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STATEMENT BY MINISTER AND PERMANENT SECRETARY ON THE EQUALITY SCHEME

EQUALITY SCHEME FOR THE DEPARTMENT OF CULTURE, ARTS AND LEISURE (DCAL)

Statement by the Minister and Permanent Secretary

The introduction of the Statutory Duty, which formed part of the Belfast Agreement, and implemented by the Northern Ireland Act 1998 placed equality considerations at the heart of public policy decision making in a way that is unique to Northern Ireland

The Public Sector Equality Duty contained in Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out all their functions, powers and duties relating to Northern Ireland, to have due regard to the need to promote equality of opportunity, and regard to the desirability of promoting good relations.

The Department of Culture, Arts and Leisure is fully committed to fulfilment of its obligations under Section 75 of the Northern Ireland Act 1998. This Draft Equality Scheme sets out how this Department proposes to fulfil those obligations.

We aim to ensure that the statutory duties are effective and visible in practice and we will give strong leadership in the development, design, and implementation of all policies and services to achieve this.

We are also committed to ensuring that there are effective internal arrangements in place to ensure that the duties are effectively complied with including the monitoring and reviewing of progress.

**MICHAEL MCGIMPSEY
MINISTER**

**AIDEEN MCGINLEY
PERMANENT SECRETARY**

DRAFT EQUALITY SCHEME FOR THE DEPARTMENT OF CULTURE, ARTS AND LEISURE (DCAL)

1. Introduction

1.1 The Department of Culture, Arts and Leisure (DCAL) has been created as part of the new Departmental arrangements for a devolved administration. It amalgamates agencies and functions previously associated with the Department of Education for Northern Ireland, the Department of Agriculture for Northern Ireland, the Department of the Environment for Northern Ireland and the Department of Finance and Personnel. The Department will take the lead in the development of Northern Ireland as a centre of excellence through the medium of culture, arts and leisure to promote the development of a vibrant diverse sector that supports, enriches and sustains a creative cultured community. By the very nature of its work and its ethos it will be committed to the promotion of equality of opportunity, good relations and diversity.

1.2 Section 75 of the Northern Ireland Act 1998 ('the Act') requires the Department in carrying out all its functions, powers and duties relating to Northern Ireland, to have due regard to the need to promote equality of opportunity :

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

- between persons with dependants and persons without.

1.3 In addition, without prejudice to its obligation above, the Department shall, in carrying all out its functions, powers and duties relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

1.4 Schedule 9 of the Act requires the Department to set out in an Equality Scheme how it proposes to fulfil the duties imposed by Section 75. This document is intended to fulfil that statutory requirement.

1.5 The Department will ensure that implementation of the Section 75 obligation is supported efficiently and effectively with necessary resourcing. It will communicate to and train its staff on the requirements of the statutory obligations and how they can efficiently be implemented (see Section 12 below).

2. Functions

2.1 The functions of the Department for purposes of the Act include its powers and duties. These are wide-ranging. In this Scheme the following are to be regarded as the Department's functions and Executive Agencies

Arts

Inland Fisheries

Inland Waterways

Libraries

Linguistic diversity

Museums

Sport

With two Executive Agencies

Ordnance Survey

Public Record office

2.2 The Department, as an integral part of the NICS, fully subscribes to and operates NICS corporate policies. In addition, the Department, in concert with other employing Departments and their Agencies working in conjunction with the Central Personnel Group (CPG) in the Department of Finance and Personnel (DFP), contributes and will continue to contribute positively to the development and maintenance of such policies including any impact assessment, through existing NICS-wide personnel fora, for example, the Personnel Directors Group.

[Note: All NI Departments and the Northern Ireland Office are represented on the Personnel Directors Group. The Group, which is chaired at Grade 3 (Under Secretary) level by the CPG meets at least 12 times a year to provide leadership and strategic direction on NICS Corporate personnel policies.]

2.3 This Department will provide such information which may be required by DFP in carrying out these equality impact assessments and will participate in any steering group established by DFP to oversee the assessments.

2.4 Within each of these functions the Department has identified the following objectives:

Arts: The aim of the Department is to enrich the life and personal development of as many people as possible through the creativity

of the arts. It also aims to encourage access to, appreciation of and participation in, a broad range of arts activities and to promote quality and excellence.

Fisheries Conservancy Board: Is responsible for the conservation and protection of the salmon and inland fisheries of Northern Ireland other than the fisheries of the Londonderry and Newry areas which are the responsibility of the Foyle, Carlingford and Irish Lights Commission.

Inland Fisheries: The aims are to pursue the best interests of the inland fisheries industry in the development and operation of national and EU fisheries and environmental policies, and to assist the provision of cost effective fisheries infrastructure.

Inland Waterways: The main aim is to promote sustainable development of navigation and recreational facilities on inland waterways.

Libraries: The overall aim of the library service is to bring knowledge and enjoyment to as many people as possible through access to books and other information sources.

- to seek to achieve the highest standards in library and information services for all people in Northern Ireland;
- to promote and encourage the interchange of ideas in questions relating to the library and information services;
- to supply information and advice;
- to exercise vigilance in relation to all proposed legislation, regulations and administrative arrangements affecting library and information services;

- to provide a collective voice for library and information services.

Linguistic Diversity: To enable Government to give effect to the commitments in the Good Friday Agreement and the Council of Europe Charter for Regional or Minority Languages

Museums:

- to promote knowledge and use of Northern Ireland's rich cultural treasures
- to promote and celebrate cultural diversity
- to preserve and make available Northern Ireland's cultural resources to the widest possible audience
- to increase participation in culture through enhancing access to, and the quality of, museum facilities and services.

Ordnance Survey: The overall aim of the Agency is to effectively and efficiently create and maintain a topographic archive of Northern Ireland to the required standards of currency and completeness, and to meet the needs of customers for information from this archive in the most appropriate form.

The main objectives are:

- to undertake all surveys necessary for the maintenance of the archive of trigonometrical, levelling and topographical information of Northern Ireland;
- to undertake special surveys, aerial photography, cartographic and reprographic services and technical assistance of Government departments and others at home and abroad using the experience, expertise and resources of the Agency;

- to recover the full cost of making information available from the archive and as much as possible of the cost of maintaining it.

Public Record Office: To select and preserve those records which provide a legal and historical record of the past and to make these available to the public for consultation and research.

Sport: The aim of the Department is to enrich the life and personal development of as many people as possible through the competitive and physical challenges of sport and physical recreation. It also aims to increase access to, appreciation of, and participation in, sport and physical recreation, to raise standards of sporting performance and to enable those with potential to excel.

3. General Approach to Obligations

- 3.1 The Department is committed to the fulfilment of its Section 75 obligations in all parts of its structure. The review will take account of any guidance which the Equality Commission may issue on such reviews. However, responsibility for driving forward implementation within the Department will be located in Central Management Unit under the personal responsibility of an Equality Officer. The postholder is currently Mr Frank Hewitt Grade 3 (Deputy Secretary) level. (However, Departmental structures are currently under review.) This Unit will be a central point of contact for the Equality Commission and for complainants. The Equality Officer or his nominated representative will also represent the Department in inter-departmental structures to co-ordinate the implementation of Section 75 obligations.

- 3.2 The Department recognises the complementarity between its Section 75 obligations and the New Targeting Social Need (TSN) initiative. Focused programmes to redress social disadvantage may be an effective way of promoting equality of opportunity in terms of several Section 75 categories. The Department will seek to develop synergies between New TSN and the statutory obligations. The Equality Officer who has personal responsibility for the overall review and monitoring of the implementation of the Section 75 obligations within this Department is also responsible for its implementation of the New TSN policy.
- 3.3 A Section 75 Steering Committee will be established within the Department under the chairmanship of the Permanent Secretary (see Senior Structure and Functions Chart at Annex B). This Committee will meet quarterly to monitor and review the implementation of the Section 75 obligations. The Committee Chair will provide a report of the meeting to the Minister for the Department.
- 3.4 Objectives and targets relating to the statutory obligations will be integrated into the Department's corporate and business plans. Officials directly responsible for the Department's compliance in relation to the Equality Scheme will have objectives and targets relating to the statutory duties incorporated into their personal performance Plans.
- 3.5 The Department is currently in the process of preparing balance score cards to determine targets for the business areas within the Department and the follow on from this will identify all those officials who have responsibility for Equality, including policy makers and research staff.

4 Arrangements for assessing Compliance with Section 75 Duties

- 4.1 The Department will assess over a three year period how each of its current policies impacts on the promotion of equality of opportunity within the terms of Section 75 of the Act. This will be done through equality impact assessments these will be conducted in accordance with the procedure set out in Annex 1 of the Guidelines and the timetable at paragraph 7.2 will be followed. For purposes of assessment of current policies, a number of policies within a function may be grouped together for one assessment.
- 4.2 The Department will proactively develop its promotion of good relations, recognising that that statutory obligation relates to people of different religion, political and racial group. It notes that the Office of the First Minister and Deputy First Minister will carry out equality impact assessments during the first year of its scheme on (i.) the Promoting Social Inclusion review on minority ethnic issues; and (ii.) mainstreaming community relations within the public sector and other institutions. This Department will contribute, as necessary, to OFMDFM's assessments. It will draw on them in further developing its practical commitments to the good relations statutory obligation.
- 4.3 The Department will conduct an annual review of progress in implementing the arrangements specified in its Equality Scheme and in complying with the statutory duties to promote equality of opportunity and good relations. The annual review will encompass a Screening Report which will include details of policies proposed by those consulted as appropriate for Impact Assessment which

have not been included in the Scheme submitted to the Equality Commission and the reasons for exclusion a timetable for impact assessments, and progress on meeting training objectives. The Department will produce a report of this review, signed by the Permanent Secretary. It will be available on request, posted on the Internet and sent to the Equality Commission to assist it in compiling its own Annual Report, as required by sub-paragraph 5(1)(b) of Schedule 8 to the Act. The Department will liaise with the Equality Commission to ensure that progress is maintained.

4.4 The Department will monitor 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.

4.5 The Department will conduct a comprehensive review of this scheme within five years of its submission to the Equality Commission. This review will include an assessment of how the Department has complied with its Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the main policy areas. This assessment may include an input from independent consultants. The Department will consult with those bodies listed at Annex D before submission of the review to the Equality Commission.

4.6 The Department will ensure that the following non-departmental public bodies (NDPBs) and North/South bodies submit their own equality schemes:

Arts Council of Northern Ireland

Education and Library Boards

- ☒ Fisheries Conservancy Board for Northern Ireland
- ☒ National Museums and Galleries of Northern Ireland
- ☒ North/South Language Body (An Foras Teanga - The Boord o Leid)
- ☒ Northern Ireland Museums Council
- ☒ Sports Council for Northern Ireland
- ☒ Waterways Ireland

5 Assessing the Impact of Policies on the Promotion of Equality of Opportunity

- 5.1 In identifying policies to be subject to equality impact assessment, the Department has considered existing policies, against the nine categories listed at Section 75 of the Act, see Annex A. For each policy four qualifying criteria were applied.
- 5.2 The results of this initial consideration are shown in Annex C.
- 5.3 However, each policy will not necessarily have a significant impact in terms of all of the nine Section 75 categories. Impact assessments of current policies will concentrate in particular on the categories identified in Annex C where impact has been established in the initial consideration.
- 5.4 Legislation will normally be part of the process of implementing a policy. In most cases, prior to putting forward a proposal for legislation, the Department will have carried out an equality impact assessment, with associated public consultation, on the policy which gives rise to the legislation.
- 5.5 In the light of consultation on the draft of this scheme, the Department appreciates that some consultees regard the information

given on functions, policies and the reasons for screening out policies to be insufficient. Subsequent to submission of this scheme, the Department will publish a second consultation document providing further details on these issues, to its full list of consultees. If, after consultation, the Department considers that additional policies should be listed for future equality impact assessment, it will, inform the Commission of these decisions and the timescale for additional assessments.

5.6 This timetable may be subject to review in the light of the Northern Ireland Programme for Government which will be finalised later in 2000. Any re-prioritisation of equality impact assessments will be notified as soon as possible to the Equality Commission.

6 Impact Assessments

6.1 Where relevant an equality impact assessment will aim to identify whether, within each Section 75 category, the policy under consideration creates differential impacts between groups or has the potential to enhance equality of opportunity between groups, particularly in terms of:

rights;

resources;

participation; and

values and norms (ie traditional roles, stereotypes, division of labour, attitudes and behaviour).

In carrying out equality impact assessments.

7 Prioritising

7.1 Within three years of the approval of this scheme, the Department will conduct equality impact assessments on the policies identified at Annex C for assessment. The Department has prioritised its functions on the basis of:

- relevance to social need
- effect on people's daily lives
- effect on economic, social and human rights
- scale of expenditure incurred by the policy
- cultural or political impact on people.

7.2 The following timetable has been established for assessment of policies within the Department's functions:

Year 1: Sport

Year 2: Arts

Museums

Public Record Office of Northern Ireland

Year 3: Inland Fisheries

Inland Waterways

Language Policy

In the light of consultation on the draft of this scheme, the Department appreciates that some consultees regarded the information given on functions, policies and the reasons for screening out policies to be insufficient. Subsequent to submission of this scheme, the Department will provide further

details to the Equality Commission and affected groups on these issues. If, after further targeted consultation with the Commission and major representative organisations, the Department considers that additional policies should be listed for future equality impact assessment, the Department will, within six months of submission of this scheme, inform the Commission of these decisions and the timescale for additional assessments.

- 7.3 This timetable may be subject to review in the light of the Northern Ireland Programme for Government. Any re-prioritisation of equality impact assessments will be notified as soon as possible to the Equality Commission.

8 Future New Policies

- 8.1 During the period remaining in the financial year following approval of this scheme, the Department currently anticipates that the following new policy will require equality impact assessments:

New policy on local museums in NI.

- 8.2 When the Department puts forward a proposal for legislation, a summary assessment of implications for the statutory obligations will be included with the paper to the Executive Committee and with the Explanatory Memorandum to the Assembly Committee considering the legislation.
- 8.3 In making any decision on a current or proposed policy, the Department will take into account any relevant equality impact assessment and the outcome of associated consultation. This is a statutory requirement under paragraph 9(2) of Schedule 9 to the Northern Ireland Act 1998.

9 Consultation

9.1 The Department will consult on matters relevant to the Statutory Duties with;

- The Equality Commission
- The Community Relations Council
- Voluntary Groups
- Community Groups
- Trade Union Groups
- Organisations representing the various categories included in Section 75.

9.2 In respect of consultation on the draft Scheme the Department consulted with;

- The Equality Commission
- Other Public Authorities
- Voluntary Groups
- Community Groups
- Trade Union Groups
- Other groups who have a legitimate, particular interest in the work of the Public Authority and/or the impact of the authorities policies on Equality of Opportunity and Good Relations.

9.3 In respect of consultation on the Screening of Actual policies, the Department will consult with;

- Relevant interested groups
- The Equality Commission
- Other Public Authorities
- Voluntary Groups
- Community Groups
- Trade Union Groups
- Other groups with a legitimate interest in the matter.

In respect of consultation on the Screening of proposed policies, to consult with all groups listed above in respect of the consultation on the screening of actual policies. This will include those directly affected by the policy to be assessed, whether or not they have a direct economic or personal interest.

9.4 In respect of consultation on Impact Assessments, the Department will consult with;

- Relevant interest groups
- The Equality Commission
- Other Public Authorities
- Voluntary Groups
- Community Groups
- Trade Union Groups
- Other groups with a legitimate interest in the matter

This will include those directly affected by the policy to be assessed, whether or not they have a direct economic or personal interest

9.5 The list of consultees in Annex D, will be used in relation to all consultations i.e. with regard to matters relating to the duties, the Equality Scheme, screening and impact assessments.

9.6 In consulting on any matter to which this scheme relates, the Department will adopt a variety of consultation methods including meetings, standing or ad hoc consultative fora, attitude surveys, consultative panels, questionnaires and Internet discussion groups. The Department will work with representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views. This may involve face-to-face meetings, advisory groups, surveys, consultative panels, internet discussions and other innovative ways of consulting as there will be different means of consultation for different groups and it will be important to establish the basis for dialogue and engagement during the life of the scheme.

9.7 In consulting affected groups the Department will aim to provide a period for response of at least eight weeks and to begin consultation as early as possible. However, there may be circumstances when this timescale is not feasible and the Department has identified the following circumstances when consultation of this duration will not be possible:

emergency plans to protect inland fisheries against disease, pollution or drought;

emergency plans on inland waterways in time of drought;

☒ policies which must be implemented immediately to protect health and safety;

☒ policies which must be implemented urgently to comply with a court judgement or with international obligations.

9.8 From time to time Northern Ireland Departments are consulted on the development or implementation of a UK-wide or European Union policy. The time period usually allowed to Northern Ireland Departments for these purposes is usually too short to allow public consultation in Northern Ireland. However, this Department will use its best endeavours in the time available to identify any adverse impact on equality of opportunity or good relations and will advise the sponsoring UK Department or the European Commission of its findings. The Department will make the sponsoring UK Department fully aware of DCAL legal obligations under Section 75

9.9 The Department will monitor and keep under review any incidents where there is insufficient time to provide the required 8 week consultation period. Full justification for these incidents will be included in the Department's annual report to the Equality Commission.

9.10 It is intended that barriers to proper consultation will be removed by ensuring accessibility of language and appropriate format. Issues concerning access to information highlighted in paragraph 13 will be given particular consideration. Information will be made available on request in accessible formats, including large print, audio cassette, signed video cassette and in languages other than English. Consideration will be given to how best to communicate

information to those with learning disabilities and to young people. Information will be made available in consultation with the affected groups to ensure the highest level of inclusivity in any policy decision-making.

- 9.11 In reviewing system of consultation the Department will consider in conjunction with representatives of groups which have traditionally been marginalised how best to consult with them. It would also address the special difficulties in consulting children on policy issues in which they have an interest. In developing new approaches in this area, the Department will also draw on advice from the Equality Commission and lessons from other jurisdictions.
- 9.12 Specific training will be given to those engaged in consultation exercises to ensure that those facilitating consultations have the necessary skills to communicate effectively.
- 9.13 In organising consultation meetings, the Department will aim to ensure a full participation in setting the time, venue, accessibility to those with disabilities, how the meeting is to be run, use of appropriate language, whether a signer is necessary provision of childcare etc. The Department will ensure that sufficient, timely and appropriate information is provided to enable groups and individuals to consider the full implications of proposals, and it will take steps to ensure this.
- 9.14 In respect of all consultations the Department will make information available to consultees to ensure meaningful consultation can take place and this will include relevant quantitative and qualitative data and other documentation such as consultants' reports.

10 Monitoring

10.1 Knowledge of the uptake of services provided by the Department and the impact of its policies on the different groups within the Section 75 categories will be of assistance in assessing progress towards equality of opportunity. The Department will establish a system to monitor the impact of policies. This will be reviewed on an annual basis and the results will be published in the annual review. In the first year of the scheme (ie before 31 March 2001), the Department will assess the extent of existing monitoring within each of the main policy areas and the scope for extending it. In addition to the value of any additional information required for assessing progress towards equality of opportunity, this assessment will also take into account the following factors:

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

This assessment will be made available publicly.

10.2 In some cases an equality impact assessment may identify an anticipated differential adverse impact on particular groups within the Section 75 categories. Assuming that no alternative policy is feasible, steps should be taken, wherever possible, to mitigate such anticipated adverse impact. The Department may, in these circumstance, commission special monitoring and analysis to confirm the extent of the adverse impact and/or the success of any mitigating measures. Information collected in this special

monitoring would be taken into account in any future review of the policy.

- 10.3 The Department will set up a system to monitor the impact of policies in order to identify their effects on the relevant groups. This will be reviewed on an annual basis and the results will be widely and openly published as part of the Annual Review. If the monitoring and evaluation show that the policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, the Department will ensure that the policy is revised.
- 10.4 The Department will co-operate closely with the Northern Ireland Statistics and Research Agency (NISRA) in its review of existing monitoring arrangements and its consideration of special monitoring of anticipated adverse impacts.

11 Publication of Assessments and Monitoring

- 11.1 The Department will make available publicly the outcome of any equality impact assessment and of any monitoring undertaken in relation to paragraphs 10.1 and 10.2 of the scheme. This material will be accessible on the Department's Internet web site at WWW.DCALNI.GOV.UK. It will also be available in printed form and in accessible formats from the Equality Officer, Central Management Unit, Department of Culture, Arts and Leisure 3rd Floor, Interpoint, 20-24 York Street, Belfast, BT15 1AQ through a request in writing. The Department will inform the general public about the availability of this material through press releases, including press publications and media associated with the

Section 75 categories. It will also directly inform those bodies and individuals with whom it has consulted when this material is available. In addition the Department will give consideration to how best to communicate material to young people and those with learning disabilities.

11.2 Published documentation on an equality impact assessment will include:

- the aims of the policy
- details of the outcome of the assessment highlighting if an adverse impact has been identified
- associated available monitoring data
- details of any consideration given to mitigate any adverse impact of the policy on the promotion of equality of opportunity
- details of any consideration given to alternative policies which might better achieve the promotion of equality of opportunity.

12 Training

12.1 The Department will ensure that all staff receive a programme of relevant communication and training on the Section 75 obligations, the requirements of this equality scheme and the arrangements for equality impact assessment, appropriate to their grade and responsibilities. Within one year of the approval of this scheme, staff at grade 7 and above will be trained. All relevant staff in the

ranges EOII - Deputy Principal will receive training in the same period and all further staff will receive awareness training in the following year. All new staff will be informed of the requirements of Section 75 and this equality scheme in their induction training. Awareness training will include the current anti-discrimination legislation in Northern Ireland, including the provisions of Section 75, Schedule 9 and Section 76 of the Northern Ireland Act 1998. All staff will be made aware of the Statutory Duties and implications of Section 75.

- 12.2 A detailed communication and training plan will be prepared to ensure that the scheme is effectively communicated to all staff in the Department. It will contain all the key elements to be delivered, by whom and in what time frame. The development of this training will be in association with the appropriate Section 75 groups and will include input from appropriate external specialists.
- 12.3 Specific training will be given to those engaged in consultation exercises to ensure that those facilitating consultations have the necessary skills to communicate effectively.
- 12.4 All training will be developed in association with the appropriate Section 75 Groups and will include input from appropriate external specialists.
- 12.5 Specialist staff, such as researchers and policy analysts, will receive more focused training in collaboration, as necessary, with Business Development Services (BDS) and Northern Ireland Statistics and Research Agency (NISRA).
- 12.6 The Department will also assess the need for specialised training in communicating with, and understanding the needs of traditionally

marginalised groups and young people. This training will initially be targeted at staff dealing with these marginalised groups and young people, for example staff developing policy and considering the views of consultees on those policies.

- 12.7 In addition the Department will provide all those staff involved in the screening of policies with the necessary skills and knowledge to undertake this work effectively.
- 12.8 The Department will provide all staff involved in the equality impact assessment of policies with the necessary skills and knowledge to undertake this task effectively.
- 12.9 Where necessary training will be provided for staff dealing with complaints in relation to the implementation of the Department's Scheme, with the necessary skills and knowledge to investigate and monitor complaints effectively.
- 12.10 Where staff are involved in the implementation and monitoring of the effective implementation of the Department's Equality Scheme they will be given the appropriate training.
- 12.11 The Department will provide copies of this scheme including the Minister's and Permanent Secretary's covering message to all staff. A summary of the Scheme will also be given to all staff. All training will be subject to a formal evaluation to ensure effective delivery.

13 Public Access to Information and Services

- 13.1 The Department 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 Department. There are three particular risk areas:

- people with sensory and learning disabilities may have particular difficulties with information in print;
- members of minority ethnic 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 of the major religio-political groups (ie Protestants/Unionists or Catholics/ Nationalists).

13.2 In disseminating information through the local press, the Department will ensure that press statements and public advertisements are carried by all three Belfast daily newspapers. Where press statements of public advertisements are aimed at a particular area within Northern Ireland, the Department will ensure that the information is disseminated through at least two local newspapers circulating in that area, ensuring that the information is accessible to both main political-religious sections of the community.

13.3 The Department will, within the first year following approval of this scheme, assess its arrangements for providing information in large print, audio cassette, signed video cassette and various language formats. The assessment will take account of the statutory requirements of the Disability Discrimination Act 1995; the likely demand for information in such formats across its main policy areas; resource implications; and, in particular, the recommendations of

current cross-departmental groups. These include the Promoting Social Inclusion (PSI) working groups on minority ethnic people and on access to information and the Steering Group on the Council of Europe Charter on Regional or Minority Languages, both of which will report in 2000. The assessment will make recommendations on how public access to information can be better ensured by improving arrangements for providing information in different formats and languages. The Department will consult on these recommendations and will implement them appropriately. In the meantime the Department will put systems in place to ensure that information is available in accessible formats in a timely fashion.

- 13.4 The Department will outline existing systems as they operate at the current time. In addition the Department will inform the Equality Commission of the changes that will be made following the review. The Department will consult with representative groups as it carries out this assessment and will consult on the findings and recommendations of the review prior to implementation.
- 13.5 The Department's commitments in this scheme on equality of opportunity in accessing information are without prejudice to any rights to information in the current Code of Practice on Open Government or in the new Freedom of Information legislation.
- 13.6 The Department intends that all of its services are fully accessible to all parts of the community. Equality impact assessments will highlight any factors which create differential impact by making a service linked to a particular policy less accessible to particular groups.

13.7 In locating its offices, intended to be open to the public, the Department will seek to secure that no section of the community is deterred from visiting, for whatever reason. All public offices will maintain a welcoming and harmonious environment. The Department will adhere to the relevant provisions of the Disability Discrimination Act 1995.

14 Publication of the Scheme

14.1 Following submission to the Equality Commission, systems will be put in place to ensure that the scheme will be available in a timely fashion in print form and accessible formats such as Braille, disc, audio cassette and in minority languages, free on request from the Director of Equality, Human Rights and TSN Department of Culture, Arts and Leisure, 3rd Floor, Interpoint, 20-24 York Street, Belfast, BT15 1AQ. Telephone 028 9025 8848, e-mail frank.hewitt@deni.gov.uk. It will also be accessible on the Department's Internet web site at WWW.DCALNI.GOV.UK.

14.2 Following approval of the scheme by the Equality Commission, the Department will issue a press statement and a prominent advertisement and send a copy of the Scheme to every organisation listed in Annex D.

15 Complaints

15.1 When a person believes that he/she has been directly affected by a failure of a Department to comply with this scheme, he/she should, in the first instance, bring their complaint to the attention of the Director of Equality, Human Rights and New TSN at the

address above [14.1]. The Unit will carry out an internal initial investigation of the complaint and will respond to the complainant within 1 month. In responding to the complainant, the Unit will inform him/her of the procedure for pursuing the complaint further with the Equality Commission, as set out in paragraph 10 of Schedule 9 to the Northern Ireland Act 1998. In any subsequent investigation by the Equality Commission, the Department will cooperate fully, providing access to relevant information which the Commission may require. Similarly, the Department would cooperate fully with any investigation by the Equality Commission under sub-paragraph 11(1)(b) of Schedule 9 to the Northern Ireland Act 1998.

16 Summary Timetable

16.1 The following timetable summarises the measures which the Department proposes to take during the three years following approval of this scheme to review existing and new policies.

Year 1: Equality impact assessments of policies within the following functional areas:

- Libraries
- Local museums and heritage
- Visitor Amenities

- Ordnance Survey
- Public Record Office
- Sport

and of policies on:

- angling development
- ‘libraries of the future’
- marketing strategy
- recreational use of inland waterways
- football development

Assessment of monitoring arrangements

Assessment of arrangements for providing information to the public

Year 2: Equality impact assessments of policies within the following functional areas:

- the arts
- museums

Year 3: Equality impact assessments of policies within the following functional areas:

- inland fisheries
- inland waterways
- language policy

MAIN GROUPS RELEVANT TO THE SECTION 75 CATEGORIES FOR NORTHERN IRELAND PURPOSES

Category	Main Groups
Religious belief	Protestants; Catholics; people of non-Christian faiths; people of no religious belief
Political opinion	Unionists generally; Nationalists generally; members/supporters of any political party
Racial group	White people; Chinese; Irish Travellers; Indians; Pakistanis; Bangladeshis, Black Africans; Black Caribbean people; people of mixed ethnic group.
'Men and women generally'	Men (including boys); women (including girls); transgendered people.
Marital status	Married people; unmarried people; divorced or separated people; widowed people
Age	For most purposes, the main categories are: children under 18; people aged between 18 and 65; and people over 65. However, the definition of age groups will need to be sensitive to the policy under consideration. For example, for some employment policies, children under 16 could be distinguished from people of working age.
'Persons with a disability'	Persons with a physical, sensory or learning disability as defined in sections 1 and 2

and Schedules 1 and 2 of the Disability Discrimination Act 1995

'Persons with dependants'

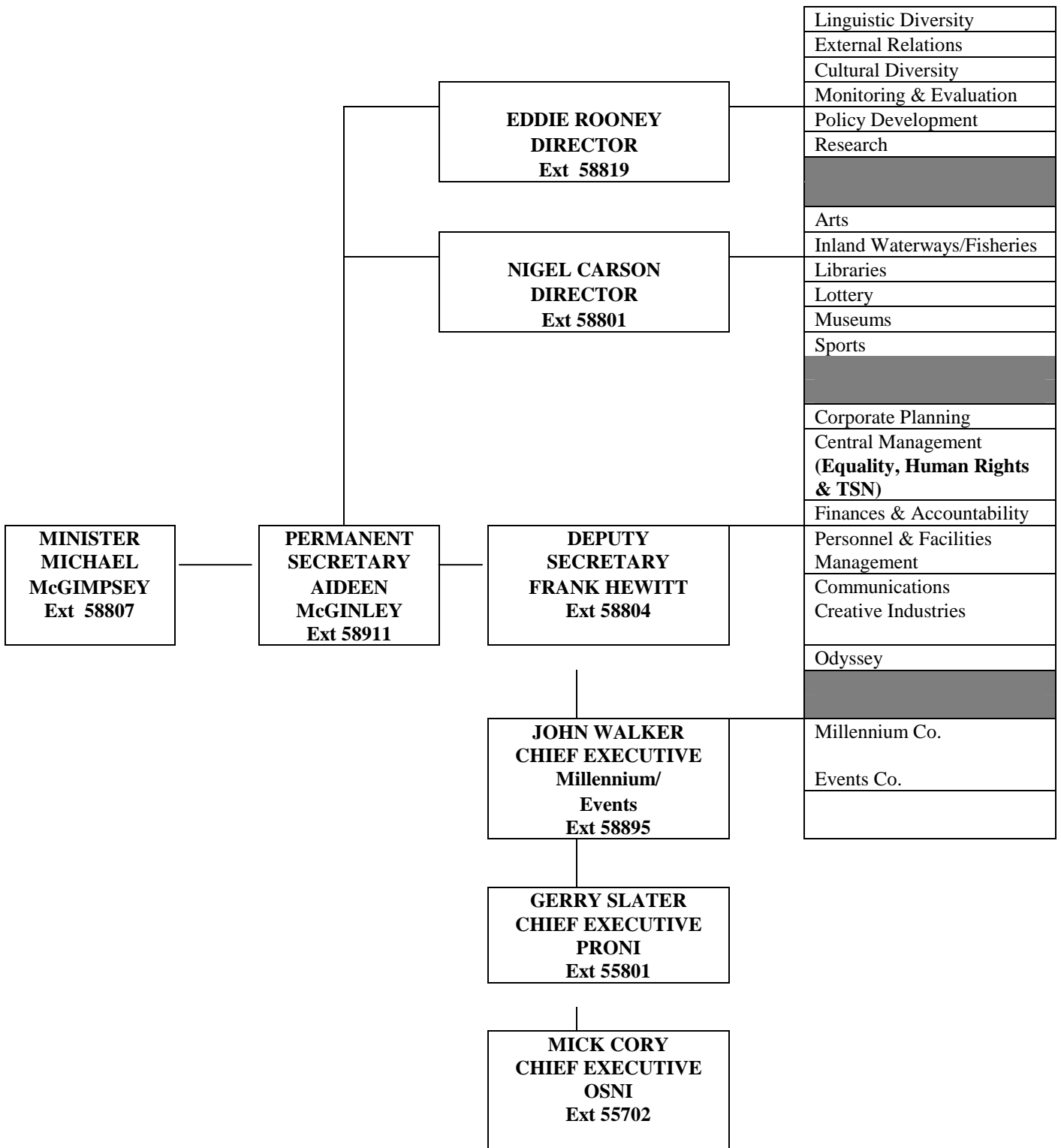
Persons with personal responsibility for the care of a child; persons with personal responsibility for the care of a person with an incapacitating disability; persons with personal responsibility for the care of a dependant elderly person

Sexual orientation

Heterosexuals; bi-sexuals; gays; lesbians;

ORGANISATION STRUCTURE

ANNEX B



PUBLIC RECORD OFFICE

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
Selection of records of historical importance	No	No	Yes	No
Preservation of Records	No	No	No	No
Access to records	Yes	Yes	Yes	No

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
Selection of records of historical importance	No	No	No	Yes	No	No	No	No	No
Preservation of records	No	No	No	No	No	No	No	No	No
Access to Records	No	No	No	No	Yes	Yes	No	No	No

MUSEUMS BRANCH

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
Museums policy	Yes	Yes	Yes	No

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
Museums policy	Not Known	Not Known	Not Known	Yes	Yes	Yes	No	Not Known	No

ARTS

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
Strengthen arts infrastructure	Yes	Yes	Yes	Yes
Promote access and participation	Yes	Yes	Yes	Yes
Unlock economic potential	Yes	Yes	Yes	Yes

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
Strengthen arts infrastructure	No	No	Yes	Yes	Yes	Yes	No	Yes	No
Promote access and participation	No	No	Yes	Yes	Yes	Yes	No	Yes	No
Unlock economic potential	No	No	Yes	Yes	Yes	Yes	No	Yes	No

INLAND FISHERIES

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b [#]	c	d
To regulate and promote development of inland aquaculture	No	No	No	No
To conserve and protect the salmonid and freshwater fisheries and habitat	No	No	No	No
To promote and assist the development of salmon and freshwater fisheries	No	No	No	No
To provide a range of public angling facilities	Yes*	Yes**	No	No
To assist the development of an efficient commercial inland fisheries sector	No	No	No	No

* There is considerable greater uptake by males than females this does not arise however as a result of our policies.

** There is recognition of the needs of disabled anglers and facilities are provided.

Other disabled needs will be considered.

INLAND WATERWAYS

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
To construct and maintain water recreation facilities for public use	No	Yes*	No	No

* There is recognition of the needs of disabled anglers and facilities are provided.

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
To construct and maintain water recreation facilities for public use	No	No	No	No	Yes	No	No	No	No

LIBRARIES

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
Libraries policy - to provide universal access to resources that enrich the cultural, education, social, economic and recreational lives of the Northern Ireland people	Yes	Yes	Yes	No

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
Libraries policy	Not Known	Not Known	Yes	Yes	Yes	Yes	No	Yes	No

LINGUISTIC DIVERSITY BRANCH

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
Language policy and promotion	Yes	Yes	Yes	Yes

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
Language policy and promotion	Yes	Yes	Yes	Yes	Yes	Yes	No	Not Known	Not Known

ARMAGH PLANETARIUM

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	A	b	c	d
To move the Planetarium into a digital future within 5 years	no	no	yes	no
To redefine and support the Armagh Planetarium as a strong brand in the marketplace	no	yes	yes	no
To increase the number of school visits	no	yes	yes	yes
To expand the Planetarium's outreach activities	no	yes	yes	no
To expand and vary the use of the Planetarium venue	no	yes	yes	yes
To improve the quality of the visitor experience	no	yes	yes	yes
To reclaim space to archive the	no	no	no	no

ARMAGH OBSERVATORY

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups* within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
To maintain the present high ranking in the RAE 2001	yes	no	no	no
To improve the Observatory's access to world-class astronomical research infrastructure	no	no	no	no
To strengthen the Observatory's research capability in solar system and stellar astrophysics	yes	no	no	no
To increase the level of research activity funded from non-DCAL sources	yes	no	no	no
To restore the heritage material for future generations and where possible make it available for display to the general public	no	no	yes	no

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
To maintain the present high ranking in the RAE 2001	no	no	yes	no	no	no	no	no	no
To improve the Observatory's access to world-class astronomical research infrastructure	no	no	no	no	no	no	no	no	no
To strengthen the Observatory's research capability in solar system and stellar astrophysics	no	no	yes	no	no	no	no	no	no
To increase the level of research activity funded from non-DCAL sources	no	no	yes	no	no	no	no	no	no
To restore the heritage material for future generations and where possible make it available for display to the general public	no	no	no	yes	yes	no	no	no	no

ORDNANCE SURVEY

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
Sales	No	No	No	No
Supplier payment	No	No	No	No
Purchasing	No	No	No	No
Copyright	No	No	No	No
Customer Service	No	No	No	No
Quality	No	No	No	No
Marketing	No	No	No	No
Debt Collection	No	No	No	No
Green Issues	No	No	No	No

ULSTER HISTORICAL FOUNDATION

Policies

Criteria

- A. is there any evidence of higher or lower participation or uptake by different groups within any of the nine categories?
- B. is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular main policy area?
- C. is there an opportunity to better promote equality of opportunity or good relations by altering policy or working with others in Government or the community at large?
- D. have consultations in the past with relevant representative, organisations or individuals within groups indicated that particular policies create problems that are specific to them?

	a	b	c	d
Publishing and distributing historical and genealogical books	No	Yes	No	No
Providing a history research service	Yes	No	No	No
Organising heritage conferences	Yes	Yes	Yes	No
Undertaking overseas lecture tours and local workshops	Yes	Yes	Yes	No
Running a research co-operative/membership society	Yes	No	No	No
Developing a computerised archive involving training schemes for the unemployed	No	Yes	Yes	No

Section 75 Categories

	Religion	Political Opinion	Gender	Race	Disability	Age	Marital Status	Dependants	Sexual Orientation
Publishing and distributing historical and genealogical books	No	Yes	No	Yes	No	No	No	No	No
Providing a history research service	No	No	Yes	No	No	Yes	No	No	No
Organising heritage conferences	No	No	Yes	No	Yes	Yes	No	No	No
Undertaking overseas lecture tours and local workshops	No	No	Yes	No	No	Yes	No	No	No
Running a research co-operative/membership society	No	No	No	No	No	Yes	No	No	No
Developing a computerised archive involving training schemes for the unemployed	No	No	No	No	Yes	Yes	No	Yes	No

ANNEX D

ACOVO
ADAPT NI
Age Concern NI
Ages Sector Reference Group
Alliance Party
Altram
Archbishop of Armagh & Primate of all Ireland
Armagh Observatory
Armagh Planetarium
Arts & Business NI
Arts Council for Northern Ireland
Association of Chief Officers of Voluntary Associations
Association of Independent Museums
Association of Local Authorities of Northern Ireland
Association of Northern Ireland Colleges
Baha'i Office for Northern Ireland
Barnardos NI
Barnardos, Tuar Ceatha Project
Belfast Civic Trust
Belfast Hebrew Congregation
Belfast Traveller Education & Development Group
Bláthanna
British Council
British Deaf Association (NI)
Bryson House
Carers National Association Northern Ireland
Child Poverty Action Group
Childcare (NI)
Children's law Centre
Chinese Welfare Association (NI)
Chrysalis Women's Centre
Clerk to the Committee of the Centre
Coiste na n-iarchimi
Coláiste An Phobail
Comhaltas Uladh
Comhchoiste na Gaeilge

Commission for Racial Equality for Northern Ireland
Committee of Area Museums Council
Committee on the Administration of Justice
Community Relations Council
Community Relations Training & Learning Consortium
Conradh na Gaeilge
Council for Catholic Maintained Schools
Council for Curriculum, Examination and Assessment
Craigavon Standing Conference of Women's Organisations
CRC Cultural Diversity Committee
Cruse Bereavement Care (NI)
Cultural Diversity Group
Cultural Heritage National Training Organisation
Culturlann MacAdam Ó Fiaich
DCAL Committee
Deaf Self Help
Democratic Left
Democratic Unionist Party
Derry Well Women
Disability Action
Disabled Concern
Disabled in Community Action
District Councils
Dr W H Crawford
East Belfast Community Development Agency
Education and Library Boards
Employer's Forum on Disability
Equality Commission for NI
Equality Forum NI
European Commission Representation
European Partnership Boards
Extern Organisation
Falls Community Council
Falls Women's Centre
FCB
Fermanagh Women's Information Network
First Division Association
Forbairt Feirste
Foundry Regeneration Trust
Foyle Women's Network

Gaeiloiluint
Gael Linn
Gaelaras
GAIRM
Gingerbread NI
Glór na nGael
Guide Dogs for the Blind Association
Help the Aged NI
Heritage Council of Ireland
ICTU
Indian Community Centre
Inland Waterways Association of Ireland NI Branch
International Council of Museums
Iomairt Cholm Cille
Irish Museums Association
Labour Party
Labour Relations Agency
Laganside Corporation
Law Centre (NI)
Lesbian Line
Library and Information Services Council Northern Ireland
Library Parliament Buildings
Linen Hall Library
Local Government Staff Commission
Media
Mencap (Royal Society for Mentally Handicapped Children and Adults)
Mencap Regional Office
Methodist Church in Ireland
Mid-Ulster Women's Network
Miss Maura McCann
Mr John Keanie
Mr Patsy McShane
Mr W Stratton Mills
Mrs Hilary Gault
Multic-Cultural Resource Centre
Museums Association
Museums Council
Museums Libraries and Archives Council
National Art Collections Fund
National Heritage Lottery Fund (Belfast)

National Heritage Memorial Fund
National Lotteries Charities Board
National Museums and Galleries of Northern Ireland
Newry & Mourne Senior Citizen's Consortium
Newry & Mourne Women
Newtownabbey Senior Citizen's Forum
NI Anti-Poverty Network
NI Council for Ethnic Minorities
NI Film Commission
NI Human rights Commission
NI Islamic Centre
NI Sports Forum/Governing Bodies
NI Tourist Board
NI Women's Aid federation
NI Womens Coalition
NIACRO
NIAPA Fish Farming Council
NICVA
NIPSA
North west Community Network
North West Community Network (Londonderry)
North West Forum of People with Disabilities (Derry)
North West Forum of People with Disabilities (Enniskillen)
North/South Language Body
Northern Ireland African Cultural Centre
Northern Ireland Association for Mental Health
Northern Ireland Committee, Irish Congress of Trade Unions
Northern Ireland Council for Ethnic Equality
Northern Ireland Council for Ethnic Minorities
Northern Ireland Council for Voluntary Action
Northern Ireland Deaf Youth Association
Northern Ireland Museums Council
Northern Ireland Public Service Alliance
Northern Ireland Sports Forum
Northern Ireland Tourist Board
Northern Ireland Unionist party
Northern Ireland Voluntary Trust
Northern Ireland Women's Aid Federation
Northern Ireland Women's European Platform (NIWEP)
Northern Visions

NSPCC
Omagh Women's Area Network
Parents Advice Centre
PHAB
POBAL
Political Parties
Presbyterian Church in Ireland
Prof Elizabeth Meehan, QUB
Progressive Unionist Party
Public Sector Support Services Forum
Putting Children First
Queen's University
Queen's University, Roinn na Ceiltise
Queen's University, School of English
Relate
Royal National Institute for Deaf People (RNID)
Royal National Institute for the Blind
Rural Community Network (NI)
Rural Development Council for Northern Ireland
Save the Children
SDLP
Sense NI
Sense, The National Deaf, Blind & Rubella Association
Sikh Cultural Centre
Simon Community Northern Ireland
Sinn Fein
Sperrin Lakeland Senior Citizens' Consortium
Sports Council of Northern Ireland
St Mary's University College
Staff Commission for Education & Library Boards
The Blind Centre for Northern Ireland
The Cedar Trust
The Earl of Belmore
The Guide Dogs for the Blind Association
The Most reverend Bishop Walsh
The National Deaf Children's Society
The Rainbow Project
The Women's Centre (Derry)
The Workers party
Ti Chulainn

Traveller Movement (NI)
TWIN
Women into Politics
UFU Fish Farming Council
UK Unionist party
Ulster Angling Federation
Ulster Coarsefishing Federation
Ulster Deaf Sports Council
Ulster Democratic Party
Ulster Institute for the Deaf
Ulster Peoples College
Ulster Scots Heritage Council
Ulster Unionist Party
Ulster-Scots Heritage Council
Ulster-Scots Language Society
ULTACH
UNISON
Universities
University of Ulster
UPC
UU Coleraine, Roinn na Gaeilge
Volunteer Development Age
West Belfast Economic Forum
Women into Politics
Women Together for Peace
Women's Forum
Women's Information Group
Women's Resource & Development Agency
Women's Support Network
Workers Educational Association
Youth Council of Northern Ireland