



# **EQUALITY SCHEME**

**October 2017**

**Equality Scheme for**  
**Causeway Coast and Glens Policing and Community Safety**  
**Partnership**

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

**This document is available in a range of formats on request.  
Please contact us with your requirements**

Causeway Coast  
and Glens PCSP  
Council Offices  
7 Connell Street  
LIMAVADY

Approved by the Equality Commission for Northern Ireland on  
[insert date].

## **Foreword**

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

In our equality scheme we set out how Causeway Coast and Glens Policing and Community Safety Partnership (PCSP) proposes to fulfil the Section 75 statutory duties.

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

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

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

We, the Chairperson of Causeway Coast and Glens Policing and Community Safety Partnership, and the Chief Executive of Causeway Coast and Glens Borough Council, are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our equality scheme.

We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our equality scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to positively influence

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

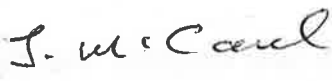
how we carry out our functions in line with our Section 75 statutory duties. It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

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

Signed: 

Date: 25 SEP 17

Council Chief Exec

Signed: 

Date: 4-10-2017

PCSP Chair

## Contents

Please note: Foreword and Appendices 3 and 4 form part of this equality scheme.

		<b>Page</b>
	<b>Foreword</b>	<b>1</b>
Chapter 1	Introduction	6
	Section 75 of the Northern Ireland Act 1998 How we propose to fulfil the Section 75 duties in relation to the relevant functions of Causeway Coast and Glens PCSP	
	Who we are and what we do?	
Chapter 2	Our arrangements for assessing our compliance with the Section 75 Duties	10
	Responsibilities and reporting Action plan/action measures	
Chapter 3	Our arrangements for consulting	14
Chapter 4	Our arrangements for assessing, monitoring and publishing the impact of policies	19
	Our arrangements for assessing the likely impact adopted or proposed to be adopted on the promotion of equality of opportunity of policies Screening Equality impact assessment Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity What we publish? How we publish the information? Where we publish the information?	

	Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity	
	Our arrangements for publishing the results of our monitoring	
Chapter 5	Staff training	28
	Commitment to staff training	
	Training objectives	
	Awareness raising and training arrangements	
	Monitoring and evaluation	
Chapter 6	Our arrangements for ensuring and assessing public access to information and services we provide	32
	Access to information	
	Access to services	
	Assessing public access to information and services	
Chapter 7	Timetable for measures we propose in this equality scheme	35
Chapter 8	Our complaints procedure	36
Chapter 9	Publication of our equality scheme	38
Chapter 10	Review of our equality scheme	40
Appendix 1	Organisational chart	41
Appendix 2	Example groups relevant to the Section 75 categories for Northern Ireland purposes	42
Appendix 3	List of consultees	44
Appendix 4	Timetable for measures proposed	48
Appendix 5	Glossary of terms	51



## **Chapter 1 Introduction**

### **Section 75 of the Northern Ireland Act 1998**

1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires Causeway Coast and Glens Policing and Community Safety Partnership to comply with two statutory duties:

#### **Section 75 (1)**

In carrying out our functions relating to Northern Ireland we are required to have due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, men and women generally, persons with a disability and persons without, persons with dependants and persons without.

#### **Section 75 (2)**

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

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

### **How we propose to fulfil the Section 75 duties in relation to the relevant functions of Causeway Coast and Glens Policing and Community Safety Partnership**

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

1.3 We, Causeway Coast and Glens Policing and Community Safety Partnership are committed to the discharge of our Section 75

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



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

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

On 1 April 2012 – Policing and Community Safety Partnerships (PCSPs) were established through the legislation of the Justice Act (NI) 2011.

On 25 June 2015 – Causeway Coast and Glens PCSP was legally constituted following the appointment of independent members through a public appointments process carried out by the Northern Ireland Policing Board.

The work of Policing and Community Safety Partnerships is overseen by a Joint Committee. This is a group made up of representatives from Department of Justice (DOJ) and the Northern Ireland Policing Board (NIPB).

The functions of PCSPs as laid out in Justice Act (Northern Ireland) 2011 Part 3 and Schedule 1 outlines the functions of a PCSP are as follows.

21 – (1) The functions of a PCSP shall be-

(a) To provide views to the relevant Area Commander and to the Policing Board on any matter concerning the policing of the District

(b) To monitor the performance of the police in carrying out

(i) the policing plan in relation to the District; and

(ii) the local policing plan applying to the District or any part of the District

(c) to make arrangements for obtaining the co-operation of the public with the police in preventing crime and enhancing community safety in the District.

(d) to make arrangements for obtaining the views of the public about matters concerning the policing of the district and enhancing

community safety in the District and to consider fully any views obtained.

(e) to act as a general forum for discussion and consultation on matters affecting the policing of the District and enhancing community safety in the District.

(f) to prepare plans for reducing crime and enhancing community safety in the District.

(g) to identify targets or other indicators by reference to which it can assess the extent to which those issues are addressed by action taken in accordance with any such plans.

(h) to provide any such financial or other support as it considers appropriate to persons involved in ventures designed to reduce crime or enhance community safety in the district, and

(i) such other functions as are conferred on it by any other statutory provision.

(2) The functions of a PCSP mentioned in subsection (1)(a) (b) and (c) –

(a) are referred to in this part as its “restricted functions” and

(b) must be exercised, on behalf of the PCSP, by the Policing Committee of the PCSP.

(3) References in this section to enhancing community safety in any district are to make the district one in which it is, and is perceived to be, safer to live and work, in particular by the reduction of actual and perceived levels of crime and other anti-social behaviour.

### **Employment and procurement functions**

Staff of Causeway Coast and Glens Policing and Community Safety Partnership are employed by and are responsible to Causeway Coast and Glens Borough Council, and benefit from and are subject to all employment policies of the Council.

Any goods and services required by Causeway Coast and Glens Policing and Community Safety Partnership are subject to a

procurement process and all procurement policies of Causeway Coast and Glens Borough Council.

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

2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme. Consultation is in chapter 3, monitoring arrangements, assessment of impact of policies and publication arrangements in Chapter 4, staff training in chapter 5, access to information in Chapter 6, the PCSP complaints procedure in Chapter 8, and publication and review of PCSP Equality Scheme in Chapters 9 and 10.

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

### **Responsibilities and reporting**

2.2 Causeway Coast and Glens Policing and Community Safety Partnership is committed to the fulfilment of our Section 75 obligations in all parts of our work.

2.3 Responsibility for the effective implementation of our equality scheme lies with the Chief Executive of Causeway Coast and Glens Borough Council. Operational responsibility for the delivery of the equality scheme lies with the PCSP Manager.

2.4 If you have any questions or comments regarding our equality scheme, please contact, in the first instance, the PCSP Manager at the address given below and we will respond to you as soon as possible:

PCSP Manager  
Causeway Coast and Glens Borough Council  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel 028 777 60304  
Email – [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)  
Text Phone: 028 7034 7056

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

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

2.7 Causeway Coast and Glens Policing and Community Safety Partnership will prepare an annual report on the progress we have made on implementing the arrangements set out in this equality scheme to discharge our Section 75 statutory duties (Section 75 annual progress report).

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

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

2.8 The PCSP Section 75 annual progress report will be available on our web-site when it has been compiled.

[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

or by contacting:

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel – 028 777 60304

Email- [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)

Text Phone: 028 7034 7056

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

2.9 Causeway Coast and Glens Policing and Community Safety Partnership will liaise closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

2.10 Causeway Coast and Glens Policing and Community Safety Partnership has developed an Action Plan to promote equality of opportunity and good relations. This Action Plan is set out in Appendix 6 to this equality scheme, however it does not form part of the Equality Scheme.

### **Action plan/action measures**

2.11 The action measures that make up our Action Plan will be relevant to our functions. They will be developed and prioritised on the basis of an audit of inequalities. The audit of inequalities has gathered and analysed information across the Section 75 categories to identify the inequalities that exist for our services users and those affected by our policies.

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

2.13 We will develop any action plans for a period of between one and five years in order to align them with our corporate and business planning cycles. Implementation of the action measures will be incorporated into our business planning process.

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

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

2.16 Causeway Coast and Glens Policing and Community Safety Partnership will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our

Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.

2.17 Once finalised, our action plan will be available for download from our website: [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

Or by contacting

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel: 028 777 60304  
Text Phone: 028 7034 7056

Email: [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)

The Action Plan will be available in alternative formats upon request.

If you require it in an alternative format, please contact us using the details provided above.

### **Chapter 3 Our arrangements for consulting**

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

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

In addition to Equality Commission guidance referenced in this section you may find it useful to refer to:

ODI guidance on accessible consultation events for people with disability

<http://www.officefordisability.gov.uk/iod/channels/events.php>)

Department for Business, Enterprise and regulatory Reform Code of Conduct on Consultation (2008)

<http://www.berr.gov.uk/files/file47158.pdf>

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

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

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

Initially all consultees (see Appendix 3), as a matter of course, will be notified (by email or post) of the matter/policy being consulted upon to ensure they are aware of all consultations. Thereafter, to ensure the most effective use of our and our consultees' resources, we will take a targeted approach to consultation for those consultees



that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance. This may include for example regional or local consultations, sectoral or thematic consultation etc.

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

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

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

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

Information will be made available, on request, in alternative formats<sup>4</sup>, in a timely manner. We will ensure that such consultees have equal time to respond.

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<sup>4</sup> See Chapter 6 of our equality scheme for further information on alternative formats of information we provide.

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

3.2.5 To ensure effective consultation with consultees<sup>5</sup> on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme by undertaking the following:

- Issue of a press release, which will also be placed as a news item on the Causeway Coast and Glens Borough Council website, when the Equality Scheme is approved by the Equality Commission for Northern Ireland.
- Inform all consultees of how to access a copy of our approved equality scheme and action plan following the equality scheme's approval by the Equality Commission for Northern Ireland.

3.2.6 The consultation period lasts for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented. We may continue consultation thereafter and will review the policy as part of our monitoring commitments<sup>6</sup>.

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

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

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<sup>5</sup> Please see Appendix 3 for a list of our consultees.

<sup>6</sup> Please see below at 4.27 to 4.31 for details on monitoring.

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

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

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

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

3.3 A list of our consultees is included in this equality scheme at Appendix 3. It can also be obtained by contacting

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel: 028 777 60304  
Text Phone: 028 7034 7056

Email: [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)  
Web: [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

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

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

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

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

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

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

4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9.9. (2) of the Northern Ireland Act 1998.

The policies adopted by Causeway Coast and Glens Policing and Community Safety Partnership are policies which have been developed by; Causeway Coast and Glens Borough Council, Northern Ireland Policing Board and the Department of Justice.

All policies will be screened, either by PCSP or via joint screening, where applicable, at development stage with any of the organisations named above.

4.3 Causeway Coast and Glens Policing & Community Safety Partnership will use the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:

'the guidance on screening, including the screening template, as detailed in the Commission's guidance *'Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)'* and

on undertaking an equality impact assessment as detailed in the Commission's guidance *'Practical guidance on equality impact assessment (February 2005)'*.

## **Screening**

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

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

4.6 The lead role in the screening of a policy will be taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible, we will include key stakeholders in the screening process.

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

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)

Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)

Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

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

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

- the policy has been 'screened in' for equality impact assessment
- the policy has been 'screened out' with mitigation<sup>7</sup> or an alternative policy proposed to be adopted
- the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.

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

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

This screening decision will be 'signed off' by the PCSP Manager.

4.11 If our screening concludes that the likely impact of a policy is 'major' in respect of one, or more, of the equality of opportunity and/or good relations categories, we will normally subject the policy to an equality impact assessment. This screening decision will be 'signed off' by the Causeway Coast and Glens Policing and Community Safety Partnership Manager.

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<sup>7</sup> Mitigation – Where an assessment (screening in this case) reveals that a particular policy has an adverse impact on equality of opportunity and / or good relations, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories.

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

4.13 As soon as possible following the completion of the screening process, the screening template, signed off and approved by the PCSP Manager, the policy, will be made available on our website:

[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

and on request:

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel: 028 777 60304

Email: [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)

Text Phone: 028 7034 7056

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

4.15 Our screening reports will be published quarterly.

### **Equality impact assessment**

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



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

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

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

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

### **What we publish**

#### **4.20 Screening reports**

These will be published quarterly. Screening reports will detail:

- All policies screened by Causeway Coast and Glens Policing and Community Safety Partnership over a 3 month period.
- A statement of the aim(s) of the policy/policies to which the assessment relates
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- whether the policy has been ‘screened in’ for equality impact assessment.
- whether the policy has been ‘screened out’ with mitigation or an alternative policy proposed to be adopted.
- whether the policy has been ‘screened out’ without mitigation or an alternative policy proposed to be adopted.
- Where applicable, a timetable for conducting equality impact assessments
- A link to the completed screening template(s) on our website

#### **4.21 Screening templates**

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

#### **4.22 Equality impact assessments**

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

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

#### **How we publish the information**

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

#### **Where we publish the information**

4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) will be available on our website

[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

or by contacting:

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel: 028 777 60304

Email: [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)

Text Phone: 028 7034 7056

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

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

**Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity**  
(Schedule 9 4. (2) (c))

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

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

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

- The collection, collation and analysis of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis
- The collection, collation and analysis of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis

- An audit of existing information systems within one year of approval of this equality scheme, to identify the extent of current monitoring and take action to address any gaps in order to have the necessary information on which to base decisions
- Undertaking or commissioning new data if necessary.

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

4.31 We will review our EQIA monitoring information on an annual basis. Other additional arrangements for monitoring include:

All completed job applications for positions with Causeway Coast and Glens Policing and Community Safety Partnership include a monitoring form. This data is collated and compiled by the Council's Human Resources Section.

The Council Human Resources Section operates a PAMS System that stores, updates and analyses data on employees. This system provides valuable data on the profile of employees and applicants.

### **Our arrangements for publishing the results of our monitoring (Schedule 9 4. (2) (d))**

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

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

4.34 All information will be published and is accessible and can be made available in alternative formats on request. Please see below at 6.3 for details.

## **Chapter 5 Staff training**

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

Training in Section 75 statutory duties and related issues will be developed and provided by the following; NI Policing Board, Department of Justice and Causeway Coast and Glens Borough Council. Causeway Coast and Glens PCSP staff and members will be able to avail of this training.

In order to ensure that staff are trained on both the equality of opportunity and good relations duties, the following are provided;

- Effective internal and external communication of the commitment of the head of the public authority to the Section 75 statutory duties
- A section on the equality duties in the induction training for new staff
- More focused training for staff in management roles, and other specialist staff (such as trainers, lawyers and staff involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation)
- Arrangements to ensure staff have access to a copy of, and understand, the equality scheme
- Arrangements to ensure staff are kept up to date with Section 75 developments
- Monitoring and evaluation of training.

### **Commitment to staff training**

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

5.2 Our Chief Executive wishes to positively communicate the commitment of Causeway Coast and Glens Policing and Community Safety Partnership to the Section 75 statutory duties, both internally and externally.

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

## **Training objectives**

5.3 Causeway Coast and Glens Policing and Community Safety Partnership will ensure that a detailed training plan is provided for its staff and members which will aim to achieve the following objectives:

- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme
- to mainstream the principles of the Section 75 statutory duties within the Council's policy development framework and to provide those staff involved in drafting PCSP policies with the necessary skills and knowledge to ensure a consistent approach to policy formulation
- to provide those staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
- to provide those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
- to provide those staff involved in the implementation and monitoring of the effective implementation of the Causeway Coast and Glens Policing and Community Safety Partnership equality scheme with the necessary skills and knowledge to do this work effectively.

## **Awareness raising and training arrangements**

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

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all staff; ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff in Causeway Coast and Glens Policing and Community Safety Partnership will receive a briefing on this equality scheme within three months or as soon as possible after approval of the scheme.
- The Section 75 statutory duties will form part of induction training for new staff and PCSP Members.

-Focused training will be provided for key staff within Causeway Coast and Glens Policing and Community Safety Partnership who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation).

-Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups.

-When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.

-Training in Section 75 statutory duties and related issues may be developed and provided by the following; NI Policing Board, Department of Justice and/or the Council's Equality Officer (arranged through the Human Resources Section). Causeway Coast and Glens PCSP staff can avail of this training.

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

In order to share resources and expertise, Causeway Coast and Glens Policing and Community Safety Partnership will, where possible, work closely with other bodies and agencies in the development and delivery of training.

### **Monitoring and evaluation**

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

We will evaluate the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives.

The extent to which training objectives have been met will be reported as part of the Causeway Coast and Glens Policing and Community Safety Partnership's Section 75 Annual Report to the Equality Commission.

Attendance at all training courses will be recorded to enable monitoring of attendees. This will ensure staff and PCSP Members

are credited with attending and therefore receive training appropriate to their needs and those of the PCSP.



## **Chapter 6 Our arrangements for ensuring and assessing public access to information and services we provide (Schedule 9 4. (2) (f))**

Please note:

*Further information on producing alternative formats can be found at <http://www.officefordisability.gov.uk/iod/formats/index.php> though please note that audio tape is now not widely used in Northern Ireland and other formats such as CD, MP3 and DAISY are more appropriate.*

6.1 Causeway Coast and Glens Policing and Community Safety Partnership is committed to ensuring that the information we disseminate and the services we provide are fully accessible to all parts of the community in Northern Ireland. We will keep our arrangements under review to ensure that this remains the case.

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

In particular:

- People with sensory, learning, communication and mobility disabilities may require printed information in other formats.
- Members of ethnic minority groups, whose first language is not English, may have difficulties with information provided only in English.
- Children and young people may not be able to fully access or understand information.

### **Access to information**

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

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

Causeway Coast and Glens Policing and Community Safety Partnership will liaise with representatives of young people and disability and minority ethnic organisations and will take account of existing and developing good practice.

We will acknowledge requests for information in alternative formats in a timely manner, usually within 7 days.

We will respond to requests for information in alternative formats in a timely manner, usually with twenty days (however, this may be dependent upon the agency providing the alternative format.)

We will request that training is reviewed to ensure the inclusion of communications module on written accessibility. This will provide staff with the knowledge, skills and ability on how to provide information to the range of S75 groups including children and young people, people with a learning disability, people with disabilities and the range of minority ethnic groups for whom English is not their first language

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

6.5 Causeway Coast and Glens Policing and Community Safety Partnership will use a range of communication channels to enable wide access to information such as e-bulletins, websites, social media, leaflets, advertisements etc.

### **Access to services**

6.6 Causeway Coast and Glens Policing and Community Safety Partnership is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories.

Causeway Coast and Glens Policing and Community Safety Partnership also adheres to the relevant provisions of current anti-discrimination legislation.

6.7 Causeway Coast and Glens Policing and Community Safety Partnership will ensure that the public are able to easily access information and services by adopting a flexible and inclusive approach that ensures equality of opportunity and promotes good relations.

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

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

6.9 This will be carried out when we are reviewing our functions and services as part of our Annual Progress Report to the Equality Commission.

Causeway Coast and Glens Policing and Community Safety Partnership will also be regularly assessed by the Department of Justice and the Northern Ireland Policing Board regarding how effectively we are delivering our functions and services with due regard to equality of opportunity and the promotion of good relations.

## **Chapter 7 Timetable for measures we propose in this equality scheme (Schedule 9 4. (3) (b))**

7.1 Appendix 4 outlines our timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into our business planning processes.

7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop an action plan. Accordingly, this commitment it is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.11 – 2.18.

## **Chapter 8 Our complaints procedure (Schedule 9 10.)**

8.1 Causeway Coast and Glens Policing and Community Safety Partnership is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.

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

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

8.3 A person wishing to make a complaint that Causeway Coast and Glens Policing and Community Safety Partnership has failed to comply with its approved equality scheme should contact:

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel: 028 777 60304

Email: [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)

Text Phone: 028 7034 7056

8.4 We will, in the first instance, acknowledge receipt of each complaint within 7 days.

8.5 The PCSP Manager will carry out an internal investigation of the complaint and will respond substantively to the complainant within one (1) month of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended to two (2) months. In those circumstances, the complainant will be advised of the extended period within one month of making the complaint.

8.6 During this process, the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.

8.7 In any subsequent investigation by the Equality Commission, Causeway Coast and Glens Policing and Community Safety Partnership will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

Similarly, Causeway Coast and Glens Policing and Community Safety Partnership will co-operate fully with any investigation by the Equality Commission under sub-paragraph 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.

8.8 Causeway Coast and Glens Policing and Community Safety Partnership will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

## **Chapter 9 Publication of our equality scheme**

(Schedule 9 4. (3) (c))

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

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel: 028 777 60304

Email: [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)

Text Phone: 028 7034 7056

9.2 Our equality scheme will also be available on our website at:

[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

9.3 The following arrangements are in place for the publication in a timely manner of our equality scheme to ensure equality of access:

-We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.

-We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner, usually within 7 days.

Our equality scheme will be available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.

We will liaise and work with specific stakeholders to ensure that the arrangements we have in place for communicating our equality

scheme effectively to children and young people and people with disabilities meets the needs required.

9.4 For a list of our stakeholders and consultees please see Appendix 3 of the equality scheme, or visit our website at:

[www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

or contact:

PCSP Manager  
Council Offices  
7 Connell Street  
Limavady  
BT49 0HA

Tel: 028 777 60304

Email: [pcsp@causewaycoastandglens.gov.uk](mailto:pcsp@causewaycoastandglens.gov.uk)

Text Phone: 028 7034 7056



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

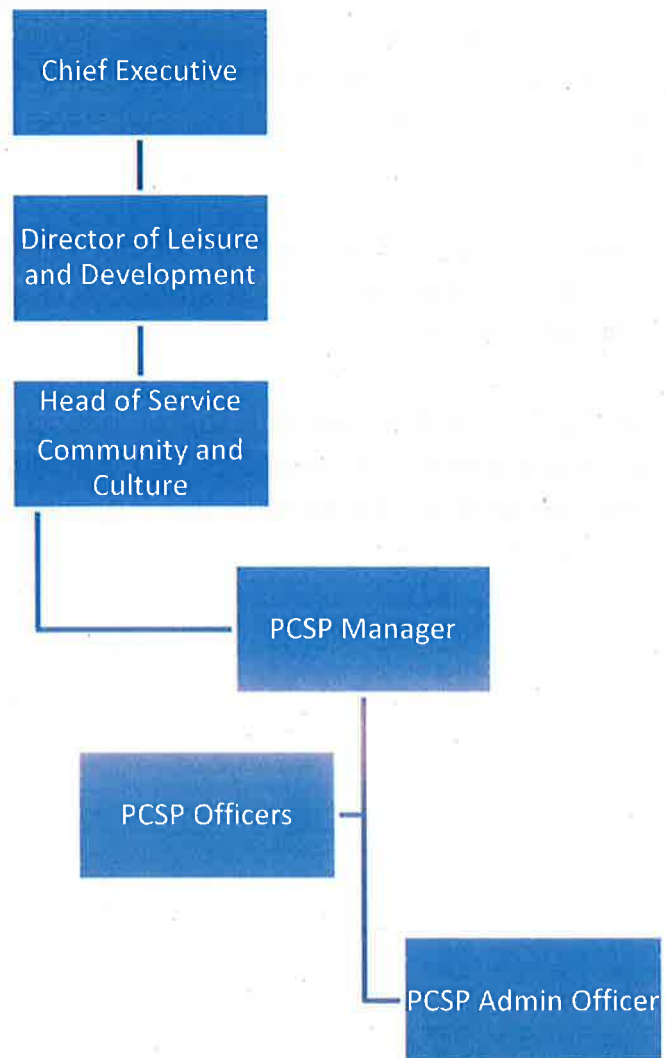
(Schedule 9 8. (3))

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

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

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

## Appendix 1      Organisational chart



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

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

Category	Example groups
Religious belief	<p>Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths.</p> <p>For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment &amp; Treatment (NI) Order</i><sup>8</sup>. Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “<i>similar philosophical belief</i>”.</p>
Political opinion <sup>9</sup>	Nationalist generally; Unionists generally; members/supporters of other political parties.
Racial group	Black people; Chinese; Indians; Pakistanis; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Transsexual people; women (including girls).
Marital status	Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people.
Age	Children and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.

<sup>8</sup> See Section 98 of the Northern Ireland Act 1998, which states: “In this Act...”political opinion” and “religious belief” shall be construed in accordance with Article 2(3) and (4) of the Fair Employment & Treatment (NI) Order 1998.”

<sup>9</sup> *ibid*

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Persons with dependants	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person.
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Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.
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### **Appendix 3 List of consultees**

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

Note: This consultation list is indicative, not exhaustive and will be reviewed on an annual basis to ensure it is relevant and up-to-date. List does not include those groups which have asked for their names to be removed.

1. AWARE
2. Niamh Mental Wellbeing
3. Action Mental Health New Horizons Antrim
4. Cancer Focus NI
5. Disability Sport NI
6. Positive Futures
7. British Deaf Association
8. Action on Hearing Loss
9. MindWise Head Office
10. Coleraine Carers Support Group
11. Guide Dogs NI
12. Disability Action
13. Visual Access NI Ltd
14. RNIB
15. Building Communities Resources Network
16. Mencap
17. Disability Action
18. Business in the Community
19. Equality Coalition
20. Transport NI
21. Corrymeela
22. Crafts With Love
23. Rural Support
24. GMB
25. Participation and the Practice of Rights
26. PSNI
27. Institute for Conflict Research
28. Depaul
29. Citizens Advice Causeway
30. Volunteer Now Enterprises Ltd
31. NI Human Rights Commission

32. Unite the Union
33. Causeway Volunteer Centre
34. Cedar Foundation
35. Extern
36. Society's Human Rights & Equality Committee
37. Corporate Services Manager
38. Brook
39. C.O.A.S.T.
40. Action on Elder Abuse Northern Ireland
41. Age Concern
42. Cara Friend
43. Equality Commission
44. The Rainbow Project
45. HereNI
46. Chinese Welfare Association
47. POBAL
48. Indian Community Centre
49. Asian Over 50 Club
50. Causeway Ethnic Minority Support
51. Causeway Multi Cultural Forum
52. Tar Isteach
53. Benvarden LOL 1001
54. Benvarden Apprentice Boys of Derry
55. An Droichead
56. DUP
57. Sinn Fein
58. SDLP
59. Alliance
60. UUP
61. Causeway Women's Aid
62. Rasharkin Women's Group
63. Women's Resource and Development Agency
64. Training for Women Network
65. Women of the World
66. Ladies Friendship and Craft Group
67. Women's Regional Consortium
68. Women's Centre Derry

69. Unite the Union
70. Ballymoney Arthritis Care Branch
71. Phoenix ADHD
72. Community Development & Health Network
73. Commission for Victims and Survivors
74. Huntington's Disease Association NI
75. Habinteg Housing Association (Ulster) Ltd
76. Parents' Education as Autism Therapists (PEAT)
77. Stroke
78. NUS-USI
79. Asthma UK
80. Northern Ireland Rare Disease Partnership (NIRDP)
81. Arthritis Care Northern Ireland
82. Causeway Volunteer Centre
83. Benvarden Community Association
84. Compass Advocacy Network
85. Stranocum & District Development Group
86. NACN
87. Dunloy Development Association
88. Community Foundation for Northern Ireland
89. Cheers Youth Centre
90. 4th Ballymoney BB
91. Children's Law Centre
92. Voices of Young People in Care
93. NI Youth Forum
94. Barnardo's
95. Council for Catholic Maintained Schools (CCMS)
96. The Princes Trust
97. Child Accident Prevention Trust