



# **EQUALITY SCHEME**

## FOREWORD

This Equality Scheme is an important document in that it is a statement of the Council's commitment to fulfilling the statutory obligations in compliance with Section 75 and Schedule 9 of the Northern Ireland Act 1998. This Act places new duties on public authorities to promote equality of opportunity and good relations.

The scheme is also important because it outlines a plan for the more effective mainstreaming of equality issues, thus ensuring that they are central to the whole range of policy decision-making within the Council.

The Council recognises the importance of the statutory duties placed upon it and has impressed upon staff the need for compliance. The priority attached to the scheme is also reflected in the Council's commitment to the allocation of necessary resources to ensure that the statutory duty is complied with and that the scheme is drawn up and implemented effectively and on time.

Mayor: \_\_\_\_\_ Chief Executive: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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## 1. Introduction

- 1.1 Section 75 of the Northern Ireland Act 1998 ('the Act') requires the Council in carrying out its functions, to have due regard to the need to promote equality of opportunity:
- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - between men and women generally;
  - between persons with a disability and persons without;
  - between persons with dependants and persons without.
- 1.2 The council is committed to ensuring that the scheme will relate to how it carries out all its functions, powers and duties (relating to Northern Ireland).
- 1.3 In addition, without prejudice to its obligations above, the Council shall in carrying out its functions, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group. The needs of ethnic minority groups including Irish Travellers will be fully considered.
- 1.4 The Council is committed to providing the necessary resources (in terms of time, people and money) to ensure that the statutory duty is complied with and that the equality scheme is drawn up and implemented effectively and on time. It is also committed to ensuring that there are effective internal arrangements in place to ensure that the duties are effectively complied with and for monitoring and reviewing progress.
- 1.5 The Council will undertake a planned programme of communication and training on the Section 75 obligations for all staff and elected members.
- 1.6 This equality scheme sets out how the Council proposes to fulfil the duties imposed by Section 75 and Schedule 9 of the Act.

## 2. The Council - its role, functions and policies

- 2.1 The Council performs five 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 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 on issues such as planning, water, roads and housing.*

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

- *the provision of facilities for recreational, 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 and maintenance of burial grounds*
- *the provision of grant aid to support the Arts (including Disability Arts), community development, community relations 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, 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, societies lotteries, cinemas and petroleum stations*
- *the making of bye-laws and regulation of same.*

2.3 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.*

2.4 To support and implement the above statutory functions and provision of services and facilities, the Council has adopted a number of policies:

*(See Appendix One)*

2.5 The Council intends to screen its existing functional responsibilities and policies in the manner set out at Section 6.

### 3. Organisational structure

3.1 *The Council consists of 22 elected representatives, elected for a four year period, who meet monthly in full session and more frequently in four sub committees namely:*

- ***Corporate Services Committee***
- ***Development Committee***
- ***Public Services Committee***
- ***Monitoring Committee.***

Supporting these committees are the various departments of the Council.

- 3.2 The Chief Executive oversees the work of the departments through the Corporate Management Team, which together with the councillors create the corporate body of the Council.
- 3.3 Statutory responsibility for the effective implementation of the scheme lies with the Council. The Chief Executive is responsible for the strategic direction and advice to the Council, for the day to day management of services and the longer term planning and allocation of resources.
- 3.4 The Council has five departments, four which are headed by a Chief Officer, the exception being the Corporate Services Department where section heads report directly to the Chief Executive.
- ***The Corporate Services Department is responsible for finance, human resources, administration, council business, members support and registration and reports to the Corporate Services Committee of the Council.***
  - ***The Development Department is responsible for economic development, leisure and sports development, tourism, parks and play, countryside, community relations, public relations and the arts and reports to the Development Committee of the Council.***
  - ***The Environmental Health Department is responsible for public health, pollution control, licensing, consumer protection, health and safety and food hygiene and reports to the Public Services Committee of the Council.***
  - ***The Technical Services department is responsible for refuse collection, grounds maintenance for playing fields and cemeteries, public conveniences, street cleansing, building maintenance and minor works. This department also reports to the Public Services Committee of the Council.***
  - ***The Building Control department has responsibility for building regulations, dangerous structures, street naming and postal numbering, petroleum, spirit licensing and energy management. This department also reports to the Public Services department.***

- 3.5 The Council is committed to the fulfilment of its Section 75 obligations in all parts of its organisation. Overall responsibility for determining policy on how this will be achieved lies with the Corporate Body. Day to day responsibility for carrying out the policy determined by the Elected Members lies with the Chief Executive and he/she will be responsible for ensuring the effective implementation of administrative arrangements to ensure that the Section 75 duty is complied with by the Council in carrying out its functions.

The scheme will be drawn up by the Human Resources Manager following discussion and consultation with Elected Members and the Management Team. Its implementation will be monitored and reviewed through quarterly reports by the Human Resources Manager to Council via the Corporate Services Committee.

The Chief Executive will:

- ***Consider at the Management Team meetings the effective implementation of the Equality Scheme and ensure progress on the screening of policies, consultation which relevant groups and the carrying out of impact assessments where necessary.***
- ***Delegate to Departmental Directors the duty to facilitate impact assessments where necessary on existing and new policies for services within this responsibility.***
- ***Delegate to the Human Resources Manager the responsibility for co-ordinating the implementation of the Equality Scheme.***

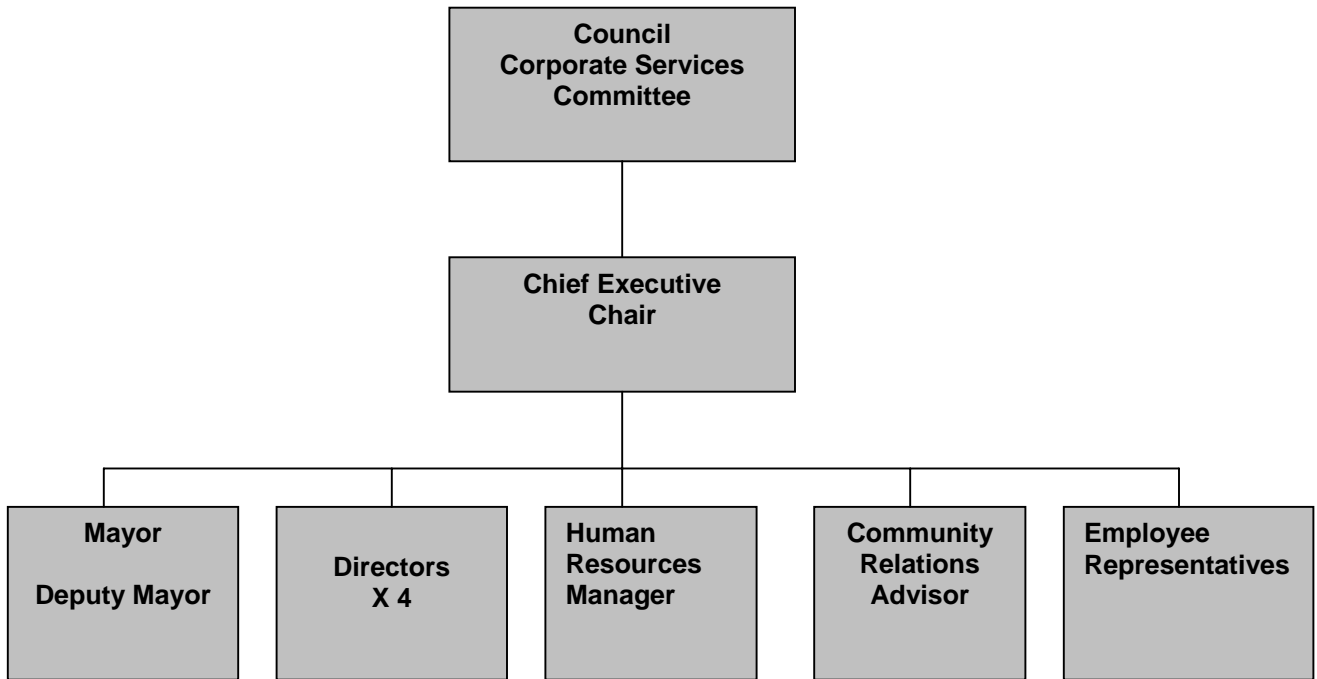
The Human Resources Manager will also be the point of contact for the Equality Commission. The contact details are:

***Mr Brendan Currie  
Human Resources Manager  
Dungannon & South Tyrone Borough Council  
Circular Road  
Dungannon  
BT71 6DT***

***E-mail: [brendan.currie@dungannon.gov.uk](mailto:brendan.currie@dungannon.gov.uk)  
Telephone: 028 87720300  
Fax: 028 87720333***

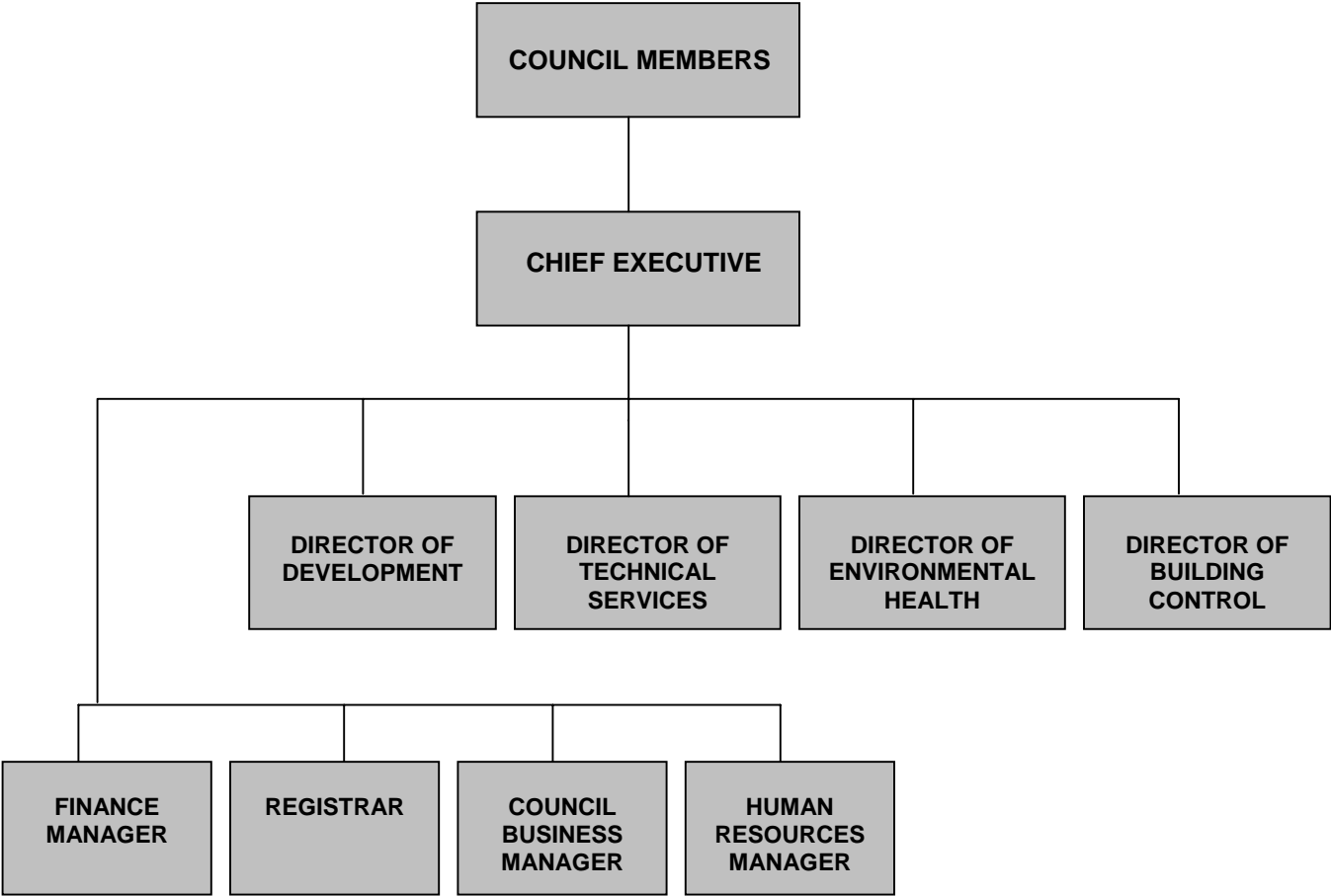
Significant changes to the organisational structure are not considered to be needed although an Equality Steering Group has been established to monitor and evaluate the delivery of the Councils Equality Scheme. It will meet bi-monthly and is comprised of the Mayor, Deputy Mayor, Chief Executive, Directors, Human Resources Manager, Community Relations Advisor and two staff representatives. The groups reporting structure is illustrated overleaf.

## STRUCTURE OF THE EQUALITY STEERING GROUP



# DUNGANNON AND SOUTH TYRONE BOROUGH COUNCIL

## DEPARTMENTAL STRUCTURES



#### **4. Arrangements for assessing compliance with Section 75 duties**

- 4.1 The Council will assess over a five year period how each of its policies can contribute to the promotion of equality of opportunity and the promotion of good relations within the terms of Section 75 of the Act. Equality of Opportunity will be promoted through equality impact assessments (see Paragraph 9. below) and the timetable at paragraph 7.2 will be followed. Impact assessments for new policies will be carried out at time of introduction.

Consideration will be given on an ongoing basis as how best to promote good relations including undertaking impact assessments. In particular relevant organisations will be consulted specifically with reference to the promotion of good relations e.g. Community Relations Council, co-operation Ireland, Counteract etc. Council will also consult as appropriate with the Equality Commission and the Community Relations Council on issues relevant to the fulfilment of the good relations aspect of the Section 75 obligation.

- 4.2 As part of its corporate planning process, the Council will build objectives and targets relating to the statutory duty into corporate and business plans and will be operationalised via the Councils Strategic Management Team. These objectives and targets will be reflected at all levels of strategic planning within the council including individual staff objectives and annual plans and will be operationalised as above. Progress on meeting objectives, including those relating to the statutory duty will be monitored and reported upon at the most senior level (i.e. Mayor, Chief Executive) within the organisation at the monthly meetings of the strategic management team which is comprised of the Chief Executive and Directors. Individual performance will be monitored and reviewed through performance review arrangements.
- 4.3 A formal report of progress on meeting the objectives relating to the statutory duty will be included in the Council's annual report.
- 4.4 The Council will conduct an annual review of progress made by it during the year to promote equality of opportunity and good relations and also a review of progress in implementing the arrangements specified in the Equality Scheme and in complying with the statutory duties. This annual review of progress will include progress made in respect of all the Council's functions and will assist in the compilation of the 5 year review which will be made public. The annual review of progress will be made public and a copy will be sent to the Commission.

4.5 The Council will consult as appropriate with the Equality Commission and the Community Relations Council on issues relevant to the fulfilment of the Section 75 obligations and will liaise with the Equality Commission to ensure that the progress outlined in the annual review of progress is maintained. It will respond constructively to proposals from those bodies relating to its compliance with the Section 75 obligations.

## **5. Approach to be adopted to screening and timetabling**

5.1 In fulfilling its statutory obligations, the Council intends to adopt a four stage approach:

Stage 1	Screening of policies
Stage 2	Timetable for setting priorities
Stage 3	Consultation on the proposed screening exercise
Stage 4	Report on the screening exercise

## **6. Stage 1 Screening of policies**

6.1 The Council intends to screen its policies in order to determine which would require a fuller equality analysis in the form of an impact assessment.

6.2 The screening criteria which the Council will use are:

- Is there any evidence, or other reason to believe, that there is higher or lower participation or uptake by different groups?
- Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy issue?
- Is there an opportunity to better promote equality of opportunity or better community relations by altering the policy or working with others in government or in the wider community?
- Have consultations with relevant groups, organisations or individuals indicated that particular policies create problems which are specific to them?

6.3 The Council has subjected all of the policies detailed at paragraph 2.4 to the screening criteria. All new policies being proposed for adoption are also being subjected to this criteria. An interdepartmental screening group has been established to carry out all screening of policies and this helps to ensure consistency among departments. If the answer to any of the criteria set out in paragraph 6.2 is positive, consideration is given by the panel as to whether to subject the policy to impact assessment.

- 6.4 As part of its screening process the Council is committed to consulting with all relevant groups which have a legitimate interest in its services, whether or not they have a direct economic or personal interest e.g. service users, other public bodies, voluntary and community groups, trade unions and organisations representing the various categories included in Section 75. It will also consult with those groups and individuals which have a legitimate interest in the screening exercise.

## **7. Stage 2 Timetable for setting priorities**

- 7.1 Having screened its policies as outlined in Stage 1 and defined which policies it believes should be subjected to full impact assessment, the Council will prioritise these in order to establish a meaningful timetable. This prioritisation will be subject to consultation and information will be made available about the relative weighting applied to each factor used in prioritisation.
- 7.2 The Council proposes to prioritise these impact assessments based largely upon its best value programme. This would ensure a cost effective and comprehensive review of the policy in question. The Council will consult in time with the guiding principles on consultation in relation to its decision to base its Equality Impact Assessment timetable on its Best Value timetable. Since the first year of Best Value has already gone underway, each of the services scheduled for review in Year 1 have been programmed for Year 5 of the equality assessment process. It is therefore likely that those policies identified at Stage 1 (above) would be dealt with under the following timetable: -

Year 1: October 2000 – June 2001

Refuse Collection  
Horticulture  
Cemeteries  
Public Conveniences  
Street Cleaning  
Grounds Maintenance

Year 2: July 2001 – June 2002

Environmental Health  
Building Control  
Countryside  
Parks  
Play

Year 3: July 2002 – June 2003

Waste Disposal  
Vehicle Maintenance  
Minor Works  
Community Relations/Community Services  
Economic Development  
Marketing/Public Relations

Year 4: July 2003 – June 2004  
Chief Executive's Office/Corporate Costs  
Human Resources  
Members Support  
Finance  
Administration  
Purchasing  
Registration

Year 5: July 2004 – June 2005  
Arts  
Recreation Management  
Sports Development  
Tourism  
Building Maintenance

7.3 The Council intends to work to this timetable unless it determines, independently or through consultation, policies which should be acted upon immediately. The Council will however take into account concerns raised by others about time-tabling and priorities.

7.4 During the period of twelve months following commencement of this scheme, the Council currently anticipates that the following new policies will require equality impact assessments:

- ***Job Share Policy***
- ***Employment Charter***
- ***Building Control Health and Safety Policy***
- ***Building Control Radon Policy***

7.5 Other new policies may be developed during the five year period which cannot yet be specified. Any new policies will be screened for fuller impact assessment using the criteria identified at paragraph 6.2.

## **8. Stage 3 Consultation on the proposed screening exercise**

8.1 The Council will carry out Stages 1 and 2 within 3 months of submitting its scheme to the Equality Commission. It will then consult with the organisations listed at Appendix 2 on the result of the screening and the timetabling/prioritisation exercise. Stage 3 will be carried out within a further 3 month period. It will also consult with those groups and individuals who have a legitimate interest in the screening exercise.

## **9. Stage 4 Report on the screening exercise**

9.1 The Council will include a detailed report of the screening exercise in its annual report to the Equality Commission. The report will include those policies listed for impact assessment along with a timetable for the impact assessment to be

carried out. It will also include details of policies proposed by those consulted if appropriate for impact assessment which have not been included.

## **10. Equality impact assessments**

10.1 The Council intends to carry out equality impact assessments to seek to identify the impact of policies adapted or proposed to be adopted on the promotion of equality of opportunity. In making any decision in respect to such policies the Council will take into account any equality impact assessment and consultation carried out in relation to the policy.

10.2 In conducting Equality Impact Assessments the Council will comply fully with the guidance offered in Annex 1 of the guidelines and with subsequent guidance to be provided by the Equality Commission. In relation to consultation relating to impact assessments the Council will consult with those affected by the policy in question whether they have a direct economic or personal interest in the issue concerned. In relation to all consultations including consultation on the scheme, on matters relating to the duties, on screening and impact assessments, the Council will endeavour to ensure that the arrangements outlined in section II will be employed. In addition, in each case, those listed in Appendix 2 will be consulted.

## **11. Consultation**

11.1 The Council is required to state its arrangements for consulting on matters to which an equality of opportunity promotional duty or a community relational duty is likely to be relevant. The Council is committed to carrying out consultation and ensuring that consultation with groups and individuals should begin as early as possible it will consider which method of consultation is most appropriate in the circumstance. In doing so it may use any of the following:

- ***letters;***
- ***meetings with the public, in groups or as individuals;***
- ***standing or ad hoc consultative fora;***
- ***attitude surveys of service users and potential service users;***
- ***consultative panels;***
- ***press releases/advertisements;***
- ***internet;***
- ***direct invitation to groups.***

The Council will take the following steps to ensure full participation in any consultation meetings that are being held

- ***consider time of day***
- ***appropriateness of venue***
- ***access for disabled***

- ***format of meeting***
- ***use of appropriate language***
- ***provision of childcare***
- ***use of signer***

Specific training will be given to staff engaged in consultation exercises so that they have the necessary skills. Training will be developed in consultation with the affected groups.

- 11.2 The Council will also seek the views of the representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views. This may involve the methods listed in 11.1 and other innovative ways of consulting as there will be different means of consultation for different groups and it will be important to establish the basis for dialogue and engagement during the life of the scheme
- 11.3 The Council is committed to removing barriers to the consultation process and the accessibility of the language and the format of information will be considered to ensure that no such barriers exist. Information will be made available in consultation with the affected groups to ensure the highest level of any inclusively in any policy decision making.

Information will be made available on request in accessible formats such as Braille, disc and audio cassette and in minority languages to meet the needs of those who are not fluent in English. The Council will ensure that information is available in such accessible formats in a timely fashion.

- 11.4 The Council will allow adequate time for groups to consult amongst themselves as part of the process of forming a view and will therefore aim to provide a period of at least two months for consultation exercises. The Council will also be sensitive to the different needs and customs of consultees. However there may be circumstances when this timescale is not feasible, for example, in order to ensure continuity of the provision of services in an emergency. Such circumstances will be monitored, kept under review, justified and reported upon in the Councils annual review of progress.
- 11.5 The Council will directly seek the views of young people and people with learning disabilities when it is examining ways to engage in more effective communication with these groups. Groups and organisations working with young people and those with learning difficulties will be contacted for advice on how accessibility and participation can be effectively addressed for these groups.
- 11.6 Appendix 2 contains a list of those to be included in consultation on matters relevant to the statutory duty and organisations consulted in relation to the Draft Equality Scheme. The Council will make available to consultees any information which has been used to make or inform a decision in relation to a policy adopted or proposed to be adopted.

This will include any qualitative or quantitative data including consultants reports. The Council considers it particularly important that sufficient timely and appropriate information is provided to enable groups and individuals to consider the full implications of proposals and will take steps to ensure this.

## **12. Monitoring**

12.1 Knowledge of the uptake of services provided by the Council and the impact of its policies on the different groups within the Section 75 categories will be of assistance in assessing progress towards equality of opportunity. Within one year of approval of this scheme, the Council will assess the extent of existing monitoring and the scope for extending it. In addition to the value of any further information required for assessing progress towards equality of opportunity, this review will also take into account the following factors:

- ***resource implications***
- ***readiness of the public to supply information***
- ***availability of proxy measures (eg postcode analysis)***

Council will ensure that such factors are not allowed to prevent the gathering of necessary baseline data.

12.2 The Council will establish a system to monitor the impact of policies in order to identify their effects on the relevant groups. This will be reviewed on an annual basis and the results will be widely and openly published in the local press and the Councils Website.

In some cases an equality impact assessment may identify an anticipated differential adverse impact on particular groups within the Section 75 categories. Assuming that no alternative policy is feasible, steps should be taken, wherever possible, to mitigate such anticipated adverse impact. The Council may, in these circumstances, commission special monitoring to confirm the extent of the adverse impact and/or the success of any mitigating measures. When the monitoring and evaluation show that the policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted Council will ensure that the policy is revised. Information collected in the special monitoring would be taken into account in any future review of the policy.

12.3 The Council will seek to co-operate closely with the NI Statistics and Research Agency (NISRA) in its review of existing monitoring arrangements and its consideration of special monitoring of anticipated adverse impacts.

12.4 Other data sources the Council may use include:

- ***Information from other Councils in NI and UK***
- ***Census***

- *Labour Force Survey*
- *Continuous Household Survey*
- *Pressure group data*
- *Statutory agencies*
- *Deprivation studies (Robson Index) and other appropriate indices*
- *Published research reports*
- *Community views*

### **13. Publication of equality impact assessments and monitoring**

13.1 The Council will make publicly available the outcome of any equality impact assessment and of any monitoring undertaken in relation to Section 12 above. This material will be available in printed ***form by writing to the Council's Offices at Circular Road, Dungannon BT71 6DT, phoning on 028 8772 0300 or by email on [equality.info@dungannon.gov.uk](mailto:equality.info@dungannon.gov.uk)***. The Council will directly inform the general public about the availability of this material through appropriate communication methods including press releases. It will also inform bodies listed at Appendix 1 when this material is available.

13.2 The published information on equality impact assessment will include:

- the aim of the policy to which the assessment relates;
- details of any considerations given by the Council to measures which might mitigate any adverse impact of that policy on the promotion of equality of opportunity;
- details of any consideration given by the Council to any alternative policies which might better achieve the promotion of equality of opportunity.

13.3 Information will be made available on request to publications and media associated with the Section 75 categories in accessible formats such as Braille, disc and audio-cassette and in minority languages to meet the needs of those who are not fluent in English. The Council will ensure that information in accessible formats is available in a timely fashion.

13.4 The Council will take into account how best to communicate with young people and those with learning difficulties in relation to impact assessments.

### **14. Training**

14.1 The Council will ensure that all staff receive appropriate training on the Section 75 obligations which will include the requirements of this equality scheme and the arrangements for equality impact assessment. The training plan will include an effective communication and training programme on the content of the equality scheme for all

staff and more focussed training for management and specialist staff. The training provided will have the following objectives: -

1. To prepare a detailed training plan for all Council staff over the 5 year period to which the Equality Scheme refers, which will aim to achieve the objectives outlined below.
2. To raise awareness of current anti-discrimination legislation in Northern Ireland, including the provisions of Section 75, Schedule 9 of Section 76 of the Northern Ireland Act 1998. This should include an explanation of the duties and their implications for all employees.
3. To provide those employees involved in the screening of policies with the necessary skills and knowledge to do this work effectively.
4. To provide those employees involved in the equality impact assessment of policies with the necessary skills and knowledge to do this work effectively.
5. To provide those employees who deal with complaints in relation to the implementation of the Council's Scheme, with the necessary skills and knowledge to investigate and monitor complaints effectively.
6. To provide those employees involved in the consultation processes with the necessary skills and knowledge to do this work effectively.
7. To provide those employees involved in the implementation and monitoring of the effective implementation of the Council's Equality Scheme with the necessary knowledge and skills to do this work effectively.
8. To evaluate the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives.

14.2 The training programme will include the following key elements;

- awareness training on the new statutory duty for all Council members
- focussed training for senior managers on the implications of the statutory duty and their responsibility for service delivery and policy development
- specific training for managers involved in screening of policies consultations with specified groups, undertaking of impact assessments, the monitoring of the effectiveness of policies and dealing effectively with complaints under the Equality Scheme
- awareness training for all existing and new employees on the new Statutory Duty, its implications for the Council and for them as employees

The training will be developed delivered and evaluated through a combination of methods: -

- (a) in-house by trained managers

- (b) subject specific training by recognised experts (eg consultants)
- (c) by representatives of the Section 75 groups as appropriate

Through the participation of the affected groups, in the training programme, the objectives of the training can be realised and a real awareness of the issues affecting groups brought about.

The training programme will commence immediately for staff involved in screening and consultation and within 2 years of the approval of the scheme all employees and members will have been trained.

14.3 Through participation in the delivery of the training programmes and other available methods there will be effective internal and external communication of the commitment of the Mayor and Chief Executive of the Council to the statutory duty.

14.4 The Council is committed to evaluating the impact of the training provided in order to assess the extent to which staff fully understand their role in implementing the duties.

The extent to which the training objectives have been achieved will be reported and will be included in councils annual review to the Equality Commission.

14.5 The council will produce a summary of the scheme which will be given to all staff. Copies of the full scheme will also be available to all staff.

## **15. Public access to information and services**

15.1 The Council is committed to effective communication with the public and the arrangements outlined in Section 13 relating to the publication of information relating to impact assessments will apply to the general provision of information as outlined below.

It recognises, however, that there is a risk that some sections of the public will not enjoy equality of opportunity in accessing information provided by the Council. There are three particular risk areas:

- people with sensory and learning disabilities and other communication disabilities may have particular difficulties with information in print;
- members of ethnic minority groups, whose first language is not English, may have difficulties with information provided only in English;
- some local newspapers are read predominantly by members of only one community.

The Council will ensure that information will be available to publications and media associated with the Section 75 category and

also ensure that information in assessable formats is available in a timely fashion.

- 15.2 In disseminating information through the local press, the Council will ensure that press statements and public advertisements are accessible to both main communities.
- 15.3 The Council intends that all of its services are fully accessible to all parts of the community. Equality impact assessments will highlight any factors which indirectly discriminate by making a particular service less accessible to particular groups. The Council will monitor access to information and services to ensure equality of opportunity.
- 15.4 In all Council premises open to the public, the Council will seek to promote equality of opportunity and good relations within the terms of Section 75 of the Act. All public offices, leisure and community centres will promote a welcome and harmonious environment. The Council will adhere to the relevant provisions of the Disability Discrimination Act 1995.

## **16. Publication of the scheme**

- 16.1 Following submission to the Equality Commission, this scheme will be obtainable from the Council Offices at Circular Road, Dungannon BT71 6DT, it can also be accessed on the Councils website at <http://www.dungannon.gov.uk> The Council will also issue a press statement, place prominent advertisements in the local press and will send a copy of the scheme to those bodies / individuals listed at Appendix 2. The scheme will also be available to publications and media associated with the Section 75 Categories and publications in languages other than English and Council is committed to ensuring the scheme is available in accessible formats in a timely fashion.

Specific consideration will be given to Council to how best to communicate the Scheme to young people and those with learning difficulties. While all staff will have access to a copy of the full scheme, a summary of the scheme will be given to all staff.

## **17. Complaints**

- 17.1 The Council is committed to ensuring access to the complaints procedure. It will respond to complaints that it has not fulfilled its statutory obligations and will seek to resolve such complaints bilaterally. It will aim to give a substantive response to complaints within one month. When a complainant claims to have been directly affected by a failure of the Council to comply with this scheme, he/she will be informed of the procedure for bringing such a complaint to the Equality Commission.

The Council will accept complaints in accessible formats

The contact person for dealing with complaints is :-

The Chief Executive  
Dungannon & South Tyrone Borough Council  
Council Offices  
Circular Road  
Dungannon  
BT71 6DT

Tele:- 028 87720300      Email:- william.beattie@dungannon.gov.uk

## **18. Review of the scheme**

- 18.1 Within 5 years of submitting this scheme to the Equality Commission, the Council will conduct a formal review of the scheme to evaluate its effectiveness in meeting the statutory duty. This review will include an assessment of how the Council has complied with its Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the direct services and key policies. The Council will consult with those bodies listed at Appendix 1 before submission of the review to the Equality Commission. This review will be carried out in accordance with any guidance provided by the Equality Commission. The report will be made public.

## **19. Summary action plan and timetable**

- 19.1 The following timetable summarises the measures which the Council proposes to take during the five years following the commencement of the scheme:

### **Year 1                      July 2000 – June 2001**

Screening of policies (July 2000 – September 2000)

Consultation on the proposed screening exercise (Stage 3) (October 2000 – November 2000)

Report on the proposed screening exercise (Stage 4) (December 2000)

### ***Equality impact assessments of policies in relation to:***

- ***Refuse collection***
- ***Horticulture***
- ***Cemeteries***
- ***Public Conveniences***
- ***Street Cleaning***
- ***Grounds Maintenance***

***and of the following new policies:***

- ***Job Share Policy***
- ***Employment Charter***
- ***Building Control Health and Safety Policy***
- ***Building Control Radar Policy***

Review of monitoring arrangements.

Training of staff.

Preparation of a statement on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

**Year 2                      July 2001 – June 2002**

Equality impact assessments of policies in relation to:

- ***Environmental Health***
- ***Building Control***
- ***Countryside***
- ***Parks***
- ***Play***

Training for all staff completed.

Preparation of a statement on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

**Year 3                      July 2002 – June 2003**

Equality impact assessments of policies in relation to:

- ***Waste Disposal***
- ***Vehicle Maintenance***
- ***Minor Works***
- ***Community Relations/Community Services***
- ***Economic Development***
- ***Marketing/Public Relations***

Preparation of a statement on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

**Year 4                      July 2003 – June 2004**

Equality impact assessments of policies in relation to:

- ***Chief Executive's Office/Corporate Costs***
- ***Human Resources***
- ***Member Support***
- ***Finance***
- ***Administration***

- ***Purchasing***
- ***Registration***

Preparation of a statement on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

**Year 5**                      **July 2004 – June 2005**

Equality impact assessments of policies in relation to:

- ***Arts***
- ***Recreation Management***
- ***Sports Development***
- ***Tourism***
- ***Building Maintenance***

Preparation of a statement on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

Review of the Equality Scheme



## ***Building Control Department***

- *Code of Practice re Plan Checking and Site Inspections*
- *Regularisation Application Policy*
- *Mining Area Policy*
- *Cautioning Guidance Procedure*
- *Dangerous Structures Policy*
- *Postal Naming Policy*

## ***Environmental Health***

- *Food Safety Enforcement Policy*
- *Food Standards Enforcement Policy*
- *Consumer protection Enforcement Policy*
- *Sampling Foodstuffs for Chemical Examination Policy*
- *Health and Safety (Enforcing Authority) Regs (NI) 1999 Policy*
- *Food Complaints Procedure*
- *The Food Safety (General Food Hygiene) Regulations 1995 – Enforcement Policy for butchers shops*
- *'The Home Authority Principle' Policy*
- *Health and Safety Enforcement Policy*

## ***Development Department***

- *Community Relations Strategy*
- *Arts Strategy*
- *Access to Countryside Strategy*
- *Community Relations, Community Services and Arts Funding Policy – Grant Application*
- *Conditions of Letting relating to Caravan and Tent Sites*
- *Conditions of Leasing relating to Recreation Grounds*
- *Pricing Policy relating to Recreation Grounds, Caravan Parks and Leisure Centre*
- *Play Policy*
- *Resource Policy*
- *Sports Development Policy*

## ***Technical Services Department***

- *Refuse Collection Service Specification*
- *Commercial Waste Collection*
- *Green Waste Collection Service*
- *Street Cleansing Service Specification*
- *Zoning of Lands Re: Litter Code of Practice*
- *Rules Relating to Burial Services*
- *Rules Relating to Burial Grounds*
- *Rules Relating to Erection of Memorials*
- *Public Convenience Cleansing Specification*

## Appendix 2

### Consultee List

This list is not exhaustive and will be added to in the light of experience.

- *The Equality Commission*
- *Age Concern*
- *Early Years*
- *NIPPA*
- *STAP*
- *Youth Council*
- *Traveller Movement (NI)*
- *Northern Ireland Council for Ethnic Minorities*
- *Northern Ireland Gay Rights Association*
- *Disability Action*
- *Northern Ireland Women's Aid Federation*
- *Carers National Association (NI)*
- *Irish Congress of Trade Union*
- *Committee for Administration of Justice*
- *Community Relations Council*
- *Rural Community Network*
- *Northern Ireland Human Rights Commission*
- *Victim Support*
- *Chamber of Commerce*
- *Counteract*
- *DENI*
- *N.I Housing Executive*
- *NI Tourist Board*
- *SHSSB*
- *SELB*
- *Sports Council*
- *Local Representatives of Four main Churches*
- *Local Community and Voluntary Groups*
- *IDB*
- *The Equality Unit*
- *Northern Ireland Statistics and Research Agency*
- *The Local Government Staff Commission*
- *Women's Support Network*
- *Coalition on Sexual Orientation*
- *The Rainbow Project*
- *Royal National Institute for Deaf people NI*
- *British Deaf Association NI*
- *Indian Community Centre*
- *NSPCC*
- *Royal National Institute for the Blind NI*
- *Helped the Aged NI*

- *Newry and Mourne Women*
- *Employers Forum on Disability*
- *Child Care NI*
- *Save the Children*
- *North West Forum of People with Disabilities*
- *Children's Law Centre*
- *Equality Forum*
- *Gingerbread NI*
- *Multi-Cultural Resource Centre*
- *Mid Ulster Women's Network*
- *Women's Information Group*
- *Foyle Friend*
- *NI Association for Mental Health*
- *Community Relations Training/Learning Consortium*
- *Chinese Welfare Association*
- *Women's Resources and Development Agency*
- *NI Council for Voluntary Action*
- *Mencap*
- *Omagh Women's Area Network*
- *Fermanagh Women's Network*
- *Staff Commission for Education and Library Boards*
- *North West Forum of People with Disabilities*
- *NI Women's European Platform*
- *Barnardos*
- *Women's Forum NI*
- *Rev. F D Swann*
- *Monsignor L McEntegart*
- *Rev. Allely*
- *Paster McCleugh*
- *MEP's – John Hume, Ian Paisley, Jim Nicholson*
- *MLA's Fermanagh and South Tyrone – M Morrow, M Gildernew, G McHugh, T Gallagher, J Carson, S Foster*
- *MLA's Mid Ulster – W McCrea, M Magennis, B Armstrong, F Molloy, D Hockey, J Kelly*
- *GMB*
- *UCATT*
- *NIPSA*
- *Ulster Unionist Party*
- *Social Democratic & Labour Party*
- *Sinn Fein*
- *Democratic Unionist Party*
- *Knights of Columbanos*
- *West Belfast Economic Forum*
- *Care for NI*
- *Simon Community*
- *NIACRO*
- *Women's Aid*
- *UNISON*

## **Appendix 3**

### **Methodology for an Equality Impact Assessment**

Having screened its policies (as outlined in Stage 1), the Council will determine which policies will be included for a fuller impact assessment and will determine a timetable for carrying out impact assessments (as outlined in Stage 2). In addition, when the Council is considering a new policy, it will determine whether the policy has the potential to have significant implications for equality of opportunity and if so it will conduct a full impact assessment. When undertaking impact assessments, the Council will follow the process set out below:

#### **1. Available data**

The Council will examine any data it already has, for example, attendance records, any market research already undertaken.

#### **2. Comparative data**

The Council will examine any available comparative data, for example, from other councils in NI and the UK and other organisations providing similar services. Where resources are available, the Council may commission appropriate data.

#### **3. Consultation**

The Council will consult with those listed at Appendix 2 and all qualitative, quantitative and other documentation including consultant's reports will be made available for all consultations. The Council considers it particularly important that sufficient timely and appropriate information is provided to enable groups and individuals to consider the full implications of proposals and will take steps to ensure this.

#### **4. Impact assessments**

The Council will examine the following questions in relation to the policy/service:

- Is there direct discrimination?
- Is there an adverse impact in terms of the rights, resources, participation or values and norms?
- If not unlawful, is the difference justified (eg affirmative action)?
- Is there equality of opportunity?

#### **5. Alternatives**

The Council will consider what alternatives are available.

**6. Mitigation of adverse impact**

The Council will consider how it might mitigate the adverse impact and promote equality of opportunity.

**7. Monitoring for adverse impact in the future**

The Council will state how it intends to monitor its direct services and key policies for adverse impact in the future, eg. surveys, sampling and questionnaires.

## **Appendix 4**

### **Amendments to Scheme as a Result of Consultation**

Foreword – Commitment to allocation of necessary resources

- 1.2 Reference to the needs of ethnic minority groups included.
- 1.3 The Council is committed to allocating appropriate resources changed to The Council is committed to providing the necessary resources.
- 3.5 Role of Chief Executive clarified.  
Reference to no changes to Organisational Structure required.
- 4.1 Reference to promotion of good relations included.  
Impact Assessments to be carried out on new policies at time of introduction.
- 6.3 Reference to expenditure on delivery date.
- 7.1 Commitment to consulting and providing information on prioritisation included.
- 10.2 Commitment to regularly review methodology used for impact assessment.
- 11.1 Steps to ensure full participation in consultation included.  
Commitment to contact groups and organisations working with young people and those with training difficulties.  
Specific training for those engaged in consultation to be provided.
- 11.2 Effect of Budgetary constraints limited.
- 12.1 Commitment on gathering base-line data included.
- 12.2 Commitment to revise policies where greater adverse impact than expected occurs or where equality of opportunity can be further promoted.
- 14.1 Further detail on training programme provided.
- 14.2 Further detail on training delivery provided.
- 15.1 People with other communication disabilities included at first bullet point.

## Appendix 5

### **RESPONSES TO CONSULTATION EXERCISES**

- Rural Community Network
- Age Sector Reference Group
- Mencap (NI)
- Fermanagh's Womens Network
- Committee on the Administration of Justice (CAJ)
- British Deaf Association (NI)
- Newry & Mourne Women
- Disability Action
- Community Relations Training Learning Consortium
- NIACRO
- NI Women's European Platform
- Simon Community (NI)
- West Belfast Economic Forum
- Coalition on Sexual Orientation
- Women's Resources and Development Agency
- NI Equality Forum
- Youth Council for NI
- Equality Commission
- NI Council for Ethnic Minorities