

Equality Scheme

The Health Promotion Agency for Northern Ireland

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



Health
Promotion
Agency

The Health Promotion Agency for Northern Ireland
18 Ormeau Avenue, Belfast, BT2 8HS
telephone: 028 311611 (voice/minicom) fax: 028 9031 1711
www.healthpromotionagency.org.uk

Foreword

Section 75 of the Northern Ireland Act 1998 requires public authorities, in carrying out their functions, powers and duties, to promote equality of opportunity and good relations among a range of groups. Public authorities, as defined by the legislation, are required to send an Equality Scheme to the Equality Commission, showing how they intend to carry out their new duties.

As Chair and Chief Executive of the Health Promotion Agency for Northern Ireland (the Agency) we are delighted on behalf of our Board and staff to endorse this Equality Scheme which arises out of the implementation of Section 75 of the Northern Ireland Act 1998.

Commitments made in the Equality Scheme refer to how the Agency carries out all its functions, powers and duties relating to Northern Ireland. The Agency is committed to ensuring that all necessary resources are made available (in terms of people, time and money) to aid the effective promotion of equality of opportunity and good relations in all its policies and practices. This also extends to ensuring that there are effective internal arrangements in place to guarantee that the duties are effectively complied with and for monitoring and reviewing progress. A planned programme of communication and training will be undertaken to ensure that all staff are made aware of and understand the new equality obligations.



Alice Quinn
Chair



Brian Gaffney
Chief Executive

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1 Introduction

- 1.1 Section 75 of the Northern Ireland Act 1998 ('the Act') requires the Health Promotion Agency for Northern Ireland in carrying out all its functions, powers and duties 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; and
 - between persons with dependants and persons without.
- 1.2 In addition, without prejudice to its obligation above, the Agency shall, in carrying out its functions, power and duties have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- 1.3 Schedule 9 of the Act requires the Agency to set out in an Equality Scheme how it proposes to fulfil the duties imposed by Section 75. The Agency is now submitting this document in order to fulfil that statutory requirement which relates to how the Agency carries out all its functions, powers, and duties relating to Northern Ireland.

2 Duties and responsibilities of the Health Promotion Agency for Northern Ireland

2.1 The Agency was set up as a Health and Social Services Special Agency on 1 October 1990 by the Northern Ireland Health Promotion Agency (Establishment and Constitution) Order (Northern Ireland) 1990 (SR 1990 No 258). The Order was made under the provisions of the Health and Social Services (Special Agencies) (Northern Ireland) Order 1990 (SR 1990 No 247).

2.2 The Northern Ireland Health Promotion Agency (No 1) Direction 1990, details the Agency's responsibilities. These are to:

- advise the Department of Health and Social Services on matters relating to health promotion;
- undertake health promotion activity;
- to plan and carry out regional or local programmes or other activities in cooperation with Health and Social Services Boards, District Councils, Education and Library Boards, voluntary organisations and other persons or bodies concerned with or having an interest in health promotion;
- sponsor research and evaluation in relation to health promotion;
- assist the provision of appropriate training in health promotion;
- prepare, publish or distribute material relevant to health promotion;
- provide a regional centre of information and advice on health promotion;
- exercise the Department's functions with respect to providing assistance by way of grants, loans, facilities or services to voluntary organisations involved in health promotion.

Core values

2.3 The core values of the Health Promotion Agency are derived from the ethos and principles of public service and best practice in health promotion. These are:

Public service - the Agency adheres to the seven principles of conduct, which underpin public services. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership;

Social responsibility - the Agency sees its work as an investment in people and the community, which aims to improve quality of life through being responsible to need, appreciating others' potential, contributing to the recognition of inequalities in health and opportunity and seeking to address these inequalities;

Accessibility - the Agency believes that health promoting activities, information, skills development or community intervention, which are agreed as part of its programme of work, should be provided or be made available anywhere they are needed and to everyone who needs them, irrespective of racial, cultural or social background;

Collaboration - the Agency believes that, to be successful, health promotion requires action by many sectors, organisations and individuals. We believe that working closely with others will achieve the maximum impact on the causes of ill-health and, by building a more healthy society for future generations, will provide the best potential to maintain the necessary conditions for good health;

Effectiveness - the Agency works to achieve planned outcomes by applying knowledge of best practice based on experience and evidence.

The Board of the Health Promotion Agency

2.4 The Agency, at the time of writing, is subject to the overall direction and control of a Minister for Health, Social Services and Public Safety. Overall responsibility for the management of the Agency lies with a Board appointed by the Minister under the code of practice issued by the Commissioner for Public Appointments

2.5 The Agency Board is comprised of a Chair, the Chief Executive and eight non-executive Directors appointed by the Department with the approval of the Minister. Together they are responsible to the Department and Minister for the discharge of its functions. The Board has six key functions for which it is held accountable by the Department on behalf of the Minister:

- to set the strategic direction of the organisation within overall policies and priorities on health and social wellbeing, define its annual and longer term objectives and agree plans to achieve them;
- to oversee the delivery of planned results by monitoring performance against objectives and ensuring corrective action is taken when necessary;
- to ensure effective financial stewardship through value for money, financial control and financial planning strategy;
- to ensure that high standards of corporate governance and personal behaviour are maintained in the conduct of the business of the Agency;

- to appoint, appraise and remunerate senior executives;
- to ensure that there is effective dialogue between the Agency and its customers and stakeholders on its plans and performance and that these are responsive to customer needs.

Role of the Chief Executive

2.6 The Chief Executive is responsible to the Agency Board through the Chair for the efficient day to day organisation and management of the Agency. His key functions include:

- ensuring that decisions of the Board are implemented;
- ensuring that the Agency works effectively in accordance with government policy and public service values;
- acting as Accountable Officer directly accountable to the Permanent Secretary to enhance proper financial stewardship.

The day to day management of the Agency is the responsibility of the Chief Executive and the Senior Management Team.

The Agency's business areas

2.7 Policy development and advice

Following the review of health promotion arrangements in Northern Ireland, it was recognised that the Agency plays an important role in providing policy advice on many issues. The Agency is also asked to advise on policy from a regional perspective, by many other organisations and individuals.

2.8 Research, analysis and evaluation

The Agency is involved, directly or through commissions, in a wide range of primary and secondary research to inform and evaluate health promotion policy development and practical interventions. The Agency also plays a major role in collating and disseminating health information to professionals in health and social services and to those in other disciplines for which health promotion is important.

2.9 Public and professional information

An important aspect of the Agency's work as a regional organisation is the design and implementation of integrated information campaigns, targeted at professionals or members of the public. The Agency has experience in delivering such campaigns, in collaboration with the public, private and voluntary sectors. The Agency's publications are designed to a high specification, written for a specific target group and tested or piloted with their intended end users.

2.10 Training and professional development

The Agency's role is to provide an extended range of training options to facilitate access to expert information and to encourage the development of appropriate skills to use this information.

2.11 Corporate Agency business

Corporate Agency business represents the wide range of activity which enables the Agency to function smoothly and effectively.

More information about the Agency can be found on our website at www.healthpromotionagency.org.uk

3. Arrangements for assessing compliance with Section 75 duties

Organisational arrangements

- 3.1 The Agency is committed to the fulfilment of its Section 75 obligations in all parts of its work. Statutory responsibility for the effective implementation of the Scheme lies with the Chair of the Agency and the Chief Executive.
- 3.2 The Chief Executive will be accountable to the Agency Board for the development, maintenance and review of the Scheme in accordance with the legislation, including any good practice or guidance that may be issued by the Equality Commission.
- 3.3 The staff member responsible for driving forward implementation of the Equality Scheme and the point of contact within the Agency will be **Mr Kevin Doherty, Business Manager, The Health Promotion Agency for Northern Ireland, 18 Ormeau Avenue, Belfast, BT2 8HS, Telephone: 028 9031 1611 (voice/minicom), Fax: 028 9031 1711, e-mail: k.doherty@hpani.org.uk**, who will report regularly to the Agency's Senior Management Team (SMT) and respond to any queries for all those affected by the statutory duties.
- 3.4 Objectives and targets relating to the statutory duties will be integrated into the Agency's strategic and operational plans. Staff who are directly engaged in this work will include implementation of the statutory duties in their personal performance plans, which are subject to appraisal in the annual performance review. In addition, a commitment to the statutory duties will be included in all job descriptions. Progress on meeting the range of objectives will be monitored and reported upon to the Agency's SMT on a quarterly basis.

Progress reporting

- 3.5 The Agency will conduct an Annual Review of progress in relation to the implementation of the Equality Scheme in compliance with the statutory duties. The Agency will forward a report of this review to the Equality Commission. This report will also be included in the Agency's Annual Report.
- 3.6 Moreover, the Agency will liaise closely with the Equality Commission to build a close working relationship so that progress on the implementation of the Scheme is maintained.

Consultation

- 3.7 The Agency acknowledges the emphasis on consultation in the development and implementation of the Scheme, and is committed to full and meaningful consultation on its Equality Scheme, equality impact assessments and monitoring arrangements. Details of this commitment are outlined in section 4.

4. Consultation

- 4.1 The Agency recognises the importance of consultation in all aspects of the implementation of its statutory equality duties. It affirms that all consultation will be carried out in accordance with the Equality Commission's Guiding Principles as detailed in its 'Guide to Statutory Duties' (p.33-34). In particular, it will endeavour to conduct all consultations in a timely, open and inclusive way in accordance with the Equality Commission's Guiding Principles.
- 4.2 The Agency will consult as widely as possible to ensure that any organisation or group which has a legitimate, particular interest in its work and /or the likely impact of its policies on the promotion of equality of opportunity and good relations will be included in the process of engagement.
- 4.3 Consultation has been undertaken in the development of this Equality Scheme. The Agency appreciates all comments received, and these comments have been taken into account in revisions of the Scheme. Details of the comments received with the Agency's response are outlined in Appendix 2.

Those being consulted

- 4.4 A list of those being consulted on matters relevant to the Agency's equality duties, including screening and equality impact assessments and the Scheme itself, is detailed in Appendix 1. The list is not exhaustive and may be amended and reviewed throughout the lifetime of the Equality Scheme to promote inclusive consultation. The Agency welcomes enquiries from any organisation wishing to be added to the list of consultees, and should contact the named officer in the Agency (see p.7, para 3.3) to have their interest noted.
- 4.5 The Agency will include the Equality Commission, the Community Relations Council, voluntary groups, community groups and Trade Union groups in all consultations. Organisations representing the various categories included in Section 75 will also be included in any consultation carried out.

Timescale for consultation

- 4.6 In order to facilitate meaningful consultation, the Agency will ensure that consultation with groups and individuals will begin as early as possible.

- 4.7 The Agency is conscious that some groups will need sufficient time to consult among themselves in order that their contributions to any consultation may be informed. All consultations will aim to allow a period of at least eight weeks except in emergencies. Such situations will include:
- policies which have to be implemented urgently to protect health and safety;
 - policies which have to be implemented urgently to comply with court judgements or international obligations.
- 4.8 Ultimately, the Agency wishes to minimise the number of exceptions to good practice guidelines on the timescale for consultation. Where exceptions do occur, the Agency will be open and transparent in reporting such instances. Exceptions to the normal consultation timetable will be monitored, kept under review, justified very clearly and reported by the Agency in its annual report to the Equality Commission.

Procedures for ensuring inclusive consultation

- 4.9 In consulting on any matter to which this Scheme relates, the Agency will work with representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views. This may involve face-to-face meetings, advisory groups, surveys, consultative panels, Internet discussions 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.
- 4.10 It is intended that barriers to proper consultation will be removed by ensuring that language is as clear as possible. Systems will be established to make presentations on this Scheme, if requested, available in an appropriate format to representatives of people with learning disabilities, minority community language speakers, people with disabilities, young people, and Travellers.
- 4.11 To ensure the highest level of inclusivity in any policy decision-making, information will be made available in consultation with groups affected by Section 75. Systems will be in place to ensure that information will be available on request in accessible formats in a timely fashion such as Braille, disc, and audio cassette and in minority languages to meet the needs of those who are not fluent in English.

- 4.12 Special consideration will be given to ensuring that all consultations reflect the needs of young people and those with learning disabilities through the provision of accessible formats in a timely manner. The Agency will liaise with representatives of young persons and learning disability organisations in the first place (e.g. by convening a round table meeting) and take account of good practice elsewhere (eg MENCAP's guidance on accessible formats), in order to reflect the needs of these groups in all consultations.
- 4.13 The Agency considers it particularly important that sufficient timely and appropriate information is provided to enable all affected groups and individuals to consider the full implications of proposals, and it will take steps to ensure this. This will include quantitative and qualitative data that the Agency holds or has collated, and other documents such as consultants' reports. This undertaking will apply to all consultations.
- 4.14 Specific training will be arranged for Agency staff engaged in consultation exercises to ensure that those facilitating consultations have the necessary skills to communicate effectively. Any training delivered will be developed in consultation with relevant groups covered by Section 75.
- 4.15 Measures will also be taken to ensure full participation in any consultation meetings that are held. The Agency will consider the time of day, the appropriateness of the venue, whether it can be accessed by those with disabilities, how the meeting is to be run, the use of appropriate language, whether a signer is necessary, whether an interpreter is necessary, and the provision of childcare.

5. Assessing the impact of policies on the promotion of equality of opportunity

Screening

- 5.1 The Agency is committed to carrying out a systematic review of all its existing and proposed policies to determine whether there are any equality of opportunity implications.
- 5.2 It is recognised and accepted that the definition of a 'policy' under the Equality Commission guidelines has a wide remit and includes policies relating to procurement and employment. The Agency will monitor the implementation of a policy that it operates on behalf of another public authority, and will work in partnership where the policy is subject to an equality impact assessment.
- 5.3 The Agency will consider the impact of each current and proposed policy on equality of opportunity in terms of the nine categories listed in Section 75 of the Act. For each policy the following criteria will be applied:
- is there any evidence of higher or lower participation or uptake by different groups* within any of the nine categories?
 - is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy?
 - 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 the community at large?
 - have consultations in the past with relevant representatives, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

* The main groups within each of the nine categories are identified at Appendix 3.

Screening consultation - two-stage approach

- 5.4 In common with other health sector bodies, the Agency will carry out a two-stage consultation on the screening of its policies. The rationale for this approach is to ensure that affected groups have sufficient time to engage in consultation. It also ensures that the process would achieve the necessary level of transparency, involvement and understanding, so that affected groups will have confidence in the consultative process.

- 5.5 In Stage 1, an initial paper will identify the Agency's policies and seek views on issues, such as whether all policies have been identified and how they affect the relevant group in terms of equality of opportunity, which will assist the Agency to prioritise areas for equality impact assessment.
- 5.6 In Stage 2, a paper outlining conclusions reached from Stage 1 will be produced for consultation by the Agency, in terms of policies to be subject to equality impact assessments, and the timetable for these assessments.
- 5.7 Both consultation stages will allow at least eight weeks, and will comply with the Equality Commission's 'Guiding Principles of Consultation'. The consultations will seek the views of the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary groups, community groups, Trade Unions and other groups with a legitimate interest in the matter (see Appendix 1).
- 5.8 The timetable envisaged for this two-stage consultation process is as follows:
- Stage 1 Consultation Paper issued in November 2000
 - Complete Stage 1 by beginning March 2001
 - Stage 2 Consultation Paper issued in April 2001
 - Complete Stage 2 Consultation by end June 2001
 - Submit Screening Report to Equality Commission by end June 2001
- 5.9 A detailed report of the screening exercise will be included in the annual report sent to the Equality Commission. The report will include details of: (1) those policies which will be subject to equality impact assessment, (2) those policies which were proposed by those consulted, as appropriate for impact assessment, but have not been subsequently included - giving an explanation for this course of action, and (3) the timetable for equality impact assessments.

The conduct of equality impact assessments and adverse impact

- 5.10 All equality impact assessments carried out will be conducted in accordance with all the procedures outlined in Annex 1 of the Equality Commission's 'Guide to the Statutory Duties'.

5.11 In common with other aspects of the statutory equality duties, the Agency will ensure that any equality impact assessment will be subject to consultation. All consultations will seek the views of the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary groups, community groups, Trade Unions and other groups with a legitimate interest in the matter whether or not they have a direct economic or personal interest (see Appendix 1).

Monitoring adverse impact

5.12 A system will be established to monitor the impact of policies in order to identify their effects on the relevant groups. This system will involve:

- the collection and collation of existing relevant primary quantitative and qualitative data;
- the collection and collation of existing relevant secondary sources of quantitative and qualitative data;
- identifying where more detailed data is needed in order to have the necessary information on which to base decisions;
- undertaking or commissioning new data if necessary.

5.13 If 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, the Agency will ensure that the policy is revised.

5.14 This system will be reviewed on an annual basis and the results will be published as part of the Agency's annual report to the Equality Commission.

5.15 In all cases relating to the holding of monitoring information or the collection of data, the Agency will act sensitively. This may include steps to engage directly, by convening a round table discussion for instance, with representatives from organisations whose client group is directly affected by the provisions of Section 75.

5.16 The Agency will develop a database of monitoring information that will enable it to undertake ongoing monitoring of adverse impact in the future.

Publication of equality impact assessments and monitoring

- 5.17 The Agency will make publicly available the outcome of any equality impact assessment and of any monitoring undertaken to measure the adverse impact of policies. The material will be accessible on the Agency's Internet website at www.healthpromotionagency.org.uk. Systems will also be established to make available, on request, impact assessments in accessible formats and in a timely fashion (ie Braille, disk, audio cassette and minority languages) from the **Health Promotion Agency, 18 Ormeau Avenue, Belfast BT2 8HS. Telephone: 028 9031 1611 (voice/minicom), Fax: 028 9031 1711.**
- 5.18 The Agency will inform the general public about the availability of this material through press releases and press publications. It will also directly inform bodies listed in Appendix 1 when this material is available and it will place information in publications associated with Section 75 categories.
- 5.19 All published information will comply with guidance outlined by the Equality Commission in its 'Guide to Statutory Duty' (Section 1). The Agency also commits itself to publishing information on equality impact assessments that:
- includes the aims of the policy to which the assessment relates;
 - details any consideration given to mitigating adverse impact of the policy on the grounds of equality of opportunity;
 - details any consideration given to the consideration of alternative policies which might better achieve the promotion of equality of opportunity.

Any information published will be made available in a range of accessible formats in a timely manner. Specific consideration will be given to the needs of young people and those with learning disabilities in the dissemination of this information.

Policy making and equality impact assessments

- 5.20 In making any decision on a current or proposed policy, the Agency will take into account any relevant equality impact assessment and the outcome of associated consultation.

6. Promoting good relations

Good relations and equality of opportunity

6.1 The Agency is conscious that good relations are inextricably linked with equality of opportunity. It is clear that equality of opportunity can only be realised if there are good relations.

Commitment to good relations

6.2 The Agency wishes to publicly outline its commitment to the promotion of good relations between persons of differing religious beliefs, political opinions or racial groups.

6.3 When the Equality Commission approves this Equality Scheme the Agency will issue a press release that will include a specific commitment to promoting good relations. This commitment will include a commitment to the three principles of community relations (as outlined by the Community Relations Council in its 'Guidelines for a Community Relations Strategy for Public Bodies'):

- equity - equality of access to resources;
- respecting diversity - recognition, understanding and tolerance of difference;
- interdependence - obligations and commitments to others, interconnectedness.

Programme for good relations

6.4 In order to initiate a programme of good relations work, the Agency will undertake an internal and external audit in order to determine the state of relations in the organisation.

6.5 Once the audit is complete, a report outlining the findings of the audit will be produced. An action plan for addressing issues emanating from the audit report will be developed.

6.6 Consultation with internal and external stakeholders will take place on the audit report before a programme of action is undertaken.

6.7 Progress on implementing the good relations action plan will be reported to the Equality Commission on an annual basis.

7. Public access to information and services

7.1 The Agency is committed to ensuring that the information it disseminates and the services it provides are made accessible to ensure equality of opportunity. It is particularly conscious that some groups will not have the same access to information as others. These include:

- children and young people who may have difficulties in accessing or understanding information;
- people with sensory and learning disabilities who may have difficulties with information in print;
- members of minority ethnic groups, whose first language is not English, and who may have difficulties with information provided only in English.

Consideration will be given to providing accessible information in a timely manner to all these groups.

7.2 The Agency will, within the first year following approval of this scheme, review its arrangements for providing information in Braille, large print, audio cassette and minority ethnic language formats. The assessment will take account of:

- the statutory requirements of the Disability Discrimination Act 1995;
- the likely demand for information of various formats across its main policy areas;
- the resource implications and the recommendations of the cross-departmental Promoting Social Inclusion (PSI) working groups on minority ethnic communities and on access to information.

7.3 The review will make recommendations on how public access to information can be better ensured by improving arrangements for providing information in different formats and languages. The Agency will ensure that it will publicise widely what the current situation is, the findings of this review, and any proposed changes to any aspect of information and services.

7.4 In disseminating information through the local press, the Agency will ensure that any advertisements are placed in the Belfast Telegraph (including North West Edition), the Irish News and Newsletter to ensure equality of access. This arrangement will be kept under review, in terms of promoting wide access throughout the implementation of statutory equality duties. The Agency intends that all of its services are fully accessible to all parts of the community.

7.5 The Agency will ensure that no section of the community is deterred from visiting Agency offices, for whatever reason. Agency offices will maintain a welcoming and harmonious environment. The Agency will adhere to relevant provisions of the Disability Discrimination Act 1995.

8. Training and communication

- 8.1 The Agency will ensure that an effective communication and training programme will be developed for all staff. A series of targets for the implementation of the commitment to training and communication will be outlined in The Equality Scheme Action Plan section of this document (Appendix 4).
- 8.2 In order to share resources and expertise, the Agency will work closely with other health agencies in the development and delivery of training. Preliminary discussions have already taken place with the Central Service Agency's Equality Unit to develop joint approaches to training.

Training

- 8.3 All training will be developed in association with the appropriate Section 75 groups. The Agency will draw up a detailed training plan for all its staff over the five year period to which this Scheme refers, which will aim to achieve the following objectives:
- to raise awareness of current anti-discrimination legislation in Northern Ireland, including the provisions of Section 75 and Section 76 of the Northern Ireland Act 1998. This will include an explanation of the duties and their implications for all employees;
 - to provide those employees involved in screening of policies with the necessary skills and knowledge to do this work effectively;
 - to provide those employees involved in the equality impact assessment of policies with the necessary skills and knowledge to do this work effectively;
 - to provide those employees who deal with complaints in relation to the implementation of the Agency's Scheme, with the necessary skills and knowledge to investigate and monitor complaints effectively;
 - to provide those employees involved in consultation processes with the necessary skills and knowledge to do this work effectively;
 - to provide those employees involved in the implementation and monitoring of the effective implementation of the Agency's Equality Scheme with the necessary skills and knowledge to do this work effectively; and
 - 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.

- 8.4 A report indicating the extent to which training objectives have been met will be compiled as part of the annual review of the implementation of the statutory duties, which will be sent to the Equality Commission.
- 8.5 All staff in the Agency will receive training within one year of the approval of the Scheme (including those being inducted). Thereafter focused training will be provided for all specialist staff within the Agency, and specific training will also be provided for those engaged in consultation.
- 8.6 All training will be developed in association with the appropriate Section 75 groups.
- 8.7 The Chief Executive wishes to positively communicate the commitment of the Agency to the statutory duties (both internally and externally). The Agency will:
- develop a summary of the Scheme and make it available to all staff;
 - provide access to copies of the full Scheme for all staff;
 - ensure that the Agency's commitment to the statutory duties are made clear in Agency publications (such as the Annual Report); and
 - will ensure that any queries or questions of clarification from staff are addressed effectively.

9 Implementing the Scheme

Publication of the Scheme

- 9.1 Following submission to the Equality Commission, this Scheme will be available in print form and alternative formats free on request from the Agency.
- 9.2 The following arrangements will be made for the publication of the Scheme and to ensure equality of access:
- the Scheme will be available on request in formats such as Braille, disc, and audio cassette and in minority languages to meet the needs of those not fluent in English;
 - systems will be in place to ensure that requests for the Scheme in accessible formats will be dealt with in a timely manner;
 - specific consideration will also be given to how best to communicate the Scheme to young people and those with learning disabilities;
 - the Agency will develop a plain English summary of the Scheme;
 - a press release and a prominent advertisement in the press will be placed by the Agency whenever the Scheme is approved by the Equality Commission;
 - a copy of the Scheme will also be posted on the Agency's website;
 - copies of the approved Scheme will also be sent to key stakeholder groups listed in Appendix 1.

Complaints

- 9.3 When a complaint is made on the grounds that the Agency has failed to comply with the Scheme, the point of contact will be the Agency's Chief Executive, **Dr Brian Gaffney, The Health Promotion Agency for Northern Ireland, 18 Ormeau Avenue, Belfast, BT2 8HS, Telephone: 028 9031 1611 (voice/minicom), Fax: 028 9031 1711.** The Chief Executive will carry out an internal investigation of the complaint and respond to the complainant within one month. During this process, the complainant will be kept fully informed of the procedures for dealing with the complaint under Schedule 9 of the Northern Ireland Act 1998. The Agency will also undertake to provide assistance to any complainant who requires information in a format that ensures equality of opportunity.

- 9.4 In any subsequent investigation by the Equality Commission, the Agency will cooperate fully, providing access to any relevant documentation that the Equality Commission may require. Similarly, the Agency will cooperate fully with any investigation by the Equality Commission under sub-para 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.

Review of the Scheme

- 9.5 The Agency will conduct a thorough review of the Scheme within five years of its submission to the Equality Commission. This review will evaluate the effectiveness of the Agency in meeting its Section 75 obligations. A report of this review will be made public and sent to the Equality Commission.

Timetable for implementing the Scheme

- 9.6 Appendix 4 outlines an action plan for implementing the Scheme including date milestones and performance indicators for each task.

Appendix 1: List of organisations to be consulted

Action Cancer
Action for Dysphasic Adults
Action Mental Health
Action MS
Afro-Asian Residents' Group
Age Concern
AIDS Helpline
Alliance Party of Northern Ireland
Altnagelvin HSS Trust
Alzheimers Disease Society
Ark Housing
Armagh and Dungannon Health Action Zone
Armagh and Dungannon Health and Social Services Trust
Armagh Travellers Support Group
Arthritis Care
Arts Council of Northern Ireland
ASBAH
Association of Chief Officers of Voluntary Associations (ACOVO)
Association of Independent Advice Centres (NI)
Baha'i Community
Ballymena Borough Council
Banbridge District Council
Barnardo's
Belfast Carers Centre
Belfast Chinese Christian Church
Belfast City Hospital Health and Social Services Trust
Belfast Education and Library Board
Belfast Hebrew Congregation
Belfast Institute of Further and Higher Education
Belfast Islamic Centre
Belfast Regeneration Office
Belfast Traveller Support Group
Belfast Travellers Education and Development Group
BIH Housing Association
Body Positive Belfast
British Deaf Association (NI)
British Dental Association
British Diabetic Association
British Medical Association
Brook Belfast
Bryson House
Carafriend
Carers' Network of Northern Ireland
Carers' National Association
Carrickfergus Borough Council

Castlereagh Borough Council
CAUSE
Causeway Health and Social Services Trust
Centre for Voluntary Action Studies
Child Poverty Action Group
Childcare Northern Ireland
Childline Northern Ireland
Children's Law Centre
Chinese Chamber of Commerce (NI)
Chinese Health Project
Chinese Welfare Association (NI)
Choice Housing Association
Church of Ireland Board of Social Responsibility
Coalition on Sexual Orientation
Coleraine Borough Council
Colin Glen Trust
Committee on the Administration of Justice
Community Development and Health Network
Community Relations Council
Community Technical Aid
Community Work Education and Training Network
Confederation of Community Groups
Contact A Family
Cookstown District Council
Council for the Homeless - Northern Ireland
Council on Social Responsibility, Methodist Church in Ireland
Craigavon and Banbridge Community Health and Social Services Trust
Craigavon Area Hospital Group Health and Social services Trust
Craigavon Asian Women's and Children's Association (AL-NUR)
Craigavon Borough Council
Craigavon Travellers' Support Committee
Craigavon Vietnamese Group
Crossroads
Cruse Bereavement Care
Cystic Fibrosis Trust
Democratic Unionist Party
Department of Culture, Arts and Leisure
Department of Health, Social Services and Public Safety
Department for Social Development
Derry City Council
Derry Travellers' Support Group
Disability Action
Down District Council
Down Lisburn Health and Social Services Trust
Down's Syndrome Association
Dungannon and South Tyrone Borough Council
Dunlewey Substance Advice Centre

Eastern Health and Social Services Board
Eastern Health and Social Services Council
Employer's Forum on Disability
Enterprise House
Equality Unit
Extern
Fermanagh District Council
Fermanagh District Council
Fermanagh Women's Network
Filor Housing Association
First Key
Fold Housing Association
Forum for Action on Substance Abuse
Foyle Down's Syndrome Trust
Foyle Friend
Foyle Health and Social Services Trust
fpaNI
Free Presbyterian Church
Gay and Lesbian Youth Northern Ireland
Gingerbread Northern Ireland
Glen Road Heights Women's Group
Green Park Healthcare Trust
Help the Aged
His Grace the Archbishop of Armagh
Homefirst Community Health and Social Services Trust
Housing Rights Service
Include Youth
Indian Community Centre
Industrial Therapy Organisation
Inter Church Millennium Celebration Group
Karen Mortlock Trust
La Societa Italiana Irlanda Del Nord
Larne Borough Council
Law Centre (NI)
Lesbian Line
Limavady Borough Council
Lisburn Borough Council
Magherafelt District Council
Manufacturing Science and Finance Union
Mater Hospital Health and Social Services Trust
MENCAP
Mental Health Commission for Northern Ireland
Moderator of the Presbyterian Church in Ireland
Monagh Road Women's Steering Group
Moyle District Council
Multi-Cultural Resource Centre
Multiple Sclerosis Society

Muscular Dystrophy Group
National Schizophrenia Fellowship
Newry and Mourne District Council
Newry and Mourne Health and Social Services Trust
Newry Interagency Consortium for Travellers
Newry Travellers Early Years Action Group
Newtonabbey Borough Council
NIACRO
NIPPA The Early Years Organisation
North and West Belfast Health Action Zone
North and West Belfast Health and Social Services Trust
North Belfast Community Development Centre
North Down Borough Council
North Eastern Education and Library Board
North West Ethnic Communities Association
North West Forum of People with Disabilities
Northern Health and Social Services Board
Northern Health and Social Services Council
Northern Ireland African Cultural Centre
Northern Ireland Anti Poverty Network
Northern Ireland Association for Mental Health
Northern Ireland Association of Citizens Advice Bureaux
Northern Ireland Chest Heart and Stroke Association
Northern Ireland Committee of the Irish Congress of Trade Unions
Northern Ireland Council for Ethnic Minorities
Northern Ireland Council for Postgraduate Medical and Dental Education
Northern Ireland Council for Voluntary Action
Northern Ireland Environmental Link
Northern Ireland Filipino Association
Northern Ireland Filipino Community in Action
Northern Ireland Gay Rights Association
Northern Ireland Human Rights Commission (NIHRC)
Northern Ireland Millennium Company Ltd.
Northern Ireland Partnership Board
Northern Ireland Public Service Alliance
Northern Ireland Unionist Party
Northern Ireland Voluntary Trust
Northern Ireland Volunteer Development Agency
Northern Ireland Women's Aid Federation
Northern Ireland Women's European Platform
Northern Ireland Youth Forum
NSPCC
Oi-Kwan Chinese Women's Group
Omagh District Council
Organisation of the Unemployed
Parents Advice Centre
Parents and Professionals and Autism

Phab Northern Ireland
Playboard
Praxis
President of the Baptist Church of Ireland
Prince's Trust
Progressive Unionist Party
Prospects for People with Learning Disabilities
Proteus
Putting Children First
Queer Space
Relate Northern Ireland
Royal National Institute for the Blind
Royal National Institute for Deaf People
Rural Community Network
Rural Development Council
Save the Children
Scout Association - The Northern Ireland Scout Council
Scout Foundation Northern Ireland
Shelter
Sikh Cultural Centre
Simon Community
Sinn Fein
Social Democratic and Labour Party
South West Belfast Community Forum
South and East Belfast Health and Social Services Trust
Southern Health and Social Services Board
Southern Health and Social Services Council
Southern Travellers' Early Years Partners
Sperrin Lakeland Health and Social Care Trust
Strabane District Council
Sustainable Northern Ireland Programme
Swedish Society of Northern Ireland
Tara Chind Vij Centre for Racial Awareness
The Cedar Foundation
The Guide Association Province of Ulster
The Guide Dogs for the Blind Association
The Local Government Staff Commission for Northern Ireland
The Most Reverend the Lord Archbishop of Armagh
The National Board for Nursing, Midwifery and Health Visiting for Northern Ireland
The Northern Ireland Ambulance Service Health and Social Services Trust
The Orchardville Society
The Rainbow Project
The Royal Group of Hospitals Trust
Training for Women Network
Traveller Movement Northern Ireland
Travellers' Support Group for Playgroup Workers

Triangle Housing Association Limited
Ulster Community and Hospitals Trust
Ulster Democratic Party
Ulster People's College
Ulster Quaker Service Committee
Ulster Unionist Party
United Hospitals Health and Social Services Trust
University of the Third Age
Victim Support
Voice of Young People in Care (VOYPIC)
Voluntary Activity Unit
Voluntary Service Belfast
WAVE Trauma Centre
West Belfast Economic Forum
Western Health and Social Services Board
Western Health and Social Services Council
Women's Coalition
Women's Information Group
Women's Forum Northern Ireland
Women's Resource and Development Agency
Women's Support Network
Worker's Educational Association
Young Carers Project
Young Help Trust
YouthAction Northern Ireland
Youth Council
Youthnet

Appendix 2 - Comments from consultation and the

Organisation	General/Key Comments	Agency Response
Derry City Council	<ul style="list-style-type: none"> consultation - period of consultation too short, need to expand list of consultees, and to consult across all categories 	<ul style="list-style-type: none"> Health Promotion Agency (HPA) notes comments and will take them into account when carrying out future consultation
	<ul style="list-style-type: none"> compliance issues - specific comments on detail absent from draft in relation to Equality Commission guidelines (eg detail on the publication of the Scheme) 	<ul style="list-style-type: none"> HPA scheme revised to meet requirements of Equality Commission
Women's Support Network	<ul style="list-style-type: none"> consultation - need to creatively consider consultation in future, engage with groups such as young people and allow more time 	<ul style="list-style-type: none"> HPA notes comments and will take them into account when carrying out future consultation
	<ul style="list-style-type: none"> screening - need to detail a timetable for screening 	<ul style="list-style-type: none"> timetable for screening included in revised Scheme (see Appendix 4)
	<ul style="list-style-type: none"> all relevant background information should be made available when consulting on impact assessments 	<ul style="list-style-type: none"> HPA is committed to ensuring that all consultation enables all groups to comment on an informed basis
	<ul style="list-style-type: none"> needs to be effective planning of impact assessments 	<ul style="list-style-type: none"> appendix 4 details approach to carrying out impact assessments
	<ul style="list-style-type: none"> any training should be delivered by someone with expertise or in consultation with relevant groups 	<ul style="list-style-type: none"> HPA will consult with CSA Equality Unit and other relevant groups in designing and delivering training
	<ul style="list-style-type: none"> need to explicitly mention procurement as a policy area 	<ul style="list-style-type: none"> HPA document makes clear that screening and impact assessments relate to all policies
	<ul style="list-style-type: none"> promote equality of opportunity between persons who have and do not have criminal convictions 	<ul style="list-style-type: none"> HPA notes the comment and will keep this under review

Organisation	General/Key Comments	Agency Response
Sperrin Lakeland Health and Social Care Trust	<ul style="list-style-type: none"> asks HPA to consult with the Trust on policies prior to the impact assessment stage 	<ul style="list-style-type: none"> HPA commits itself to consulting with all health agencies in relation to screening and impact assessments
Ulster Community and Hospitals Trust	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Northern Ireland Council for Postgraduate Medical and Dental Education	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Age Sector Reference Group <i>(covers comments from organisations in the age sector)</i>	<ul style="list-style-type: none"> compliance - eg details of internal arrangements 	<ul style="list-style-type: none"> HPA scheme revised to meet requirements of Equality Commission
	<ul style="list-style-type: none"> consultation period too short 	<ul style="list-style-type: none"> HPA notes comments and will take them into account when carrying out future consultation
	<ul style="list-style-type: none"> welcomes commitment to dedicating resources to implementation of Scheme 	<ul style="list-style-type: none"> HPA notes comment
First Key	<ul style="list-style-type: none"> consider impact of policies on those young people leaving care 	<ul style="list-style-type: none"> HPA is committed to consider impact of policies in terms of adverse impact by age
Northern Ireland Women's Aid Federation	<ul style="list-style-type: none"> welcomes HPA commitment to equality of opportunity 	<ul style="list-style-type: none"> HPA notes comment
	<ul style="list-style-type: none"> awareness training needs to take account of the subject of violence against women 	<ul style="list-style-type: none"> HPA notes comment and will take account of this in the development of training
Banbridge District Council	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Newry and Mourne District Council	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Craigavon Area Hospital Group Health and Social Services Trust	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Craigavon and Banbridge Community Health and Social Services Trust	<ul style="list-style-type: none"> no substantive comments 	<ul style="list-style-type: none"> HPA notes comment

Organisation	General/Key Comments	Agency Response
North Eastern Education and Library Board	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
United Hospitals Health and Social Services Trust	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Lisburn Borough Council	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Northern Health and Social Services Board	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Belfast Education and Library Board	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Department for Social Development	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Craigavon Borough Council	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Mater Hospital Health and Social Services Trust	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Ballymena Borough Council	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Southern Health and Social Services Board	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Department of Culture, Arts and Leisure	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Green Park Healthcare Trust	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment

Organisation	General/Key Comments	Agency Response
Black and Ethnic Minority Voluntary and Community Sector	<ul style="list-style-type: none"> compliance issues - specific comments (e.g. integration of Equality Scheme objectives in Corporate Plan) 	<ul style="list-style-type: none"> HPA scheme revised
	<ul style="list-style-type: none"> definition of policy - should explicitly state that policies relate to all areas (including procurement and employment) 	<ul style="list-style-type: none"> HPA document makes clear that screening and impact assessments relate to all policies
	<ul style="list-style-type: none"> compulsory anti-racist training is needed 	<ul style="list-style-type: none"> HPA will consider this in the design and delivery of training
	<ul style="list-style-type: none"> Equality Scheme forum for each sector should be established 	<ul style="list-style-type: none"> HPA is already working with other health sector bodies and would be receptive to this idea
	<ul style="list-style-type: none"> consultation must involve black and minority groups 	<ul style="list-style-type: none"> HPA accepts and is committed to doing this
	<ul style="list-style-type: none"> need for an ethnic monitoring system 	<ul style="list-style-type: none"> HPA has committed itself to reviewing its monitoring systems in its revised Scheme
	<ul style="list-style-type: none"> HPA should establish a translation and interpretation policy 	<ul style="list-style-type: none"> this will be undertaken as part of a wider review of access to information and services outlined in Appendix 4
	<ul style="list-style-type: none"> need to review role of HPA as grant maker in relation to ethnic groups 	<ul style="list-style-type: none"> this will be undertaken as part of wider screening and impact assessment processes
	<ul style="list-style-type: none"> timetable for equality impact assessments is vague 	<ul style="list-style-type: none"> appendix 4 details approach
	<ul style="list-style-type: none"> need for more pro-active consultation 	<ul style="list-style-type: none"> HPA notes comments and will take them into account when carrying out future consultation
	<ul style="list-style-type: none"> consider use of race equality audit 	<ul style="list-style-type: none"> HPA was impressed by this audit and will consider its application as part of general screening and impact assessment procedures.

Organisation	General/Key Comments	Agency Response
Multi-Cultural Resource Centre (MCRC)	<ul style="list-style-type: none"> • need to consider combining anti-racist training with broader equality training programme 	<ul style="list-style-type: none"> • this will be considered in the development and delivery of training
	<ul style="list-style-type: none"> • need to be creative about implementation so that process does not become too technical 	<ul style="list-style-type: none"> • HPA notes and agrees with comment
	<ul style="list-style-type: none"> • need for centralisation of funds in health sector to comply with statutory duty 	<ul style="list-style-type: none"> • HPA notes and agrees with comment
	<ul style="list-style-type: none"> • consultation - needs to involve minority ethnic groups, be regular and use a range of methods appropriate to circumstances 	<ul style="list-style-type: none"> • HPA notes comments and will take them into account when carrying out future consultation
	<ul style="list-style-type: none"> • need for HPA to consider MCRC short-term, medium - term and long-term objectives in terms of priority areas 	<ul style="list-style-type: none"> • HPA has already committed to undertake some of these objectives (eg commitment to provide information on request in accessible formats) and will refer to other objectives
MENCAP	<ul style="list-style-type: none"> • HPA should make a commitment to include the needs of people with learning difficulties in terms of equality of opportunity 	<ul style="list-style-type: none"> • HPA notes and will take account of comments in all efforts to ensure equality of opportunity
	<ul style="list-style-type: none"> • need to make commitment on accessibility of Scheme 	<ul style="list-style-type: none"> • HPA will provide the Scheme in a wide range of formats
	<ul style="list-style-type: none"> • need to ensure that there is longer consultation to ensure that this exercise reaches out to groups likely to be affected by the Scheme 	<ul style="list-style-type: none"> • HPA notes this and will take account of this in future consultation
	<ul style="list-style-type: none"> • important for public authorities to see this as an evolutionary process 	<ul style="list-style-type: none"> • HPA notes and agrees with comment
	<ul style="list-style-type: none"> • commitment to monitor uptake by people with learning difficulties 	<ul style="list-style-type: none"> • HPA has committed itself to reviewing its monitoring systems in its revised Scheme

Organisation	General/Key Comments	Agency Response
West Belfast Economic Forum (WBEF)	<ul style="list-style-type: none"> need to ensure linguistic equality 	<ul style="list-style-type: none"> HPA to publish documents in wide range of language formats and review access to services and information in year 1
	<ul style="list-style-type: none"> need to conduct assessment of employment policies and the procurement of services 	<ul style="list-style-type: none"> these areas will be screened
	<ul style="list-style-type: none"> Scheme should clearly detail how obligations will be met (eg it should be measurable) 	<ul style="list-style-type: none"> action plan (Appendix 4) details how the Scheme will be implemented with measurable indicators
	<ul style="list-style-type: none"> Necessary resources made available for implementing Scheme 	<ul style="list-style-type: none"> HPA has allocated budgetary resources and staff responsibility for Equality Scheme
	<ul style="list-style-type: none"> employees to disclose membership of oath-bound organisations 	<ul style="list-style-type: none"> HPA to keep this under review
	<ul style="list-style-type: none"> need to ensure that consultation is open and inclusive 	<ul style="list-style-type: none"> HPA will review consultation approaches to reflect specific element of work (eg impact assessments)
	<ul style="list-style-type: none"> screening to apply to all policies 	<ul style="list-style-type: none"> this will be made clear in revised Scheme
	<ul style="list-style-type: none"> method for carrying out impact assessment needs to be clear 	<ul style="list-style-type: none"> HPA will develop clear details for carrying out Impact Assessments and will consult on these as part of consultation on screening
	<ul style="list-style-type: none"> more detail on monitoring and evaluation procedure 	<ul style="list-style-type: none"> will take account of WBEF suggestions
<ul style="list-style-type: none"> equality training must involve trainers from the named categories in Section 75 	<ul style="list-style-type: none"> will incorporate this into revised Equality Scheme 	
Eastern Health and Social Services Board	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Newry and Mourne Health and Social Services Trust	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment
Homefirst Community Health and Social Services Trust	<ul style="list-style-type: none"> no substantive comments to make 	<ul style="list-style-type: none"> HPA notes comment

Appendix 3: Main groups in Northern Ireland relevant to the Section 75 categories

Category	Main Groups
Religious belief	Protestants; Catholics; people of non-Christian faiths; people of no religious belief
Political opinion	Unionists generally; Nationalists generally; members/supporters of any political party
Racial group	White people; Chinese; Travellers; Indians; Pakistanis; Black people
Men and women generally	Men (including boys); women (including girls), Trans-gendered people
Marital status	Married people; unmarried people; divorced or separated people; widowed people
Age	Children under 16; people of working age (16/65); people over 65
Persons with a disability	Persons with a physical, sensory or learning disability as defined in sections 1 and 2 and Schedules 1 and 2 of the Disability Discrimination Act 1995
Persons with dependants	Persons with personal responsibility for the care of a child; persons with personal responsibility for the care of a person with an incapacitating disability; persons with personal responsibility for the care of a dependant elderly person
Sexual orientation	Heterosexual people; homosexual people; bisexual people

Appendix 4 - Action plan for implementing the Equality Scheme

Area of implementation	Element	Performance indicator
Organisational arrangements	<ul style="list-style-type: none"> Senior Management Team (SMT) oversees implementation of Equality Scheme 	<ul style="list-style-type: none"> First meeting to discuss implementing Scheme takes place SMT meets minimum of three times in 2000 to review progress on Equality Scheme implementation
	<ul style="list-style-type: none"> Integration of equality objectives into departmental business plans 	<ul style="list-style-type: none"> SMT meets minimum of quarterly to discuss Equality Scheme implementation 2001-2005 SMT agrees equality objectives Equality objectives included in business plan for 2001-2002 Equality objectives reviewed annually in consultation with SMT and included in business plans in years 2002-2004
	<ul style="list-style-type: none"> Integration of equality objectives into personal performance plans 	<ul style="list-style-type: none"> SMT agrees draft guidance for staff Objectives included in personal performance plans
Progress reporting	<ul style="list-style-type: none"> Regular reports to Agency Board 	<ul style="list-style-type: none"> Minuted reports at least quarterly
	<ul style="list-style-type: none"> Annual reports to Equality Commission 	<ul style="list-style-type: none"> Report sent after approval by Agency Board Report incorporated in Agency Board Annual Report
	<ul style="list-style-type: none"> Review of Scheme 	<ul style="list-style-type: none"> Review conducted, published and sent to Commission

Area of implementation	Element	Performance indicator
Consultation	<ul style="list-style-type: none"> • Overview of consultation 	<ul style="list-style-type: none"> • Meeting takes place to consider joint approaches to consultation with health agency partners
	<ul style="list-style-type: none"> • Consultation on equality impact assessments 	<ul style="list-style-type: none"> • Consultation takes place for screening of policies in line with the Health and Personal Social Services (HPSS) two-stage approach (see p.13) • Report of consultation on screening exercise to be included as part of annual report to Equality Commission • Consultation takes place on each equality impact assessment
Training	<ul style="list-style-type: none"> • Training programme 	<ul style="list-style-type: none"> • Discussions with CSA Equality Unit to discuss training needs • Training programme agreed by SMT
	<ul style="list-style-type: none"> • Top level briefing on Equality Scheme 	<ul style="list-style-type: none"> • Briefing on Equality Scheme by CSA Equality Unit for Board members
	<ul style="list-style-type: none"> • Awareness training 	<ul style="list-style-type: none"> • All staff trained by CSA Equality Unit in equality awareness by end 2001 • All new staff to receive equality awareness training within 1 year of joining HPA
	<ul style="list-style-type: none"> • Specialised/focused training 	<ul style="list-style-type: none"> • Specialised/focused training (see Section 8 of Scheme for types of training) for key staff (minimum of 1 in year 1)

Area of implementation	Element	Performance indicator
Equality impact assessments (EIAs)	<ul style="list-style-type: none"> • Screening 	<ul style="list-style-type: none"> • Meet with CSA Equality Unit to discuss joint working on EIAs • Finalise screening instrument and procedures, and pilot with sample of policies and agree with SMT • Screen all policies • Prioritise policies for EIA in conjunction with other HPSS bodies • Consult with relevant interest groups on outcome of screening exercise (including proposed priorities for EIA)
	<ul style="list-style-type: none"> • Plan for EIAs 	<ul style="list-style-type: none"> • Develop plan for carrying out EIAs, taking account of consultation responses • Agree plan for EIAs with other HPSS bodies and SMT • Agree plan with Council • Begin EIAs in conjunction with other HPSS bodies
	<ul style="list-style-type: none"> • Carrying out EIAs 	<ul style="list-style-type: none"> • Review Plan for EIAs • Carry out EIAs in accordance with composite HPSS plan for EIAs
Promoting good relations	<ul style="list-style-type: none"> • Developing good relations programme 	<ul style="list-style-type: none"> • Specific statement of commitment to good relations included in press release when Scheme approved • Conduct an internal and external audit of good relations • Produce report on audit and consult on implementation • Implement agreed action plan • Include progress report on good relations as part of annual submission to Equality Commission on Equality Scheme

Area of implementation	Element	Performance indicator
Communication	<ul style="list-style-type: none"> • Publication of Equality Scheme • Dissemination to key stakeholders 	<ul style="list-style-type: none"> • Scheme to be published after approval from the Equality Commission • Summary of Scheme to be developed and made available • Scheme to be made available in accessible formats on request • Scheme to be published on HPA website • Copy of Scheme to be made available to all staff
		<ul style="list-style-type: none"> • Copy of Scheme mailed to all those consulted on the Scheme, and to others on request • Press Release to the media informing them of the publication of the Equality Scheme
Access	<ul style="list-style-type: none"> • Review of Access to Information and Services 	<ul style="list-style-type: none"> • To conduct a review within one year of the implementation of the scheme covering all aspects of access to information and services, and produce report making recommendations • To consult on review with key stakeholders • Produce action plan for acting on review recommendations • Begin implementation of action plan • Carry out action plan to meet performance indicator targets
Complaints	<ul style="list-style-type: none"> • Complaints procedure 	<ul style="list-style-type: none"> • To respond to any complaints of non-compliance within one month of complaint being made • To report on complaints made on an annual basis to the Equality Commission as part of annual report