports on business performance and maintain an associated risk register.</p> | <p>Any policies related to these areas</p> <p>Any policies related to these areas</p> <p>Any policies related to these areas</p> <p>Public Appointments</p> <p>Any policies related to these areas</p> |
| <p>Finance Branch</p> | <p>To manage the Department's budget allocation and reporting process.</p> <p>To prepare the Department's annual statutory resource accounts at 9 months and year end.</p> <p>To process Directorate payments.</p> <p>To coordinate and manage departmental input to financial monitoring rounds and planning processes for future financial years.</p> <p>To comply with financial guidance including the prompt payment initiative.</p> <p>To coordinate procurement returns and advice to Department and ALBs.</p> <p>To manage the travel desk for the Department</p> | <p>Any policies related to these areas</p> |

OFFICE OF THE LEGISLATIVE COUNSEL DIRECTORATE

| Branch | Functions | Policy responsibilities |
|-----------------------------------|---|--|
| Office of the Legislative Counsel | The principal function of the Office is to draft primary legislation for Executive Departments. The Office is also responsible for ensuring collaboration with Parliamentary Counsel in Whitehall, so that Westminster Bills that extend here contain appropriate adaptations to take account of the differences in our law and practice. | There are no policies associated with OLC. |

EXAMPLE GROUPS RELEVANT TO THE SECTION 75 CATEGORIES FOR NORTHERN IRELAND PURPOSES

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

| Category | Example groups |
|---------------------------------|--|
| Religious belief | <p>Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths.</p> <p>For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i>¹². Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “<i>similar philosophical belief</i>”.</p> |
| Political opinion ¹³ | 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; Jewish; Sikh; White people. |

¹² 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*.”

¹³ *ibid*

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

LIST OF CONSULTEES

Paragraph 4(2)(a) of Schedule 9

This list is not exhaustive: additional bodies may be added during the lifetime of the scheme to reflect the establishment of new organisations.

Action for Children NI
Action Mental Health
Action on Elder Abuse Northern Ireland
Action on Hearing Loss
Advice NI
Afro-Community Support Organisation NI (ACSONI)
Age Sector Platform
Age NI
Alliance Party
AmmA Centre
An Munia Tober (Belfast Travellers)
Andersonstown Neighbourhood Renewal
ARC Healthy Living Centre
ARC North West
Ardoyne Youth Providers Forum
Armagh Neighbourhood Renewal
Armagh Observatory
Armagh Planetarium
Arts Development Officer
Arts Ekta
Association of Northern Ireland Colleges
Atlantic Philanthropies
Autism NI
Baha'i Office for Northern Ireland
Ballymena Neighbourhood Renewal
Ballymoney CRC/Kilcranny House
Ballysillan Community Forum
Ballysillan/Upper Ardoyne Neighbourhood Renewal
Barnardo's NI
Barnardo's, Tuar Ceatha Project
Belfast Butterfly Club
Belfast City Council
Belfast Health & Social Care Trust
Belfast Health Development Unit
Belfast Healthy Cities
Belfast Jewish Community
Belfast Law Centre
Belfast Metropolitan College
Belfast Trust – Community Development Team
Belfast Hebrew Congregation
Belfast Islamic Centre
Blackie River Community Group

Beyond Skin
British Deaf Association (NI) Bryson House
British Dyslexia Association
British Medical Association (NI)
Brownlow Neighbourhood Renewal
Carafriend
Carers NI
Carrickfergus YMCA
Catholic Bishops of NI
Cedar Foundation
CENI
Centre for Effective Services
Chief Officers of 3rd Sector (Co3)
Child Accident Prevention Trust
Children and Young People's Strategic Partnership
Children in Northern Ireland (CiNI)
Children's Law Centre
Chinese Welfare Association
Christian Action Research & Education (CARE)
Chrysalis Women's Centre
Church of Ireland Board of Social Responsibility NI
Clerk to the TEO Committee
Citizens Advice
Clan Mor Sure Start
Cliftonville Community Regeneration Forum
Coalisland/ Dungannon Neighbourhood Renewal
Coalition on Sexual Orientation (CoSO)
Coiste na n-Irchimí
Coleraine East & West Neighbourhood Renewal
Colin Neighbourhood Renewal
Colin Stutt Consulting
College of Occupational Therapists
Commission for Victims and Survivors (CVSNI)
Commissioner for Older People for Northern Ireland
Committee for the Executive Office
Committee on the Administration of Justice
Commissioner for Children and Young People
Community Foundation NI
Community Relations Council (CRC)
Confederation of British Industry
Confederation of Community Groups
Consumer Council NI
Cookstown and Western Shores Area Network
Co-Operation Ireland
Council for Catholic Maintained Schools
Council for the Homeless (Northern Ireland)
Counteract
CRAIC NI
Craigavon Intercultural Programme (CIP)
Craigavon PCSP
Craigavon Traveller Support Committee
Crumlin/Ardoyne Neighbourhood Renewal

Cruse Bereavement Care (NI)
Democratic Unionist Party
Derry Traveller Support
Derry Well Woman
Disability Action
Disability Equality – NI
Disabled People User Led Organisations – NI Ambassador
District Councils
Down Rural Area Partnership (DRAP)
Down's Syndrome Association
Downpatrick Neighbourhood Renewal
Early Years
East Belfast Area Partnership
East Belfast Community Development Agency
East Down Rural Community Network
Education Authority
EGSA
EMBRACE
Employers for Disability NI
Engage with Age
Enniskillen Neighbourhood Renewal Partnership/Fermagh Rural
Community Network
Equality Coalition
Equality Commission for Northern Ireland
Evangelical Alliance
Falls Community Council
Falls Women's Centre
Family Planning Association Northern Ireland
Federation of Small Businesses (FSB)
Fermanagh Rural Community Network
Fermanagh Women's Network
First Division Association
Foyle Multicultural Forum
Foyle Friend
Foyle Women's Information Network
Foyle Women's Network
Gay and Lesbian Youth Northern Ireland
Generating Rural Opportunities Within South Antrim (GROW)
Gingerbread NI
Grand Orange Lodge of Ireland
Greater Falls Neighbourhood Renewal
Great Shankill Partnership
Greater Whitewell Community Surgery
Groundwork NI
Health & Social Care Boards
Health & Social Care Trusts
HereNI
HIA Inquiry
Holy Family Youth Centre
Homeplus NI
Housing Rights Services
Human Rights Consortium

Include Youth
 Inclusive Mobility and Transport Advisory Committee (IMTAC)
 Indian Community Centre
 Inner East Belfast neighbourhood Renewal
 Inner East Youth Project
 Inner South Belfast Neighbourhood Renewal
 Institute of Directors (NI Division)
 Institute of Public Health in Ireland (IPH)
 Intercomm
 Inter-Ethnic Forum
 Kilcooley/Bangor Neighbourhood Renewal
 Labour Party
 Lagan Rural Partnership (LRP)
 Lagan Valley Regional Park
 Law Centre (NI)
 Learning for change
 Lenadoon Community Forum
 Lenadoon Neighbourhood Renewal
 Lenadoon Womens Group
 Libraries NI
 Lifestart Foundation Ltd
 Ligonell Neighbourhood Renewal
 Ligonell Improvement Association
 Limavady Neighbourhood Renewal
 Local Government Staff Commission
 Londonderry YMCA
 Loughside Credit Union
 Lower Ormeau Resident's Action Group (LORAG) – Inner South Belfast
 Neighbourhood Renewal
 Lurgan Neighbourhood Renewal
 Magherafelt PCSP
 Magherafelt Womens Group
 Members of the Legislative Assembly (108)
 MENCAP (Royal Society for Mentally Handicapped Children and Adults)
 Men's Health Forum in Ireland
 Methodist Church in Ireland
 Mid-Ulster Women's Network
 Mount Vernon Community Development Forum
 Multi-Cultural Resource Centre
 NASUWT
 National Autistics Society
 National Childrens Bureau NI
 National Museums Northern Ireland
 National Pensioners Convention Northern Ireland
 Nerve Centre
 Newry & Mourne Senior Citizens' Consortium
 Newry & Mourne Women Ltd
 Newry Neighbourhood Renewal
 Newry Rainbow Community
 Newtownabbey Senior Citizens' Forum
 Newtownards Road Womens Group
 Nexus Research

NI Anti-Poverty Network
NICS Departments
NI Islamic Centre
NI Screen
NI Women's Aid Federation
NI Youth Forum
NIACRO
NICMA
NIPSA
North Antrim Community Network
North Belfast Area Partnership
North East Region (NER)
North West Community Network
North West Forum of People with Disabilities
North West Play Resource Centre (The Playhouse)
North West Regional College
Northern Ireland African Cultural Centre
Northern Ireland Anti Poverty Network
Northern Ireland Association for Mental Health (NIAMH)
Northern Ireland Commissioner for Children and Young People (NICCY)
Northern Ireland Committee, Irish Congress of Trade Unions (NIC/ICTU)
Northern Ireland Community of Refugees and Asylum Seekers (NICRAS)
Northern Ireland Council for Ethnic Equality
Northern Ireland Council for Ethnic Minorities (NICEM)
Northern Ireland Council for Voluntary Action (NICVA)
Northern Ireland Gay Rights Association (NIGRA)
Northern Ireland Housing Executive (NIHE)
Northern Ireland Human Rights Commission (NIHRC)
Northern Ireland Museums Council
Northern Ireland Rural Womens Network (NIRWN)
Northern Ireland Student Centre
Northern Ireland Union of Supported Employment (NIUSE)
Northern Ireland Voluntary Trust (NIVT)
Northern Ireland Women's European Platform (NIWEP)
Northern Regional College
NOW
NSPCC
NUS USI
Older People's Advocate
Older Womens Network
Omagh Ethnic Communities Support Group
Omagh Women's Area Network
Orchardville Society
Outdoor Recreation Northern Ireland
Outer North Neighbourhood Renewal
Parenting NI
Participation Network
Parents Advice Centre
Parents and Professional and Autism
PCM Associates – Training and Consultancy Services
PLACE
Playboard NI

POBAL
Police Service of Northern Ireland (PSNI)
Praxis Care Group
Presbyterian Church in Ireland
Press for Change
Probation Board for Northern Ireland
Progressive Unionist Party
Public Health Agency
Public Record Office of Northern Ireland
Queens University Belfast
Queer Space Relate
Rainbow Project & Secretary to the LGB&T Forum
Rathcoole Churches Community Group
Rathcoole Neighbourhood Renewal
RELATE NI
Royal National Institute for Deaf People (RNID)
Royal National Institute for the Blind (RNIB)
Rural Area Partnership in Derry
Rural Community Network (NI)
Rural Development Council
Save the Children
Scoutlink
SDLP
Sense NI
Shaftesbury Nursery School
Shankill Womens Centre
Short Strand Community Forum
Sikh Cultural Centre
Simon Community NI
Sinn Fein
Social Economy Agency
Society of Local Authority Chief Executives (SOLACE)
Somme Heritage Centre
South Antrim Rural Network
South Armagh Childcare Consortium
South Belfast Partnership Board
South Eastern Regional College
South Tyrone Empowerment Programme
South West Ageing Partnership
South West Belfast Neighbourhood Renewal
South West College
Southern Organisation for Action in Rural Areas (SOAR)
Southern Regional College
Soroptimist International NI
Senior Citizens' Consortium
Springboard Opportunities Ltd
St Mary's University College
Strabane Neighbourhood Renewal
Stranmillis University College
Strategic Investment Board (SIB)
Suffolk Lenadoon Interface Group
Sure Start

Synod Services & Communications
The Armagh, Antrim and Down Rural Support Network
The Ashton Community Trust
The Boord o Ulster Scotch
The British Council
The Cedar Foundation (Formerly NICOD)
The Guide Dogs for the Blind Association
The Most Rev Bishop Walsh
The Playwork Education and Training Council NI (PETC NI)
The Parades Commission
The Terry Enright Foundation
The Vine Centre
The VSB Foundation – Community Foundation NI
The Welcome Project
The Women's Centre
The Workers Party
Traditional Unionist Voice (TUV)
Training for Women Network
Triax – Cityside Neighbourhood Renewal
Tullycarnet Community Support Services
Tullycarnet Neighbourhood Renewal
Ulster Peoples College
Ulster Scots Heritage Council
Ulster Supported Employment Limited (USEL)
Ulster Unionist Party
Ultach Trust
Unicorn Consultancy
UNISON
UNITE
University & College Union Regional Official
University of Ulster
Upper Ardoyne Community Partnership
Upper Springfield/Whiterock Neighbourhood Renewal
Venture International
Verbal Arts Centre
Victims and Survivors Service
Volunteer Now
W5/Odyssey Trust Company Ltd
Wah Hep Chinese Community Association
Waterside Neighbourhood Renewal
West Belfast Partnership Board
West Belfast Economic Forum
Western Area Childcare Partnership Health & Social Care Board
Western Health & Social Care Trust
Windsor Womens Centre
Women into Politics (WiP)
Women's Aid Federation NI
Women's Forum Northern Ireland
Women's Group (Belfast Islamic Centre – BIC)
Womens Information Group NI
Womens Regional Consortium
Women's Resource and Development Agency (WRDA)

Women's Support Network
Women's TEC
Wraparound
Youth Action NI
Youth Council for NI
Youth Justice Agency

TIMETABLE FOR MEASURES PROPOSED

Paragraph 4(3)(b) of Schedule 9

| Measure | Lead responsibility | Timetable |
|---|--------------------------------------|--|
| Section 75 Annual Progress Report | Equality Manager | 31 August (annually) |
| Action plan Consultation on draft action plan [2.15] Finalised action plan published [2.18] Arrangements for monitoring progress in place [2.16] | Director of Equality | In line with consultation on equality scheme Within 3 months On approval |
| Consultation list reviewed and updated [3.4] | Equality Manager | September (annually) |
| Screening timetable [4.4] Screening Reports [4.15] | Equality Manager Equality Manager | Annually as part of S75 Annual Report Quarterly |

| | | |
|--|---|--|
| EQIA timetable [4.16] | Equality Manager | Annually as part of S75 Annual Report |
| Monitoring Review of monitoring information [4.30] Publication of monitoring information [4.30] | Equality Manager | Annually as part of S75 Annual Report |
| Training Development of summary scheme [5.4] Development of overall training programme [5.5] Focussed training [5.4] Update training [5.4] Evaluation of training [5.6] | Centre for Applied Learning / Line Managers | Annually by CAL, TEO |
| Assessing access to information and services [6.8] | Executive Information Service | Ongoing |
| Communication of equality scheme [9.3] Notification of consultees [9.3] | Equality Manager | As and when necessary, either to communicate new scheme, or revisions to scheme. |
| Review of equality scheme [10.1] | Equality Manager | Every 5 years, as per the Equality Scheme (or earlier if requested/deemed) |