

**Equality scheme for  
Council for Catholic Maintained Schools**

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

To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met we will ensure a reasonable alternative is provided. We will respond to requests for information in alternative formats in a timely manner, usually within 5 working days.

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## Foreword

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

In this equality scheme we set out how the Council for Catholic Maintained Schools (CCMS) proposes to fulfil the Section 75 statutory duties.

We will commit the necessary resources in terms of people, time and money to make sure that the Section 75 statutory duties are complied with and that the equality scheme is implemented effectively, and on time.

We commit to having effective internal arrangements in place for ensuring our effective compliance with the Section 75 statutory duties and for monitoring and reviewing our progress.

We will develop and deliver a programme of communication and training with the aim of ensuring that all our staff and board members are made fully aware of our equality scheme and understand the commitments and obligations within it. We will develop a programme of awareness-raising for our consultees on the Section 75 statutory duties and our commitments in our equality scheme.

As Chairman and Chief Executive (Acting) of Council, we are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our equality scheme.

We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our equality scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to positively influence how we carry out our functions in line with our Section 75 statutory duties. It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

On behalf of Council and our staff we are pleased to support and endorse this equality scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 and Equality Commission guidelines.

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**Chairman**

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**Chief Executive (Acting)**

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

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## **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 Council for Catholic Maintained Schools to comply with two statutory duties:

#### Section 75 (1)

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

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

#### Section 75 (2)

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

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

### **How we propose to fulfil the Section 75 duties in relation to the relevant functions of the Council for Catholic Maintained Schools**

1.2 Schedule 9 4. (1) of the Act requires the Council for Catholic Maintained Schools as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This equality scheme is intended to fulfil that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.

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

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

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

1.4 Established under the auspices of **1989 Education Reform (Northern Ireland) Order**, the Council's primary purpose is the provision of an upper tier of management for the Catholic Maintained sector with the primary objective of raising standards in Catholic Maintained schools.

1.5 The seminal activities of the Council are set out in **Articles 142-46** and **Schedule 8 of the 1989 Education Reform (NI) Order** and are as follows:

- to employ all such teachers as are required on the staffs of Catholic Maintained schools;
- to advise the Department or a board on such matters relating to Catholic Maintained Schools as the Department or board may refer to the Council or as the Council may see fit;
- to promote and co-ordinate, in consultation with the Trustees of Catholic Maintained schools, the planning of the effective provision of such schools;
- to promote the effective management and control of Catholic Maintained schools by the Boards of Governors of such schools;
- to provide or secure, with the approval of the Department, the provision of such advice and information to the Trustees, Boards of Governors, principal and staff of Catholic Maintained schools as appears to the Council to be appropriate in connection with the Council's duty; and
- to exercise such other functions as are conferred on it by the Education Orders.

1.6 The Council for Catholic Maintained Schools (CCMS) is the advocate for the Catholic Maintained schools sector in Northern Ireland. The Council is a strategic organization, working with around 60 employees, which aims to:

- i. raise standards in Catholic Maintained schools,
- ii. promote effective management and control of schools through the Boards of Governors and
- iii. promote and co-ordinate the planning of effective provision of Catholic Maintained schools

1.7 CCMS also has a wider role within the Northern Ireland education sector and contributes with education partners to policy on a wide range of issues such as curriculum review, selection, pre-school education, pastoral care and leadership.

1.8 The pervasive ethos and culture surrounding the equality agenda within CCMS is a very positive one and this has empowered staff to use its Equality Scheme to promote equality of opportunity and good relations throughout the Catholic Maintained sector as well as the wider education community. In highlighting examples of good practice in equality and by working closely with government departments and other public bodies, CCMS has also been able to influence leadership within the education sector and Northern Ireland as a society. Council has always recognised the importance of good leadership in championing change, especially at policy level, and the Equality Agenda has afforded a number of opportunities for this leadership to be demonstrated.

1.9 It is true to say that equality considerations are now a major component in the minds of those within CCMS who are involved in the formation of all new and the review of existing policies

1.10 An organisational structure of the Council for Catholic Maintained schools is contained at Appendix 1.

## **Chapter 2 Arrangements for assessing our compliance with the section 75 duties** (Schedule 9 4. (2) (a))

2.1 This chapter explains Council's arrangements for assessing its compliance with the Section 75 statutory duties. Other compliance issues are further outlined in other relevant parts of this Scheme, for example, our arrangements for the assessment of the impact of policies.

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

### **Responsibilities and reporting**

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

2.3 Responsibility for the effective implementation of our equality scheme lies with the Most Rev John McAreevey (Chairman of the Council) and Mr Jim Clarke (Acting Chief Executive). The Head of Human Resources and Corporate Services, Mr Eugene O'Neill is accountable to the Council for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.

2.4 Each member of the Senior Management Team is responsible to the Acting Chief Executive for ensuring that his/her business unit fully complies with this Scheme.

2.5 If you have any questions or comments regarding our equality scheme, please contact Mr Eugene O'Neill in the first instance at the address given below and he will respond to you as soon as possible:

Name: Eugene O'Neill  
Address: 160 High Street, Holywood, BT189HT  
Tel: (028) 9042 6972  
Email: Eugene.ONeill@ccmsschools.com

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

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

2.8 CCMS prepares an annual report on the progress we have made on implementing the arrangements set out in this equality scheme to discharge our Section 75 statutory duties (Section 75 annual progress report).

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

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

2.9 The latest Section 75 annual progress report is available on our website <http://www.onlineccms.com/equality/> or by contacting Miss Helen McBrinn (contact details as above in 2.5)

2.10 CCMS will liaise closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

2.11 Regular progress reports will be provided to Council on the implementation of the Section 75 duties.

### **Action plan/action measure**

2.12 The action measures that will make up our action plan will be relevant to our functions. They will be developed and prioritised on the basis of an audit of inequalities. The audit of inequalities will gather and analyse information across the Section 75 categories<sup>4</sup> to identify the inequalities that exist for our service users and those affected by our policies<sup>5</sup>.

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

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

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

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

2.14 We will develop any 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.

2.15 We will seek input from our stakeholders and consult on our action plan before we send it to the Equality Commission and thereafter when reviewing the plan as per 2.16 below.

2.16 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.

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

2.18 Once finalised, our action plan will be available at:

<http://www.onlineccms.com/equality/>

To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met we will ensure a reasonable alternative is provided. We will respond to requests for information in alternative formats in a timely manner, usually [within 5 working days].

### **Chapter 3 Arrangements for consulting**

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

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

3.1 We recognise the importance of consultation in all aspects of the implementation of our statutory equality duties. We will consult on our equality scheme, action measures, equality impact assessments and other matters relevant to the Section 75 statutory duties.

3.2 We are committed to carrying out consultation in accordance with the following principles (as contained in the Equality Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*):

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

Initially all consultees (see Appendix 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.

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

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

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

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

Information will be made available, on request, in alternative formats<sup>6</sup>, in a timely manner. We will ensure that such consultees have equal time to respond.

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

3.2.5 To ensure effective consultation with consultees<sup>7</sup> on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme by undertaking the following:

- consultation on the development, implementation and review of our revised Equality Scheme, Audit of Inequalities and Action Plan;

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

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

- organisation of regular meetings of organisation's Equality Team to review progress on the Scheme; and the implementation of our Section 75 duties linked to our statutory functions;

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

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

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

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

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

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

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

3.3 A list of our consultees is included in this equality scheme at Appendix 3. It can also be obtained from our website at <http://www.onlineccms.com/equality/> or please contact Miss Helen McBrinn as documented at paragraph 2.5 above

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

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

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. Please contact Miss Helen McBrinn as documented at paragraph 2.5 above to provide your contact details and have your areas of interest noted or have your name/details removed or amended. Please also inform us at this stage if you would like information sent to you in a particular format or language.

#### **Chapter 4 Arrangements for assessing, monitoring and publishing the impact of policies**

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

#### **Arrangements for assessing the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity** (Schedule 9 4. (2) (b))

4.1 In the context of Section 75, 'policy' is very broadly defined and it covers all the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland. In respect of this equality scheme, the term policy is used for any (proposed/amended/existing) strategy, policy initiative or practice and/or decision, whether written or unwritten and irrespective of the label given to it, for example 'draft', 'pilot', 'high level' or 'sectoral'.

4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.

4.3 CCMS uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:

- the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*' and
- on undertaking an equality impact assessment as detailed in the Commission's guidance '*Practical guidance on equality impact assessment (February 2005)*'.

#### **Screening**

4.4 The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations.

4.5 Screening is completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

4.6 The lead role in the screening of a policy is taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also

involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible we will include key stakeholders in the screening process.

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

- What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)
- Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
- To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)
- Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

4.8 In order to answer the screening questions, we gather all relevant information and data, both qualitative and quantitative. In taking this evidence into account we consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.

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

1. the policy has been 'screened in' for equality impact assessment
2. the policy has been 'screened out' with mitigation<sup>9</sup> or an alternative policy proposed to be adopted
3. the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.

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

Where we mitigate we will outline in our screening template the reasons to support this decision together with the proposed changes, amendments or alternative policy.

This screening decision will be 'signed off' by the appropriate policy lead within CCMS

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

4.11 If our screening concludes that the likely impact of a policy is 'major' in respect of one, or more, of the equality of opportunity and/or good relations categories, we will normally subject the policy to an equality impact assessment. This screening decision will be 'signed off' by the appropriate policy lead within CCMS.

4.12 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity and/or good relations categories, we may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, we will give details of the reasons for the decision taken. This screening decision will be 'signed off' by the appropriate policy lead within CCMS.

4.13 As soon as possible following the completion of the screening process, the screening template, signed off and approved by the senior manager responsible for the policy, will be made available on our website : <http://www.onlineccms.com/equality/> and on request from Mrs Heather Alexander as documented at paragraph 2.5 above

4.14 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.

4.15 Our screening reports are published quarterly [see below at 4.20 - 4.22 and 4.23 for details].

### **Equality impact assessment**

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

4.17 Once a policy is screened and screening has identified that an equality impact assessment is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The equality impact assessment will be carried out as part of the policy development process, before the policy is implemented.

4.18 Any equality impact assessment will be subject to consultation at the appropriate stage(s). (For details see above Chapter 3 "Our Arrangements for Consulting").

### **Arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity** (Schedule 9 4. (2) (d); Schedule 9 9. (1))

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

## **What we publish**

### 4.20 Screening reports

These are published quarterly. Screening reports detail:

- All policies screened by CCMS 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, ie:
  - whether the policy has been 'screened in' for equality impact assessment.
  - whether the policy has been 'screened out' with mitigation or an alternative policy proposed to be adopted.
  - whether the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.
- Where applicable, a timetable for conducting equality impact assessments
- A link to the completed screening template(s) on our website

### 4.21 Screening templates

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

### 4.22 Equality impact assessments

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

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

## **How we publish the information**

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

## **Where we publish the information**

4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on our website: <http://www.onlineccms.com/equality/> and by contacting Mrs Heather Alexander as documented at paragraph 2.5 above

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

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

### **Arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity**

(Schedule 9 4. (2) (c))

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

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

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

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

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

4.31 We review our EQIA monitoring information on an annual basis. Other monitoring information is reviewed on an ongoing basis.

### **Arrangements for publishing the results of our monitoring**

(Schedule 9 4. (2) (d))

4.32 Schedule 9 4. (2) (d) requires us to publish the results of the monitoring of adverse impacts of policies we have adopted. However, we are committed to monitoring more broadly and the results of our policy monitoring are published.

4.33 EQIA monitoring information is published as part of our Section 75 annual progress report [see 2.7]

4.35 To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met we will ensure a reasonable alternative is provided. We will respond to requests for information in alternative formats in a timely manner, usually [within 5 working days].

## **Chapter 5 Staff training**

(Schedule 9 4.(2) (e))

### **Commitment to staff training**

5.1 We recognise that awareness raising and training play a crucial role in the effective implementation of our Section 75 duties.

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

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

### **Training objectives**

5.3 CCMS will draw up a detailed training plan for its staff which will aim to achieve the following objectives:

- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme
- to provide those staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively
- to provide those staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
- to provide those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
- to provide those staff involved in the implementation and monitoring of the effective implementation of the Council's equality scheme with the necessary skills and knowledge to do this work effectively.

### **Awareness raising and training arrangements**

5.4 The following arrangements are in place to ensure all our staff and Council Members are aware of and understand our equality obligations.

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all staff; ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff in the CCMS will receive a briefing on this equality scheme following approval of the scheme.
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff within CCMS who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation).
- Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.

5.5 Training and awareness raising programmes will, where relevant, be developed in association with the appropriate Section 75 groups and our staff.

In order to share resources and expertise, CCMS will, where possible, work closely with other bodies and agencies in the development and delivery of training.

### **Monitoring and evaluation**

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

- An evaluation of 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.

## **Chapter 6 Arrangements for ensuring and assessing public access to information and services we provide**

(Schedule 9 4. (2) (f))

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

6.2 We are aware that some groups will not have the same access to information as others. In particular:

- People with sensory, learning, communication and mobility disabilities may require printed information in other formats.

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

### **Access to information**

6.3 To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met we will ensure a reasonable alternative is provided.

Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY), large print or minority languages to meet the needs of those for whom English is not their first language.

CCMS liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice.

We will respond to requests for information in alternative formats in a timely manner, usually within two weeks of a request being made.

CCMS will take cognisance of the needs of children and young people, people with learning disabilities and minority ethnic communities when providing information

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

6.5 We seek to ensure that our website is accessible and provides information in an accessible format.

### **Access to services**

6.6 CCMS are committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories.

CCMS also adheres to the relevant provisions of current anti-discrimination legislation.

6.7 CCMS is committed to promoting equality for all those who use our services and will do its utmost to make our services as accessible as possible to all service users across the Section 75 categories.

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

6.8 We monitor on an ongoing basis across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.

6.9 These include:

- monitoring of complaints;
- reasonable adjustments;

## **Chapter 7 Timetable for measures we propose in this equality scheme**

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

- 7.1 Appendix 4 outlines our timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into our business planning processes.
- 7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop an action plan. Accordingly, this commitment is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.11 – 2.18.

## **Chapter 8 Our complaints procedure**

(Schedule 9 10.)

8.1 CCMS is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us. Section 75 complaints are integrated into a general complaints procedure within CCMS in the interests of mainstreaming

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

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

8.3 A person wishing to make a complaint that the CCMS has failed to comply with its approved equality scheme should contact:

Mr Jim Clarke  
Chief Executive (Acting)  
160 High Street  
Holywood  
County Down  
Northern Ireland  
BT18 9HT  
Tel: 9042 6972  
Email: Jim.Clarke@ccmsschools.com

8.4 In accordance with our Complaints Procedure, CCMS will in the first instance acknowledge receipt of each complaint within 5 working days.

8.5 The Equality Team will carry out an internal investigation of the complaint and will respond substantively to the complainant within one (1) month of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended. 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, CCMS will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

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

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

## **Chapter 9 Publication of our equality scheme** (Schedule 9 4. (3) (c))

9.1 CCMS' equality scheme is available free of charge in print form and alternative formats from:

Name: Mrs Heather Alexander  
Address: 160 High Street, Holywood, BT189HT  
Tel: (028) 9042 6972  
Email: heather.alexander @ccmsschools.com

9.2 Our equality scheme is also available on our website at:  
<http://www.onlineccms.com/equality/>

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.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner, usually within two weeks of a request being made.
- To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met we will ensure a reasonable alternative is provided. We will respond to requests for information in alternative formats in a timely manner, usually within 5 working days.

9.4 For a list of our stakeholders and consultees please see Appendix 3 of the Equality Scheme.

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

(Schedule 9 8. (3))

10.1 As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 we will conduct a thorough review of this equality scheme. This review will take place either within five years of submission of this equality scheme to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles.

The review will evaluate the effectiveness of our scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions in Northern Ireland.

10.2 In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be made public and sent to the Equality Commission.



## Appendix 2 Example groups relevant to the Section 75 categories for Northern Ireland purposes

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

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

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

<sup>11</sup> *ibid*

### **Appendix 3 List of consultees**

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

This list will be reviewed on a yearly basis to ensure its remains relevant to Council's functions and policies.

#### **COMPANY**

Youth Action Northern Ireland  
Southern Area Child Protection Committee  
Help the Aged NI  
Include Youth  
Children in Northern Ireland  
Western Area Child Protection Committee  
Eastern Area Child Protection Committee  
Northern Area Child Protection Committee  
Youth Council for Northern Ireland  
Children's Law Centre  
Age Concern Northern Ireland  
Child Poverty Action Group  
Northern Ireland Youth Forum  
Save the Children  
Youth Link Northern Ireland  
Castlereagh Borough Council  
Derry City Council  
Ards Borough Council  
Armagh City & District Council  
Craigavon Borough Council  
Strabane District Council  
Antrim Borough Council  
Magherafelt District Council  
Dungannon and South Tyrone Borough Council  
Cookstown District Council  
Newtownabbey Borough Council  
Moyle District Council  
Banbridge District Council  
North Down Borough Council  
Omagh District Council  
Belfast City Hall  
Lisburn City Council  
Fermanagh District Council  
Larne Borough Council  
Coleraine Borough Council  
Ballymena Borough Council  
Ballymoney Borough Council  
Carrickfergus Borough Council  
Down District Council  
Newry & Mourne District Council  
Northern Ireland Association for Mental Health  
Northern Ireland Chest, Heart and Stroke Association  
Down's Syndrome Association  
Employers' Forum on Disability  
Muscular Dystrophy Group  
Ulster Supported Employment Ltd

Arthritis Care NI  
Parents & Professionals and Autism  
Disability Sports NI  
British Deaf Association (NI)  
British Epilepsy Association  
Mencap  
Disability Action  
National Deaf Children's Society  
Sense Northern Ireland  
Action Mental Health  
Alzheimer's Society  
British Dyslexia Association  
North West Forum of People with Disabilities  
Royal National Institute for the Blind  
Royal National Institute for the Deaf (NI)  
The MS Society  
GTC (NI)  
Northern Ireland Teachers Council  
North-Eastern Education & Library Board  
Southern Education & Library Board  
Transferor Representative Council  
SEELB  
Governing Bodies Association  
New Start Education Centre  
Association of Teachers & Lecturers  
Staff Commission for Education and Library Boards  
NIPPA  
Western Education & Library Board  
ANIC Millenium Community Outreach Centre  
Belfast Education & Library Board  
CCEA  
Education Committee of the NI Assembly  
Gaeloiliuint Irish medium Education  
IPSEA  
Education and Skills Authority  
Northern Ireland Council for Integrated Education  
Northern Ireland Women's Aid Federation  
Federation of Women's Institutes NI  
Women's Resource & Development Agency  
Women's Forum for Northern Ireland  
Northern Ireland Women's European Platform  
Women Together  
(The) Women's Centre  
Women's Information Group  
Women's Support Network  
Department of Employment and Learning  
Northern Ireland Office  
Department for Social Development  
Department of Environment  
Department of Education  
Department for Regional Development  
Department of Culture, Arts & Leisure  
Department of Enterprise Trade & Investment  
Office of the First Minister and Deputy First Minister

Southern Health & Social Care Trust  
Western Health & Social Care Trust  
South Eastern Health & Social Care Trust  
NI Ambulance Service  
Northern Health & Social Care Trust  
Belfast Health & Social Care Trust  
Bangladeshi Welfare Association  
Chief Executives' Forum  
NIACRO  
Information Commissioner  
Community Development & Health Network (NI)  
Northern Ireland Mediation Service  
North West Community Network  
Ulster Scots Heritage Council  
Conradh na Gaelge  
Community Relations Council  
Equality Commission for NI  
Northern Ireland Anti-Poverty Network  
Falls Community Council  
Northern Ireland Council for Voluntary Action (NICVA)  
Sports Council for Northern Ireland  
Advice NI  
Probation Board for Northern Ireland  
The Local Government Staff Commission  
Barnardo's  
Gingerbread  
National Society for the Prevention of Cruelty to Children  
Northern Ireland Housing Executive  
Committee on the Administration of Justice  
Equality Coalition  
Community Fund  
Arts and Disability Forum  
Carers Northern Ireland  
Confederation of Community Groups  
Counteract  
East Belfast Community Development Agency  
Equality 2000  
Northern Ireland Human Rights Commission  
NUS USI  
Queen's University Belfast  
Rural Community Network  
Rural Development Council  
West Belfast Economic Forum  
Ulster Unionist Party  
The Workers Party  
Sinn Fein  
Democratic Unionist Party  
SDLP  
Alliance Party of Northern Ireland  
Progressive Unionist Party  
Ulster Democratic Party  
Ulster Unionist Party  
Women's Coalition  
Oi Kwan Chinese Women's Group

Indian Community Centre  
Armagh Traveller Support Group  
Chinese Chamber of Commerce / Chinese Welfare  
Association  
Multi-cultural Group  
N.I. Council for Ethnic Minorities  
An Munia Tober  
Sikh Women & Children's Association  
Multi-cultural Resource Centre  
Wa Hep Chinese Community Association  
Al-Nisa Association  
Al-Nur Craigavon Asian Association  
Belfast Islamic Centre  
Mandarin Speaking Association  
Northern Ireland African Cultural Centre  
Northern Ireland Filipino Community in Action  
(The) Northern Ireland Pakistani Cultural Association  
(The) Northern Ireland Sikh Cultural and Community Centre  
Southern Travellers Early Years Partnership  
Traveller Movement (NI)  
Belfast Hebrew Congregation  
Bahai Community of Belfast  
Methodist Church in Ireland  
Church of Ireland Board of Education Northern Ireland  
Bishop's House  
Bishop's House  
Northern Ireland Muslim Family Association  
Lisbreen  
Ara Coeli  
Bishop's House  
Association of Baptist churches in Ireland  
Congregational Union of Ireland  
Elim Pentecostal  
Martyrs Memorial Free Presbyterian Church  
Presbyterian Church  
Coalition on Sexual Orientation  
(The) Rainbow Project  
Northern Ireland Gay Rights Association  
Carafriend  
Foyle Friend  
Gay and Lesbian Youth NI  
Press for Change  
Queer Space  
Ulster Teacher Union (UTU)  
National Association of Head Teachers  
Irish National Teachers' Organisation (INTO)  
Northern Ireland Public Service Alliance  
Irish Congress of Trade Unions  
NASUWT  
UNISON Regional Centre

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

**Year 1**

<b>Equality Scheme Ref</b>	<b>Action</b>	<b>Responsible Person</b>
Foreward and 1.3	Commit the necessary resources in terms of people, time and money to comply with Section 75 statutory duties and implement equality scheme.	Principal & Chief Executive
	Review internal arrangements for ensuring effective compliance with the Section 75 statutory duties and for monitoring and reviewing progress.	Equality Team
	Develop and deliver a programme of communication and training for staff and board members on s75 obligations and equality scheme commitments.	Head of Human Resources
2.7	Integrate objectives and targets relating to the statutory duties into strategic and operational business plans	Principal & Chief Executive
2.8	Ensure staff job descriptions to reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme.	Head of Human Resources
2.11; 2.12	Draft and submit the annual report on progress to the Equality Commission by 31 August each year and post report on website	Equality Team
2.15	Review Action Plan annually in keeping with Corporate Plan	Equality Team
2.17	Establish process to monitor action measures and monitor progress.	Equality Team
3.1	Consult on EQIAs and Equality Schemes	Equality Team
3.2	Take into consideration Equality Scheme commitments and EOC guidance for future consultations	Equality Team
3.4	Review consultation lists annually	Equality Team
4.22	Publish screening results as per commitments	Equality Team
4.26	Monitor policies with an adverse impact	Equality Team
5.3	Take forward training actions as stated in	Head of Human

	Equality Scheme 5.3 and 5.4	Resources
5.7	Establish process for monitoring the effectiveness of equality training.	Head of Human Resources
6.1	Review the accessibility of the information provided by the College	Equality Team
6.5	Ensure that the website is accessible and also any information posted onto the website.	Equality Team
6.9	Establish process for monitoring in relation to the access of information and services	Equality Team
8.	Communicate complaints process and ensure process is accessible	Equality Team
9	Publish the Equality Scheme and action plan in keeping with Scheme commitments	Equality Team

## Year 2

<b>Equality Scheme Ref</b>	<b>Action</b>	<b>Responsible Person</b>
Foreward and 1.3	Commit the necessary resources in terms of people, time and money to comply with Section 75 statutory duties and implement equality scheme.	Principal & Chief Executive
2.7	Integrate objectives and targets relating to the statutory duties into strategic and operational business plans	Principal & Chief Executive
2.8	Ensure staff job descriptions to ensure they reflect their obligations to the discharge of the Section 75 statutory duties and implementation of the equality scheme.	Head of Human Resources
2.11; 2.12	Draft and submit the annual report on progress to the Equality Commission by 31 August each year and post report on website	Equality Team
2.15	Review Action Plan annually in keeping with Corporate Plan	Equality Team
3.1	Consult on EQIAs	Equality Team
3.4	Review consultation lists annually	Equality Team
4.22	Publish screening results as per commitments	Equality Team
4.26	Monitor policies with an adverse impact	Equality Team
4.27	Review equality monitoring reports to inform management decisions.	Equality Team.

5.3	Take forward training actions as stated in Equality Scheme 5.3 and 5.4	Head of Human Resources
5.7	Monitor the effectiveness of equality training.	Head of Human Resources
6.5	Continuously review the website and the information posted on the website to ensure it is accessible.	Equality Team
6.9	Monitor access to information and services	Equality Team
8.	Communicate complaints process and ensure process is accessible	Equality Team

### Year 3

<b>Equality Scheme Ref</b>	<b>Action</b>	<b>Responsible Person</b>
Foreward and 1.3	Commit the necessary resources in terms of people, time and money to comply with Section 75 statutory duties and implement equality scheme.	Principal & Chief Executive
2.7	Integrate objectives and targets relating to the statutory duties into strategic and operational business plans	Principal & Chief Executive
2.8	Ensure staff job descriptions to ensure they reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme.	Head of Human Resources
2.11; 2.12	Draft and submit the annual report on progress to the Equality Commission by 31 August each year and post report on website	Equality Team
2.15	Review Action Plan annually in keeping with Corporate plan	Equality Team
3.1	Consult on EQIAs	Equality Team
3.4	Review consultation lists annually	Equality Team
4.26	Monitor policies with an adverse impact	Equality Team
4.27	Review equality monitoring reports to inform management decisions.	Equality Team.
5.3	Take forward training actions as stated in Equality Scheme 5.3 and 5.4	Head of Human Resources
5.7	Monitor the effectiveness of equality training.	Head of Human Resources
6.9	Continuously review website is accessible and the information posted on the website.	Equality Team

6.13	Monitor access to information and services	Equality Team
8.	Communicate complaints process and ensure process is accessible	Equality Team

#### Year 4

<b>Equality Scheme Ref</b>	<b>Action</b>	<b>Responsible Person</b>
Foreward and 1.3	Commit the necessary resources in terms of people, time and money to comply with Section 75 statutory duties and implement equality scheme.	Principal & Chief Executive
2.7	Integrate objectives and targets relating to the statutory duties into strategic and operational business plans	Principal & Chief Executive
2.8	Ensure staff job descriptions reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme.	Head of Human Resources
2.11; 2.12	Draft and submit the annual report on progress to the Equality Commission by 31 August each year and post report on website	Equality Team
2.15	Review Action Plan annually in keeping with Corporate plan	Equality Team
3.1	Consult on EQIAs	Equality Team
3.4	Review consultation lists annually	Equality Team
4.26	Monitor policies with an adverse impact	Equality Team
4.27	Review equality monitoring reports to inform management decisions.	Equality Team
5.3	Take forward training actions as stated in Equality Scheme 5.3 and 5.4	Head of Human Resources
5.7	Monitor the effectiveness of equality training.	Head of Human Resources
6.5	Continuously review website is accessible and the information posted on the website.	Equality Team
6.9	Monitor access to information and services	EqualityTeam
8.	Communicate complaints process and ensure process is accessible	Equality Team

## Year 5

<b>Equality Scheme Ref</b>	<b>Action</b>	<b>Responsible Person</b>
Foreward and 1.3	Commit the necessary resources in terms of people, time and money to comply with Section 75 statutory duties and implement equality scheme.	Principal & Chief Executive
2.7	Integrate objectives and targets relating to the statutory duties into strategic and operational business plans	Principal & Chief Executive
2.8	Ensure staff job descriptions reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme.	Head of Human Resources
2.11; 2.12	Draft and submit the annual report on progress to the Equality Commission by 31 August each year and post report on website	Equality Team
2.15	Review Action Plan annually in keeping with Corporate plan	Equality Team
3.1	Consult on EQIAs	Equality Team
3.4	Review consultation lists annually	Equality Team
4.22	Publish screening results as per commitments	Equality Team
4.26	Monitor policies with an adverse impact	Equality Team
4.27	Review equality monitoring reports to inform management decisions.	Equality Team
5.3	Take forward training actions as stated in Equality Scheme 5.3 and 5.4	Equality Team
5.7	Monitor the effectiveness of equality training.	Head of Human Resources
6.5	Continuously review website is accessible and the information posted on the website.	Equality Team
6.9	Monitor access to information and services	Equality Team
8.	Communicate complaints process and ensure process is accessible	Equality Team
10	Review Equality Scheme	Equality Team