

# equality

scheme



LISBURN BOROUGH COUNCIL

# foreword

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

The scheme is also important because it outlines a plan for the more effective mainstreaming of equality issues, thus ensuring that they are central to the whole range of policy decision-making within the Council. The Scheme relates to the way in which the Council carries out all its functions, powers and duties relating to Northern Ireland.

The Council recognises the importance of the statutory duties placed upon it and has impressed upon staff the need for compliance. The priority attached to the scheme is reflected in the following: the Council's commitment to the allocation of necessary resources to ensure that the statutory duty is complied with; the Council Strategy 2000-2005 and in particular the core value of 'Fairness and Equality'; the Council's commitment to a planned programme of communication and training and commitment to the scheme being drawn up and implemented effectively and on time.



Councillor Jim Dillon  
Mayor



Norman Davidson  
Chief Executive

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# 1 introduction

## 1. Introduction

- 1.1 Section 75 of the Northern Ireland Act 1998 ('the Act') requires the Council in carrying out its functions, to have due regard to the need to promote equality of opportunity:
- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
  - between men and women generally
  - between persons with a disability and persons without
  - between persons with dependants and persons without.
- 1.2 In addition, without prejudice to its obligations above, the Council shall, in carrying out its functions, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- 1.3 The Council is committed to the fulfilment of its Section 75 obligations in all parts of its organisation. It is committed to allocating necessary resources (in terms of time, people and money) to ensure that the statutory duty is complied with and that the equality scheme is drawn up and implemented effectively and on time. The Council has already allocated resources and has appointed an Equality Officer. The Council is also committed to ensuring that there are effective internal arrangements in place to ensure that the duties are effectively complied with as well as for monitoring and reviewing progress.
- 1.4 The Council has already undertaken a planned programme of communication and training on the Section 75 obligations for all staff and elected members. The Council is further committed to the development and delivery of a programme of communication and training on the Council's Equality Scheme and will address further training needs as required.
- 1.5 This equality scheme sets out how the Council proposes to fulfil the duties imposed by Section 75 and Schedule 9 of the Act.

# 2

# organisational structure

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

- 2.1 The Council performs five principal roles within its local area and district:
- the direct provision of a number of services and facilities
  - the promotion of the arts, tourism, community and economic development
  - the regulation and licensing of certain activities relating to environmental health, consumer protection and public safety
  - a representative role on a number of bodies and Boards including Education and Health
  - a consultative role in relation to functions conducted by other Government bodies and agencies on issues such as planning, water, roads and housing.
- 2.2 In the performance of the above roles the Council carries out functions in the following areas:
- the provision of facilities for recreational, social and cultural activities including leisure centres, community centres, parks, open spaces, sports grounds and places of entertainment
  - street cleansing
  - waste collection and disposal
  - the provision of burial grounds
  - the provision of grant-aid to support the Arts, community development and the promotion of tourism and economic development
  - the administration and regulation of certain matters relating to the environment, public health and public safety including building control, food safety, statutory nuisance, dangerous buildings, air pollution, noise pollution, dog control, consumer protection and health and safety
  - the licensing and regulation of street trading, places of entertainment, amusement centres, sex establishments, societies lotteries, cinemas and petroleum stations
  - the making of bye-laws and regulation of same.
- 2.3 To enable the Council to provide the above services and perform its other functions, the Council must levy an annual rate and has the power to:
- acquire and dispose of land
  - borrow money
  - employ staff
  - procure goods and services.

2.4 In the carrying out of its functions the Council through its Best Value, process has identified the following main functional areas:

Policy and Strategy Development  
 Economic Development  
 Tourism Development  
 Financial Services  
 IT Services  
 Human Resources  
 Marketing and Media Services  
 Internal Audit  
 Member Services  
 Central Support  
 Registration/Cemetery Administration  
 Waste Collection (Domestic)  
 Trade Waste Service  
 Waste Management (incl. Waste Disposal)  
 Waste Control  
 Litter Control/Street Cleansing  
 Parks, Facilities & Public Open Spaces  
 Building Control General  
 Building Control Regulations  
 Food Control  
 Dog Control  
 Pest Control  
 Environmental Health General  
 Health and Safety (Public)  
 Health and Safety (Corporate)  
 Consumer Protection  
 Construction and Design Services  
 Event Support  
 Vehicle Fleet Management  
 Markets  
 Cemetery Services  
 Public Conveniences  
 Pollution Control  
 Licensing – Petrol – Entertainment – Street Trading – Cinema Licences  
 Playgrounds  
 Building Maintenance (and related activities).  
 Provision and Management of Outdoor Sports Facilities  
 Community Services  
 Community Relations  
 Lagan Valley LeisurePlex  
 Activity Centres  
 Museum Service/Irish Linen Centre  
 Arts Development  
 Sports Development  
 General Leisure  
 Countryside  
 Grounds Maintenance  
 Management of Parks

2.5 In order to support the implementation of its statutory duties and other functions and provision of services and facilities the Council has adopted a number of policies which are largely contained in the following main policy areas:

- Civic Leadership and Partnership
- Delivering quality services
- Promoting Equality and Social Inclusion
- Promoting a healthy, safe and sustainable environment
- Creating economic opportunity
- Improving health and well-being through sport, leisure, recreation and culture
- Regenerating the Town Centre and enhancing the Lagan Corridor
- Procurement of Goods and Services
- Purchasing
- Bye-Laws
- Financial Management
- Risk Management
- Capital Accounting
- Strategy Development
- Best Value
- Pricing/Admission to Council facilities
- Booking/Hire/Usage of Council facilities
- Complaints
- Hire of Council transport and equipment
- Employee relations
- Employee development
- Employee resourcing
- Community Services
- Awarding of Grant-Aid
- Operation of enterprise initiatives
- Dissemination of external funding
- Provision of services to Members
- Marketing
- Communications
- Advertising
- Internet/Website/E Commerce Management
- Acquisition and disposal of land and property
- Health and Safety Management
- Management and maintenance of Council premises
- Operational running of refuse collection, waste disposal and environmental services
- Operational running of leisure facilities and services
- Operation of all departmental strategies
- Regulatory Activities

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

# 3 organisational structure

## 3. Organisational Structure

3.1 The Council consists of 30 elected representatives, elected for a four year period, who meet monthly in full session and monthly or two monthly in eight committees namely:

- Corporate Services Committee
- Economic Development Committee
- Environmental Services Committee
- Leisure Services Committee
- Personnel Committee
- Planning Committee
- Police Liaison Committee
- Strategic Policy Committee.

Supporting these committees are the various departments of the Council.

3.2 The Chief Executive oversees the work of the departments with the assistance of a Council Management Team.

3.3 The Chief Executive is responsible for the strategic direction and advice to the Council, for the day to day management of services and the longer term planning and allocation of resources.

3.4 The Council has a Chief Executive's Office, and three departments, each headed by a Director. These four units have responsibilities as follows:

- The Chief Executive's Office acts as a policy unit and is responsible for the Council's economic development and tourism strategies. The Chief Executive reports to the Strategic Policy Committee on policy matters and economic development and tourism matters are reported to the Economic Development Committee.
- The Corporate Services Department develops and delivers central support services across the spectrum of Council services and is responsible for finance, human resources, marketing, registration, and members' services. It reports to the Corporate Services Committee.
- The Leisure Services Department develops and manages a diverse range of leisure facilities and services including, leisure and amenities, parks, community relations, community services, and the arts. The Department reports to the Leisure Services Committee.
- The Environmental Services Department develops and delivers a range of environmental services including environmental health, building control, refuse collection, street cleaning and waste management and has responsibility for the Council's consultative role on planning matters. It reports to the Environmental Services Committee.

3.5 The Council is committed to the fulfilment of its Section 75 obligations in all parts of its organisation. It is recognised that statutory responsibility for the effective implementation of the Equality Scheme lies with the Council. Day to day responsibility for carrying out the policy determined by the Elected Members lies with the Chief Executive and he will be responsible for the implementation of administrative arrangements to ensure that the Section 75 duty is complied with by the Council in carrying out its functions.

# organisational structure

The Council has established an Equality Working Group which has assumed initial responsibility for implementing the statutory duty. This Group has had a working day to day responsibility for the initial development of the equality scheme. The Group has arranged for all Council employees to receive initial training on the nature and relevance of the new Duty in regards to all aspects of Council activity. This training has been provided by Counteract. An information session for Elected Members took place in early May 2000.

Figure 1

## How Equality is co-ordinated in the Council



The Equality Working Group has been given an overseeing and co-ordinating role across the Council for the life of the Scheme. The group will monitor the progress made by the Council in achieving the Scheme's objectives and will report directly to the Chief Executive, who in turn, reports to the Strategic Policy Committee. The decisions of this Committee are subject to ratification by full Council.

- 3.7 In terms of overall administration the Equality Working Group, which is made up of six officers with cross-departmental membership, reports directly to the Chief Executive who in turn reports to the Strategic Policy Committee and Council. The Equality Working Group comprises three Assistant Directors, the Policy and Co-ordination Officer and the Community Relations Officer. Arising from recommendation of the Group, the Council agreed to the appointment of a full time Equality Officer and an appointment was made in May 2000.
- 3.8 The Equality Officer will be located within the Chief Executive's Department and will report to the Chief Executive within that Department but also to the Equality Working Group. The Equality Officer will be the Council's point of contact for the Equality Commission and for complainants. The Officer will develop and progress a process for screening of policies and will co-ordinate arrangements for the assessment of policies over a five-year period. He/she will lead consultation arrangements with the Equality Commission, the Community Relations Council, the public, trade unions, relevant public sector and non-governmental organisations. The Equality Working Group will continue to co-ordinate overall compliance with the Duty and will continue to report directly to the Chief Executive.
- 3.9 The Council has been involved in the District Councils Community Relations programme since 1991. The proposed Community Relations Programme for Lisburn Borough Council for 2000-2001 has as its aims the following:
- Aim 1 To promote initiatives so that everyone in the Borough of Lisburn enjoys equality of opportunity and equity of treatment
  - Aim 2 To develop partnerships with key stakeholders within the Borough of Lisburn for the promotion of equity, diversity and interdependence
  - Aim 3 To increase levels of community relations work within the Borough of Lisburn
  - Aim 4 To encourage greater mutual understanding and respect of different cultural traditions within Lisburn Borough Council
  - Aim 5 To develop community relations work between the Borough Councils of Antrim, Ballymena, Carrickfergus, Castlereagh, Newtownabbey and Lisburn
  - Aim 6 To promote the equality agenda within Lisburn Borough Council.

These aims will be monitored and assessed through the Community Relations Officer's Annual Plan.

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

- 4.1 The Council will assess over a five year period how each of its policies can contribute to the promotion of equality of opportunity and the promotion of good relations within the terms of Section 75 of the Act. This will be done through equality impact assessments. Each equality impact assessment will include a section on the promotion of good relations. Details in relation to arrangements for carrying out equality impact assessments are detailed in 'appendix 2'. In addition the Council will consult with relevant organisations specifically in relation to the section of each policy assessment which deals with good relations.
- 4.2 As part of its Council Strategy, the Council will build objectives and targets relating to the statutory duty into Council and business plans. These will be reflected at all levels of strategic planning within the Council including individual staff objectives and annual plans. As part of its Council's Strategy 2000-2005 the Council has as a core value 'fairness and equality', and has as a strategic issue 'promoting equality and social inclusion'. Progress on meeting objectives, including those relating to the statutory duty, will be monitored and reported upon at the most senior level within the organisation on a quarterly basis. Individual performance will be monitored and reviewed through performance review arrangements. Targets and objectives relating to the Statutory Duty will be operationalised in the form of equality performance indicators.
- 4.3 A formal report of progress on meeting the objectives relating to the statutory duty will be included in the Council's Annual Report.
- 4.4 The Council will also prepare an annual review of progress made in implementing in the Council scheme and complying with the duties.
- 4.5 The Council will liaise with the Equality Commission and the Community Relations Council on issues relevant to the fulfilment of the Section 75 obligations with a view to ensuring that the progress outlined in the Review of Progress is maintained. It will respond constructively to proposals from those bodies relating to its compliance with the Section 75 obligations.

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

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

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

### 6. Stage 1 Screening of policies

- 6.1 The Council has screened its policies in order to determine which of these would require a fuller equality analysis in the form of an impact assessment.
- 6.2 The screening criteria which the Council has used and will use are:
- Is there any evidence, or other reason to believe, that there is higher or lower participation or uptake by different groups?
  - Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy issue?
  - Is there an opportunity to better promote equality of opportunity or better community relations by altering the policy or working with others in government or in the wider community?
  - Have consultations with relevant groups, organisations or individuals indicated that particular policies create problems which are specific to them?
- 6.3 The Council has subjected all of its existing policies, including those coming within the main policy areas as listed at 2.4, to the screening criteria.

### 7 Stage 2 Timetable for setting priorities

- 7.1 Having screened its policies as outlined in Stage 1 and defined which policies it believes should be subjected to full impact assessment, the Council has prioritised these in order to establish a meaningful timetable.
- 7.2 In prioritising the order of impact assessments the Council have used the following criteria:
- targeting social need
  - the effect on people's daily lives
  - the effect on economic, social and human rights
  - does the policy impact on all ratepayers, for example, refuse collection?
  - relevant consultation feedback from those consulted in relation to the draft equality scheme and screening exercise
  - an additional secondary criteria may be used i.e. the need to spread the workload / resources involved in impact assessment across Council departments.
- 7.3 The Council will adopt a timetable over a 4 year period. This timetable will be based on the use of the criteria identified at 7.2.
- 7.4 New policies could be developed during the four year period which cannot yet be specified. Any new policies will be screened for fuller impact assessment using the criteria identified at paragraph 6.2. The timetable will be flexible to take account of new policies developed during the 4 year period.

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

- 8.1 In relation to stage 1 and 2 the Council has carried out a two stage consultation exercise involving locally based groups and also those listed at Appendix 1. Having taken account of the consultation exercise the Council will prepare a report on screening, which will be forwarded to the Equality Commission as part of its annual review of progress.

## 9. Stage 4 Report on the screening exercise

- 9.1 The Report will contain the policies which will be subjected to a full impact assessment, and the timetabling which will be adopted. The report will advise of the policies considered by those consulted as appropriate for impact assessment but which the Council has excluded and why.

## 10. Equality Impact Assessments

- 10.1 The Council will carry out equality impact assessments to seek to identify the impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity.
- 10.2 The methodology which the Council will use for an equality impact assessment is set out in Appendix 2. This methodology will be refined before impact assessment starts and will follow the Equality Commission's impact assessment guidelines and any subsequent guidance issued by the Equality Commission.
- 10.3 The Council in taking any decision with respect of a policy adopted or proposed to be adopted by it will take into account any equality impact assessment and consultation carried out in relation to that policy.

## 11. Consultation

11.1 The Council is committed to carrying out meaningful consultation in all aspects of equality impact assessments and in doing so may use any of the following screening methods eg:

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

From July 2000 to March 2001, the Council has engaged local and regional groups in consultation by using telephone surveys, focus groups, face-to-face meetings, postal surveys, workshops and conferences.

- 11.2 The Council intends to follow the "Guiding Principles" on consultation, as set out by the Equality Commission. The Council is committed to making the consultation process as accessible as possible for those involved and will be sensitive to the needs of those being consulted. The Council will engage with groups and organisations in assessing the best means of consultation with them. The Council will continue to consult at a local and regional level throughout the life of the Scheme with representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views.
- 11.3 Needs of consultees will be taken into account when arranging venues, meeting times and facilitation of consultation. To ensure meaningful consultation, information will be made available on request in accessible formats such as Braille, disc and audio-cassette and in minority languages to meet the needs of those who are not fluent in English or who have special needs due to disability. Consideration will be given to other needs of consultees such as provision of childcare and special dietary requirements.

- 11.4 The Council will allow adequate time for groups to consult amongst themselves as part of the process of forming a view and will therefore aim to provide a period of at least two months for consultation exercises. The Council is committed to beginning the period of consultation as early in the process as possible, in whatever ways possible. The Council's commitment to meaningful consultation will be ongoing throughout this life of the Scheme. The Council will also be sensitive to the different needs and customs of consultees. However there may be circumstances when this timescale is not feasible, for example, in order to ensure continuity of the provision of services in an emergency. If these circumstances arise, the Council will monitor the situation, keep it under review, give clear justification and report on it in the Council's annual review of progress to the Equality Commission.
- 11.5 Appendix 1 contains a list of those to be included in consultation on matters relevant to the statutory duty, including impact assessments. This list is not conclusive and additional consultees may be added.
- 11.6 The Council will make sufficient information available in a timely fashion to ensure meaningful consultation. This will include relevant quantitative and qualitative data and other documentation such as consultants' reports.

## 12. Monitoring

- 12.1 Knowledge of the uptake of services provided by the Council and adverse impact of its policies on the different groups within the Section 75 categories will be of assistance in assessing progress towards equality of opportunity. Within one year of approval of this scheme, the Council will assess the extent of existing monitoring and the scope for extending it. In addition to the value of any further information required for assessing progress towards equality of opportunity, this review will also take into account the following factors:
- resource implications
  - readiness of the public to supply information
  - availability of proxy measures (eg postcode analysis)
- A system will be established to monitor the impact of policies in order to identify their effects on the relevant groups. This will be reviewed on an annual basis and the results will be available to consultees. If the monitoring or evaluation shows that the policy results in greater adverse impact than predicted, or if opportunities arise that would allow for greater equality of opportunity to be promoted, the Council will ensure that the policy will be revised.
- 12.2 The Council will seek to co-operate closely with the NI Statistics and Research Agency (NISRA) in its review of existing monitoring arrangements and its consideration of special monitoring of anticipated adverse impacts.
- 12.3 Other data sources the Council may use include:
- Information from other Councils in NI and UK
  - Census
  - Labour force survey
  - Continuous household survey
  - Pressure group data
  - Statutory agencies
  - Deprivation studies (Robson Index) and other appropriate indices
  - Published research reports
  - Community views.

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

13.1 The Council will make publicly available the outcome of any equality impact assessment and of any monitoring undertaken in relation to Section 11. This material will be accessible at the Council's website at [www.lisburn.gov.uk](http://www.lisburn.gov.uk). It will also be available in printed form by writing to the Council's offices at Island Civic Centre, The Island, Lisburn, BT27 4RL, Tel: 028 9250 9250 or by email on [enquiries@lisburn.gov.uk](mailto:enquiries@lisburn.gov.uk). The Council will inform the general public about the availability of this material through press releases and the display of public notices and posters. It will also inform bodies listed at Appendix 1 when this material is available.

Information on impact assessments and their outcomes will also be available on request in a range of formats including minority ethnic languages for people who are not fluent in English, and other media associated with the Section 75 categories. Consideration will also be given as to how best to convey information to young people and those with learning difficulties.

13.2 The published information on equality impact assessment will include:

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

### 14. Training

14.1 The Council, in conjunction with Counteract, has provided initial training to all employees, including those who are part-time and temporary, on equal opportunities and the Statutory Duty. This training explained the Statutory Duty and the possible implications for relevant staff. Counteract also facilitated discussions of the Council's Equality Working Group and explained the perceived obligations of the Council. An information session for Council Members took place in early May 2000.

14.2 All new employees and newly elected or co-opted elected Members will be informed of the requirements of Section 75 and this Equality Scheme in their induction training.

- Training within the Council will be ongoing as perceived appropriate and further specialised training will be arranged for those Officers who will have particular responsibilities in relation to the Statutory Duty. This training will aim to ensure that employees are:
  - Aware of current anti discrimination legislation in Northern Ireland including the provision of section 75, Schedule 9 of the N.I. Act 1998
  - Aware of the statutory duties and their implications for all employees
  - as appropriate, provided with the necessary skills and knowledge to carry out screening of policies effectively
  - as appropriate provided with the necessary skills and knowledge to do impact assessments effectively
  - as appropriate, provided with the necessary skills and knowledge to consult effectively.

- as appropriate provided with the necessary skills and knowledge to implement and monitor the effective implementation of the equality scheme effectively
- as appropriate, provided with the necessary skills and knowledge to deal with complaints effectively.

The planned programme of training will comprise of the following components:

- Carrying out the training objectives outlines above
- Meeting any specialised training needs that are identified.

14.3 Training will commence following approval of the Scheme. The Council will recognise the needs of affected groups and consult where appropriate on the development of specialised training.

14.4 The Council will provide copies of this scheme to all employees.

The Council will use a range of internal and external communication mechanisms to communicate the commitment of the Mayor and the Chief Executive to the Statutory Duty.

### 15. Public access to information and services

15.1 The Council is committed to effective communication with the public. It recognises however that there is a risk that some sections of the public will not enjoy equality of opportunity in accessing information provided by the Council. There are three particular risk areas:

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

15.2 In disseminating information through the local press, the Council will ensure that press statements and public advertisements are accessible to both main communities.

15.3 The Council will, within the first year following commencement of this scheme, undertake an assessment of its arrangements for providing information in Braille, large print, audio-cassette, and minority ethnic language formats. The assessment will take account of the likely demand for information in such formats across its direct services and key policies and the resource implications.

15.4 The Council intends that all of its services are fully accessible to all parts of the community. Equality impact assessments will highlight any factors which indirectly discriminate by making a particular service less accessible to particular groups. The Council will monitor access to information and services to ensure equality of opportunity.

15.5 In all Council premises open to the public, the Council will seek to promote equality of opportunity and good relations within the terms of Section 75 of the Act. All such premises will seek to promote a welcome and harmonious environment. The Council will adhere to the relevant provisions of the Disability Discrimination Act 1995.

**16. Publication of the scheme**

- 16.1 Following submission to the Equality Commission, this scheme was available from the Council's offices. It is also available on the Council's website.
- 16.2 Following approval of the scheme by the Equality Commission, a further version (revised if necessary) will be available from Council Offices at Island Civic Centre, The Island, Lisburn, BT27 4RL, [www.Lisburn.gov.u.k](http://www.Lisburn.gov.u.k)
- 16.3 The scheme will be made available on request in accessible formats such as Braille, disc and audiocassette and in minority languages to meet the needs of those who are not fluent in English or who have special needs. A version in plain English will be produced.

**17. Complaints**

- 17.1 The Council will respond to complaints that it has not fulfilled its statutory obligations and will seek to resolve such complaints bilaterally. It will aim to give a substantive response to complaints within one month. When a complainant claims to have been directly affected by a failure of the Council to comply with this scheme, he/she will be informed of the procedure for bringing such a complaint to the Equality Commission. The main point of contact for any complainant will be the Council's Equality Officer. The Council will review its current complaints procedure to ensure that procedures are put in place to meet the requirements of the Equality Legislation. The Council will ensure that the Complaints Procedures will be accessible.

**18. Review of the scheme**

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

**19. Summary action plan and timetable**

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

**Year 1 July 2000 – June 2001**

Consultation on the proposed screening exercise (Stage 3) (September 2000 – March 2001)  
Report on the proposed screening exercise (Stage 4) (June 2001)

Refining of methodology for carrying out impact assessments.

Equality impact assessments of those policies which have come first in the prioritisation exercise carried out in accordance with the criteria and consultation set out in section 7.2. (A prioritised schedule will be prepared for the 5 year period.)

Review of monitoring arrangements.

Further training of staff as necessary.

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

**Year 2 June 2001 – March 2002**

Screening on new policies.

Equality impact assessments of those policies identified for Year 1 in the prioritisation schedule.

Finalisation of any ongoing specialist staff training.

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

**Year 3 April 2002 – March 2003**

Screening of new policies.

Equality impact assessments of those policies identified for Year 2 in the prioritisation schedule.

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

**Year 4 April 2003– March 2004**

Screening of new policies.

Equality impact assessments of those policies identified for Year 3 in the prioritisation schedule.

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

**Year 5 April 2004– March 2005**

Screening of new policies.

Equality impact assessments of those policies identified for Year 4 in the prioritisation schedule.

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

Review of the Equality Scheme

## 20. Report on Consultation Exercise

The foregoing final scheme of Lisburn Borough Council has taken account of a consultation exercise carried out by the Council. The Council sent out draft Schemes to 146 organisations on the 5th May 2000. It wrote again to these organisations on the 1st June 2000 in an attempt to encourage feedback particularly in relation to: arrangements in relation to training, publication of information, and access to information and services; suitability of those listed to be consulted and the arrangements for consultation; suitability of proposed arrangements for assessing and consulting on the impact of policies on the promotion of equality of opportunity; appropriateness of timetables. The Scheme was advertised widely in province wide and local newspapers and was available on the Council's website and in other formats if requested.

The Council received a total of 40 written responses (some received after closing date of 19th June 2000) to its consultation exercise; some were brief, some lengthy, some general and some specific to this Scheme. Four responses were received from organisations who had not been sent copies of the Scheme but who will have accessed it through website or from other organisations. A summary of main points of comments received and the Council's response to them is included at 'Appendix 3' to this Scheme. Following consultation, the amendments to the draft Scheme have been incorporated into this final document. The amendments are summarised as follows:

- Page 2** (The Foreword) and page 4 para. 1.3
  - the word 'necessary' is substituted for the word 'appropriate' in relation to allocation of resources.
- Page 8** para. 3.7 - now includes details of the make-up of the Equality Working Group.
- Page 8** para. 3.9 - in relation to the good relations duty a new paragraph is inserted at 3.9 explaining the aims of Lisburn Borough Council's Community Relations Programme for 2000-2001.
- Page 9** para. 4.2 - this paragraph has been amended to include information that the Council has in its Council Strategy 2000-2005 a core value "fairness and equality" and a strategic issue "promoting equality and social inclusion".
- Page 10** para. 6.1 - the word "intends" is replaced by "will" in relation to Screening policies.
- Page 10** para 7.2 - in relation to criteria for prioritising of impact assessments, the following is additional "the Council intends to take appropriate advice on the weighting of this criteria".
- Page 11** para. 7.4 - this advises that the five year timetable will be flexible to take account of new policies developed.
- Page 11** para. 10.1 - the word "intends" is changed to "will" in relation to carrying out equality impact assessments.

- Page 12** para. 11.2 - is now amended to include the Council's commitment to be sensitive to the needs of those being consulted, and to engage them in assessing best means of consultation and in giving specific consideration to techniques for consultation with young people and those with learning difficulties. It commits to taking account of appropriateness of venues, meeting times and appropriate facilitation.
- Page 12** para. 11.3 - this paragraph is now prefixed by 'to help ensure meaningful consultation'.
- Page 12** Section 12.2 - is now amended to commit the Council to ensuring revision of a policy if monitoring and evaluation show that the policy results in greater adverse impact than predicted or if opportunities arise which would allow for greater equality of opportunity to be promoted.
- Page 13** para. 13.1 - the word "may" is changed to "will" in relation to informing the general public of the outcome of impact assessments and monitoring.
- Page 15** para. 16.2 - this now includes a commitment to making the Scheme available in several formats and languages including Plain English.
- Pages 19-22** 'Appendix 1 List of Bodies to be Consulted'
  - The Council will include individual trade unions, political parties and relevant politicians in the ongoing consultation on screening and impact assessment and Appendix 1 will be amended when appropriate to include them.
- Page 22** 'Appendix 2' para. 2
  - this paragraph refers to research and information collected and is amended to make reference to the use of documents such as the Race Audit drafted by the Northern Ireland Council for Ethnic Minorities.

Appendix 1

List of Bodies to be Consulted

The Equality Commission  
 The Equality Unit  
 Northern Ireland Statistics and Research Agency (NISRA)  
 Women's Support Network  
 The Rainbow Project  
 British Deaf Association (NI)  
 Northern Ireland Human Rights Commission (NIHRC)  
 Committee on the Administration of Justice (CAJ)  
 The Local Government Staff Commission for Northern Ireland (LGSC)  
 Coalition on Sexual Orientation (CoSo)  
 Royal National Institute for Deaf People (RNID Northern Ireland)  
 Community Relations Council (CRC)  
 Indian Community Centre  
 NSPCC  
 Help the Aged, Northern Ireland  
 Employers' Forum on Disability  
 Save the Children  
 Children's Law Centre  
 Equality Forum NI  
 Royal National Institute for the Blind (RNIB Northern Ireland)  
 Child Care Northern Ireland  
 Traveller Movement Northern Ireland  
 Northern Ireland Women's Aid Federation  
 Gingerbread Northern Ireland  
 Northern Ireland Association for Mental Health  
 Chinese Welfare Association  
 Northern Ireland Council for Ethnic Minorities (NICEM)  
 Carers National Association Northern Ireland  
 Multi-Cultural Resource Centre  
 Women's Information Group  
 Disability Action  
 Community Relations Training/Learning Consortium  
 Age Concern Northern Ireland  
 Women's Resource and Development Agency (WRDA)  
 Northern Ireland Council for Voluntary Action (NICVA)  
 MENCAP (Royal Society for Mentally Handicapped Children and Adults)  
 Youth Council for Northern Ireland  
 Barnardo's  
 Northern Ireland Committee, Irish Congress of Trade Unions (NIC-ICTU)  
 Staff Commission for Education and Library Boards  
 Northern Ireland Women's European Platform (NIWEP)  
 Rural Community Network  
 Women's Forum Northern Ireland  
 Putting Children First  
 Child Poverty Action Group (NI)  
 NUSCUI  
 Northern Ireland African Cultural Centre  
 Gay and Lesbian Youth Northern Ireland  
 Northern Ireland Gay Rights Association  
 Carafriend

Parents and Professionals and Autism  
 The Guide Dogs for the Blind Association  
 British Deaf Association (NI)  
 Downs Syndrome Association  
 Sense Northern Ireland  
 The Cedar Foundation  
 Family Planning Association Northern Ireland  
 West Belfast Economic Forum  
 Falls Community Council  
 Northern Ireland Anti-Poverty Network  
 Association of Chief Officers of Voluntary Associations (ACOVO)  
 Community Development and Health Network (NI)  
 Simon Community Northern Ireland  
 NIPPA  
 Lisburn Inter-Church Project  
 Community Safety Centre  
 Sports Council for Northern Ireland  
 Arts Council for Northern Ireland  
 Lisburn Sports Advisory Council  
 Lisburn Arts Advisory Council  
 Planning Service, Department of the Environment for Northern Ireland  
 Water Service, Department of Regional Development  
 Roads Service, Department of Regional Development  
 Environment and Heritage Service, Department of the Environment for Northern Ireland  
 Department of Agriculture and Rural Development  
 Department of Culture, Arts and Leisure  
 Department of Education  
 Department of Enterprise, Trade and Investment  
 Department of the Environment  
 Northern Ireland Tourist Board  
 Industrial Development Board  
 LEDU  
 Department of Finance and Personnel  
 Northern Ireland Housing Executive  
 Translink  
 South Eastern Education and Library Board  
 South Eastern Education and Library Board Youth Officer  
 Department of Health and Social Services  
 Eastern Health and Social Services Board  
 Down Lisburn Trust  
 RUC Lisburn  
 RUC Lurgan  
 RUC Woodbourne  
 RUC Dunmurry  
 RUC Banbridge  
 Aghalee Village Hall Committee  
 Anahilt Community Association  
 Areema Cross Community Association  
 Beechland Residents' Association  
 Cherry Aspen & Chestnut Community Group  
 Dromara Community Association  
 Drumbeg & District Residents' Association  
 Drumlough Community Association  
 Dunmurry Community Association  
 Edenderry Village Committee  
 Glasvey Residents' Association

Glenavy Community Association  
 Glendowan Residents' Association  
 Glengoland Residents' Association  
 Halftown Residents' Association  
 Hill Street Residents' Association  
 Hillhall Community Association  
 Hillsborough & District Committee  
 Kilwarlin & Dunbeg Residents' Association  
 Knockmore Community Association  
 Lagmore Women's Initiative  
 Lambeg & District Ratepayers' Association  
 Lisburn North Community Association  
 Lisburn Community Forum  
 Greater Poleglass and Twinbrook Community Forum  
 Lisburn Conservation Society  
 Lisburn Women's Centre  
 Footprints Women's Centre  
 Maghaberry Community Association  
 Manor, Oakhurst and Glendale Residents' Association  
 Milltown Community Association  
 Old Warren Community Association  
 Poleglass Community Group  
 Purdysburn Village Community Association  
 Ravarnette Community Association  
 Seymour Hill & Conway Community Association  
 Seymour Hill & Conway Ramblers  
 Stoneyford Community Association  
 Summerhill & Thornhill Residents Association  
 St. Luke's Family Centre  
 Tonagh Community Association  
 Lisburn Safer Neighbourhoods  
 Lisburn Development Ltd  
 Lisburn Chamber of Commerce  
 Lisburn Enterprise Organisation  
 Lisburn Peace and Reconciliation Partnership  
 Lisburn Retailers Association  
 Lisburn Access Association Disabled  
 Accept Mental Health  
 Glenwood Enterprises Ltd  
 Lisburn Institute  
 Bord Failte  
 CARE  
 Choice Housing Association  
 Age Sector Reference Group  
 Colin Glen Trust  
 Council for the Homeless Northern Ireland  
 Foundary Regeneration Trust  
 Lisburn Access Association for the Disabled  
 Mr T. McClelland  
 Professor Derek Bell  
 UNISON  
 West Belfast Partnership Board  
 Northern Ireland Public Service Alliance (NIPSA)  
 Amalgamated Transport & General Workers Union  
 Ulster Unionist Party  
 Social Democratic and Labour Party  
 Democratic Unionist Party

Sinn Fein  
 Alliance Party  
 Northern Ireland Unionist Party  
 United Unionist Assembly Party  
 Northern Ireland Womens Coalition  
 Progressive Unionist Party  
 UK Unionist Party  
 Ulster Democratic Party  
 Conservative Party  
 The Green Party  
 The Socialist Party  
 The Workers Party  
 Youth Initiatives  
 Poleglass Youth Club  
 Belfast Girls Club Union  
 Boys & Girls Clubs of Northern Ireland  
 Belfast Traveller Sites Project  
 Catholic Guides of Ireland  
 Dunmurry Advice Centre  
 Northern Ireland Youth Forum  
 St. Patrick's Youth Club  
 Lisburn YMCA  
 Youthnet  
 Youth Action N.I.  
 Youth Link N.I.  
 Chinese Counselling Centre  
 Mens Advisory Project  
 Care for the Family  
 Poleglass Concerned Parents and Residents Association  
 PRAXIS  
 Baptist Union of Ireland  
 Irish Council of Churches  
 Queerspace  
 Church of Ireland Diocesan Office  
 Capuchin Franciscan Friars  
 Methodist Church in Ireland  
 Presbyterian Church in Ireland  
 Lisburn Christian Fellowship  
 Lisburn Methodist Church  
 St. Columbas Church  
 Trepur Community Group  
 West Belfast Parent Youth Support  
 Colin Homestart

Lisburn DownTown Project  
 Seymour Hill Caring Office  
 RESPOND  
 Playboard N.I. Ltd.  
 Shopmobility  
 P.H.A.B.  
 Blind Centre for Northern Ireland  
 N.I. Forum of People with Disability  
 Oliver Plunkett Disabled Care Group  
 National Schizophrenia Fellowship  
 Down Lisburn Trust  
 Disabled in Community Action  
 Caring Together  
 Include Youth

The following organisations will also be consulted in the future.

Comhairle Na Gael Scolaiochta  
 Ulster Scots Language Society  
 Linguistic Diversity Branch (DCAL)  
 Ultach Trust

**Appendix 2**

**Methodology for an Equality Impact Assessment**

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

When undertaking impact assessments, the Council will follow the process set out below:

**1. Consultation**

The Council will consult with those listed at Appendix 1 and will make available any relevant documents, materials and public submissions. The Council is committed to open and inclusive consultation and will consider with care appropriate methods for conducting consultation in order to obtain pertinent information it may use any of the methods detailed at section 11.

**2. Annex 1 of Guidelines subject to advice issued by Equality Commission.**

**Appendix 3**

**Summary of Responses Received and Council's Comments**

(Comments which indicate amendment of the Scheme are in heavy type).

**LIST OF RESPONDEES**

- Age Sector Reference Group
- Association of Chief Officers of Voluntary Organisations (NI)
- British Deaf Association
- Committee on the Administration of Justice
- Coalition on Sexual Orientation
- Community Relations Council
- Council for the Homeless (NI)
- Department of Culture, Arts & Leisure
- Department of Education
- Disability Action
- Down Lisburn Trust
- Down's Syndrome Association
- EHSSB
- Employers' Forum on Disability
- Equality Commission
- Equality Forum
- Falls Community Council
- Foundry Regeneration Trust
- Housing Executive
- LEDU
- Lesbian Line
- Lisburn Peace and Reconciliation Partnership
- Lisburn Sports Advisory Council
- MENCAP
- Multi-Cultural Resource Centre
- NI Women's European Platform
- Parents and Professional and Autism
- RNIB (Sensory Disability Consortium)
- Royal National Institute for the Deaf
- Save the Children
- Seymour Hill and Conway Ramblers Association
- Simon Community
- South Eastern Education and Library Board
- Training and Learning (Community Relations)
- Translink
- UNISON
- West Belfast Economic Forum
- Women's Resource and Development Agency
- Women's Support Network
- Youth Council

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Age Sector Reference Group</b>	<ol style="list-style-type: none"> <li>The ASRG wishes to praise the Council for providing the reader with background to the Council roles and functions, however, more detail would have been preferred in relation to employment and procurement procedures.</li> <li>Include for screening unwritten policies and commit to consult on the screening exercise.</li> <li>Community Relations Policy impact assessed in the first year.</li> <li>Baseline data must be collected.</li> <li>The timetable of 5 years is unacceptable.</li> <li>The ASRG would impress that in processing Draft Equality Scheme suitable weight be given to equality of opportunity considerations when it comes to final decisions.</li> <li>A high premium is placed on getting the consultation right.</li> <li>Would like details of the membership of the working group and would like user involvement in such a group. Also training on attitudes is necessary.</li> <li>'Necessary resources' should be used rather than 'appropriate'.</li> </ol>	<p>These procedures will be screened and possibly impact assessed. The Council will consult with ASRG in this process.</p> <p>The Council determines policies to mean written/unwritten and formal or informal. Consultations will take place throughout this process. Priorities for impact assessments will only be identified after the screening process. Policies considered and rejected will be listed.</p> <p>The timetable is necessary for operational reasons however the screening process will dictate the timetable. The Council will consider its methods of consultation and will listen to consultees in relation to how best they can be consulted. Information will also be provided in accessible formats.</p> <p>The Working Group consists of cross-departmental membership comprising three Assistant Directors the Policy &amp; Coordination Officer and the Community Relations Officer. General awareness training took place, which covered much more than an explanation of the legislation.</p> <p>The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</p>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Association of Chief Officers of Voluntary Organisations (ACOVO)</b>	<ol style="list-style-type: none"> <li>Circulated to all Members.</li> <li>Encourage LBC to involve ACOVO members at all stages of the consultation process.</li> <li>Commends the Council efforts.</li> </ol>	<ul style="list-style-type: none"> <li>Our consultation includes those organisations listed by the Equality Commission together with other local groups with which the Council has contact.</li> </ul>
<b>British Deaf Association</b>	<ol style="list-style-type: none"> <li>Equality Schemes are broadly written and do not take into account specific requirements.</li> <li>Deaf people could be a member of a group that is not fluent in English; uses a different language; has learning difficulties; is a child or young person; has sight difficulties.</li> <li>Deaf people should be consulted by using BSL or ISL interpreters at meetings; by using appropriate Deaf personnel to explain issues and by using appropriate telecommunications, e.g. textphone, fax, email and videophone.</li> <li>The BDA recommend the following: <ul style="list-style-type: none"> <li>Deaf awareness training be provided to front line staff</li> <li>Use appropriately qualified and accredited BSL/ISL interpreters where necessary</li> <li>Employers seek ways of employing deaf people</li> <li>Public information be made available in BSL/ISL formats</li> <li>Deaf-user consultation forums established</li> <li>Use of IT e.g. video telephony, be used</li> <li>Cost factors should not be barrier in provision for deaf people.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li><b>We would refer to 11.2 of the draft Scheme which indicates that the Council will be sensitive to the needs of consultees in carrying out the consultation process. In relation to communications it is pointed out that the Council communications policies will be subject to screening and possible impact assessment. As pointed out at 11.2 the Council will engage with various groups prior to consultation to identify the best means of consulting with them and consideration will be given as appropriate to suggestions of groups.</b></li> <li>Recruitment policy may be impact assessed and will include provision for the recruitment of people with disabilities.</li> <li>Consider use of IT in Council premises.</li> <li>In relation to IT the points made at first bullet point.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
Committee on the Administration of Justice	<ol style="list-style-type: none"> <li>1 The CAJ congratulate the Council on the production of the draft Scheme.</li> <li>2 Scheme presented in a dry and highly technical manner.</li> <li>3 Readers would benefit from an indication of the kinds of issues the Council will be addressing and the kinds of programmes in which objectives and targets for change in corporate plans are envisaged.</li> <li>4 Consultation – The ethnic minority community faces particular difficulties in this regard and a helpful tool in trying to assess work done in this area is the race audit carried out by the NI Council for ethnic minorities</li> <li>5 Outreach and innovation will be required in relation to consultation and the advice of groups with this specialist knowledge should be followed.</li> <li>6 Specificity – There is a failure to engage with the real issue of how could the public body better promote greater equality of opportunity.</li> <li>7 Screening – CAJ are pleased that the Council did not screen its policies prior to consulting. The lesbian, bisexual, gay and trans-gendered community has raised concerns on this matter.</li> <li>8 Presume that the final version will include the Mayor and Chief Executives’ signatures and wording must be changed from "appropriate" resources to "necessary" resources.</li> <li>9 CAJ welcomed the inclusion of a clear list of functions and an outline of the Council organisational structure. It was interested that the Council was to employ an Equality Officer and wishes to be assured that such an officer is of a high enough level to effect real influence.</li> <li>10 The delay in screening is to be welcomed; however, the four criteria should be examined more closely to avoid ambiguity. The Council should not state that expenditure of a</li> </ol>	<ul style="list-style-type: none"> <li>• The highly technical manner and dry format is in part due to the Council wishing to ensure that it covered all relevant aspects of the duty as outlined in the Equality Commission’s Guidelines. The Council is having the Scheme prepared in Plain English format.</li> <li>• <b>As part of its Council Strategy 2000-2005 the Council has as a core value "Fairness and Equality" and as a strategic issue "Promoting Equality and Social Inclusion" this information will be included at 4.2.</b></li> <li>• The Council will obtain a copy of the Race Audit referred to by the Group.</li> <li>• Refer in the Scheme to the fact that we will be asking groups to advise the Council on the most appropriate means of consultation and we will endeavour to accommodate this.</li> <li>• It is at the screening and impact assessment stage that these issues will surface and will have to be dealt with.</li> <li>• The Council has and will continue to consult widely with such groups.</li> <li>• The Mayor And Chief Executive will sign the final document. The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> <li>• The new Equality Officer will report directly to the Working Group who in turn report directly to the Chief Executive who in turn reports directly to the Strategic Policy Committee.</li> <li>• With reference to the comments relating to screening of policies taking account of expenditure, we refer to 6.3 in the Scheme which makes it clear that policies having significant social, political or cultural impact on the users of the Council services will be screened not withstanding level of expenditure</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
Committee on the Administration of Justice contd/	<p>service is less than a certain ceiling, the policies will not normally be considered as a priority for screening, unless they The idea of timetabling is welcomed although some reference should be made to being flexible.</p> <ol style="list-style-type: none"> <li>11 Consultation requires starting where people are and children, travellers, people with disabilities, men and women, rural and urban dwellers cannot be consulted in the same way. The advice of umbrella groups can be helpful. Necessary resources should be put into consultation and the accessibility of languages and the format of information must be considered.</li> <li>12 CAJ welcomes the Council commitment to consider extending its monitoring; however, this should not restrict the gathering of baseline data.</li> </ol>	<ul style="list-style-type: none"> <li>• <b>With reference to flexibility of timetable we refer to 7.4 which indicates that the timetable will be flexible to take account of new policies.</b></li> <li>• The Council will take into account the views of various groups in the consultation process and indeed will be asking such groups to advise on the best means of consulting with them. The list of consultees will not be regarded as exhaustive but may be extended. And the Council commitment to different formats is reflected in the Scheme under page 13.</li> <li>• The Council may request external assistance in appropriate ways of monitoring.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Coalition on Sexual Orientation</b>	<ol style="list-style-type: none"> <li>Generally the LGBT society have been invisible in society and as society is based on a presumption that everyone is heterosexual, account may not be taken of sexual diversity in society.</li> <li>CoSO would wish Schemes to outline the precise resources.</li> <li>First annual reviews should be comprehensive.</li> <li>Adequate time is allocated for consultation and in particular more than two months. Face to face meetings to be accommodated where necessary.</li> <li>Concerns about being left out of lists of Consultees.</li> <li>Welcomes decision to defer screening. Concerned that screening is limited to formal policies. Would wish to see equality policy, health and safety policy, contracting out policy and purchasing policies impact assessed. Attention should be paid to informal policies.</li> <li>The necessary funds must be available to research into the impact of the Council policies on the LGBT community.</li> <li>Schemes are sparse on the mechanics of impact assessment.</li> <li>Preferable if consultation was publicised only in LGBT press and rejects the question of charges being made for information.</li> <li>Training should be provided to all staff around LGBT issues.</li> </ol>	<ul style="list-style-type: none"> <li>The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> <li>The Council intends the reviews to be as comprehensive as possible.</li> <li>In relation to consultation time we refer to 11.4 which states as per the Guidelines that we will aim to provide a period of at least two months of consultation exercises. Face to face meetings have been identified as a means of consultation which the Council may use – 11.1.</li> <li>In relation to being left out of lists, CoSO is included in Lisburn Council list.</li> <li>The Council does not wish to pre-empt outcome of screening and reference to sexual orientation is made both in the Council revised Equal Opportunities policy and Harassment policy. Policies as they are defined within the Council include informal and unwritten policies. Account will be taken of unwritten policies and informal policies.</li> <li>A separate budget has been allocated for Equality and various groups will be asked about ways of consulting. General equality awareness training has already taken place. It is not our intention to provide specific training relating to one issue.</li> </ul>
<b>Community Relations Council</b>	<ol style="list-style-type: none"> <li>Forwarded Guidelines for the Council to use as a guideline for a CR strategy. Cannot offer individual advice at this stage but may do so later. Assume that the CRO is fully involved.</li> </ol>	<ul style="list-style-type: none"> <li>Will take account of the Guidelines, as they are relevant. The CRO is a part of the Equality Working group.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Council for the Homeless (NI)</b>	<ol style="list-style-type: none"> <li>Premature at this pre impact assessment stage to attempt to examine the finer detail of the Scheme.</li> <li>Concern that those people without a home will be classified as homeless and therefore will be excluded from the legislation. The spirit of the legislation should extend to homeless people and this should be central to any policy development and impact assessments.</li> <li>Joined up thinking between local regional and national government departments is crucial.</li> </ol>	<ul style="list-style-type: none"> <li>Will consult with this group in the continuing process as with others on the list.</li> </ul>
<b>Department of Culture, Arts &amp; Leisure</b>	<ol style="list-style-type: none"> <li>If there are any comments they will be forwarded in due course.</li> </ol>	<ul style="list-style-type: none"> <li>None received.</li> </ul>
<b>Department of Education</b>	<ol style="list-style-type: none"> <li>No comments at this stage but would like to be included in the consultations on the results of the screening and prioritising exercise the Council proposes to carry out on all its policies.</li> </ol>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Disability Action</b>	<ol style="list-style-type: none"> <li>1 Require open and accessible consultation in appropriate formats.</li> <li>2 Text phone would be useful for the disabled.</li> <li>3 Necessary resources should be available to implement the Scheme.</li> <li>4 Council structural changes in relation to implementation of equality have not been identified.</li> <li>5 Clarification required of the team responsible for screening.</li> <li>6 Five year timetable period unacceptable.</li> <li>7 Re screening replace "intends" at 6.1 with "will".</li> <li>8 Taking account of level of expenditure of services in screening them is not acceptable.</li> <li>9 The timetable should not be based on best value. Building Control should be assessed in Year 1.</li> <li>10 The Scheme has failed to say if new policies will be approached in a phased manner.</li> <li>11 Policies not selected for impact assessment should be detailed.</li> <li>12 Would like a brief outline of all policies at 2.5.</li> <li>13 Section 10.1 should read "will" rather than "intends".</li> <li>14 Consultation – sign language interpreters needed and consultation time appropriate.- state how you will communicate with young people and those with learning disabilities.</li> <li>15 Monitoring – necessary resources required.</li> <li>16 Training specific to groups is advised.</li> <li>17 Access to information and services should include people with communication disabilities.</li> <li>18 Complaints procedure – should be fully accessible.</li> <li>19 Timetable – should be 3 years not 5.</li> </ol>	<ul style="list-style-type: none"> <li>• Re consultation referred to Section 8 and Section 11 of the document.</li> <li>• Communications policies will be screened and may be subject to impact assessment.</li> <li>• Re resources – The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> <li>• Re structural change – Council structures are identified at Section 3. For ease of understanding the document will be produced in Plain English.</li> <li>• Screening – this will involve a co-ordinated approach involving the Equality Officer, the Equality Working Group and Senior Management.</li> <li>• The timetable is necessary for operational reasons however the screening process will dictate the timetable.</li> <li>• Screening – 6.1 would agree to amend "intends" to "will".</li> <li>• With reference to the comments relating to screening of policies taking account of expenditure, we refer to 6.3 in the Scheme which makes it clear that policies having significant social, political or cultural impact on the users of the Council services will be screened not withstanding level of expenditure.</li> <li>• Timetable – ours is not based on best value programme but on criteria set out at 5.2. The timetable will be flexible to take account of new policies.</li> <li>• Policies not selected for impact assessment these will be indicated in the screening exercise.</li> <li>• Re 2.5 – this is intended as a general indication of main policy areas, refer to 6.3 which states that all policies will be screened.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Disability Action Contd/</b>		<ul style="list-style-type: none"> <li>• Re 10.1 it is agreed to change the word "intends" to the word "will".</li> <li>• Consultation – we would refer to 11.2 which indicates that we will engage groups in assessing the best means of communication with them.</li> <li>• Consultation times refer to 11.4.</li> <li>• Regarding communication with young people and those with learning disabilities refer to 11.2 which is being amended to refer to specific consideration to be given to these groups.</li> <li>• Regarding resources the Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> <li>• In relation to monitoring details are given at Section 12 of the document</li> <li>• It is not our intention to provide specific training relating to one issue Training will be carried out as detailed at Section 14 of the Scheme.</li> <li>• Regarding access to information and services communications policies will be screened and may be subject to impact assessment. Further consultation may identify good practice in this area.</li> <li>• The complaints procedure will be Reviewed as stated at Section 17.1.</li> <li>• The timetable is necessary for operational reasons however the screening process will dictate the timetable.</li> </ul>
<b>Down Lisburn Trust</b>	<ol style="list-style-type: none"> <li>1 Acknowledged receipt and noted that any views or comments should be made before Monday 19th June 2000.</li> </ol>	<ul style="list-style-type: none"> <li>• None received.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Down's Syndrome Association</b>	<ol style="list-style-type: none"> <li>Equality Schemes are very similar.</li> <li>Information needs to be presented in an accessible way and consultations should be arranged to meet the needs of consultees.</li> <li>Many Schemes have not detailed the policies that will be subject to consultation. It is the identification of such policies and the methods of consultation that will make or break the Schemes. Information should detail those policies not to be subject to further impact assessment as well as those that require further review.</li> <li>Costs should not divert monies from other areas.</li> <li>Councils have little experience of disability and should be aware of this when deciding funding priorities.</li> <li>Staff training should be ongoing and should involve the voluntary sector in the provision of such training.</li> <li>Participation of as wide a range of organisations as possible should be promoted.</li> <li>Actions carried out by a third party could adversely impact on equality.</li> </ol>	<ul style="list-style-type: none"> <li>Lisburn's Equality Scheme is unique to this Council.</li> <li>The Council will be asking groups about the best methods of consultation and the Scheme is accessible in different formats.</li> <li>Lisburn has detailed policy areas and is committed to the fullest consultation throughout the process. Information will be provided on both those policies to be further assessed and those that are not to be.</li> <li>Lisburn has a separate budget for Equality as additional resources.</li> <li>Results of impact assessments may influence future spending priorities.</li> <li>Ongoing general and specific training on equality will be provided – Section 14.</li> <li>The Council list consists of those groups identified in the Equality Commission's guidance and groups within the Borough. Accessible formats will be used.</li> <li>In relation to actions of third parties, the Council procurement policy will be screened and may be subject to impact assessment as with other policies.</li> </ul>
<b>EHSSB</b>	<ol style="list-style-type: none"> <li>Contents of Scheme noted.</li> </ol>	<ul style="list-style-type: none"> <li>Have now advised that they do not have any substantive comment to make on the draft Scheme.</li> </ul>
<b>Employers' Forum on Disability</b>	<ol style="list-style-type: none"> <li>Comments will be forwarded before the closing date, time and resources permitting.</li> <li>Unable to comment in detail due to large number of schemes but very encouraged by initial drafts.</li> <li>All organisations have made significant efforts to develop plans which will ensure that the views and needs of people with disabilities are taken into consideration when policies and practices are planned.</li> <li>Look forward to receiving policy impact assessments and other relevant documents in the future.</li> </ol>	<ul style="list-style-type: none"> <li>Comments noted.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Equality Commission</b>	<ol style="list-style-type: none"> <li>Scheme currently being reviewed.</li> <li>Checklist provided to review Scheme against.</li> <li>Make available a copy of the final Scheme to all those who responded to the consultation exercise.</li> <li>Schemes should be explicit about who will be consulted and how consultation will be carried out.</li> <li>Must be pro-active and not only relying on written documents and responses.</li> <li>The range and extent of the groups should be considered.</li> <li>Special consideration should be given to how to communicate with young people and those with learning difficulties.</li> <li>Scheme should be prepared in Plain English.</li> <li>Further comments provided (21st June 2000 ) without prejudice to the Commission's final decision on the Scheme and relating to form and content rather than substance. General points:                     <ul style="list-style-type: none"> <li>Scheme should include details of work on good relations and how progress will be assessed</li> <li>The Scheme should detail a training programme to encompass all staff.</li> <li>Timetables required in respect of measures in the Scheme.</li> <li>Screening must be specific on this – there must be commitment, consultation and how feedback will be incorporated in the process – important to screen across all nine categories.</li> <li>Importance of being specific – language must be clear – must commit to "necessary resources" to ensure compliance with the duties.</li> <li>Consultation issues were addressed in previous correspondence.</li> </ul> </li> <li>Further comments provided (21st June 2000 ) without prejudice to the Commission's final decision on the Scheme and relating to form and content rather than substance. General points:                     <ul style="list-style-type: none"> <li>Scheme should include details of work on good relations and how progress will be assessed</li> <li>The Scheme should detail a training programme to encompass all staff.</li> <li>Timetables required in respect of measures in the Scheme.</li> <li>Screening must be specific on this – there must be commitment, consultation and how feedback will be incorporated in the process – important to screen across all nine categories.</li> <li>Importance of being specific – language must be clear – must commit to "necessary resources" to ensure compliance with the duties.</li> <li>Consultation issues were addressed in previous correspondence.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Response as per the Chief Executive's letter dated 9th June 2000.</li> <li>The checklist has been used and is a useful document.</li> <li>Response to comments of 21st June 2000 letter:                     <ul style="list-style-type: none"> <li><b>Good relations duty – a paragraph will be included in the scheme relating to the Council's Community Relations Programme for 2000-2001.</b></li> <li>Training – Section 14 of the Scheme indicates that awareness training has already taken place for all staff and that further specialist training will be arranged as appropriate.</li> <li>Timetables – The Council's Scheme includes timetables on the matters referred to.</li> <li>Screening - the Council's Scheme has set out details of how it will screen at Sections 6-9 and has indicated that all policies will be screened.</li> <li><b>Importance of being specific – the Council's Scheme has endeavoured to be clear and a version in Plain English will be prepared. The word appropriate" in relation to allocation of resources will be amended at page 2 and page 4 Section 1.3 to "necessary".</b></li> <li>Consultation – the Council has already be in contact with the Equality Commission in relation to the matter of consultation .</li> <li><b>Prioritisation of Policies for impact assessment – the Scheme will be amended at Section 7.2 to state that the Council intends to take appropriate advice on the weighting of this criteria.</b></li> <li><b>Consultation and Ensuring full Participation – the Scheme is being amended at Section 11.2 to include further details on the matters raised.</b></li> <li><b>Organisations to be consulted – the Council will include individual trade unions, political parties, and relevant politicians in the ongoing consultation on screening and impact assessment and the "Appendix 1" list will be amended at an appropriate time.</b></li> </ul> </li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
Equality Commission contd/	<ul style="list-style-type: none"> <li>• Consultation – should ensure full participation at meetings by consideration of time, venue, accessibility, language used and other matters – details should be given.</li> <li>• Organisations to be consulted – it is noted that no individual trade unions, political parties or politicians are listed.</li> <li>• Monitoring the Scheme should include a commitment that, if monitoring and evaluation show that a policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, the public authority must ensure that the policy is revised.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Monitoring - the Scheme will be amended at Section 12.2 to include commitment to ensuring the revision of a policy where monitoring and evaluation show that the policy results in greater adverse impact than predicted or if opportunities arise which would allow for greater equality of opportunity to be promoted.</b></li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
Equality Forum	<ol style="list-style-type: none"> <li>1 Has the Scheme listed all functions and policies written and unwritten including Guidelines, codes of practice and procedures?</li> <li>2 Have you specified your consultative process?</li> <li>3 Have you specified in detail how the screening process will be carried out?</li> <li>4 Have you specified how an impact assessment will be carried out?</li> <li>5 Have resources been identified for training?</li> </ol>	<ul style="list-style-type: none"> <li>• As indicated at Section 6.3 all policies will be subject to the screening criteria.</li> <li>• The Scheme has identified its consultative process at Section 8 to 11 of the Scheme.</li> <li>• In relation to screening, details are provided at Sections 5 and 6 of the Scheme. The screening exercise will be a co-ordinated exercise involving the Equality Officer the Equality Working Group and Senior Officers of the Council.</li> <li>• Impact assessment methodology is explained in Appendix 2 of the Scheme.</li> <li>• The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Falls Community Council</b>	<ol style="list-style-type: none"> <li>1 Acknowledge the many positive features within the Scheme and the Council commitment.</li> <li>2 All equality Schemes must have a strong focus upon actively promoting equality of opportunity and affirmative action.</li> <li>3 The pursuit of equality is not solely the responsibility of employers in the public sector but has to be an obligation for all sectors of employment.</li> <li>4 The duty of ensuring linguistic equality must be included.</li> <li>5 The central tenet of the Scheme must be to actively promote civil, political, social, economic, cultural and linguistic equality of opportunity.</li> <li>6 Must be made available in Irish.</li> <li>7 Must ensure that the voluntary and community sector is involved throughout the consultation stage.</li> <li>8 Scheme must be written in clear and accessible language.</li> <li>9 Responsibility must be with senior management.</li> <li>10 Necessary resources should be made available to appoint and train an equality officer and awareness of linguistic rights must be taken on board in all training.</li> <li>11 Appropriate sanctions must be taken against staff who fail to effectively operate and implement the equality duty.</li> <li>12 The authority must make the equality duty applicable to the private sector that is awarded public contracts.</li> <li>13 Objectives and targets relating to the equality duty must be included into annual operating plans.</li> <li>14 Equality Scheme needs to state that employees should disclose membership of oath bound organisations.</li> </ol>	<ul style="list-style-type: none"> <li>• The Council is committed to its fulfilment of Section 75 obligations.</li> <li>• Information and Scheme will be made available in various formats including minority languages. Regarding access to information and services we refer to Section 15 of the Scheme.</li> <li>• Extensive consultation will be carried out with the groups identified under appendix one of the Scheme and will be available in accessible formats including plain English.</li> <li>• Both the Mayor and the Chief Executive will sign the final Scheme. The establishment of the Equality Working Group who report to the Chief Executive who reports to the Strategic Policy Committee and the appointment of an Equality Officer demonstrates the commitment of the Council.</li> <li>• Policies relating to staff conduct will be subject to screening and possible impact assessment.</li> <li>• The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> <li>• In relation to actions of third parties, the Council procurement policy will be screened and may be subject to impact assessment as with other policies.</li> <li>• The Council has included the duty in its strategic plan.</li> <li>• A copy of the finalised Scheme will be sent to all organisations that responded to the consultations.</li> <li>• A comprehensive screening exercise will take place as detailed in page 9 of the Scheme.</li> <li>• The methodology of impact assessments is detailed in Appendix 2 of the scheme.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Falls Community Council contd/</b>	<ol style="list-style-type: none"> <li>15 Consultation needs to be done in such a way that there are no barriers for those who are affected by the policies. All documentation should be made available in format and language that is accessible to the consultees.</li> <li>16 A copy of the finalised Scheme must be sent to the organisations who are on the list of consultees detailing how responses received have been dealt with and must be written in accessible format.</li> <li>17 Screening must apply to all policies and importantly employment, procurement and provision of service.</li> <li>18 Prioritisation must be made in consultation with those affected.</li> <li>19 Screening cannot be restricted by budgetary constraints.</li> <li>20 The method of impact assessment must be clear and the data up to date and accurate.</li> <li>21 Results need to be publicised.</li> <li>22 Monitoring and evaluation procedure must include a needs assessment, evaluability assessment, structured conceptualisation, implementation evaluation, process evaluation, outcome evaluations, impact evaluations and secondary analysis.</li> <li>23 Impact of policies must be monitored including adverse impact and the methodology must be clear.</li> <li>24 Resources need to be made for constituent groups to independently monitor.</li> <li>25 Existing monitoring must be reviewed and widened to include ethnic origin disability etc.</li> <li>26 Equality training must include trainers from the named categories in Section 75 and must be evaluated. This should range from induction to intense training.</li> <li>27 The effectiveness of training must be reviewed and commitment stated.</li> </ol>	<ul style="list-style-type: none"> <li>• Monitoring details are as detailed on page 12 of the Scheme.</li> <li>• Training awareness has been carried out and ongoing training will be carried out as needs be using a variety of training organisations. It is not intended to provide specific training relating to one issue.</li> <li>• The Scheme identifies its timetable on page 15.</li> <li>• The Council will review its complaint procedure to ensure that it complies with the Equality Legislation.</li> <li>• In relation to information and services, the Council will be screening its communications policies and they may be subject to impact assessment.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
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<b>Falls Community Council contd/</b>	28 Impact assessments and monitoring must be sent to consultees as soon as possible and published in relevant magazines and newspapers.	
	29 Information and services must be made available in Irish and all databases must be made publicly accessible.	
	30 The Scheme must include a timetable.	
	31 Complaint procedures have to be clear and simple and should detail a timeframe and have an independent ombudsman.	
	32 A formal review must include consultees.	

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
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<b>Foundry Regeneration Trust</b>	1 Acknowledge the many positive features within the Scheme and the Council commitment.	<ul style="list-style-type: none"> <li>The Council is committed to its fulfilment of Section 75 obligations.</li> <li>Information and Scheme will be made available in various formats including minority languages. Regarding access to information and services we refer to Section 15 of the Scheme.</li> <li>Extensive consultation will be carried out with the groups identified under appendix one of the Scheme and will be available in accessible formats including Plain English.</li> <li>Both the Mayor and the Chief Executive will sign the final Scheme. The establishment of the Equality Working Group who report to the Chief Executive who reports to the Strategic Policy Committee and the appointment of an Equality Officer demonstrates the commitment of the Council.</li> <li>Policies relating to staff conduct will be subject to screening and possible impact assessment.</li> <li>The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> <li>In relation to actions of third parties, the Council procurement policy will be screened and may be subject to impact assessment as with other policies.</li> <li>The Council has included the duty in its strategic plan.</li> <li>A copy of the finalised Scheme will be sent to all organisations that responded to the consultations.</li> <li>A comprehensive screening exercise will take place as detailed in page 9 of the Scheme.</li> </ul>
	2 All Equality Schemes must have a strong focus upon actively promoting equality of opportunity and affirmative action.	
	3 The pursuit of equality is not solely the responsibility of employers in the public sector but has to be an obligation for all sectors of employment.	
	4 The duty of ensuring linguistic equality must be included.	
	5 The central tenet of the Scheme must be to actively promote civil, political, social, economic, cultural and linguistic equality of opportunity.	
	6 Must be made available in Irish.	
	7 Must ensure that the voluntary and community sector is involved throughout the consultation stage.	
	8 Scheme must be written in clear and accessible language.	
	9 Responsibility must be with senior management.	
	10 Necessary resources should be made available to appoint and train an Equality Officer and awareness of linguistic rights must be taken on board in all training.	
	11 Appropriate sanctions must be taken against staff who fail to effectively operate and implement the equality duty.	
	12 The authority must make the equality duty applicable to the private sector that is awarded public contracts.	
	13 Objectives and targets relating to the equality duty must be included into annual operating plans.	
	14 Equality Scheme needs to state that employees should disclose membership of oath bound organisations.	

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Foundry Regeneration Trust contd/</b>	<p>15 Consultation needs to be done in such a way that there are no barriers for those who are affected by the policies. All documentation should be made available in format and language that is accessible to the consultees.</p> <p>16 A copy of the finalised Scheme must be sent to the organisations who are on the list of consultees detailing how responses received have been dealt with and must be written in accessible format.</p> <p>17 Screening must apply to all policies and importantly employment, procurement and provision of service.</p> <p>18 Prioritisation must be made in consultation with those affected.</p> <p>19 Screening cannot be restricted by budgetary constraints.</p> <p>20 The method of impact assessment must be clear and the data up to date and accurate.</p> <p>21 Results need to be publicised.</p> <p>22 Monitoring and evaluation procedure must include a needs assessment, evaluability assessment, structured conceptualisation, implementation evaluation, process evaluation, outcome evaluations, impact evaluations and secondary analysis.</p> <p>23 Impact of policies must be monitored including adverse impact and the methodology must be clear.</p> <p>24 Resources need to be made for constituent groups to independently monitor.</p> <p>25 Existing monitoring must be reviewed and widened to include ethnic origin disability etc.</p> <p>26 Equality training must include trainers from the named categories in Section 75 and must be evaluated. This should range from induction to intense training.</p>	<ul style="list-style-type: none"> <li>The methodology of impact assessments is detailed in appendix 2 of the Scheme.</li> <li>Monitoring arrangements are as detailed in page 12 of the scheme.</li> <li>Training awareness has been carried out and ongoing training will be carried out as needs be using a variety of training organisations. It is not intended to provide a specific training relating to one issue.</li> <li>The Scheme identifies its timetable on page 15.</li> <li>The Council will review its complaint procedure to ensure that it complies with the Equality Legislation.</li> <li>In relation to information and services the council will be screening its communications policies and they may be subject to impact assessment.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Foundry Regeneration Trust contd/</b>	<p>27 The effectiveness of training must be reviewed and commitment stated.</p> <p>28 Impact assessments and monitoring must be sent to consultees as soon as possible and published in relevant magazines and newspapers.</p> <p>29 Information and services must be made available in Irish and all databases must be made publicly accessible.</p> <p>30 The Scheme must include a timetable.</p> <p>31 Complaint procedures have to be clear and simple and should detail a timeframe and have an independent ombudsman.</p> <p>32 A formal review must include consultees.</p>	
<b>Housing Executive</b>	<p>1 The Housing Executive will only respond in detail to those equality schemes which have a direct impact on housing issues</p>	<ul style="list-style-type: none"> <li>Noted</li> </ul>
<b>LEDU.</b>	<p>1 Will provide a full reply in due course.</p>	<ul style="list-style-type: none"> <li>None received.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Lesbian Line</b>	<ol style="list-style-type: none"> <li>1 Actively promoting equality. The Council must initiate and support awareness campaigns and consult with LGBT organisations. It is not enough to have an Equal Opportunities policy, which includes sexual orientation.</li> <li>2 You need to consult actively with LGBT groups and listen and take action on the experience and information that such groups can provide.</li> <li>3 Ownership should be with senior managers. Should have equality officers who can develop procedures for change. Staff awareness and training must be provided which consists of LGBT trainers. Recruitment policies should be reviewed.</li> <li>4 Need to collect baseline data.</li> <li>5 Need to include a detailed timetable.</li> <li>6 A copy of the final Scheme should be sent to LL identifying reasons for not incorporating suggestions and those that have been incorporated. The Scheme should be published in magazines and publications aimed specifically at LGBT people.</li> </ol>	<ul style="list-style-type: none"> <li>• The Council has consulted with LGBT and will continue to do so throughout the process.</li> <li>• Ownership is with the Council and the Chief Executive has day to day responsibility delegated in part to the Equality Working Group. The Council has a dedicated Equality Officer and a programme of training and awareness for all employees and Elected Members is ongoing.</li> <li>• Monitoring will be reviewed and external assistance may be required.</li> <li>• Scheme has a comprehensive timetable included.</li> <li>• A copy of the final Scheme will be issued to all those groups who replied. The final Schemes will be available from the Council and this fact will be advertised in the main NI papers as well as local papers serving the Borough. In relation to publication of Scheme we refer to Section 16 of the Scheme.</li> </ul>
<b>Lisburn Peace and Reconciliation Partnership</b>	<ol style="list-style-type: none"> <li>1 No immediate comments other than to welcome the approach taken by the Council and that the partnership will endeavour to support the Council in its implementation.</li> </ol>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Lisburn Sports Advisory Council</b>	<ol style="list-style-type: none"> <li>1 The Scheme adequately covers the requirements of Section 75.</li> <li>2 Sport is a major bridge builder between communities and individuals.</li> <li>3 The list of groups consulted is sufficiently wide ranging to allow a broad spectrum of views to be expressed.</li> </ol>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>
<b>MENCAP</b>	<ol style="list-style-type: none"> <li>1 The Scheme should include a commitment to the needs of children and adults with learning disabilities.</li> <li>2 There is an absence of detail regarding consultation.</li> <li>3 Communication is important for people with learning disabilities. MENCAP has drafted Guidelines on making information more accessible to people with a learning disability.</li> <li>4 Accessibility of services – Scheme should identify which could be offered on an outreach basis.</li> <li>5 The Scheme should say how consultation will take place with those with learning disabilities and their families.</li> <li>6 The consultation period of 2 months will not be sufficient.</li> <li>7 There should be a commitment in the Scheme to identify data and research gaps so information can be gathered about the experiences of people with a learning disability and their carers.</li> <li>8 Prioritisation of impact assessments – there should be more information about the additional criteria, if any, used to make priority decisions.</li> <li>9 Monitoring - a commitment should be included to monitor uptake and use of all services by people with a learning disability and their carers.</li> </ol>	<ul style="list-style-type: none"> <li>• Refer to 1.3 of the Scheme stating the Council commitment to the fulfilment of its Section 75 obligations.</li> <li>• Refer to Section 11.2 which indicates that groups will be engaged on best methods of consultation to use for them.</li> <li>• Refer to comment directly above. MENCAP Guidelines will be acquired to assist us.</li> <li>• Regarding accessibility of services, screening and impact assessment will identify potential improvement in services.</li> <li>• Regarding consultation please refer to Section 11.2 of the Scheme.</li> <li>• Refer to consultation time please refer to 11.4 of the Scheme which has followed the guidance of the Equality Commission.</li> <li>• Please refer to "Appendix 2" of the Scheme in relation to data and research.</li> <li>• Criteria for identifying impact assessments is as detailed at Section 7.2 of the Scheme.</li> <li>• Details of monitoring arrangements are given at Section 12 of the Scheme.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Multi-Cultural Resource Centre</b>	<ol style="list-style-type: none"> <li>1 Few accurate statistics may lead to ethnic groups being overlooked.</li> <li>2 Representation of ethnic groups is low amongst policy deciders and such groups have few resources.</li> <li>3 Recruitment hampered because of accreditation difficulties of non-EU qualifications.</li> <li>4 Training required.</li> <li>5 Newer or less familiar equality issues may be excluded.</li> <li>6 Unwritten rules must be considered as well as written policies.</li> <li>7 Each Council can design data collection. The Census 2001 data is awaited.</li> <li>8 Advertising, career days etc should be utilised effectively to attract candidates from ethnic minorities.</li> <li>9 MCRC recommends that all constituencies be consulted.</li> </ol>	<ul style="list-style-type: none"> <li>• The Council is committed to the widest possible consultation, which will hopefully avoid groups or individuals being overlooked.</li> <li>• Recruitment procedures will be screened and may be subject to impact assessment.</li> <li>• Training is being provided to all staff and more specific training may be arranged if needs be.</li> <li>• The Council will adhere to its obligations under Section 75 of the Act.</li> <li>• The Council will identify all policies and functions for screening including both written/unwritten and formal/informal.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>NI Women's European Platform</b>	<ol style="list-style-type: none"> <li>1 Delighted that the Council has identified the training organisation but would like to know what experience they have in this area. Has the Council thought of partnerships with local voluntary/community groups in the provision of training?</li> <li>2 One of the few who have indicated a sense of commitment by appointing a full time Equality Officer.</li> <li>3 To many older rural and disabled women transportation can be a problem.</li> <li>4 Replace the word "may" with "will" in reference to the publication of the Scheme.</li> <li>5 Would the Council accept anonymous complaints and through verbal contacts.</li> <li>6 How will the Council decide is suggestions/ comments are accepted rejected, who is responsible for ensuring gender assessment and monitoring and how is the Council going to assess the impact of tenders?</li> </ol>	<ul style="list-style-type: none"> <li>• Advise that the Council has not considered the use of local voluntary organisations at this stage because the training is of a general nature.</li> <li>• We will be consulting groups on the best methods of consultation.</li> <li>• <b>Replace the word "may" with "will" in paragraph 13.1 of the Scheme.</b></li> <li>• Issue in relation to the acceptance and format of complaints will be considered as part of the review of the Council complaints procedure. As stated at Section 17.1.</li> <li>• The Equality Working Group and the equality Officer will address these issues when all consultations have been received but generally monitoring will take place on a formal basis and suggestions not accepted will be advised why. The procurement process will be subject to screening and to possible impact assessment.</li> </ul>
<b>Parents and Professional and Autism</b>	<ol style="list-style-type: none"> <li>1 Have to rely on Mencap and Disability Action to co-ordinate a response.</li> </ol>	Noted.

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>RNIB/Sensory Disability Consortium</b>	<ol style="list-style-type: none"> <li>Do not simply repeat Guidelines include relevant policies and functions in the Scheme.</li> <li>Details of screening and impact assessment should be given.</li> <li>Appropriate formats should be available for the hearing impaired and visually impaired.</li> <li>Consultation should be appropriate as should access to information.</li> <li>In relation to screening further explanation on the criteria is needed so that no policies are inappropriately screened out.</li> <li>Specific training on sensory disability awareness should be given.</li> <li>Necessary resources should be available.</li> <li>Those with sensory disabilities have historically not had priority.</li> </ol>	<ul style="list-style-type: none"> <li>Function and policy areas are detailed at Sections 2.4 and 2.5 of the Scheme.</li> <li>Screening procedures are detailed at Sections 6 to 9 of the Scheme. The criteria for screening follows the guidance given in the Equality Commission Guidelines.</li> <li>The Scheme will be available in a variety of formats and as per Section 15.3 the Council will undertake an assessment of its arrangements for providing information in various formats including minority language.</li> <li>Details on consultation are given at Section 11 and access to information and services at Section 15.</li> <li>The Council has used the screening criteria given in the Guidelines prepared by the Equality Commission.</li> <li>It is not our intention to provide specific training relating to one issue.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>RNID</b>	<ol style="list-style-type: none"> <li>Our Response has adopted a generic approach. We welcome the Section 75 duty and its obligations. Deaf and hard of hearing people have needs that are currently not being met.</li> <li>Public Bodies must take a new approach – with use of understandable formats, appropriate services, all employees afforded equal facilities in the workplace.</li> <li>Policies and Procedures should not discriminate against deaf people. This means making things easier in practical ways. and that staff are trained to help people with a hearing loss. We suggest a number of minimum standards in relation to the following:-  <i>Policy</i> – policy and procedures must address the needs of deaf and hard of hearing people.  <i>Listening environments</i> – must Consider e.g. induction loops  <i>Training</i> - staff should be trained to communicate effectively.  <i>Equipment</i> – might include text phones, listening devices, vibrating pagers and others.  <i>Alarms</i> – should be accessible by visual or vibrating means.  <i>Telephone and Textphone</i> – must have at least one such line. Public telephones should be accessible.  <i>Typetalk</i> – operates by turning Text into speech and back again must know how to use it.                      Communication support – must be free of charge and of a type preferred by the deaf person.                      Signage and visual information audible information must be provided in visual form.</li> <li>We are considering holding an information/deaf awareness seminar for Equality Officers is your organisation interested.</li> </ol>	<ul style="list-style-type: none"> <li>The Council's communications policies will be subject to screening and possible impact assessment.</li> <li>In relation to provision of information, refer to Section 15.3, which advises the Council will undertake an assessment of its arrangements for providing information in various formats taking account of likely demand and resource implications.</li> <li>In relation to consultation, refer to Section 11.2 which indicates that the Council will be sensitive to the needs of those with whom it is consulting and will engage with organisations in assessing best means of consultation. The Section advises that account will be taken of appropriateness of venues, meeting times and appropriate facilitation of consultation.</li> <li>In relation to training, refer to Section 14.</li> <li>It is not intended to provide specific training relating to one issue.</li> <li>Recruitment policy may be impact assessed and will include provision for the recruitment of people with disabilities.</li> <li>The Council will be interested in your information/awareness seminar.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Save the Children</b>	<ol style="list-style-type: none"> <li>1 It is regrettable that the Council has not done more to identify individual policy areas.</li> <li>2 The Scheme must identify steps to be taken to consult on the screening process prior to impact assessments.</li> <li>3 The list of the policies that should be impact assessed as a minimum is detailed.</li> <li>4 Consultation directly with children and young people is of particular importance.</li> <li>5 The draft Scheme fails to deal with the issue of specific training for facilitating consultations with young people.</li> <li>6 Developments in other Councils are worth noting i.e Fermanagh's Youth Council.</li> <li>7 The failure to acknowledge that children and young people is a particular risk area is a serious omission.</li> <li>8 Minimal reference to promoting good relations is disappointing. Policies should include unwritten as well as written.</li> <li>9 Recommend that the revised Scheme include a specific commitment to consider how the Council will actively seek to promote good relations.</li> </ol>	<ul style="list-style-type: none"> <li>• We refer to 6.3 of the Scheme which indicates that all policies will be subject to screening.</li> <li>• The screening process is the mechanism, which will be used to identify further impact assessments.</li> <li>• The Council will engage with groups in relation to the best ways of consulting – Section 11.2 of the Scheme.</li> <li>• The Council Strategy 2000-2005 has identified that a Council youth strategy and agreed action plan will be drawn up and a Youth Council developed.</li> <li>• The legislation refers to equality of opportunity in relation to age and this is taken to mean young as well as old.</li> <li>• Promoting good relations will be included in each policy impact assessment and policies will include those that are written and unwritten and formal and informal.</li> </ul>
<b>Seymour Hill and Conway Ramblers Association</b>	<ol style="list-style-type: none"> <li>1 The proposed arrangements in relation to training, publication of information and access to information and services are adequate.</li> <li>2 The lists of those consulted meet needs.</li> <li>3 The arrangements for assessing and consulting meet my needs.</li> <li>4 The timetables are appropriate.</li> </ol>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>Simon Community</b>	<ol style="list-style-type: none"> <li>1 It would be premature to go into the finer detail of the Scheme pre-equality impact assessment stage.</li> <li>2 Comments as per Council for the Homeless responses already detailed.</li> </ol>	<ul style="list-style-type: none"> <li>• The response and comments for the Council for the Homeless apply here.</li> </ul>
<b>South Eastern Education and Library Board</b>	<ol style="list-style-type: none"> <li>1 Board welcomes the commitment to discharge fully and effectively the new equality obligations.</li> <li>2 No specific points to raise at this point other than to request future involvement in consultation.</li> </ol>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>
<b>Training and Learning (Community Relations)</b>	<ol style="list-style-type: none"> <li>1 The issue of culture must be addressed.</li> <li>2 The promotion of equality can lead to good relations within the workforce. TLC holds a register of trainers and facilitators.</li> <li>3 TLC advises that general training in equality awareness should be provided for all staff.</li> <li>4 Performance indicators should be built in to management systems.</li> <li>5 Staff should have access to the Scheme.</li> </ol>	<ul style="list-style-type: none"> <li>• In meeting our obligations under the Act, the culture of the organisation will evolve in the light of the ongoing equality process.</li> <li>• TLC will be considered as a potential provider of further training in this area once further training needs have been identified.</li> <li>• Section 3.6 and Section 14 details the general awareness training that the Council is undertaking in conjunction with Counteract.</li> <li>• The duty is specified as a specific objective in the Council strategy, which in turn is cascaded to departmental and individual performance plans.</li> <li>• All staff will receive a copy of the Scheme.</li> </ul>
<b>Translink</b>	<ol style="list-style-type: none"> <li>1 Draft Schemes are being considered on the 19th June 2000 after which comments will be forwarded.</li> </ol>	<ul style="list-style-type: none"> <li>• None received as yet.</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
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<b>UNISON</b>	<ol style="list-style-type: none"> <li>The foreword should specify that the Council should have "due regard" to promotion of equality of opportunity and should reflect suitable weight of equality of opportunity considerations in decision making.</li> <li>Consultation arrangements – the Scheme does not outline how these will differ from previous consultations.</li> <li>The Council roles, functions and policies should be set out in simple accessible language.</li> <li>There should be some analysis and information in relation to the Council role in people’s lives .</li> <li>There should be clarity in detailing the Council decision making processes.</li> <li>All policies written or unwritten should be included.</li> <li>In relation to procurement and employment the Council should detail a number of obligations and commitments.</li> <li>Organisational structures should be detailed.</li> <li>Screening - there should be detail on consultation timescale and functions.</li> <li>Impact assessments – the Scheme should follow the Guidelines. Details must be given of arrangements for consultation.</li> <li>Consultation – must be effective and follow Guidelines recommendations. Must pay attention to those with linguistic, literacy and cultural barriers to overcome – outreach and innovation may be required in consultation methods.</li> </ol>	<ul style="list-style-type: none"> <li>It is considered that the foreword appropriately reflects the Council commitment to the Section 75 obligations.</li> <li>Consultation – details are given at Section 11 and indicate the Council will engage with groups on how best they may carry out consultation.</li> <li>Regarding roles, functions and policies details are given at Section 2. A Plain English version of the Scheme is being prepared.</li> <li>Regarding analysis on Council role the factors referred to in the response may be considered when the impact assessment stage takes place.</li> <li>Re decision-making we refer to Section 3 which gives details.</li> <li>Re policies – we refer to Section 6.3 which advises that all policies will be screened.</li> <li>Re procurement and employment these are included in the list of policy areas which will be subject to screening and possible impact assessment. Points raised in the response may be considerations within the impact assessments.</li> <li>Re structures – details are given at Section 3.</li> <li>Re screening and impact assessments details are given at Sections 6 – 10.</li> <li>Re Consultation – details are given at Section 11.</li> </ul>
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ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
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<b>UNISON contd/</b>	<ol style="list-style-type: none"> <li>Monitoring – arrangements and timescales for the process should be set out and specific data made available.</li> <li>Publication and access to information – there should be equality of access to information. The Scheme should be circulated widely. should be detailed.</li> <li>Training – all staff should be trained urgently.</li> <li>Complaints – Scheme should contain specific details.</li> <li>(Timetables, objectives and targets)</li> </ol>	<ul style="list-style-type: none"> <li>Re Monitoring – details are given at Section 12 and detail as to data collection is detailed at "Appendix 2".</li> <li>Re publication and access – details are given Section 13.</li> <li>Re training – details are given at Section 14 –training has already taken place.</li> <li>Re complaints – details are given at Section 17.</li> <li>Timetables etc are detailed in the scheme.</li> </ul>
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ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>West Belfast Economic Forum</b>	<ol style="list-style-type: none"> <li>1 Acknowledge the many positive features within the Scheme and the Council commitment.</li> <li>2 All equality Schemes must have a strong focus upon actively promoting equality of opportunity and affirmative action.</li> <li>3 The pursuit of equality is not solely the responsibility of employers in the public sector but has to be an obligation for all sectors of employment.</li> <li>4 The duty of ensuring linguistic equality must be included.</li> <li>5 The central tenet of the Scheme must be to actively promote civil, political, social, economic, cultural and linguistic equality of opportunity.</li> <li>6 Must be made available in Irish.</li> <li>7 Must ensure that the voluntary and community sector is involved throughout the consultation stage.</li> <li>8 Scheme must be written in clear and accessible language.</li> <li>9 Responsibility must be with senior management.</li> <li>10 Necessary resources should be made available to appoint and train an equality officer and awareness of linguistic rights must be taken on board in all training.</li> <li>11 Appropriate sanctions must be taken against staff who fail to effectively operate and implement the equality duty.</li> <li>12 The authority must make the equality duty applicable to the private sector that is awarded public contracts.</li> <li>13 Objectives and targets relating to the equality duty must be included into annual operating plans.</li> <li>14 Equality Scheme needs to state that employees should disclose membership of oath bound organisations.</li> </ol>	<ul style="list-style-type: none"> <li>• The Council is committed to its fulfilment of Section 75 obligations.</li> <li>• Information and Scheme will be made available in various formats including minority languages. Regarding access to information and services we refer to Section 15 of the Scheme.</li> <li>• Extensive consultation will be carried out with the groups identified under Appendix 1 of the Scheme and will be available in accessible formats including Plain English.</li> <li>• Both the Mayor and the Chief Executive will sign the final Scheme, the establishment of the Equality Working Group who report to the Chief Executive who reports to the Strategic Policy Committee and the appointment of an Equality Officer demonstrates the commitment of the Council.</li> <li>• Policies relating to staff conduct will be subject to screening and possible impact assessment.</li> <li>• The Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.</li> <li>• In relation to actions of third parties, the Council procurement policy will be screened and may be subject to impact assessment as with other policies.</li> <li>• The Council has included the duty in its strategic plan.</li> <li>• A copy of the finalised Scheme will be sent to all organisations that responded to the consultations.</li> <li>• A comprehensive screening exercise will take place as detailed in page 9 of the Scheme.</li> <li>• In relation to employment this is included in the list of policy areas</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
<b>West Belfast Economic Forum contd/</b>	<ol style="list-style-type: none"> <li>15 Consultation needs to be done in such a way that there are no barriers for those who are affected by the policies. All documentation should be made available in format and language that is accessible to the consultees.</li> <li>16 A copy of the finalised Scheme must be sent to the organisations who are on the list of consultees detailing how responses received have been dealt with and must be written in accessible format.</li> <li>17 Screening must apply to all policies and importantly employment, procurement and provision of service.</li> <li>18 Prioritisation must be made in consultation with those affected.</li> <li>19 Screening cannot be restricted by budgetary constraints.</li> <li>20 The method of impact assessment must be clear and the data up to date and accurate.</li> <li>21 In relation to impact assessment use in policy development we look forward to proposals to counteract gross under-representation of catholics and women in your workforce particularly the middle and senior management positions.</li> <li>22 Results need to be publicised.</li> <li>23 Monitoring and evaluation procedure must include a needs assessment, evaluability assessment, structured conceptualisation, implementation evaluation, process evaluation, outcome evaluations, impact evaluations and secondary analysis.</li> <li>24 Impact of policies must be monitored including adverse impact and the methodology must be clear.</li> <li>25 Resources need to be made for constituent groups to independently monitor.</li> <li>26 Existing monitoring must be reviewed and widened to include ethnic origin disability etc.. which will be subject to screening and possible impact assessment. Points raised in the response may be considerations within the impact assessments.</li> </ol>	<ul style="list-style-type: none"> <li>• The methodology of impact assessments is detailed in Appendix 2 of the Scheme.</li> <li>• Monitoring arrangements are as detailed in page 12 of the Scheme</li> <li>• Training awareness has been carried out and ongoing training will be carried out using a variety of training organisations. It is not intended to provide specific training relating to one issue.</li> <li>• The Scheme identifies its timetable on page 15.</li> <li>• The Council will review its complaint procedure to ensure that it complies with the Equality Legislation.</li> <li>• In relation to information and services the Council will be screening its communications policies and they may be subject to impact assessment</li> </ul>

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
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**West Belfast Economic Forum contd/**

- 27 Equality training must include trainers from the named categories in Section 75 and must be evaluated. This should range from induction to intense training.
- 28 The effectiveness of training must be reviewed and commitment stated
- 29 Impact assessments and monitoring must be sent to consultees as soon as possible and published in relevant magazines and newspapers.
- 30 Information and services must be made available in Irish and all databases must be made publicly accessible.
- 31 The Scheme must include a timetable.
- 32 Complaint procedures have to be clear and simple and should detail a timeframe and have an independent ombudsman.
- 33 A formal review must include consultees

**Women's Resource and Development Agency**

- 1 As the group has limited resources it does not intend to reply on the Council Scheme however it would like the Council to consider who the main stakeholders are in its work and the creation of a priority list.
- 2 Have the Council considered its method of consultation and whether it could link up with other public bodies in order to ensure that community groups resources are used to maximum effectiveness.
- 3 Will the response rate be considered a criterion of effective consultation?

- Consultation will be extensive and will be based where possible upon the needs of consultees.
- The Council has described its methodology in terms of consultation on page 11 of its Scheme. It does not consider it appropriate to link up with other public sector bodies in terms of consultation as each Council is a distinct employer with distinct policies appropriate to its own functions.

ORGANISATION	MAIN POINTS OF RESPONSE	COMMENTS ON RESPONSES
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**Women's Support Network**

- 1 Want clarification on how the Council will engage in consultation with voluntary and community organisations. Necessary resources should be permitted. Accessibility is vital. Up-to-date methods of consultation should be considered.
- 2 Screening – listing functions is not sufficient – a timetable should be given for screening.
- 3 The use of the social need as a criterion for prioritisation is problematic as the TSN definition uses unemployment as its basis rather than e.g. dependence on benefits.
- 4 Information provision – re consultation relevant information should be made available and research commissioned if necessary.
- 5 Training – should be undertaken by organisations which specialise in community facilitation methodologies.
- 6 Impact assessments – an important stage – time-tabling is important and consultation time. How will our input be fed into the process.
- 7 Procurement – many Schemes fail to mention this as an area requiring equality proofing. We trust this is the beginning of a dialogue on equality issues.

- Details of consultation are given at Section 11 of the document and advise how we intend to engage with organisations on best methods of consultation. Regarding resources - the Council has a dedicated budget for equality and has recently appointed an Equality Officer. As the process develops and policies and functions are assessed, it is inevitable that the Council will consider new approaches.
- Regarding screening details of this including timetable are given at Section 6 to 9 of the document.
- Details on provision of public access to information and services is detailed at Section 15. In relation to procuring data we refer to "Appendix 2".
- Training – refer to Section 14 –training has already taken place.
- Impact assessment – details on this are given at Section 10 and "Appendix 2" and details of prioritisation at Section 7.
- Procurement – this is referred to at Section 2.5 and will be subject to screening and possible impact assessment.

**Youth Council for Northern Ireland**

- 1 Key concern is how young people may be appropriately consulted and involved in the process of assessing the impact of policies. Has enclosed a summary of a guide to consulting called Youthproofing.

- The Council welcomes the summary document and will take account of it when considering methods of consulting.