EQUALITY SCHEME

(Section 75, Schedule 9 – Northern Ireland Act 1998)
FOREWORD

The Southern Health and Social Care Trust has developed its Equality Scheme in accordance with the Equality Commission’s Guidelines. The Scheme is an important document in that it is a statement of the Trust’s commitment to fulfilling its statutory obligations in compliance with Section 75, Schedule 9 of the Northern Ireland Act 1998 (which gave legal form to the Good Friday/Belfast Agreement). The NI Act places two key statutory duties on public authorities namely 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. Further, without prejudice to these obligations, the Trust is also required, in carrying out its functions, to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The Scheme sets out how the Trust will carry out all its functions, powers and duties relating to Northern Ireland and how it intends to have ‘due regard’ to the need to promote equality of opportunity and ‘regard’ to the need to promote good relations. The Trust is also mindful of the Human Rights Act, which was enacted in October 2000, and will seek to ensure that this Scheme is compatible with the European Convention on Human Rights.

The Trust, Chairman and Chief Executive are committed to ensuring the implementation of the Trust’s statutory duties as defined in Section 75,
Schedule 9 of the Northern Ireland Act 1998. In so doing, the Trust has allocated the necessary resources in terms of people, time and money to ensure that the statutory duties are complied with. As such, effective internal arrangements have been put in place (please see section 3) to ensure that the duties are complied with and systems have been developed in order to monitor and review progress. **There will be no dilution in the Southern Health and Social Care Trust’s commitment to the effective implementation of its Equality Scheme and this is reflected in the internal management arrangements for giving effect to the Scheme.** In addition, an external and internal communication and training programme has been developed and endorsed by the Chief Executive to ensure that staff are fully aware and understand their obligations under Section 75 (see section 3.3).

The Trust has consulted widely with groups, organisations and individuals with an interest in its activities on the measures contained within this Scheme and has reviewed the Scheme in light of comments received.

The Scheme will be formally reviewed in five years but in the interim will be treated as a 'live document' and as such will be kept under review. Comments on how best the Trust should promote equality of opportunity and good relations are welcomed.

_______________________        _____________________
MRS ANNE BALMER            MR COLM DONAGHY
SOUTHERN HEALTH AND SOCIAL CARE TRUST
FOREWORD

CHAIRMAN     CHIEF EXECUTIVE
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**Appendix A**
- Trust Organisational Chart

**Appendix B**
- Organisational Arrangements to Ensure Compliance of Section 75 Duties

**Appendix C**
- Consultation List
1. BACKGROUND TO THE TRUST

1.1 History of the Trust

The Southern Health and Social Care Trust (the Trust) was established on the 1st April 2007 under the Southern Health and Social Services (Establishment) Order (Northern Ireland) 2006 the Southern Health and Social Care Trust replaces the following four Trusts:

- Armagh and Dungannon H&SS Trust
- Craigavon Area Hospital Group Trust
- Craigavon and Banbridge Community Trust
- Newry and Mourne Health and Social Services Trust

The principal place of business of the Trust is the Southern Health and Social Care Trust, Trust Headquarters, College of Nursing, Craigavon Area Hospital Site, 68 Lurgan Road, Portadown, Co. Armagh, BT63 5QQ.
Health and Social Services Trusts (HSS) are provided for under Article 10 (1) of the Health and person Social Services (NI) Order 1991 and the functions of the Trust are conferred by this legislation.

The Trust provides a wide range of hospital, community and primary care services primarily to the populations of Armagh, Banbridge, Craigavon, Dungannon, Newry and Mourne. The hospital services provided by the Trust are also used by people from many other areas in Northern Ireland.

The Southern Health and Social Care Trust:

- Employs approximately 12,000 staff
- Covers a population of 324,000
- Has an income of £400 million.

The management arrangements put in place to enable the Trust to carry out its statutory responsibilities and to conduct its business are illustrated in Appendix A.

The Trust’s commitment to quality by focusing on the needs of users is the basis for the vision and purpose of the Southern Trust which is:

“to be known as a high performing, innovative organisation committed to delivering safe, quality care services that are accessible and responsive to the people who use them, provided in a way that respects the dignity and needs of individuals and delivered by skilled and motivated staff”.
This vision is a statement of our corporate purpose and the Trust has developed a set of eight Core Values which will reflect the culture of the Trust and influence everything the organisation and its staff do to achieve the vision.

The Core Values reflect the values of the legacy Trusts and of the Southern Trust Board. A process of engagement with staff at all levels within the Southern Trust is planned to ensure that these core values are further developed to reflect the values and aspirations of all our staff.

The Trust’s Core Values are:

- **Integrity** – Being open, honest and fair with all our stakeholders including users, the public, their representatives, government and our staff, in order to build trust and mutual respect.
- **Inclusivity** – promoting a culture that values and respects diversity, promotes equality, fair and equal access to care and treatment, and engages fully with users, carers and local communities.
- **Partnership Working** – working with other organisations and agencies to increase the co-ordination and effectiveness of care and improve the health and wellbeing of our users and communities.
- **Community Oriented** – at individual, group and community level, to support community development and active user involvement to empower people and communities to influence and control their health and wellbeing.
Promoting Creativity and Innovation – being ‘leading edge’ by developing new approaches to meeting needs, promoting best practice, supporting modernisation and reform and improving effectiveness and efficiency.

Valuing Staff – appreciating and respecting staff, recognising their individual needs and circumstances, offering opportunities for development, and supporting them to achieve their full potential.

Accountability – at individual and organisational level, to be accountable for the services we deliver and the choices we make.

Effective and Efficient Use of Resources – ensuring the best possible outcomes from the public funds we receive.

1.2 Management Structure

(a) Trust Board

The Trust Board forms the statutory body responsible for all the activities of the organisation and is responsible for the overall policies of the Trust. It functions as a corporate decision-making body. The Trust Board comprises a Non-Executive Chairman and seven Non-Executive Directors appointed by DHSS&PS Appointments Unit, and five Executive Directors who include the Chief Executive and Directors representing:

- Directorate of Children and Young People’s Services
- Directorate of Mental Health and Disability Services
- Medical Directorate
Directorate of Finance

Executive and non-executive Members are full and equal members and their role as managers of the Board of Directors will be to consider the key strategic and managerial issues facing the Trust in carrying out its statutory and other functions.

(b) Chief Executive

The Chief Executive is responsible for the overall performance of the executive functions of the Trust. He is the Accountable Officer of the Trust and shall be responsible for ensuring the discharge of obligations under Financial Directions and in line with the requirements of the Accountable Officer memorandum for Trust Chief Executives.

(c) Non-Executive Members

The Non-Executive Members shall not seek to exercise any individual executive powers on behalf of the Trust. They may however, exercise collective authority when acting as members of or when chairing a committee of the Trust which has delegated powers.

(d) Chairman

The Chairman of the Board has certain delegated executive powers and is responsible for the operation of the Board and for chairing all Board meetings when present. The Chairman works closely with the Chief Executive to ensure that key and appropriate issues are discussed by the Trust Board in a timely
manner with all the necessary information and advice being made available to the Board to inform the debate and ultimate resolutions.

The Trust’s key business objectives are to:

- Place patients at the centre
- Promote multi-disciplinary team working
- Ensure effective partnership working by developing interfaces with other agencies and promoting the development of inter-agency team working
- Promote better integration by bringing together services in such a way as to simplify care pathways for clients, patients, carers and families.
- Ensure the development of both professional and managerial leadership for all disciplines.
- Ensure effective integrated governance and patient and client safety.
- Promote the development of high quality, modern and effective services.
- Ensure resources are used efficiently and effectively.
- Provide clear lines of accountability.

(e) Senior Management Team
The Senior Management Team, chaired by the Chief Executive, brings together senior executives including the Executive Directors to the Trust Board. It is responsible for the implementation of Trust’s strategies and policies and for key operational matters. It also plans and develops services for the Trust and formulates service delivery
recommendations to the Trust Board within national and local policy
guidelines. The Senior Management Team monitors the quality of
service and the Trust’s performance in relation to established
business plans and ensures that the Trust’s decision making reflects
the needs and opinions of the consumer.

(f) Individual Directorates
The Trust manages its staff and delivers its services through a
structure of eight Directorates, each of which is headed up by a
Director. These Directorates are as follows:-

- Directorate of Finance and Procurement
- Directorate of Performance and Reform
- Directorate of Acute Services
- Directorate of Human Resources & Organisational Development
- Directorate of Children and Young People’s Services
- Directorate of Mental Health and Disability Services
- Directorate of Older People and Primary Care
- Medical Directorate

Whilst the Trust believes the services it provides are of a high quality,
it is not complacent about the need to keep them continually under
review to ensure they remain appropriate to the needs of people.
The quality of care is monitored regularly within the Trust and the
Trust is also accountable through its contracts with purchasers for
ensuring that specific service standards are met. Section 75 of the
Act will become an integral part of the manner in which the Trust
carries out its functions.
1.3 Accountability Structure

(a) Department of Health and Social Services & Public Safety
The Trust is accountable to the Department and through it to the Northern Ireland Assembly. The Department has a statutory duty to secure the provision of health and personal social services for the population of Northern Ireland and, in so doing, uses statutory powers to delegate functions to HPSS bodies including the Southern Health and Social Care Trust. The Department is responsible for directing the Trust and other HPSS bodies in ensuring national and regional policies are implemented and for the effective stewardship of HPSS resources.

(b) Health Boards
There are four Health and Social Services Boards in Northern Ireland – Southern, Northern, Eastern and Western. During the 1970s and 1980s the role of the Boards was to plan and provide directly, or secure through the voluntary and private sectors, the entire range of health and social services to meet the needs of the residents in their area. The Government reforms in the early 1990s led to a separation of purchasing and providing roles. Boards are no longer managerially responsible for the delivery of services. This responsibility now lies with Trusts. As agents of the Department, the Health Boards are subject to oversight by them through a system of annual accountability reviews.
(c) Trusts

The Health and Personal Social Services (Northern Ireland) Order 1991 Article 10(1) defines the nature and function of the Trust as follows:-

- Having managerial responsibility for its staff;
- Ownership of its accommodation; and
- The delivery of the services it provides.

The Trust also has the power to exercise statutory functions delegated to it by the Health and Social Services Boards. In keeping with the Equality Commission’s guidance, these functions include powers and duties. They embrace all the activities undertaken by the Trust including the recruitment/employment of its staff, financial arrangements, contracted-out services and training for social care staff, maintenance of its property and the delivery and development of services, including procurement of the equipment and facilities needed to do this.

The Southern H&SC Trust carries out its functions and duties through the following means:-

- carrying out assessments of care needs
- developing strategies to meet those needs
- setting and monitoring quality and performance standards
- carrying out reviews of service areas
- resource allocation and financial management
- setting service agreements with purchasers of care
- human resource management in relation to its staff, and
corporate and clinical governance

1.4 External Relationships

In order to ensure local people and the people who use the Trust’s services have a stronger voice to influence the shape and range of services available, the Trust will be building on the links it has already established with the Southern Health and Social Services Board, Borough and District Councils, the Southern Health and Social Services Council, other Government agencies, private sector providers, local voluntary and community groups representing all categories of persons specified in Section 75 of the NI Act 1998, family doctors, professional organisations and individuals.
2. PURPOSE OF THE EQUALITY SCHEME

2.1 The Trust is wholly committed to the principle of promoting equality of opportunity and good relations and, in so doing, will operate within the letter and spirit of the legislation in fulfilling the statutory duty inherent in Section 75 and Schedule 9 of the Act. The purpose of this Equality Scheme, which has been developed in co-operation with other Trusts and Boards in the Province, is to document what measures the Trust proposes to put in place to ensure that it delivers on its statutory obligations and how it will deliver on these in compliance with the legislation.

2.2 Section 75 of the Act requires the Trust in carrying out its functions to have due regard to promote equality of opportunity:-

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

2.3 In addition, without prejudice to its obligations above, the Trust shall in carrying out its functions, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group (see section 2.8 overleaf).
2.4 The Equality Commission’s draft guidance defines a policy as “a course or principle of action adopted or proposed by a Government, party, business or individual”. This is a broad and inclusive definition and, in the context of the Trust, covers all the ways in which the Trust carries out, or proposes to carry out, its functions relating to Northern Ireland. In this regard, policies and functions are therefore inextricably linked.

2.5 The Trust’s Equality Scheme relates to all the policies which are formulated or implemented by the Trust that have, or are likely to have, an impact on the promotion of equality of opportunity and good relations. However, in the course of conducting its business, the Trust has a statutory duty to implement policies from external sources such as Government and other HPSS bodies as well as formulating its own policies. It is the Trust’s view that where it is asked to implement a policy by another body, that the implications of this policy on equality of opportunity and good relations, should be addressed by the Trust in partnership with the other body. When asked by another body to implement a policy, the Trust will make that body fully aware of its legal obligations under S75.

2.6 The Trust acknowledges that in keeping with the Equality Commission’s guidelines, policies may be written or unwritten. However, in the interest of best practice and the effective implementation and manageability of the Scheme, steps will be taken to ensure that all policies, from whatever source, are documented. This will ensure that all non-documented policies are subjected to the statutory duties and the arrangements set out in this Scheme in exactly the same way as those which are currently documented.
These arrangements will also ensure a more effective process for the systematic screening of all existing and proposed policies and public access to information.

2.7 The focus of the Scheme will be to test policies which may impact on one or more of the nine categories of persons listed in Section 75 of the Act (see paragraph 2.2).

2.8 **Good Relations**

The Trust recognises that equality can only be properly established if there are also ‘good relations’, and that both requirements of the legislation are dependent on each other. The duty of good relations is to be promoted between:

- Persons of different religious belief
- Persons of different political opinion
- Persons of different racial group.

The Trust is aware that consideration of the needs and interests of minority ethnic groups, including Irish Travellers, is important in this context. The Trust recognises the importance of consulting with affected groups with respect to all aspects of promoting good relations. The Trust will follow the Equality Commission’s guiding principles as set out in section six of this Scheme. Whilst it is recognised that the main impetus for effecting good relations must be driven by the Chief Executive and senior management team, it is acknowledged that all staff have a significant role to play in ensuring good relations both internal and external to the organisation. In order to fulfil this duty the Trust intends to do the following:-
(a) Statement of Commitment to Promote Good Relations

The Trust will include in its new Equality Statement/Declaration (section 3.3 Table B) a commitment to ensuring the promotion of good relations. The new Equality Statement/Declaration will be subject to full consultation with the Equality Commission, Community Relations Council, trade unions and other relevant groups, organisations and individuals before formal approval by the Chief Executive and Trust Board. Once approved, the Equality Statement/Declaration will be applied throughout the organisation, at all levels and grades. With regards to good relations, the Equality Statement will include the following:-

- A recognition of need for equal access to resources, e.g. neutral buildings that are accessible to all cultures
- A recognition of the need to respect diversity both internal and external to the organisation, i.e. recognition, understanding and tolerance of difference
- A recognition of the need for interdependence, i.e. obligations and commitments to others
- A commitment to targeting areas of special need, whilst at the same time, accommodating the diversity of cultural needs.

(b) Audit of Good Relations

In order to assess the current state of good relations, the Trust will conduct:-

- An internal audit to determine the degree of good relations within the organisation; and
➢ An external audit to ascertain how the Trust is perceived in the community it services, by those from different religious beliefs, political opinions and racial groups.

After these audits have been completed, the Trust will take appropriate steps to further promote good relations. This may take the form of, for example, introducing new policies and/or practices, reviewing of current policies and/or practices, cultural awareness training etc. to support areas where there are good relations, and to redress areas where there is a lack of good relations.

(c) Training for Good Relations
The Trust will continue to develop and implement a training programme for staff to foster/strengthen good relations, both internally and externally. This training programme will continue to include attitudinal and cultural awareness, such as anti-racist and anti-discriminatory practice in order to provide participants with a greater appreciation and understanding of the diverse nature of society, e.g. cultures, classes, creeds, political opinion and ethnic origins. The programme will be reviewed with those who have specialist knowledge and experience in this area and will be implemented along with the timetables identified in section 3.3. Tables A and B.

(d) Monitoring and Reviewing of Good Relations
The Trust will develop a system to review the implementation and to measure progress on its efforts to build on good relations. The Trust will report on progress in its yearly report to the Equality Commission and the Trust’s own annual report.
3. ORGANISATIONAL ARRANGEMENTS FOR ENSURING COMPLIANCE WITH THE DUTIES OF SECTION 75 OF THE ACT

3.1 Organisational Arrangements

The Trust is committed to meeting its obligations under Section 75 of the Act in all parts of its work and whilst statutory responsibility for the implementation of the Scheme lies with the Trust Board. The Trust has determined the following organisational arrangements:

(a) Chairman and Chief Executive

The Chairman and Trust Board are responsible for retaining full and effective control over the implementation of the new statutory duties. The Chief Executive will be accountable for giving effect to meeting the responsibilities laid down in Section 75 of the Act; for the provision of the necessary resources in terms of time, money and people to ensure that the Scheme is drawn up and implemented effectively and on time. The Chief Executive and Trust Board will only endorse policy papers after the Equality Scheme methodology has been applied.

(b) Director of Human Resources and Organisational Development - Designated Officer

Kieran Donaghy, Director of Human Resources and Organisational Development, who can be contacted at Trust HQ, College of Nursing, Craigavon Area Hospital Site, 68 Lurgan Road, Portadown, Tel: 028 3861 3981, Fax: 028 3861 3953, E-mail: kieran.donaghy@southerntrust.hscni.net, will have responsibility for the administration of the Trust’s duties under Section 75 of the Act at a corporate level and will be the point of contact for
the Equality Commission and those affected by the Scheme. The **Director of Human Resources and Organisational Development** will chair a sub-group consisting of senior managers representing each of the functional/programme areas within the Trust.

The sub-group, under the leadership of the **Director of Human Resources and Organisational Development**, has developed a process for determining the policies to be subjected to a full equality impact assessment. This has been done in consultation with the Equality Commission, Chief Executive, the Equality Assurance Unit (formerly the Equal Opportunities Unit – see paragraph (e) overleaf) and other Directors as appropriate.

Under the delegated authority of the Chairman and Chief Executive, the Director of Human Resources and Organisational Development will keep the Trust and the Equality Commission informed of progress in implementing the arrangements set out in the Scheme, i.e. promoting equality of opportunity and good relations, by:-

- providing quarterly reports to the Trust Board
- co-ordinating the development of an annual Action Plan
- liaising with the Equality Commission to ensure that progress in relation to the statutory duties is maintained
- providing an annual progress report to the Equality Commission
- reporting on progress in the Trust’s own annual report.

**(c) Trust Directors**
Trust Directors will be accountable for **screening and** facilitating impact assessments where necessary on existing and new policies in
areas for which they are responsible. Directors will also ensure that Senior Managers for whom they are responsible are appropriately trained in the requirements of Section 75 of the Act, and that assessment of compliance with Section 75 duties is a mainstream element of Directorate work and is included as part of Directors' objectives, targets and individual performance plans.

**d) Equality Assurance Unit**

The Equality Assurance Unit will provide advice and support to the Trust in respect of discharging its Section 75 duties under the Act. In keeping with the spirit of integrating equality consideration into daily business, the Unit will not have sole responsibility for promoting equality of opportunity and good relations in the Trust’s work. Its role will be similar to that which is discharged (in relation to financial issues) by the Internal Audit Department.

The Unit will also work closely with staff from the various Trust Directorates, for example, those engaged in impact assessments, to provide advice and assistance on good practice. It will also manage an information system, including information collection and analysis and will be responsible for the drafting and subsequent reviewing of the Equality Scheme. When required, the Unit will work in conjunction with staff in other agencies on issues of common priority and any inter-agency structures to co-ordinate the implementation of obligations under Section 75 of the Act.

The Unit will take a lead role in facilitating a Best Practice Forum. The Forum, which will meet on a quarterly basis and act as a vehicle
to facilitate the exchange of learning and sharing of best practice. The Forum will also engage, as appropriate, with groups, organisations and individuals with an interest in equality of opportunity and good relations. The Trust will also continue to work closely with other public authorities to exchange learning and best practice.

The Unit will also advise the Director of Human Resources and Organisational Development who in turn will advise the Chief Executive on the appropriateness of administrative and organisational arrangements in the context of Section 75 duties. The Head of the Equality Assurance Unit will be responsible to the Director of Human Resources and Organisational Development.

(e) Other Trust Officers
Other Trust Officers will be required to ensure that any policy papers they draft have been screened appropriately in terms of whether they require an impact assessment, and to carry out such impact assessments as Trust senior management determine are necessary before papers are submitted for decision by the Trust Board.

The Trust will provide a copy and a summary of this Equality Scheme in printed form to all staff to ensure they fully understand their role in implementing the Scheme. Both a copy and a summary of the Equality Scheme will be made available on request to staff members in alternative formats.
(f) Collaborative Arrangements
The former legacy Trusts i.e. Craigavon and Banbridge Community H&SS Trust, the Armagh and Dungannon H&SS Trust, the Newry and Mourne H&SS Trust and Craigavon Area Hospital Group Trust had previously entered into a partnership in order to fulfil their statutory obligations as defined in Section 75 of the Act. This arrangement was jointly funded and managed by the participating Trusts, however with the amalgamation of the legacy Trusts into the new Southern Trust, the previous organisational arrangements and resources will transfer over to ensure that appropriate arrangements are in place to give effect to the duties and that there is no dilution on the part of the Southern Health and Social Care Trust’s commitment to the statutory duties.

3.2 Corporate and Individual Objectives and Targets
The Director of Human Resources and Organisational Development will put in place arrangements to ensure that annual consideration is given by senior management as to how well the Trust is meeting targets set in its Scheme. As part of the corporate planning process, objectives and targets relating to the statutory duties will be built into corporate and annual business plans.

In addition, the Director of Human Resources and Development will be responsible for ensuring that the ability to implement the Equality Scheme adopted by the Trust is stipulated as a core competency. As such, Section 75 duties will be incorporated into existing job descriptions, after effective training is given.
The Trust will also set individual objectives for all staff which will be monitored in keeping with the Trust’s Individual Performance Review System. In addition, a commitment to the statutory duty will also be included in all new job descriptions.

Progress on meeting objectives, including those relating to the statutory duties will be reported on by the Director of Human Resources and Organisational Development on a quarterly basis to the Trust Board. This will also be included in the yearly report to the Equality Commission and the Trust’s own annual report.

3.3 Communication and Training

The Trust has put in place an effective communication and training programme over the five year period to which the Equality 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, Schedule 9 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 the 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 with the necessary skills and knowledge to investigate and monitor complaints effectively

➢ To provide those employees involved in the 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 Trust’s Scheme to do this work effectively

➢ 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.

This programme includes the Chairman’s and Chief Executive’s pledge to ensuring the effective internal and external communication of the Trust’s commitment to promote equality of opportunity and good relations. The Director of Human Resources and Organisational Development will be accountable to the Chairman and Chief Executive for ensuring the effective implementation of the Trust’s communication and training programme. A working party has been established to assist the Director of Human Resources and Organisational Development in the drawing up and implementation of this programme which will be developed in consultation with representatives of the Section 75 groups and will include input from appropriate external specialists. By the submission date of the initial scheme, the following training had been undertaken:

**Table A - Internal Training & Communication**
<table>
<thead>
<tr>
<th>WHO</th>
<th>WHEN</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Board &amp; Non-Executive Directors</td>
<td>11 &amp; 29 November 1999</td>
<td>Presentation by Head of Equality Assurance Unit to Operational Board Meetings and Trust Board Meetings.</td>
</tr>
<tr>
<td>Chief Executive &amp; Operational Board Members</td>
<td>21 February 2000</td>
<td>Presentation by Mary Bunting, Public Sector Statutory Duty Unit at Slieve Donard Hotel, Newcastle</td>
</tr>
<tr>
<td>Chief Executive, Designated Officers and Trust Equality Steering Group Members</td>
<td>24 February 2000</td>
<td>Presentation by Mary Bunting, Public Sector Statutory Duty Unit at a half day briefing</td>
</tr>
<tr>
<td>Designated Officers and Trust Equality Steering Group Members</td>
<td>13 April 2000</td>
<td>Presentation by Mary Bunting, Public Sector Statutory Duty Unit at a half day briefing</td>
</tr>
<tr>
<td>Newly appointed Equality Schemes Co-Ordinators</td>
<td>July 2000</td>
<td>One full day training session to be delivered by Equality Assurance Unit</td>
</tr>
<tr>
<td>Chairman, Chief Executive, Trust Board &amp; Operational Board Members</td>
<td>24 January 2001</td>
<td>Training seminar re. S75 responsibilities including procedure for equality impact assessments, human rights etc. - input provided by Evelyn Collins, ECNI, Brice Dickson, NIHRC, Fiona Cassidy, Solicitor.</td>
</tr>
<tr>
<td>All Trust Senior Managers</td>
<td>ongoing</td>
<td>One full day training session.</td>
</tr>
<tr>
<td>All Trust staff</td>
<td>Following formal approval of Equality Scheme</td>
<td>All staff members each to be provided with a copy of the Trust's Equality Scheme to ensure they fully understand their obligations under S75 and also summary leaflet - issued February 2001. Full copies of the Scheme will be issued once approval has been granted from the Equality Commission. Both of these documents will be made available, on request, to staff members in alternative formats. All staff members will receive awareness training to ensure they fully understand their obligations under S75</td>
</tr>
<tr>
<td>Induction Training</td>
<td>Ongoing</td>
<td>All new staff will be informed of S75 requirements as part of the Trust's Induction Programme. All new employees to be provided with a copy of the Scheme and summary leaflet</td>
</tr>
<tr>
<td>Front-line Staff Training</td>
<td>12 April 2001</td>
<td>Pilot programme developed for all</td>
</tr>
</tbody>
</table>
front-line reception staff in conjunction with NICEM and Disability Action

All Staff  Ongoing  Half day Disability Awareness Training delivered by Jackie Magee

All Staff  Ongoing  Ethnic Minority Awareness Training to be provided by Ethnic groups

Specialist Training for:
- Trainers
- Staff involved in:
  - Impact assessments
  - Research and data collection
  - Policy development,
  - Service design,
  - Monitoring and evaluation
  - Consultation

Ongoing  Appropriate training to be sourced in collaboration with appropriate bodies

Since then, the above training interventions have been augmented as follows:

<table>
<thead>
<tr>
<th>TITLE OF TRAINING</th>
<th>DURATION</th>
<th>TARGET AUDIENCE</th>
<th>CONTENT</th>
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<tbody>
<tr>
<td>Corporate Induction Training Revised Programme</td>
<td>Half day</td>
<td>All new employees to the Trust.</td>
<td>Trust’s mission, values, FOI, DPA, H&amp;S, Equality, S&amp;W, etc.</td>
</tr>
<tr>
<td>NICEM and Disability Action Training</td>
<td>1 day</td>
<td>Front Line Staff.</td>
<td>Challenging Racism.</td>
</tr>
<tr>
<td>NICEM Diversity Training for Trainers</td>
<td>2 days</td>
<td>Equality Trainers</td>
<td>Skills training for trainers re. challenging Racism.</td>
</tr>
<tr>
<td>Diversiton – Religious Diversity Training</td>
<td>Half day.</td>
<td>Senior Managers</td>
<td>Focus on needs of various ethnic groups.</td>
</tr>
<tr>
<td>ANIMATE – Migrant Workers – Training Pilot</td>
<td>1 day – pilot</td>
<td>Equality Managers/T rainers</td>
<td>Explored case for training and strategies for rolling out training.</td>
</tr>
<tr>
<td>Craigavon Travellers Support Committee – Travellers Cultural Diversity Training</td>
<td>Half day - pilot</td>
<td>Front line staff, Equality and Human Resources staff.</td>
<td>Exploring hopes and fears, cultural awareness, Traveller’s personal experience, legislation etc.</td>
</tr>
<tr>
<td>Effective use of Interpreters – RIS</td>
<td>Half day</td>
<td>All front line &amp; fieldwork staff.</td>
<td>How to use an RIS Interpreter property.</td>
</tr>
<tr>
<td>How to Book an Interpreter</td>
<td>45 mins</td>
<td>All front line &amp; fieldwork staff.</td>
<td>How to access all Interpreting services and the correct use of them.</td>
</tr>
<tr>
<td>TITLE OF TRAINING</td>
<td>DURATION</td>
<td>TARGET AUDIENCE</td>
<td>CONTENT</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Language Line</td>
<td>45 mins</td>
<td>Front line &amp; fieldwork staff.</td>
<td>How to use a telephone interpreter.</td>
</tr>
<tr>
<td>IMPACT Training – Bullying and Harassment</td>
<td>Half day (2 sessions)</td>
<td>Equality and Human Resources staff.</td>
<td>Studies the detrimental effect bullying and harassment has on individuals and uses drama to do so.</td>
</tr>
<tr>
<td>Specialist Training - Effective Policy Development, Screening and EQIA – Fiona Cassidy, Harry McConnell, John Kremer, DHSSPS.</td>
<td>1 Day</td>
<td>Targeted at CE, Directors and SM, Policy authors.</td>
<td>Outlines the processes for main-streaming equality when developing policies and services. Examines the process of screening and also of conducting EQIAs.</td>
</tr>
<tr>
<td>Equality and Human Rights Training – General Awareness Training for staff – refer to EAU Pack</td>
<td>Half day</td>
<td>All staff.</td>
<td>General awareness of S75 and Human Rights.</td>
</tr>
<tr>
<td>Equal Opportunities Information Day</td>
<td>1 day</td>
<td>All staff.</td>
<td>S75, Human Rights, Equality Legislation, Harassment, Bullying, Disciplinary, Grievance, Flexible Working</td>
</tr>
<tr>
<td>E-Learning – Developmental Stage for HPSS family</td>
<td>-</td>
<td>All staff.</td>
<td>Developmental stages.</td>
</tr>
<tr>
<td>EHSSB Equality Vision</td>
<td>15 minute DVD or Video</td>
<td>All staff and service users.</td>
<td>Video and DVD explaining the basic message behind Equality law of Section 75 and what is means for each and everyone of us</td>
</tr>
<tr>
<td>Disability Awareness Training – Jackie Magee</td>
<td>Half day</td>
<td>All staff.</td>
<td>Part 3 accessibility.</td>
</tr>
<tr>
<td>Selection and Recruitment – Mandatory Training</td>
<td>2½ days.</td>
<td>All staff participating on R&amp;S panels.</td>
<td>Equality legislation, procedure for advertising, shortlisting, interviewing, note taking, marking etc with interactive exercises.</td>
</tr>
<tr>
<td>Selection and Recruitment Refresher – Mandatory Training</td>
<td>½ day.</td>
<td>All staff participating on R&amp;S panels.</td>
<td>Equality legislation, procedure for advertising, shortlisting, interviewing, note taking, marking etc with interactive exercises.</td>
</tr>
<tr>
<td>Harassment Training – Awareness Training</td>
<td>Half day.</td>
<td>Managers and staff</td>
<td>Awareness training.</td>
</tr>
<tr>
<td>TITLE OF TRAINING</td>
<td>DURATION</td>
<td>TARGET AUDIENCE</td>
<td>CONTENT</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Administrative and Clerical Development Programme</td>
<td>Modular basis – 3 days</td>
<td>A&amp;C Grades 2, 3 and 4.</td>
<td>Equality legislation, Trust policies and procedures, how to contact interpreting service.</td>
</tr>
<tr>
<td>Senior Managers’ Development Programme</td>
<td>Modular Basis</td>
<td>Assistant Directors &amp; Senior Managers</td>
<td>Equality Legislation, harassment, bullying, human rights.</td>
</tr>
<tr>
<td>Complaints</td>
<td>1-2 hr session.</td>
<td>All staff on request.</td>
<td>Provided overview of complaints procedure.</td>
</tr>
<tr>
<td>Human Rights Legislation</td>
<td>2 hrs.</td>
<td>Social Services Child Care Staff.</td>
<td>Workshop provided by Directorate of Legal Services on general duties upon Trusts and basic principles to be complied with in the context of HR Case Law.</td>
</tr>
<tr>
<td>Essential Skills for Frontline Staff</td>
<td>1 day.</td>
<td>A&amp;C Frontline Staff.</td>
<td>Workshop includes violence and aggression, customer care, telephone techniques, dealing with complaints, etc with group exercises that include an equality focus i.e. good practice when dealing with ethnic minorities or people with disabilities.</td>
</tr>
<tr>
<td>Community Development Training (3 levels – awareness, intermediate, specialist)</td>
<td>Awareness &amp; Intermediate 1 afternoon / morning Specialist – 6 full days.</td>
<td>Staff</td>
<td>Principles, context and importance of community development working in the health and social services. Partnership working, good practice, advantages and disadvantages.</td>
</tr>
<tr>
<td>Dignity at Work</td>
<td>Half day</td>
<td>All employees to Trust</td>
<td>Understanding policy and relevant legislation, identifying harassment, understanding roles, complaints procedures.</td>
</tr>
<tr>
<td>Customer Care Skills</td>
<td>1 day</td>
<td>All Frontline staff</td>
<td>Creating positive customer contact. Principles in frontline client care, Disability Awareness, Cultural Inclusion.</td>
</tr>
<tr>
<td>Disability Awareness</td>
<td>Half Day</td>
<td>All staff</td>
<td>Provides an overview of employees’ responsibilities under Part 2 and 3 of DDA, S75 of NI Act and Human Rights Act.</td>
</tr>
<tr>
<td>Equality and Human Rights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TITLE OF TRAINING</td>
<td>DURATION</td>
<td>TARGET AUDIENCE</td>
<td>CONTENT</td>
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<tr>
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</tr>
<tr>
<td>Migrant Workers Awareness</td>
<td>Half Day</td>
<td>All staff</td>
<td>Awareness of migrant worker issues and barriers experienced re. access to health etc.</td>
</tr>
<tr>
<td>Travellers Awareness</td>
<td>Half Day</td>
<td>All staff</td>
<td>As above – explores the culture of Travellers.</td>
</tr>
</tbody>
</table>

**NB:** Training events are organised to suit those with dependants e.g. start and finish times and reasonable adjustments are considered for those with disabilities e.g. format of training programme and accessibility considerations are to the fore in the planning for same.

Progress in relation to the training programme will be reported on by the Director of Human Resources and Organisational Development in the Trust’s Annual Report and also in the Annual Progress Report to be submitted to the Equality Commission.

Table B provides an outline of the Trust’s external communication programme at the time of submission of the original scheme.

**Table B – External Communication Arrangements**

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHEN</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equality Commission, Community Relations Council, Staff Side organisations, other public authorities, voluntary/community organisations, general public etc.</td>
<td>Following formal approval of Equality Scheme</td>
<td>Formulation of an Equality Statement/Declaration to promote the Trust’s commitment to ensuring the effective implementation of S75 duties. Distribution of Equality Statement for consultation.</td>
</tr>
<tr>
<td>As above</td>
<td>Following formal approval of Equality Scheme</td>
<td>Official launch of Scheme after formal approval of the Trust’s Scheme by the Equality Commission – press releases, advertisements, issue of summary leaflet, Internet website (once</td>
</tr>
</tbody>
</table>
As above and including other public places such as council offices, leisure centres, libraries, T&EAs etc. (guidance to be sought from the Equality Commission).

Following formal approval of Equality Scheme

As above October 2000 Establish ‘Best Practice Forum’ – agree terms of reference and constitution.

External organisations with whom the Trust contracts.

Following formal approval of Equality Scheme

Include in all contracts/service level agreements the Trust’s commitment to S75 and its effective implementation.

Since then, communication arrangements for the Trust have been augmented as follows:

<table>
<thead>
<tr>
<th>TITLE OF INITIATIVE</th>
<th>TARGET AUDIENCE</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Corporate Objectives</td>
<td>All Staff</td>
<td>Equality &amp; Human Rights requirements.</td>
</tr>
<tr>
<td>EAU Fact sheets</td>
<td>All staff</td>
<td>Sexual Orientation. Work and Families (NI) Order/Flexible Working (on hold re. A4C), DDA, Age, Civil Partnership, Fixed Term Workers.</td>
</tr>
<tr>
<td>DDA Newsletter</td>
<td>All staff</td>
<td>Provides update on progress re. Meeting DDA Part 2 and 3 obligations.</td>
</tr>
<tr>
<td>Trust Talk</td>
<td>All staff</td>
<td>Provides information on Trust and other matters.</td>
</tr>
<tr>
<td>Trust Annual Reports</td>
<td>All staff and service users</td>
<td>Provides information re. Trust, each Directorate, expenditure etc.</td>
</tr>
<tr>
<td>Trust Delivery Plans</td>
<td>All staff</td>
<td>Includes measures to break down barriers and promote collaborative working and measures to engage users and assess user experience.</td>
</tr>
<tr>
<td>Trust S75 Annual Progress Reports to ECNI</td>
<td>ECNI, Senior Management Team</td>
<td>Provides update as to how Trust progressing equality and human rights agenda.</td>
</tr>
<tr>
<td>Migrant Workers Pack</td>
<td>BME Communities and Public Bodies</td>
<td>Information on public services available in various languages – the Trust has received requests from as far as Scotland through its Internet Site for</td>
</tr>
<tr>
<td>TITLE OF INITIATIVE</td>
<td>TARGET AUDIENCE</td>
<td>CONTENT</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td>Quarterly update to Operational and Trust Boards</td>
<td>All staff</td>
<td>Equality &amp; Human Rights progress – briefing notes emailed to all Trust staff.</td>
</tr>
<tr>
<td>Trust Leaflet – S75</td>
<td>All staff</td>
<td>Summarises S75.</td>
</tr>
<tr>
<td>Health Worker</td>
<td>All HPSS staff</td>
<td>Staff news from around the NI Health Trusts and Community has publicised various Trust initiatives that have arose out of S75 Equality duties.</td>
</tr>
<tr>
<td>Disability Etiquette</td>
<td>All staff and other NGOs etc.</td>
<td>Useful information as to how to interact with persons with various forms of disability.</td>
</tr>
<tr>
<td>Multi Cultural Handbook for Staff – currently being updated</td>
<td>All staff</td>
<td>Contains vital information on 27 main faiths in NI - diet, dress, modesty, dying etc. Updated to include further sections on Polish, Bulgarian, Latvian and Albanian communities.</td>
</tr>
<tr>
<td>Dispelling the Myths re Migrant Workers – Launched to coincide with Good Relations Week and Trust Media Campaign</td>
<td>All staff</td>
<td>Myth ‘busting’ fact sheet aimed at raising awareness of the economic contribution made by migrant workers and severe skills gaps they are filling.</td>
</tr>
<tr>
<td>Ongoing Press Releases</td>
<td>All staff</td>
<td>Outline pertinent issues.</td>
</tr>
<tr>
<td>Trust Booklet – Equality Scheme – What it means to you – issued to all staff</td>
<td>All staff</td>
<td>Summarises the Trust and employees’ duties under S75 – subject to review post RPA.</td>
</tr>
<tr>
<td>EHSSB Diversity Website DHSSPS Race Posters</td>
<td>All staff and service users</td>
<td>Provides useful information re. all aspects of diversity.</td>
</tr>
<tr>
<td>Recruitment and Selection Literature</td>
<td>All staff</td>
<td>Emphasises employees’ duties to adhere to Equality &amp; Human Rights legislation.</td>
</tr>
<tr>
<td>Induction and Training Literature</td>
<td>All staff</td>
<td>Emphasises employees’ duties to adhere to Equality &amp; Human Rights legislation.</td>
</tr>
<tr>
<td>Staff Development and Performance Appraisal</td>
<td>All staff</td>
<td>Emphasises employees’ duties to adhere to Equality &amp; Human Rights legislation.</td>
</tr>
<tr>
<td>Circulation of NI Senior Dates of all Religious Festivals and an</td>
<td>Senior</td>
<td>Dates of all Religious Festivals and an</td>
</tr>
<tr>
<td>TITLE OF INITIATIVE</td>
<td>TARGET AUDIENCE</td>
<td>CONTENT</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Interfaith Forum Calendar</td>
<td>Managers</td>
<td>explanation of the different faiths in NI.</td>
</tr>
<tr>
<td>Community Forum</td>
<td>Community</td>
<td>Quarterly meetings.</td>
</tr>
<tr>
<td></td>
<td>representatives</td>
<td></td>
</tr>
<tr>
<td>BME Forum</td>
<td>BME representatives</td>
<td>Quarterly meetings.</td>
</tr>
<tr>
<td>Carers Forum</td>
<td>Carers representatives</td>
<td>Quarterly meetings.</td>
</tr>
<tr>
<td>Trust Intranet and Internet Site</td>
<td>Everyone</td>
<td>Equality Section.</td>
</tr>
</tbody>
</table>
4. ASSESSMENT OF POLICIES – EXISTING AND NEW

4.1 Screening of Policies

The Trust will assess over a rolling period how policies within each of its main functional/programme areas can contribute to the promotion of equality of opportunity within the terms of Section 75 of the Act. This will be done through equality impact assessments (see Section 5) which will be undertaken on a phased basis as part of the Trust’s Business Plan objectives.

The Trust will screen all of its existing and proposed policies in accordance with the Equality Commission’s guidelines and will consider the relevance of policies to equality of opportunity in terms of the nine categories listed in Section 75 of the Act against the following criteria in order to determine which policies require a fuller equality analysis in the form of an impact assessment:-

NB: These are the only criteria that will be used to determine which policies require a full impact assessment.

(a) Is there any evidence of higher or lower participation or uptake by different groups?

(b) Is there any evidence that different groups have different needs, experiences issues and priorities in relation to the particular policy area?

(c) Is there an opportunity to better promote equality of opportunity or better community relations by altering policy or working with others in government or in the larger community?
(d) Have consultations in the past with relevant groups, organisations or individuals indicated that particular policies create problems that are specific to them?

Where the answer to any of the above criteria is positive, consideration will be given as to whether to subject the policy to a fuller impact assessment in accordance with the Equality Commission’s Guidelines. Those policies which are considered to have a significant impact on equality of opportunity will be subjected to a full impact assessment in accordance with the procedure set out in section 5 of this Scheme.

4.2 Priorities for Equality Impact Assessments

The Trust, having identified the policies it believes should be subjected to a full impact assessment will reach a view on the priority i.e. the order in which those policies identified as having a significant impact on equality of opportunity will be subjected to an impact assessment. Priority will be established based on the following factors:

- Health and social need
- Effect on people’s daily lives
- Effect on economic, social and human rights

In addition the Trust will use the following factors in determining priority:
Are there any major predictable decisions/policy issues facing the Trust which are likely to impact in a particular year that must be taken into account in deciding priority rating?

Outcome of consultation exercises

What other Business Plan Objectives have to be met?

What policies have been introduced by the Government, Department or European Community?

This list is not intended to be exhaustive and will be subject to ongoing review in light of, for example, other developments in the Trust’s external environment and its experience in operating the Scheme. The Trust will work to the timetable identified in Section 12 unless any of the factors mentioned previously determine otherwise.

Please note that other new policies may be developed during the five year period which cannot yet be specified. Any new policies will be screened for fuller impact assessment using the criteria identified in paragraph 4.1 above. In the event that a new policy will require an impact assessment, the timetable may be subject to change.

4.3 Two-Stage Approach to Screening (Pre RPA)

HPSS Trusts adopted the Minister for Health’s proposals for a two-stage consultation process on the screening of policies for equality of opportunity implications. The aim was to synchronise an equality impact assessment timetable in respect of policies within the Northern Ireland HPSS family. The following timetable was adopted in order to achieve the necessary level of transparency, involvement and understanding, and to reach conclusions on the screening criteria and an impact assessment timetable which would have the
confidence of the majority of groups representing the nine categories:

- Stage One – the initial consultation paper identified all existing HPSS Trust policies and sought views on issues such as, whether all policies have been identified, how they affect the relevant group in terms of equality of opportunity and the priority which should be given to equality impact assessments that are considered necessary. The aim of the consultation would be to fully engage with the relevant groups in explaining, discussing and eliciting views.

- Stage Two – the issue of a second consultation paper set out proposals for an equality impact assessment timetable. This process involved consultation with those listed in Appendix C on the conclusions reached by the HPSS Trusts, taking into account the comments, views and wishes of the representative organisations obtained at the first stage of the process.

- Both consultation stages required two separate 8 weeks consultation periods. The timetable envisaged for the 2-stage consultation process was as follows:

  - Issue first consultation paper 1 December 2000
  - Complete first stage of consultation by 9 February 2001
  - Issue second stage consultation paper April 2001
  - Complete second stage of consultation by June 2001
  - Submit proposals to the Equality Commission by end June 2001
The screening report was submitted to the Equality Commission in June 2001 and included the impact assessment timetable arrived at after the consultation exercises and detailed those policies proposed by consultees for impact assessment which have not been included and why.

4.4 New Policies
Following approval of the original Scheme, the Trust applied the same methodology as described above to all new policies as an integral part of the development process. Where necessary, impact assessments and consultation will be undertaken by the relevant Director(s) prior to the policy being approved. In all instances, the policy document will contain a statement on the reasons why the policy was or was not considered relevant for fuller equality impact assessment.

NB: The Trust does not have a function of proposing legislation.

4.5 Consultation on Likely Impact of Policies
When conducting consultation exercises on the likely impact of policies, the Trust will employ the same methods as outlined in Section 6 of this Scheme.

4.6 Submission of draft Equality Scheme by the Equality Commission for NI
The Trust carried out its first phase of consultation on the contents of its Equality Scheme and in particular the procedure adopted for screening commencing 1 April and ending 26 May 2000. The Trust consulted with the organisations listed at Appendix C. In addition, the
Trust, in collaboration with the other participating Trusts, consulted directly with interested groups, organisations and individuals, the outcome of which has been reflected in this Scheme. A final draft copy of the Trust's Equality Scheme was sent to the Equality Commission for NI, taking account of the consultation exercise, to arrive by 30 June 2000.

4.7 Approval of Equality Scheme

The Trust has since reviewed its draft Scheme in light of the Equality Commission’s desk audit and has undertaken the necessary amendments. This revised Scheme was re-submitted to the Equality Commission for final approval and it is this approved Scheme that the Southern Health and Social Care Trust will be adopting.
5. IMPACT ASSESSMENTS

5.1 An impact assessment will be undertaken, following screening, in respect of all existing or new policies which are considered to have a significant impact with regards to equality of opportunity.

5.2 In keeping with Annex 1 of Equality Commission’s guidelines (Procedure for Conduct of Impact Assessments), impact assessments will contain seven separate elements:-

(a) consideration of available data and research
(b) assessment of impacts
(c) consideration of measures which might mitigate any adverse impact and alternative policies which might better achieve the promotion of equality of opportunity
(d) formal consultation
(e) decisions by the Trust
(f) publication of results of the equality assessment, and
(g) monitoring for adverse impact in the future and publication of the results of such monitoring

(a) Consideration of Available Data
As a minimum base on which to judge outcomes, the Trust will, in the first instance, collect and analyse the available quantitative data by relevant characteristics from its computerised information systems. As many of these information systems are expensive to modify, are regionally based and affected by contractual arrangements with purchasers, it is envisaged that this work will have to be progressed collaboratively across Trusts and Boards. These information requirements are being raised at the appropriate regional information
Steering Committees. These Committees are responsible for advising on information and information technology development on a Northern Ireland wide basis. Timescales will be developed through these committees. The Trust will also draw on available qualitative or evaluative research or information gathered by Government, the HPSS and other bodies such as voluntary, community and trade union organisations. In addition, the Trust in conjunction with the Equality Assurance Unit will identify where more detailed data is needed in order to have the optimum information on which to base decisions. If necessary, and where appropriate, the Trust will commission new qualitative and quantitative data for the purposes of carrying out impact assessments.

While the collection of data is important, the Trust is aware that issues of sensitivity and confidentiality pertaining to the relevant categories may arise. Consequently, the Trust, in consultation with the groups concerned, will consider other methods of data collection where there are sensitivities amongst employees and recipients of the service.

(b) Assessment of Impacts
The Trust acknowledges that relevant, reliable and up-to-date information is essential, but that this alone does not provide reasons or explanations for differences. Consequently, the Trust will use the data from its information gathering process outlined in (a) above, to determine whether there is or is likely to be a differential impact, whether direct or indirect, upon the relevant group(s).

If any adverse impact on the relevant categories can be identified, the Trust will take legal advice on whether the policy is unlawfully
discriminatory, taking into account that some policies are intended to increase equality of opportunity by requiring or permitting affirmative or positive action, or action to redress disadvantage. Acting on legal advice, the Trust will decide how it can ensure that it is acting within the law.

(c) **Consideration of measures which might mitigate any adverse impact and alternative policies which might better achieve the promotion of equality of opportunity**

The Trust will consider alternative measures which might mitigate any adverse impact. This may take the form of attempting to lessen the severity of the impact by providing some other remedy. The Trust is committed to ensuring that the mitigation of adverse impacts is considered at the various stages of its policy making process. Evidence of the mitigation of impacts, details of this and its implementation will be included in the final recommendations and presented during decision making.

Particular consideration will be given by the Trust to alternative ways of delivering policy outcomes which have a less adverse effect on the relevant group(s), or which better promote equality of opportunity. Consideration will also be given as to whether separate implementation strategies are necessary for the policy to be effective for the relevant group(s). In doing so, the following criteria as contained within the Equality Commission’s guidelines will be considered:

- How does each option further or hinder equality of opportunity?
- How does each option reinforce or challenge stereotypes which constitute or influence equality of opportunity?
What are the consequences for the group concerned and for the Trust in not adopting an option more favourable to equality of opportunity?

How will the relevant group be advised of the new or changed policy or service?

What are the costs of implementing each option; will the social and economic costs and benefits to the relevant groups of implementing the option outweigh the costs to the Trust or other groups? An evaluation of net social benefits achieved by adopting each option will be considered.

Does the Trust have international obligations which would be breached by, or could be furthered by each of the options?

Evidence of the consideration of the impacts of alternatives will be provided by the Trust and included in any final recommendation to policy makers and justification given if the alternatives suggested have not been accepted.

(d) Formal Consultation

The Trust is committed to consulting on the actual impact of existing policies and the likely impact of proposed policies. This consultation will be carried out with the Equality Commission, other public authorities, Boards, Trusts, Southern Health and Social Services Council and depending on the nature of the policy under consideration, with all groups, organisations and individuals who have an interest in the matter drawn from the list in Appendix C. This will include those directly affected by the policy to be assessed, whether or not they have a direct economic or personal interest.
Consultation will be conducted in accordance with the guiding principles outlined in the Scheme to ensure there is a fair opportunity for interested parties to present pertinent information, and to provide the Trust with a sound basis for decision making without rendering this process unmanageable. Section 6 gives further details on the Trust’s consultation arrangements.

(e) Decisions by the Trust
In compliance with the legislation and in the interest of equality of opportunity and good relations, the Trust in making any final decision with respect to existing or proposed policies shall take into account the equality impact assessment and the outcome of any consultation carried out in relation to such policy.

(f) Publication of Results of the Equality Assessment
The Trust will publish the results of its equality impact assessments which will include:

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

Copies of the results of the impact assessments will be available on request from the Director of Human Resources. In addition, the
The results of impact assessments will be made available, on request, in accessible formats, e.g. plain English, Braille, disc, audiocassette and in minority languages to meet the needs of those who are not fluent in English. The Trust will ensure that systems are put in place to convey the results of the Trust’s equality impact assessments in available and accessible formats in a timely fashion. Specific consideration will be given on how best to communicate this to young people, those with learning disabilities, ethnic groups and others e.g. older persons and persons who have a mental illness; this may be facilitated through the use of advocates. This material will be available in printed form from:-

**Mr Kieran Donaghy, Director of Human Resources and Organisational Development**  
**Southern Health & Social Care Trust**  
**College of Nursing, Craigavon Area Hospital Site**  
**68 Lurgan Road, Portadown**

Tel: 028 3861 3981  
Fax: 028 3861 3953  
E-Mail: kieran.donaghy@southerntrust.hscni.net

The Trust will inform the general public about the availability of this material through press releases including publications and media associated with the Section 75 categories, e.g. talking newspapers and publications in languages other than English. It will also directly inform relevant bodies listed in its Consultation List in Appendix C when this material is available.
(g) Monitoring for Adverse Impact in the Future and Publication of the Results of Such Monitoring

The Trust is committed to monitoring the impact of policies or service provision in order to find out its effect(s) on relevant groups. This will be carried out through the collection and analysis of relevant information/data. Monitoring will be undertaken by the relevant Directorate(s) and will be reviewed on an annual basis as part of the business planning process. The results of this monitoring information will be made available, on request, in accessible formats, e.g. plain English, Braille, disc, audiocassette and in minority languages to meet the needs of those who are not fluent in English. The Trust will ensure that systems are put in place to convey the monitoring information in available and accessible formats in a timely fashion. Specific consideration will be given on how best to communicate this to young people, those with learning disabilities, ethnic groups and others e.g. older persons and persons who have a mental illness; this may be facilitated through the use of advocates. This material will be available in printed form from:-

Mr Kieran Donaghy, Director of Human Resources and Organisational Development
Southern Health & Social Care Trust
College of Nursing, Craigavon Area Hospital Site
68 Lurgan Road, Portadown

Tel: 028 3861 3981    Fax: 028 3861 3953
E-Mail: kieran.donaghy@southerntrust.hscni.net
The Trust will inform the general public about the availability of this material through press releases including publications and media associated with the Section 75 categories, e.g. talking newspapers and publications in languages other than English. It will also directly inform relevant bodies listed in its Consultation List in Appendix C when this material is available.

If the monitoring and evaluation shows that the policy or service results in a greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, the Trust will ensure that the policy or service is subsequently revised.
6. CONSULTATION

6.1 The Trust is committed to ensuring that its consultation arrangements are carried out in accordance with the Commission’s guiding principles. In so doing, the Trust will ensure that consultation is timely, open and inclusive. Such arrangements apply to all consultation exercises including those on the statutory duty and the Scheme itself.

6.2 The purpose of consultation is to enable an assessment to be made of the views of its staff and community who are affected by the Trust’s policy decisions and/or the design of its services. It is a two-way process and can help the Trust to become more aware of issues and problems which its policies may pose for various groups. The Trust is committed to ensuring that consultation begins as early as possible in the decision-making process and that adequate time is allowed for groups to consult amongst themselves as part of the process of forming a view. The Trust proposes that the consultation process should as far as possible extend for a period of at least eight weeks. In keeping with the Equality Commission’s guidelines, the Trust will not take a decision in relation to a policy area without taking into account the outcomes of consultation.

6.3 To encourage openness and the promotion of inclusion by those who have an interest in matters relevant to the duty, the legacy Trusts placed advertisements in major newspapers and other local newspapers inviting them and the public to become involved in consultation on the Scheme. In addition, the Trusts, held an open consultation day to encourage groups, organisations and individuals
to consult directly with the Trust. For future consultations, the new Southern Trust intends to employ these, and other, methods of consultation which are considered most appropriate in the circumstances (see paragraph 6.4 below).

6.4 As part of the consultation process on the Scheme and, thereafter, where consultation is required on the measures contained within the Scheme, the Trust proposes to employ the following methods, as appropriate, in ensuring timely, open and inclusive consultation:–

- Press releases/advertisements
- Targeted adverts/articles in specialist press/newsletters
- Direct invitation to groups
- Public meetings across the Trust’s geographical area
- Face to face meetings
- Questionnaires/opinion surveys
- Discussion papers with the opportunity for comment in writing
- Small group meetings or specialist meetings
- Focus groups
- Internet discussions

NB: Decisions on the best mechanism to pursue will depend to a large extent on the nature of the issue being consulted upon and the nature of the constituencies affected. The Trust will work with representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views. It will be important to establish the basis for dialogue and engagement during the life of the Scheme.

6.5 The Trust will provide a period of response of at least eight weeks for consultation. However, there may be circumstances when consultation is not feasible and the Trust has identified the following
as circumstances when consultation of this duration will not be possible:-

- Where there is a breakdown in services or where actions are necessary to maintain the delivery of safe services and to avoid undue risk to patients, clients, the public and staff
- Where policies must be implemented urgently to comply with a court judgement

However, with appropriate planning, such reduced periods should be unusual and should they occur, they will be monitored, kept under review, justified very clearly and reported on in the Trust's annual progress report to the Equality Commission.

6.6 As reflected in Section 8 of the scheme, the accessibility of language and the format of information provided by the Trust will be considered to ensure that there are no barriers to the consultation process. To this end, the Trust has put systems in place to ensure all information is available in formats such as plain English, Braille, disc, audiocassette and in minority languages to meet the needs of those who are not fluent in English. The Trust will ensure that systems are in place to ensure that information is available in such accessible formats in a timely fashion. Specific consideration will be given and advice sought from those with specialist knowledge in this area as to how best the Trust can communicate information and consult with those with particular needs such as young people, those with learning disabilities, ethnic groups and others, e.g. older persons and persons who have a mental illness; this may be facilitated through the use of advocates.
6.7 The Trust acknowledges the importance of full participation in any meetings that are held as part of the consultation process. Consideration will be given as to which method of consultation is most appropriate in the circumstances. Clearly, different groups have different needs and may have different customs. In this respect the Trust will give specific consideration to the following:

- Time of day when meeting is being held
- Appropriateness of the venue including access for those with a disability, e.g. wheelchair accessible
- Are the venues in a neutral location?
- Are the venues accessible to public transport
- How the meeting is conducted
- Use of appropriate language in conducting the meeting
- Whether a signer/loop system is necessary
- Provision of child care

6.8 The Trust 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.

6.9 A list of those to be included in consultation on matters relevant to the Trust’s equality duties including equality impact assessments and on the Scheme itself is given in Appendix C and conforms to guidance provided by the Equality Commission who reserve the right to give particular directions in this regard. This list is not exhaustive and will be revised in light of responses to the Trust’s invitation to consult and its experience in operating the Scheme. (A revised list to take
account of additional consultees has been included in Appendix C). Groups and individuals wishing to be included on the list should write to the Trust setting out the areas in which they are interested.

The former Craigavon and Banbridge Community Health Trust in developing this Scheme carried out a consultation exercise with those listed in Appendix C and the Scheme was revised to take account of the views expressed by those consulted. In the main, responses referred to the following elements of the Scheme:-

- consultation arrangements
- arrangements for assessing and consulting on the impact of policies on the promotion of equality of opportunity,
- timetable included in the Scheme
- training
- publication of information
- access to information and services.

The Trust has responded to comments received.

6.10 The Trust is sensitive to the need to employ consultation arrangements which are not unduly onerous in terms of the burden they create, particularly for organisations and interests that have limited administrative resources. However, it should be noted that the recognition of this burden will not limit consultation in any way. Where appropriate, the Trust will work closely with the Southern Health and Social Services Board, other Trusts and the Southern Health and Social Services Council to ensure consultation
arrangements are properly focused on those with an interest in the subject of the consultation.

6.11 The Trust will ensure that staff engaged in consultation exercises are given specific training to ensure that they have the necessary skills to communicate effectively with those being consulted (see also section 3.3 – Table A).

6.12 The Trust will also consider how best to empower groups, organisations or individuals to enable them to engage in meaningful consultation.
7. COMPLAINTS

7.1 The Director of Human Resources and Organisational Development will act as the central point of contact for complaints arising under the Scheme. Complaints that the Trust has not fulfilled its statutory obligations will be investigated in keeping with the Trust’s Complaints Procedure, copy of which may be obtained from:-

Mr Kieran Donaghy, Director of Human Resources and Organisational Development
Southern Health & Social Care Trust
College of Nursing, Craigavon Area Hospital Site
68 Lurgan Road, Portadown

Tel: 028 3861 3981        Fax: 028 3861 3953
E-Mail: kieran.donaghy@southerntrust.hscni.net

The Trust will seek to resolve such complaints and will acknowledge receipt of the complaint within two working days and will aim to give a substantive response to complainants within 20 working days. When a complainant claims to have been affected by a failure of the Trust to comply with the Scheme he/she will be informed of the procedure for bringing such a complaint to the Equality Commission.

7.2 The Trust will make the Complaints Procedure available, on request, in formats such as plain English, Braille, disc, audiocassette and in minority languages to meet the needs of those who are not fluent in English. The Trust will ensure that systems are in place to ensure that the Complaints Procedure is available in such accessible formats
in a timely fashion. Specific consideration will be given on how best to communicate this to young people, those with learning disabilities, ethnic groups and others e.g. older persons and persons who have a mental illness; this may be facilitated through the use of advocates. The Trust will ensure that when responding to complaints it will do so in the format which is preferred by the complainant.
8. PUBLIC ACCESS TO INFORMATION AND SERVICES

8.1 The Trust is committed to ensuring that both the information and the services it provides are made accessible in a way which ensures equality of opportunity. In so doing, the Trust will adhere to the Equality Commission’s Guidelines, i.e. ensuring that information is available, on request, in accessible formats, e.g. plain English, Braille, disc, audiocassette and in minority languages to meet the needs of those who are not fluent in English. The Trust will ensure that systems are in place to ensure that such information is available in accessible formats in a timely fashion. Specific consideration will be given on how best to communicate this to young people, those with learning disabilities, ethnic groups and others e.g. older persons and persons who have a mental illness; this may be facilitated through the use of advocates.

8.2 The provision of information will be done in keeping with the principles to be applied in terms of the publication of the Scheme as outlined in section 9.3.

8.3 Accessibility to services in the interests of equality of opportunity is perceived by the Trust as a broad term which may include, for example, signage, disability access and location of outreach clinics. It is the Trust’s view that ensuring accessibility to services can further be addressed through consultation.

8.4 It should be noted that the Trust is engaged in an ongoing process of appraising access to its facilities. The monitoring of access to information and services to ensure equality of opportunity will be
undertaken by the Director of Human Resources and Organisational Development and reported on in the Trust’s yearly progress report to the Equality Commission and the Trust’s own annual report.

The Trust will publicise widely what arrangements were in place prior to and following this review. The Trust will inform the general public about the availability of this review through press releases including publications and media associated with the Section 75 categories, e.g. talking newspapers and publications in languages other than English. It will also directly inform relevant bodies listed in its Consultation List in Appendix C when this material is available.

This review will also be reported on in the Trust’s yearly progress report to the Equality Commission and the Trust’s own annual report.
9. PUBLICATION OF THE SCHEME

9.1 The Equality Scheme formally adopted by the Southern Trust will be available in print form, free on request from (see also paragraph 9.4):-

Mr Kieran Donaghy, Director of Human Resources and Organisational Development
Southern Health & Social Care Trust
College of Nursing, Craigavon Area Hospital Site
68 Lurgan Road, Portadown
Tel: 028 3861 3981 Fax: 028 3861 3953
E-Mail: kieran.donaghy@southerntrust.hscni.net

9.2 The Trust will formally notify interested groups, organisations and individuals that this Scheme has been formally adopted by the Southern Health and Social Care Trust. The Trust may use the following, or a combination of the following methods:-

- press releases
- prominent advertisements in the press
- Internet website (once established)
- direct mailshots to groups representing the various categories in Section 75

In disseminating information through the press the Trust will ensure that press statements and public advertisements are accessible to both main communities.
Copies of the Scheme and a summary of the Scheme will be issued to all those listed in Appendix C, to all Trust staff and to all those within its remit, including those such as GPs and care professionals.

9.3 The full Scheme and a summary of the Scheme, in compliance with the Equality Commission’s Guidelines, will be made available, on request, in accessible formats, e.g. plain English, Braille, disc, audiocassette and in minority languages to meet the needs of those who are not fluent in English. The Trust will ensure that systems are in place to ensure that such information is available in accessible formats in a timely fashion. Specific consideration will be given on how best to communicate this to young people, those with learning disabilities, ethnic groups and others e.g. older persons and persons who have a mental illness; this may be facilitated through the use of advocates.

9.4 If the Trust becomes aware that, despite the methods of publication proposed, people with particular needs still have difficulties in gaining access to the Scheme, e.g. those with learning disabilities, young persons, ethnic groups, older persons, persons who have a mental illness etc., the Trust will, in consultation with the group(s) affected, address these difficulties.
10. **ANNUAL REVIEW**

10.1 The Trust will undertake a review of progress made in implementing the measures specified in its Equality Scheme and in complying with the statutory duties. This review will be undertaken by the **Director of Human Resources and Organisational Development** under the delegated authority of the Chief Executive. The Trust will liaise with the Commission with a view to ensuring that progress is maintained. A report of this review will be forwarded to the Equality Commission and will be included in the Trust’s own annual report.

11. **FIVE YEARLY REVIEW**

11.1 The Trust, in conjunction with the Equality Assurance Unit, is committed to conducting a formal review of the Scheme within five **years of it formally being adopted by the new Southern H&SC Trust**. The Trust will consult with those organisations listed in Appendix C before submission of the review to the Equality Commission. This review will conform in form and content to guidance when provided by the Equality Commission and will be made publicly available in accordance with paragraph 9.3 of this Scheme.
12. SUMMARY ACTION PLAN

12.1 The following summarises the actions which the Trust proposes to take following submission of this Scheme to the Equality Commission. However, this timetable may be subject to change in light of operational developments and external influences etc.

Timetable for Implementation of Section 75
1 April 2007 - 31 March 2008

This one-year action plan aims to ensure that the newly formed Southern Health and Social Care Trust has the necessary organisational systems, knowledge and skills in place to:

- Progress recommendations from the 5 Year Review of the former Equality Schemes.
- Fully meet the statutory obligations under S75 of the Northern Ireland Act 1998 and the Human Rights Act 1998 to mainstream equality, good relations and human rights.
- Respond effectively to new equality legislation or regional strategies in relation to equality, good relations and human rights.
- Ensure all staff are aware of and understand their obligations with regards to S75 of the Northern Ireland Act and the Human Rights Act.
- Develop and implement a Disability Action Plan and report progress on the new disability duties (DDA Section 49A refers) through S75 annual reporting mechanism.

Key Activities:

- Ensure effective internal management arrangements are in place, post Review of Public Administration (RPA), to give effect to the statutory duties i.e. ensure adequate resources are
available in terms of people, time and money to ensure the effective discharge of the statutory duties: (May/June 2007.)

- Review existing staffing arrangements post RPA and put in place adequate resources to give effect to the statutory duties.

- Adopt an existing Equality Scheme as an interim measure and develop and approve 2007/8 implementation timetable - June 2007.

- Review existing infrastructure to ensure that it is sufficiently robust to represent the interests of the new Southern Trust:
  - Revise the terms of reference and extend the composition of the existing BME and Migrant Workers Forum to reflect the Southern Trust geographical area.
  - Establish a regional infrastructure and ensure collaborative working between Trusts and, where possible, seek to share resources for collective gains.
  - Nominate Trust Representative for participation on the Regional Equality and Human Rights Steering Group.
  - Re-Constitute Southern Area Equality and Human Rights Best Practice Forum.
  - Re-Constitute Equality Steering Groups reflective of new structures.

- Establish effective internal reporting arrangements, in light of new structural arrangements, to monitor progress in relation to the statutory duties to have due regard to the need to promote equality of opportunity and regard to the desirability to promote good relations.

- Develop Equality and Human Rights action plans for each directorate, department and service area and link with staff development and performance review objectives.
Ongoing collation of information for inclusion in the Trust’s Annual Progress Report for the reporting period ending 31 March 2008.

Review existing screening and EQIA arrangements to ensure that they are sufficiently robust post RPA:

- Harmonise existing screening tools and guidance to ensure they are fit for purpose for the new Southern Trust as an interim measure.

- Develop, in partnership with the Regional Equality Steering Group, a screening tool kit based on lessons learned to date within the HPSS family and implement throughout the Southern Trust.

- Establish a process whereby all new policies are logged and the outcomes of screening exercises are recorded for future reporting purposes.

- Inform consultees on the outcome of screening decisions, plans for EQIA and formal consultation to encourage and facilitate public participation. Update website accordingly.

- Collaborate with the DHSSPSNI in the Regional Equality Impact Assessment and Screening Programme – ongoing.

Conduct an audit/review of existing consultative mechanisms across the Southern Health and Social Care Trust:

- Maintain, develop and extend existing consultative arrangements as necessary.

- Establish a log of consultative exercises for future reporting purposes.

- Identify and tackle barriers to user involvement.

- Seek to target consultation more effectively.

- Continue to build user involvement into corporate strategies.
- Establish a process for effective feedback after consultation exercises.

- Seek to improve how we integrate recommendations from research, consultation and user groups into service planning processes.

Communication and Training:

- Review existing training arrangements – harmonise materials across the Southern Trust.

- Develop new training interventions that conform with the Knowledge and Skills Framework (KSF).

- Provision of ongoing induction training.

- Provision of general awareness training.

- Provision of specialised training e.g. Screening Clinics for Policy Authors.

- Incorporate equality and human rights training modules into all management development programmes.

- Develop information booklet for Non-Executive Directors, Chief Executive and Senior Management Team on Trust’s obligations under S75 of the Northern Ireland Act.

- Revise and relaunch information booklet for staff – ‘Equality Schemes - What it Means to You’.

- Participate in regional developments such as the production of a Regional Diversity E-Learning tool for health service staff.

- Work with DHSSPSNI on the development of a human rights training tool kit tailored on actual human rights case scenarios.
• Exploit existing media to promote awareness of equality, good relations and human rights issues such as corporate magazine, production of news/information sheets, ensure regular inclusion of equality and human rights in team meetings, Equality in Action publication, Annual Reports, Corporate Business Plan etc.

☐ Accessibility:

• Continue to contribute to NIHSS Interpreting Service regional stakeholders group - secure ongoing improvements to interpreting service.

• Contribute to the establishment of a regional contract for interpreting providers used (outside of the HSS Interpreting Service contract).

• Provision of staff training to ensure appropriate use of interpreting services.

• Conduct 6 monthly review of regional translation contact.

• Respond to ongoing requests for both interpreting and translations.

• Maintenance of Southern Area Translations Database. Collaborate with other HSC Trusts with the view to establishing a regional shared translations database.

• Continue to contribute to HPSS Regional Accessible Information/Translations Working Group.

• Use departmental action plans to identify and improve accessibility of services and information to S75 groups.

☐ Monitoring:

• Contribute to the regional HPSS agenda in developing systems to record uptake of services by S75 equality categories via the Regional Equality, Good Relations and Human Rights Steering Group.
- Undertake ongoing quantitative and qualitative research to assist with EQIA/screening processes and to inform the decision making processes.

- Good Relations:
  - Contribute to the regional HPSS sub-group on Good Relations - develop terms of reference and identify priorities for incoming year.
  - Participate in local initiatives to further the Good Relations Duty to coincide with Good Relations Week.
  - Contribute to the regional agenda re. developing support mechanisms for overseas staff in light of research undertaken by the Institute of Conflict Research.
  - Revise Dignity at Work Policy, associated Procedure and supporting Guidelines.
  - Revise Protocol for Staff and Non-staff in relation to racial incidents.
  - Review Trust’s Race Equality in Health and Social Care Strategy and agree new priorities with BME and Migrant Workers Forum.
  - Finalise and take forward, in partnership with the Regional Equality Steering Group, the HPSS Strategy on Promoting Equality, Good Relations and Human Rights.

- Complaints:
  - Review system for capturing information re. complaints that have equality implications.
Disability Action Plan:

- Develop, in partnership with representative disability groups, a 5 year Disability Action Plan and formally consult on same. Submit to the ECNI by September/December 2007.

- Develop sub-groups to ensure the plans successful implementation.
13. CONCLUSION

13.1 The Trust recognises that the measures proposed in this Scheme are neither definitive nor exhaustive and may change through consultation. Indeed, the Trust welcomed the input through consultation from all those with an interest in relation to the categories covered by Section 75 and Schedule 9 of the Act and has incorporated many of their views in this revised Scheme.

13.2 It is the objective of the Trust to produce an Equality Scheme that accurately reflects the needs of all its staff and the members of the public to whom it provides a service and, consequently, it is envisaged that the Scheme will evolve in response to consultation and the Trust’s experience of the legislation. It is the Trust’s intention to work proactively within the spirit of the legislation with the Equality Commission, civil society and public authorities.
APPENDIX A:
TRUST ORGANISATIONAL CHART
APPENDIX B:
ORGANISATIONAL ARRANGEMENTS
TO ENSURE COMPLIANCE OF
SECTION 75 DUTIES
ORGANISATIONAL ARRANGEMENTS FOR EQUALITY SCHEMES

Mr Kieran Donaghy
Director of Human Resources &
Organisational Development

Mrs Lynda Gordon
Head - Equality Assurance Unit

Mrs Norma Thompson
Senior Equality Officer

Mrs Christine White
Equality Officer

Joy Smyth
Equality Assistant (3)

Mrs Marie Austin
Senior Equality Officer
APPENDIX C:
CONSULTATION LIST
CONSULTATION LIST

NB: This list is not exhaustive and will be revised in light of operational experience and regular update exercises.

AGE
ADEPT
ADOPT
Age Care Dungannon
Age Concern
Age Concern NI
Age Sector Reference Group
Alzheimer’s Disease Society NI
Armagh & Dungannon Homestart Group
Armagh Senior Gateway Club
Armagh Young at Heart
Armagh Youth Consortium
Barnardos
Benburb Thursday Club
Bramley Club
Buddy Bear Trust
Carcullion House Senior Citizens Club
Centre for Child Care Research, QUB
Child Care N.I.
Child Poverty Action Group (NI)
Children’s Law Centre
Cots & Tots Ltd
Craigavon Children’s Ward Association
Craigavon Senior Citizens club
EPIC Mid-Ulster
Forkhill Senior Citizen’s Club
G.L.M. Adult Social Club
Guardian Ad Litem Agency
Help the Aged NI
LIFE
Lurgan Lions Club
National Foundation for Educational Research
Newry & Mourne Senior Citizens Consortium
Newry Adolescent Partnership
Newry Family Resource Centre
Newry U3A
NIPPA
NSPCC, Belfast
NSPCC, Craigavon
Oasis Youth Centre (PHAB Club)
Phoenix Youth & Community Projects Ltd
Putting Children First
Richhill Open Door Club
Save the Children, Belfast
Society for the Protection of the Unborn Child (SPUC)
Tandragee Open Door Club
TASSK Healthy Living Centre
Tuesday Club
Welcome Inn Club
Young Help
Youth Council for N.I.
Youth Information Worker, Lurgan

DEPENDANTS
Banbridge La Leche League
BCLP Carer Support Group
Care in Northern Ireland
Carers Advocate
Clogher Carers Group
Crossroad Care Attendant Scheme
Crossroads Care
Extra Care
Homecare NI
Homestart UK
Homestart, Armagh & Dungannon
Homestart, Moy
Keady Carers Group
Lurgan Carers Association
Moneydarragh Home Care
Parents Advice Centre
Portadown Carers National Association
Provincial Care Services

DISABILITY
ACCEPT, Portadown
Action Cancer - Belfast
Action Mental Health,
Action MS, Belfast
Aids Care, Education & Training in Ireland
Alcoholics Anonymous
Antrim New Horizons
Armagh & District Assoc. for Mentally & Physically Handicapped
Armagh & District Marie Curie Group
Armagh & District Stroke Club
Armagh & District Talking Newspaper Association
Armagh Action Cancer Group
Armagh Carers Group
Armagh Combat Cancer Group
Arthritis & Rheumatism Council for Research
Arthritis Care NI, Ballymena
Arthritis Care, Craigavon
Arthritis Care, Dungannon
ASBAH - Belfast
Association for Spina Bifida & Hydrocephalus
Association of Parents & Friends of Mental Health
Asthma UK NI
Aware - Defeat Depression
Banbridge & Craigavon Area Carers support group
Banbridge Swimfit Club
Banbridge Young Disabled Group
Blind Centre NI
British Diabetic Association
British Epilepsy Association
Brownlow Action for Mental Health
Bryson House the Charity
Cancer Care for Children
Cancer Lifeline
Cancer Research
CAUSE
Challenge
Chest Heart & Stroke Association, Belfast
Chest, Heart & Stroke Association, Dromore
Copperfields Association of Friends, Patrons and Carers
Craigavon Area Access Group
Craigavon Area Talking Newspaper
Craigavon Cardiac Care Association
Craigavon Tinnitus Self Help Group
CRUSE
Deaf Talkabout (Belfast Telegraph)
Diabetes UK (NI)
Diabetic Association
Disability Action, Belfast
Disability Action, Dungannon
Disability Action, Londonderry
Disability Action, Newry
Disabled Drivers Association N.I.
Downs Syndrome Association, Belfast
Downs Syndrome Association, Cookstown
Dungannon & District Access Group
Dungannon & District Deaf Club
Dungannon MS Support Group
Dyslexia Association
Eden SEC Carers & Friends Association
Employers’ Forum on Disability
Epilepsy Association (Dungannon Branch)
Equality 2000
Friendly Club for the Deaf
Gateway Club
Guide Dogs for the Blind Association
Hearing Concern - Belfast
Huntington’s Disease Association
Industrial Therapy Organisation
Jigsaw
Keady & District Local Society for the Mentally Handicapped
Leonard Cheshire NI
Lurgan & Brownlow MS Self Support Group
Lurgan & Portadown Mentally Handicapped Society
Lurgan & Portadown Swingalong Gateway Club
Lurgan Local Group of Combat Cancer
Lurgan Stroke Club
M.E. Association
Macmillan Cancer Relief
Marie Curie Cancer Care
Markethill Cancer Group
MENCAP, Armagh
MENCAP, Belfast
MENCAP, Dungannon
MENCAP, Newry
Mental Health Commission for NI
Mourne Stimulus Day Centre
Multiple Sclerosis Group (Craigavon)
Multiple Sclerosis Society
Muscular Dystrophy Group
National Deaf Children’s Society
National Schizophrenia Fellowship, Belfast
National Schizophrenia Fellowship, Lurgan
National Schizophrenia Fellowship, Newry
Newry & Mourne Mental Health Forum
NEXUS Institute
NHS Confederation on Learning Disability
NI Agoraphobia and Anxiety Society
NI Association for Mental Health, Belfast
NI Association for Mental Health, Dungannon
NI Dyslexia Association - Belfast
NI Music Therapy Trust
NI Polio Fellowship
Northern Ireland Hospice Care
PAPA Resource Centre
Parkinson’s Disease Society
PHAB (NI) - York Road, Belfast
PRAXIS, Belfast
PRAXIS, Newry
Prospects
Rainbow Club for the Blind
Rethink - Belfast
RNIB
RNID
Royal Society for Mentally Handicapped Children & Adults
Sense NI Ltd
Southern Area Cardiac Forum
Southern Area Hospice Services
Speech Matters
SPRED
Sunshine Stroke Club
The Cedar Foundation
The HIV Support Centre
Threshold - Richmond Fellowship (NI)
Trauma Advisory Panel
Ulster Cancer Foundation
Voices Forum National Schizophrenia
Association of the Advancement of Brain Injured Children
Challenge for Youth
Reflections Group

**GENDER**
Armagh Soroptimist Club
Chrysalis Women’s Centre
Craigavon Menopause & Hysterectomy Support Group
Gingerbread Group, Armagh
Gingerbread Group, Coalisland
Gingerbread, Belfast
Mid-Ulster Women’s Network
Newry & Mourne Women Ltd
NI Rural Women’s Network
NI Women’s European Platform
Omagh Women’s Area Network
Soroptomist International
Women’s Aid, Belfast
Women’s Aid, Craigavon
Women’s Forum NI, Belfast
Women’s Forum NI, Downpatrick
Women’s Health Institute
Women’s Information Group
Women’s Resource & Development Agency (WRDA)
Women's Aid

GENERAL
Action on Medical Negligence Association
Aldervale Community Association
Amalgamated Transport & General Worker’s Union
Amicus AEEU
Annalong Community Association
Armagh & District Benefits Advice Centre
Armagh & District Community Projects
Armagh & Dungannon Health Action Zone
Armagh City & District Council
Armagh Community Fora Chairperson
Armagh Confederation of Voluntary Groups
Association of Clinical Biochemists
Aughnacloy Development Association
Banbridge Community For Chairperson
Banbridge District Council
Barrack Hill Community Association
Beech Valley Training Centre
Beeches Management Centre
Benburb Centre
British Association of Social Workers
British Dental Association (NI) Branch
British Dietetic Association
British Medical Association (NI)
British Nursing Association
British Orthoptic Department
British Orthoptic Society
British Red Cross Society
Brownlow Residents Forum
Callan Community Association
Callanbridge Residents Association
Central Council for Education and Training in Social Work (NISCC)
Central Mournes Community Association
Chairs of Local of GP Fora
Chair of Local Medical Council
Charles Shiels Charity
Chartered Society of Physiotherapy
Chief Executives’ Forum
CHIP
Citizens Advice Bureau, Belfast
Citizens Advice Bureau, Banbridge
Citizens Advice Bureau, Dungannon
Citizens Advice Bureau, Newry
Clogher Valley Rural Centre
Committee on the Administration of Justice
Community Development & Health Network
Community Organisations of South Tyrone & Area (COSTA)
Community Relations Council
Community Relations Training/Learning Consortium
Confederation of Community Groups
Cookstown District Council
Council for the Homeless
Craigavon & Banbridge Voluntary Bureau
Craigavon Borough Council
Craigavon Combined Community Association
Craigavon Community Fora Chairperson
Craigavon Council for Voluntary Service
Craigavon Independent Advice Centre
Criminal Justice Department, PSNI
Crossfire Trust ACE Project
Department of Nursing UUJ
Donard Commissioning Group
Down and Armagh Rural Transport
Drumarg Community Association
Drumbeg North Residents Association
Drumbeg South Residents Association
Drumbreda & St Bridget’s Hill Community Association
Dungannon & District HSS Community Forum
Dungannon & South Tyrone Borough Council
Dungannon Development Association
Dungannon Enterprise Centre
Edenbeg Community Association
Edward Street Hostel
Elim Ace Scheme
Equality Forum NI
Equality Commission for NI
Family Planning Association NI
FOLD Housing Association
Foras na Gaeilge
Garvaghy Road Resident's Group
General Municipal Boilermakers Union
Gosford Friendship Club
Habinteg Housing Association
Haven Ace Scheme
Health & Healthcare Research Unit
Health Visitors Association (MSF)
Hilltown Community Association
Meadowbrook Residents Association
Home Accident & Prevention Council (NI)
Institute for Conflict Research
Irish Congress of Trade Unions
Local Dental Committee - SHSSB
Lurgan Council for Voluntary Action
Magheralin Parish Ace Scheme
Manufacturing Science & Finance Union
Meigh Community Association
Middletown & District Community Association
Middletown Community Development
Newry & Mourne Community Fora Chairperson
Newry & Mourne District Council
Newry & Mourne Local Strategy Partnership
Newry and District Community Services Council
Newry Technology Centre
Newry Volunteer Bureau
Newry Welfare Rights Centre
NI Anti-Poverty Network
NI Association of Citizen’s Advice Bureau
NI Council for Post Graduate Medical Education
NI Council for Voluntary Action
NI Health Promotion Agency
NI Hospital Advisory Service
NI Human Rights Commission
NI Ombudsman
NI Statistics & Research Agency (NISRA)
NI Voluntary Development Agency
NIACRO
NICVA
NIHE, Belfast
NIHE, Craigavon
NIHE, Dungannon
NIHE, Newry
NIHE, Portadown
NIPSA
NUS USI
Oaklee Housing Association
OFMDFM
Order of Malta Ambulance Corps Unit Headquarters
Pharmaceutical Advisory Committee
Portadown Health Centre Doctor's committee
Positive Futures
Probation Board for NI
Project Portadown Trust
PSNI Headquarters
Registered Nursing Home Association
Rosmoyle Residents Association
Royal College of General Practitioners
Royal College of Midwives
Royal College of Nursing (NI) Board
Rural Community Network
Salvation Army
Samaritans
Southern Education & Library Board
Social Security Agency
Society of Chiropodists
Society of Radiographers
South Tyrone Action Group
South Tyrone Hospital Community Forum
St Johns Ambulance Brigade
St Peters Community Association
St Vincent de Paul, Banbridge
St. Vincent de Paul, Newcastle
Ulidia Housing Association Ltd
UNISON
United Response NI Ltd
Voluntary Ambulance Service
Welfare Rights Project
Whitecross Community Association
Willowbank Resource Centre

POLITICAL OPINION
Mr David McNarry
Mr Trevor Clarke
Mr Martin McGuinness
Karan Spence
Mr Ian Paisley
Mr Gerry Adams
Ms Martina Anderson
Mr Billy Armstrong
Mr Alex Attwood
Mr Roy Beggs
Mr Cathal Boylan
Mr Dominic Bradley
Ms Mary Bradley
Mr PJ Bradley
Mr Micky Brady
Mr Allan Bresland
Mr Francie Brolly
Mr Wallace Browne
Mr Thomas Buchanan
Mr Thomas Burns
Mr David Burnside
Mr Paul Butler
Mr Gregory Campbell
Mr Willie Clarke
Mr Fred Cobain
Mr Robert Coulter
Mr Jonathan Craig
Mr Leslie Cree
Mr John Dallat
Mr Kieran Deeny
Mr Nigel Dodds
Mr Pat Doherty
Mr Jeffrey Donaldson
Mr Mark Durkan
Mr Alex Easton
Mr Tom Elliott
Mr Reg Empey
Mr Stephen Farry
Mr David Ford
Ms Arlene Foster
Mr Tommy Gallagher
Ms Michelle Gildernew
Mr Simon Hamilton
Mr William Hay
Mr David Hilditch
Mr William Irwin
Mrs Dolores Kelly
Mr Gerry Kelly
Mr Danny Kennedy
Ms Anna Lo
Ms Naomi Long
Mr Trevor Lunn
Mr Alban Maginness
Mr Alex Maskey
Mr Paul Maskey
Mr John McCallister
Mr Fra McCann
Ms Jennifer McCann
Mr Kieran McCarthy
Mr Raymond McCartney
Mr Nelson McCausland
Mr David McClarty
Mr Basil McCrea
Mr Ian McCrea
Mr Alasdair McDonnell
Mr Barry McElvery
Mr Alan McFarland
Ms Claire McGill
Mr Michael McGimpsey
Ms Patsy McGlone
Mr Gerry McHugh
Ms Michelle McIlveen
Mr Daithi McKay
Mr Mitchell McLaughlin
Mr Adrian McQuillan
Mr Francie Molloy
Mr Maurice Morrow
Alderman Stephen Moutray
Mr Conor Murphy
Mr Sean Neeson
Mr Robin Newton
Caral Ni Chuilin
Mr John O'Dowd
Mr Declan O'Loan
Mr Ian Paisley Jnr
Mr Edwin Poots
Ms Dawn Purvis
Mr Pat Ramsey
Ms Sue Ramsy
Ms Margaret Ritchie
Mr George Robinson
Ms Iris Robinson
Mr Ken Robinson  
Mr Peter Robinson  
Mr Alastair Ross  
Ms Caitriona Ruane  
Mr George Savage  
Mr Jim Shannon  
Mr David Simpson  
Mr Jimmy Spratt  
Mr Mervyn Storey  
Mr Peter Weir  
Mr Jim Wells  
Mr Brian Wilson  
Mr Sammy Wilson  
Ms Carmel Hanna  
Ms Michelle O'Neill  
Mr Sam Gardiner

**RACE**
Al NUR (Craigavon Asian Women & Children's Association)  
An Munia Tober  
Armagh Phillipine Association  
Belfast Jewish Community  
Chinese Chamber of Commerce  
Chinese Lay Health Project Barnardos  
Chinese Welfare Association  
Community Network Craigavon  
Community Network Portadown  
Craigavon Ethnic Minorities Support Group  
Craigavon Travellers Support Committee  
Craigavon Vietnamese Community  
Indian Community Centre  
Louth African Women Support Group  
Multi-Cultural Resource Centre  
NI Council for Ethnic Minorities (NICEM)  
NI Filipino Association  
NI Itinerants Committee  
OMI Consultancy  
STEP (South Tyrone Empowerment Prog.)  
Wah-Hep Chinese Community

**RELIGION**
Archdiocese of Armagh  
Catholic Family Care Society (NI)
Church of Ireland, Diocese of Armagh
Drumcree Community Trust
Elim Pentecostal Church
Fr P McParland
Martyrs Memorial Free Presbyterian Church
Methodist Church in Ireland
Presbyterian Church in Ireland
R.O.D Limited (Ofiaich Community Centre)
Rev Carlisle
Rev Eric Duncan
Rev. M McGinty, Family Ministry Commission
The Place Initiative
Archdeacon RG Hoey

**SEXUAL ORIENTATION**
Belfast Butterfly Club
Carafriend
Coalition on Sexual Orientation
Foyle Friend
Lesbian Line
NIGRA (Northern Ireland Gay Rights Association)
Press for Change
Queer Space
Rainbow Project