

BIG Lottery Fund  
Northern Ireland Equality Scheme  
2007-2012

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



## Northern Ireland Equality Scheme

Stock code           BIG-NIequalityscheme

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### Accessibility

Also available upon request in other formats including large print, braille, disc, audio-cassette and minority languages.

### Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

### We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

### Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

### Our values

We have identified seven values that underpin our work: fairness; accessibility; strategic focus; involving people; innovation; enabling; additional to government.

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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# Foreword

The Big Lottery Fund is pleased to present this Northern Ireland Equality Scheme. This scheme affirms our commitment to equality and to fulfilling our statutory obligations to promote equality and good relations in Northern Ireland as required under Section 75 and Schedule 9 of the Northern Ireland Act 1998.

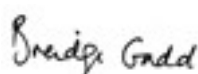
The scheme sets out how we will fulfil our obligations under this legislation when carrying out all of our functions, powers and duties.

As Chair, Northern Ireland Chair and Chief Executive of the Big Lottery Fund we are committed to providing strong leadership to ensure the effective implementation of our equality scheme across all aspects of our business. We are also committed to ensuring that the necessary resources, in terms of people, time and money, are available to implement the scheme. This includes ensuring that effective internal systems are in place to monitor compliance with our statutory duties and to review progress, such as consultation, monitoring and reporting systems and assessments of the impact of our policies. We will also ensure, through a programme of communication and training, that all employees are fully aware of and understand our equality obligations and the need to implement our equality scheme.

This equality scheme is available in various formats. It can be provided in hard copy or, on advance request, in other formats including large print, Braille, disc, audio-cassette and minority languages. The electronic version and information on our website is compatible with voice-activated software (such as Browsealoud and Jobs Access for Windows and Speech) and is enabled for magnifying software. Please contact us if you require alternative formats.



**Professor Sir Clive Booth**  
**Chair**



**Breidge Gadd**  
**NI Chair**



**Peter Wanless**  
**Chief Executive**

## Section 1: Introduction

### About the Big Lottery Fund

**1.1** The Big Lottery Fund (BIG) is a new UK-wide Lottery distributor established on 1 June 2004 following an administrative merger of the New Opportunities Fund and the Community Fund. BIG formally came into being following the passage of legislation in December 2006.

**1.2** BIG is responsible for giving out half of the money for Good Causes raised by the National Lottery, giving us a budget of around £630 million a year across the UK. Our budget for Northern Ireland for 2006–2009 is around £90 million. Our funding covers health, education, environment and charitable purposes.

#### **Mission and Values**

**1.3** BIG aims to bring real improvements to communities and the lives of people most in need. To achieve this, we have identified seven values that underpin all of our work. These are:

- fairness
- accessibility
- strategic focus
- involving people
- innovation
- enabling
- additional to government.

More details of our mission and values are published on our website.

#### **Accountability of the Big Lottery Fund**

**1.4** BIG is an executive Non-Departmental Public Body (NDPB). An NDPB is a body which has a role in the process of national government but is not a government department or part of one and, accordingly, acts at arm's length from ministers. All executive NDPBs have a sponsor government department. BIG's government sponsor is the Department for Culture, Media and Sport.

**1.5** Big Lottery Fund Board members are appointed by and are accountable to the Secretary of State for Culture, Media and Sport (DCMS). In turn, the Secretary of State for Culture, Media and Sport is accountable to Parliament for the overall effectiveness and efficiency of BIG, as well as for our functions and activities.

**1.6** The Big Lottery Fund receives policy and financial directions from DCMS. These directions set out general matters and conditions to be taken into account by Lottery distributors when grant-making and distributing money. Directions for the Northern Ireland are signed off by the Northern Ireland Assembly, coordinated by the Department of Culture, Arts and Leisure (NI).

#### **Purpose of our equality scheme**

**1.7** Section 75 of the Northern Ireland Act 1998 (hereafter referred to as 'the Act') requires BIG, in carrying out all our 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
- men and women generally
- persons with a disability and persons without
- persons with dependants and persons without.

Also, without prejudice to this obligation, Section 75 requires BIG, in carrying out its functions, powers and duties relating to Northern Ireland, to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Further information on the main groups relevant to Section 75 categories is at Appendix 2.

**1.8** Schedule 9 of the Act requires BIG to have an equality scheme setting out how we propose to fulfil these duties. This scheme has been developed to meet that statutory requirement.

#### **Our commitment to equality**

**1.9** Equality and diversity are at the heart of what we do. BIG is committed to valuing diversity and promoting equality of opportunity, both as a grant-maker and as an employer. We aim to ensure that grant applicants and recipients, stakeholders, job applicants and employees are treated fairly. It is the responsibility of all staff and Board members to uphold and implement our equality scheme.



**1.10** The Big Lottery Fund has adopted six equality principles that underpin all our work across the UK and which we believe enhance the implementation of our statutory duties. These principles are:

- promoting accessibility
- valuing cultural diversity
- promoting participation
- promoting equality of opportunity
- promoting inclusive communities
- reducing disadvantage and exclusion.

More details of our equality principles are published on our website.

**1.11** BIG is proactively committed to and fully recognises the benefit of mainstreaming equality and good relations into our policy decision-making. At the time of writing we have developed the building blocks for our equality agenda. These include:

- this Northern Ireland Equality Scheme, which sets out our commitments for complying with Section 75
- a Northern Ireland Disability Action Plan for 2007-2012, which sets out how we fulfil our duties under the Disability Discrimination Act 1995, to have due regard to the need to promote positive attitudes towards disabled people and encourage participation by disabled people in public life
- a dedicated equality adviser post for Northern Ireland, to promote equality internally and externally and to monitor our compliance with statutory duties
- an Internal Equality Team in Northern Ireland, to support the implementation of our equality duties, schemes, policies and processes
- an internal policy on 'Supporting staff with disabilities'
- a UK-wide equality strategy, which provides a framework for implementing the following:
  - a set of six equality principles, which underpin how we carry out our work, internal and external (Appendix 3)
  - an equal opportunities policy that sets out a series of commitments we have signed up to when delivering our internal and external business
  - a UK-wide Joint Race and Disability Equality Scheme, which sets out how we fulfil our duties under the Disability Discrimination Act 2005 and the Race Relations Amendment Act 2000
  - an Equality Assurance Process, introduced in 2005 to take forward our commitment to mainstreaming equality into all aspects of our internal and external work
  - an equality learning and development plan, which sets out how we will ensure that Board and Committee members and staff are aware of BIG's equality commitments and principles and can apply them in their roles
  - an Employee Performance Management process, which incorporates a personal equality-related objective for all employees.

# Section 2: Big Lottery Fund structures and functions

## Structures

### UK-wide

**2.1** The Big Lottery Fund is a UK-wide body comprised of seven Directorates, a UK-wide Senior Management Team and a range of strategic boards and committees. The seven Directorates are:

- Policy and partnerships
- Communications and marketing
- Corporate services
- Operations
- Northern Ireland Directorate
- Scotland Directorate
- Wales Directorate.

An organisational chart is at Appendix 4.

**2.2** The UK-wide Senior Management Team is headed by the Chief Executive and exists to support the Board and the Chief Executive in the strategic management of BIG.

### Northern Ireland structure

**2.3** The Northern Ireland Directorate is comprised of four business divisions:

- Policy development and public affairs
- Programmes
- Communications and press
- Planning and support.

A Directorate chart is at Appendix 5.

**2.4** The Northern Ireland Senior Management Team is headed by the Director Northern Ireland and exists to support BIG in strategic management of the Northern Ireland Directorate.

## BIG Board and committees

### Board

**2.5** BIG is governed by a UK-wide Board. As part of BIG's commitment to devolution we have also created four country committees for Northern Ireland, England, Scotland and Wales, each of which is chaired by a UK Board member representing each country. The range of public life appointments over which BIG has responsibility, both UK-wide and in Northern Ireland, is set out below.

**2.6** The Big Lottery Fund Board has 12 members:

- Chair
- Northern Ireland Committee Chair
- England Committee Chair
- Scotland Committee Chair
- Wales Committee Chair
- seven general members.

**2.7** The UK Board was appointed by the Secretary of State for Culture, Media and Sport, in consultation with the devolved administrations. It is responsible for the overall strategic direction of the Big Lottery Fund and any UK-wide funding programmes.

**2.8** All of the BIG's Board and Committee members, including the Northern Ireland Committee, have been appointed through public recruitment exercises in compliance with central guidance reflecting legal requirements and good practice. In so doing, BIG strives to ensure that the composition of the Northern Ireland Committee is balanced in terms of Section 75 requirements as well as geography, expertise and experience.

**2.9** The Big Lottery Fund Board and committees operate within the full range of BIG's equality duties set out in Section 75 of the Northern Ireland Act.

**2.10** In addition, the BIG Board and Committees operate within the full complement of BIG's equality policies, strategies and procedures set out at Section 1 (1.10).

**2.11** All boards and committees are accountable to the UK Board, Government and, ultimately, the general public.

## Northern Ireland Committee

**2.12** The Northern Ireland Committee has five members:

- Chair (who is also a UK Board member)
- four members.

**2.13** The Northern Ireland Committee is responsible for making decisions on grant allocations across Northern Ireland programmes. The committee has a very clear role in ensuring, through a diverse range of funding programmes, that National Lottery funding is fully cognisant of the needs of Northern Ireland and local communities and makes a difference to the lives of those who are most in need. This also involves monitoring spend and reporting on the difference that Lottery funding has made, thus ensuring that BIG's outcomes are achieved. The Northern Ireland Committee is also responsible for determining policy and the external profile of BIG in Northern Ireland. This involves meeting and disseminating key information on how our funding programmes and activities can influence future policy for Northern Ireland.

## Other decision-making committees

**2.14** UK-wide programmes, such as Living Landmarks and Breathing Places, have UK-wide decision-making committees.

**2.15** People's Millions, which is a UK-wide programme, has a Northern Ireland-specific committee which will remain in place until the programme closes. The People's Millions Committee for Northern Ireland comprises:

- Chair (The Northern Ireland Committee Chair)
- four members (including one young person).

**2.16** BIG in Northern Ireland is phasing out programme-specific grant-making committees. The Northern Ireland Committee is responsible for making all grant-making decisions for all new programmes.

## Functions

### UK-wide functions

**2.17** BIG's functions, for the purposes of the 1998 Act, include its powers and duties. Each of BIG's

Directorates has its own functions. In this equality scheme the following are to be regarded as the functions of BIG UK-wide:

- developing and implementing BIG's grant programmes in line with policy directions
- meeting targets set out in policy directions
- ensuring that the highest standards of public accountability are observed
- ensuring that BIG provides excellent service to applicants and grant holders.

### Northern Ireland Directorate functions

**2.18** Each of Northern Ireland's four business divisions has its own key functions, as follows:

- ▶ **Policy development and public affairs:** responsible for working across funding programmes, assessing and communicating the impact of policy change to the organisation; managing external relationships with key stakeholders, including events management; managing political sensitivities that affect programmes; and leading on BIG's statutory duty to promote equality of opportunity and good relations.
- ▶ **Programmes:** responsible for the delivery of funding programmes through grant assessment and management processes and developing new programmes in conjunction with other business divisions.
- ▶ **Communications and press:** responsible for raising BIG's profile and enhancing our reputation with the media and other key stakeholders.
- ▶ **Planning and support services:** responsible for administrative support services, facilities management, finance, corporate planning, information technology and human resources.

## Section 3: Our funding

### Our framework for funding

**3.1** Big Lottery Fund programmes across the UK aim to support three broad themes agreed with the Government and devolved administrations:

1. supporting community learning and creating opportunity
2. promoting community safety and cohesion
3. promoting well-being.

**3.2** Each of BIG's regions has developed funding programmes that meet the above UK-wide themes but which are also specific to regional need. In Northern Ireland, BIG works within a framework for funding that consists of the three UK-wide themes, plus four outcomes, two underlying principles and nine priorities specific to Northern Ireland. Our two principles are equality-related. They are:

1. addressing disadvantage and promoting tolerance and social inclusion
2. contributing to the reduction of poverty.

**3.3** Our framework for funding was the subject of extensive consultation in 2005 and fits with our already agreed mission to fund health, education, environment and the voluntary sector. The Northern Ireland framework for funding is at Appendix 6.

### Northern Ireland funding programmes

**3.4** BIG operates a number of funding programmes specific to Northern Ireland. There are separate funding programmes in England, Scotland and Wales. In addition, there is a small number of grants programmes across the UK. Our funding programmes for Northern Ireland are at Appendix 7.

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

### Organisational arrangements

**4.1** The Big Lottery Fund is committed to the fulfilment of its Section 75 obligations across all areas of our work. Statutory responsibility for the effective implementation of the equality scheme lies with the UK Board of BIG.

**4.2** The Chief Executive is accountable to the UK Board for the development, maintenance and review of this equality scheme in accordance with the legislation, including any good practice or guidance from the Equality Commission for Northern Ireland.

**4.3** The Director Northern Ireland is accountable to the Board for the development, implementation, maintenance and review of the equality scheme in accordance with the legislation, good practice and any guidance from the Equality Commission.

**4.4** The Director Northern Ireland will put in place arrangements necessary to enable to him/her to advise the Board on a regular basis of progress in relation to the scheme. He/she will designate to the equality adviser for Northern Ireland the duty to coordinate the implementation of the equality scheme and the responsibility to act as the point of contact with the Equality Commission and for all groups and individuals concerned about issues relating to the implementation of the scheme.

**4.5** The equality adviser will report regularly to the Northern Ireland Senior Management Team on equality matters and respond to any queries from those affected by the statutory duties.

**4.6** Objectives and targets relating to our statutory duties are integrated into BIG's strategic and operational plans. Our Strategic Plan 2006-2009 sets out our vision, direction and strategy for this period. The plan incorporates annual corporate objectives for each financial year over the 2006-2009 period.

**4.7** The Northern Ireland Directorate has its own business plan which sets out how we will meet the corporate objectives. In turn, each of the Northern Ireland business divisions has agreed individual action plans setting out the tasks that each division will

undertake to help us meet our priority objectives/activities.

**4.8** In addition, at individual level, all staff members are responsible for implementing BIG's statutory duties through personal work objectives that are linked to corporate objectives. BIG operates an Employee Performance Management process, which is a mechanism for setting and appraising each individual's work objectives and performance on an annual basis. Each member of staff has a mandatory personal objective 'to demonstrate an understanding of the relevance of BIG's equality principles and apply this to all aspects of their work'. In addition, all posts in the Big Lottery Fund in Northern Ireland require knowledge of Section 75 and a commitment to the statutory duties is included in all job descriptions.

**4.9** The Northern Ireland Directorate has an Internal Equality Team, whose role is to support the development and implementation of the Northern Ireland Equality Scheme and the implementation of our statutory responsibilities under Section 75. The group comprises representatives from each of our four business divisions and meets quarterly.

## Progress reporting

**4.10** Progress on how we are meeting our corporate and Northern Ireland objectives are reported to the Northern Ireland Senior Management Team on a quarterly basis, at a minimum. The Director Northern Ireland, in turn, reports on progress to the UK Senior Management Team.

**4.11** BIG will conduct an annual review of progress in relation to the implementation of the equality scheme, in compliance with the statutory duties. We will forward a report of this review to the Equality Commission by 31 July each year. This report, which will follow any guidance on annual reporting issued by the Equality Commission, will also be included in our corporate annual report.

**4.12** BIG will liaise with the Equality Commission to build a close relationship and to ensure that the implementation of our equality scheme is maintained.



## Section 5: Consultation

**5.1** The Big Lottery Fund recognises the importance of consultation in all aspects of the implementation of its statutory equality duties and is committed to publicly consulting on our key equality work. We affirm that all consultation will be carried out in accordance with the Equality Commission's 'Guide to Statutory Duties'.

### Procedures for ensuring inclusive consultation

**5.2** We aim to ensure that any organisation or individual with a legitimate interest in our equality work or the likely impact of our policies on the promotion of equality of opportunity and good relations will be included in the process of engagement. BIG has developed and maintains a mailing list of around 500 such stakeholders representing all nine Section 75 categories, including the Equality Commission, the Community Relations Council, voluntary groups, community groups, trade union groups and other groups with a legitimate interest in equality issues. The list is used to select targeted stakeholders for our consultation activities. It is not exhaustive and may be amended and reviewed throughout the lifetime of the equality scheme to further promote inclusive consultation. We welcome enquiries from any organisation or individual wishing to be added to our list of consultees. Our list of equality stakeholders is at Appendix 8.

**5.3** In consulting on any equality matter, BIG will engage with umbrella groups or individuals from our equality mailing list to identify how best to consult or engage with stakeholders and obtain their views. We recognise that there will be different means of consultation for different groups and it will be important to establish the basis for dialogue and engagement around equality issues. Therefore, our consultation methods may involve face-to-face meetings, advisory groups, surveys, consultative panels and other innovative ways of consulting.

**5.4** We will take steps to ensure that we provide sufficient timely and appropriate information to enable all affected groups and individuals to consider the full implications of proposals. This will include quantitative and qualitative data that we hold or have collated and other documents such as consultation reports. This will apply to all consultations.

**5.5** We will take steps to ensure full participation in any consultation meetings we organise by considering when and where consultations are held. We will consider the time of day, the suitability of the venue, whether it is accessible to all equality groups and individuals, how the meeting is to be run and the use of languages other than English. We will meet, in good faith, any access-related costs, such as travel to and from events, provision of signers, childcare and other access-related costs.

**5.6** We aim to remove barriers to meaningful consultation by ensuring that the language we use is as clear as possible. Thus, we will give extra consideration to ensure that all consultations fully engage those with particular needs, such as young people and those with learning disabilities, minority language speakers and Travellers. We will liaise with representatives of relevant organisations, and individuals where applicable, and take account of good practice elsewhere in order to reflect the needs of these groups in consultations.

**5.7** Systems are in place to ensure, on request and in a timely manner, the availability of information in alternative formats including large print, Braille, disc, audio-cassette and minority languages. Electronic versions of information are compatible with voice-activated software such as Browsealoud and Jobs Access for Windows and Speech (JAWS). The Big Lottery Fund website is enabled for magnifying software, Browsealoud and JAWS. All of our external materials, including our website, are edited to plain English to make them clearer and more accessible. Some documents can be produced in easyread format for people with learning disabilities. Where appropriate, we will consider holding meetings or information events to provide information. Information in accessible formats will be made available to individuals as well as organisations.

**5.8** We will arrange training for Big Lottery Fund staff involved in consultation exercises, to ensure they have the necessary skills to communicate effectively. Where appropriate, training will be developed in consultation with relevant Section 75 groups.

## Section 6: Assessing the impact of policies on the promotion of equality of opportunity

### Timescale for consultations

**5.9** Consultation with groups and individuals will begin as early as possible. We are conscious that some groups will need sufficient time to consult among themselves in order that their contributions to any consultation may be informed. Thus, we will endeavour to conduct all consultations in a timely, open and inclusive way in accordance with the Equality Commission's guiding principles. All consultations will aim to allow a period of at least eight weeks except in emergencies, including:

- policies that must be implemented urgently to protect health and safety
- policies that must be implemented urgently to comply with court judgements.

**5.10** If we do not allow eight weeks for any consultation, we will report this to the Equality Commission and clearly explain why.

### Draft Northern Ireland Equality Scheme – consultation

**5.11** This equality scheme has been informed by internal and external consultation on a draft scheme between October 2006 and January 2007. The aim of consultation was to enhance the effectiveness of the scheme in ensuring compliance with Section 75 across all areas of our internal and external work. A report on the consultation exercise is at Appendix 9.

### Equality Assurance Process

**6.1** The Big Lottery Fund has in place an Equality Assurance Process (EAP) to take forward our commitment to mainstreaming equality and to help us to meet our statutory duties under Section 75 of the Northern Ireland Act 1998.

**6.2** The process ensures that equality is mainstreamed across all areas of our work, from human resources to grant making, and that monitoring is ongoing through the lifetime of each policy that has been equality-assured.

**6.3** The definition of a 'policy' under the Equality Commission's 'Guide to the Statutory Duties' has a wide remit and includes policies relating to all functions and activities, including internal policies. We will monitor the implementation of any policies that we operate on behalf of another public authority and will work in partnership with other bodies where such a policy is subject to an Equality Impact Assessment (EQIA).

**6.4** The Equality Assurance Process is aimed at ensuring that potential equality impacts are considered from the very earliest stages of policy formulation. The process provides a series of tools designed to support staff to think about equality issues when developing new business. The process consists of three interlinked stages.

**6.5** Where an EQIA is not recommended, the policy will be monitored. After a period of time – normally within one year – a review is undertaken, to assess the outcomes of implementation and whether or not an EQIA is required.

### Screening

**6.6** Through the Equality Assurance Process, BIG systematically screens all of its new and existing policies, to determine whether there are any implications for equality of opportunity and whether policies should be subject to an Equality Impact Assessment.

**6.7** Screening and EQIAs are the central focus of BIG's obligations under Section 75. When deciding which policies might be subject to an EQIA, BIG will

consider the impact of each policy on equality of opportunity for all nine Section 75 categories. BIG will take the following steps through its screening process, to determine whether or not policies should be subjected to an EQIA:

- identify all policies, written and unwritten
- appraise the significance of equality of opportunity and good relations for each policy, taking account of the screening criteria detailed at section 6.8 below
- produce a list of policies to be screened and a timetable for conducting the screening.

**6.8** For each policy screened the following criteria will be applied:

- ▶ Is there any indication or evidence of higher or lower participation or uptake by different groups?
- ▶ Is there any indication or evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy?
- ▶ Have previous consultations with relevant groups, organisations or individuals indicated that particular policies create problems that are specific to them?
- ▶ Is there an opportunity to better promote equality of opportunity or good relations by altering the policy or working with others in government or in the larger community?

If the answer to any of these four questions is yes, BIG will give consideration to subjecting the policy to an EQIA. BIG will report any such matters to the Equality Commission through our Annual Report.

### Evidence

**6.9** BIG will make arrangements to obtain relevant information, whether quantitative or qualitative, in order to clearly demonstrate why a policy is screened in or out for an EQIA. Such evidence may include:

- information from our internal systems, including service monitoring, complaints monitoring, research, surveys, consultation exercises, evaluations, anecdotal evidence, feedback from our users, etc
- evidence/research commissioned by BIG
- evidence/research conducted by external bodies.

### Prioritisation and timetabling

**6.10** Having screened existing or new policies using the four criteria set out at section 6.8, we will decide on prioritising policies for an EQIA.

### Screening report

**6.11** BIG will publish an annual report of its screening work. This report will include:

- a list of new policies screened and a summary of screening outcomes, including a decision on whether or not they will be subject to an EQIA
- an update on policies previously screened
- a timetable for any EQIAs to be carried out.

**6.12** BIG will publicly consult on each annual screening report, in compliance with the Equality Commission's 'Guiding Principles on Consultation'. We will:

- launch a consultation exercise for each report, lasting at least eight weeks
- advertise information on the consultation on our website
- advertise the consultation exercise in a main Northern Ireland-wide newspaper
- proactively seek the views of the Equality Commission, Section 75 representative groups, other public authorities, voluntary and community sector groups and trade unions on our equality mailing list (Appendix 8)
- consider feedback from screening consultations in future equality work and processes
- publish a report on the outcomes of each screening consultation in the following year's screening report, detailing consultees' recommendations and subsequent action by BIG. This will include publishing our reasons for not subjecting to EQIA any policies recommended by consultees for impact assessment
- report on our screening reports and consultations in our annual reports to the Equality Commission.

## Conducting Equality Impact Assessments

**6.13** All Equality Impact Assessments carried out by BIG will be conducted in accordance with the procedures outlined in Annex 1 of the Equality Commission's 'Guide to the Statutory Duties'.

**6.14** In common with other aspects of the statutory equality duties, BIG will ensure that any equality impact assessment will be subject to consultation. All consultations will seek the views of our equality stakeholder list (Appendix 8), which includes the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary groups, community groups, Trade Unions and other groups with a legitimate interest in the matter whether or not they have a direct economic or personal interest and those directly affected by the policy.

**6.15** In deciding upon the need for new or revised policy, we will take into account any relevant existing EQIAs and their consultation outcomes.

**6.16** In line with our annual policy screening and review exercises, BIG proposes to report any EQIAs on an annual basis. However, our annual timescale allows for EQIAs to be conducted sooner, where evidence from screening indicates that this is required in order to meet our Section 75 requirements.

## Monitoring any adverse impact of policies

**6.17** BIG's Equality Assurance Process provides for the monitoring of adverse impact across all organisational functions. This includes:

- an audit of existing information systems within one year of approval of the scheme, similar to that included in the Equality Commission's 'Practical Guidance on Equality Impact Assessment', to identify the extent of monitoring and a plan to address any gaps so that impacts can be effectively monitored, if necessary through EQIAs
- the ongoing collection and collation of relevant primary and secondary quantitative and qualitative data across all nine Section 75 categories
- identifying gaps in information and under undertaking or commissioning new research if necessary.

**6.18** If monitoring and evaluation show that a policy results in greater adverse impact than predicted or if opportunities arise which would promote greater equality of opportunity, the policy will be revised.

**6.19** We will review these systems on an annual basis and the results will be published in our annual progress reports to the Equality Commission. In all cases relating to the holding of monitoring information or the collection of data, we will act sensitively in accordance with Equality Commission guidance and the needs of Section 75 organisations.

## Publication of Equality Impact Assessments

**6.20** BIG will make publicly available the outcome of any EQIAs and related monitoring undertaken to measure the adverse impact of policies. All published information will comply with the Equality Commission's 'Guide to Statutory Duties' and will include:

- the aims of the policy to which the assessment relates
- details of any consideration given to mitigating the adverse impact of the policy on the promotion of equality of opportunity
- details of any consideration given to alternative policies that might better achieve the promotion of equality of opportunity.

**6.21** We will inform the general public about EQIAs through our Northern Ireland Communications Strategy. We will also directly inform targeted Section 75 bodies and organisations (listed at Appendix 8) and, where appropriate, place information in publications associated with Section 75 categories.

**6.22** We will respond in a timely fashion to requests for information about EQIAs in alternative formats, including large print, Braille, disc, audio-cassette and other languages. Information will also be published on our website, which has magnifying software and is compatible with voice-activated software such as Browsealoud and Jobs Access for Windows and Speech.

## Section 7: Training and communication

**7.1** The Chief Executive and UK Senior Management Team will communicate to staff BIG's commitment to the statutory duties internally as well as externally. To this end, we will:

- communicate to staff the importance of the Northern Ireland Equality Scheme and advise them by email on how to access the scheme
- ensure that a copy of the Northern Ireland Equality Scheme is made available to all staff
- ensure that any queries or questions of clarification from staff are addressed effectively by the equality adviser for Northern Ireland.

**7.2** BIG will ensure that an effective communication and training programme will be developed for all staff aimed at achieving the following objectives:

- to provide an induction for all new staff, including statutory obligations and internal equality policies, procedures and resources
- to update existing staff on equality developments, including legislation, statutory duties and personal responsibilities
- to provide employees involved in the implementation and monitoring of our equality scheme with the necessary skills and knowledge to do this work effectively
- to provide employees involved in equality assurance with the necessary skills and knowledge to do this work effectively
- to provide employees involved in Equality Impact Assessments with the necessary skills and knowledge to do this work effectively
- to provide employees involved in equality-related consultations with the necessary skills and knowledge to do this work effectively
- to provide employees who deal with complaints in relation to the implementation of our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
- to evaluate the extent to which participants in training have acquired the necessary skills and knowledge to achieve each of the above objectives.

**7.3** BIG has in place an online Equality Resource, to help staff members individually and collectively to meet our equality duties. The resource, the main focus of which is the Equality Assurance Process, provides staff with the practical support they need to carry out equality assurance and ensure equality mainstreaming across all areas of our work. All new staff members are made aware of the important role of the Equality Assurance Process in helping us to meet our equality duties.

**7.4** Where appropriate, training will be developed in association with relevant Section 75 groups.

**7.5** The equality adviser for Northern Ireland will meet with programme fora and report to the Northern Ireland Senior Management Team on equality issues and, as required, communicate key equality matters to staff in Northern Ireland and across the UK.

**7.6** Targets for the implementation of our commitment to training and communication are included in the action plan for implementing our equality scheme (Appendix 11).

**7.7** A report indicating progress on training objectives will be included in our annual progress reports to the Equality Commission.

## Section 8: Public access to information and services

**8.1** Accessibility – making it easier to access our funding and providing help to grant applicants and recipients – is one of the seven values underpinning BIG’s mission and values (Appendix 1). We are committed to reviewing public access to our information and services across all functions, to ensure equality of opportunity.

### Key access requirements

**8.2** For the purposes of identifying people with accessibility requirements the following key groups have been listed:

1. visually impaired people
2. Deaf people (people whose first or preferred language is Sign language) and hearing impaired people
3. people with mobility needs
4. people with learning disabilities
5. people with mental health issues (where relevant)
6. people whose first language is not English.

### Key access provision

**8.3** BIG has identified a series of key customer interfaces which require provision of access to information and services. These are:

1. external events
2. enquiries
3. outline proposal application stage
4. application stage
5. grant assessment stage
6. grant management stage
7. publications
8. day-to-day communication
9. website.

**8.4** Our systems for ensuring access at these interfaces are set out at Appendix 12.

**8.5** Our systems for ensuring public access to information and services include commitments to the following:

1. Making information accessible to children and young people. We will strive to ensure this through

engagement with organisations representing young people. As stated at Section 5.6, we will also give extra consideration to ensure that all consultations fully engage young people. We will also continue to ensure, where appropriate, that young people have a participatory role in helping us to make better funding decisions, such as their representation on our Young People’s Fund panels.

2. In disseminating information through the media, BIG will seek to advertise in the press. This arrangement will be kept under review, in terms of promoting wide access throughout the implementation of statutory equality duties.
3. Ensuring that no section of the community is deterred from visiting BIG, for whatever reason. BIG offices will maintain a welcoming and harmonious environment. BIG will adhere to relevant provisions of the Disability Discrimination Act 1995.

Ensuring that access to information and services is monitored, to ensure equality of opportunity.

### Data Protection and Freedom of Information

**8.6** Legislation has provided individuals with a statutory right to access information held about them and most information held by any public body relating to its operation. BIG recognises and supports the legal requirement of access to data and information and has a policy and guidelines on access to information.

**8.7** The Freedom of Information Act 2000 requires us to produce a publication scheme. By ‘publication’ we mean information that is available to the public in a variety of formats, for example, reports on paper or on web pages. The publication scheme is a document that describes the information we routinely publish, where you can find it and whether we charge for it. It is not a list of our publications; it describes the kinds of information we publish. A full list of our publications is available in the publications section of our website ([www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)).

**8.8** To help us to deal efficiently with requests for information not routinely available, such requests should be referenced as a ‘Freedom of Information’ request and be specific about the information required. We will acknowledge a request and endeavour to reply

## Section 9: Implementing our equality scheme

in full within 20 working days. It is possible that some of the information may not be available because it falls within one of the exemptions of the Act. When that happens, we will tell you which exemption applies and, in most cases, why the information cannot be released.

**8.9** Our corporate governance manager has overall responsibility for Freedom of Information and can be contacted by emailing:

[freedomofinformation@biglotteryfund.org.uk](mailto:freedomofinformation@biglotteryfund.org.uk)

or by writing to:

Corporate governance manager  
Big Lottery Fund, 1 Plough Place, London EC4A 1DE

**9.1** BIG has drawn up an action plan implementing the Northern Ireland Equality Scheme, setting out key date milestones and performance indicators for each task. This action plan is at Appendix 11.



## Section 10: Publication of our equality scheme

**10.1** Following approval by the Equality Commission, BIG's Northern Ireland Equality Scheme will be made publicly available. The following arrangements will be made for the publication of the scheme and to ensure equality of access:

- ▶ The scheme will be published on our website. It will be accessible on the site using magnifying software and voice-activated software such as Browsealoud and Jobs Access for Windows and Speech. Browsealoud software can be downloaded free from our website.
- ▶ The scheme will be made available in alternative formats on request, including large print, Braille, disc, audio-cassette and minority languages. Systems are in place to ensure that requests for alternative formats will be dealt with in a timely manner.
- ▶ All Section 75 organisations and stakeholders will be notified about the scheme in writing, along with details on how to access it. They will be invited to contact us if they require alternative formats.
- ▶ We will also place an advertisement in a major newspaper, notifying the general public that this equality scheme has been formally approved by the Equality Commission and published, and how it can be accessed.

## Section 11: Review of our equality scheme

**11.1** BIG will conduct a thorough review of the equality scheme within five years of its submission to the Equality Commission. This review will evaluate our effectiveness in meeting our Section 75 obligations. In undertaking this review we will follow guidance issued by the Equality Commission. A report of the review will be made public and sent to the Equality Commission.

## Section 12: Complaints

**12.1** When a complaint is made on the grounds that BIG has failed to comply with the scheme, the first point of contact is the equality adviser for Northern Ireland, whose contact details are provided at Section 13.

**12.2** BIG has a complaints procedure that includes a timescale for responding to complaints. Within three working days of receiving a complaint we will contact the complainant by phone or in writing to say that we have received it and when they can expect a reply. In most cases we will send a full reply within 10 working days. If we cannot give a full reply by this time we will explain why and indicate when a reply is likely to be sent.

**12.3** During the complaints process the complainant will be kept fully informed of the procedures for dealing with the complaint under Section 9 of the Northern Ireland Act.

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

**12.5** At all stages of the complaints procedure BIG will support disabled individuals to bring their complaint. Where necessary, we provide specialist transport costs and interpreter support. Additional needs may also be accommodated where appropriate.

**12.6** Our full complaints procedure is published on our website. The procedure is also available in hard copy and, on request, in alternative formats including large print, Braille, audio-cassette, disc and in community languages. It can also be accessed on our website, which has magnifying software and voice-activated software such as Browsealoud, which can be downloaded free. Our website is also compatible with Jobs Access for Windows and Speech software.

**12.7** We proactively disseminate information on our complaints procedure to unsuccessful grant applicants. Unsuccessful applicants are advised by letter of the outcome of their application and advised on how to access the complaints procedure.

## Section 13: Further information

**13.1** If you would like further information about our equality scheme or any aspect of our equality work please contact the equality adviser at the details below:

Joan Reid/Nigel Chambers  
Equality adviser (jobshare)  
Big Lottery Fund  
1 Cromac Quay  
Cromac Wood  
Ormeau Road  
Belfast BT7 2JD

Phone: 028 9055 1440

Textphone: 028 9055 1431

Fax: 028 9055 1444

Email: [joan.reid@biglotteryfund.org.uk](mailto:joan.reid@biglotteryfund.org.uk)  
[nigel.chambers@biglotteryfund.org.uk](mailto:nigel.chambers@biglotteryfund.org.uk)

# Appendix 1

## Our mission and values

### Northern Ireland

We are committed to bringing real improvements to communities and the lives of people most in need. To do this, we have identified seven values that underpin our work. They are:

#### Fairness

##### **Putting equality and diversity at the heart of our work.**

Equality and diversity are at the heart of what we do, both as an employer and as a funder. We want to make sure that people and communities across the UK have equal opportunities to access our funding. This might mean providing support to specific groups of people to help them apply for grants, or it may mean targeting our funding to meet the needs of a particular community or group of people. We recognise that there are obstacles and barriers for many people in society and we want our funding to help overcome these.

#### Accessibility

##### **Making it easier to access our funding and providing help to grant applicants and recipients.**

For many applicants, finding their way round the different trusts and grant-givers is a daunting task. At BIG we will do what we can to make things simpler. We will ensure that our application materials and monitoring processes are “fit for purpose”. In other words, we would expect much less information for a £10,000 grant than we would for a £10 million grant. We will look at ways in which we can support applicants and recipients and, where appropriate, we will introduce a two-stage application process that reduces the burden on unsuccessful applicants. We have listened to the views of grant holders and as a result we will be flexible in the length of our funding, from one to five years. We will also adopt the principle of full cost recovery by allowing all legitimate overhead costs to be recovered by voluntary and community organisations. We will make efficiency savings of between 10-20 per cent on our running costs and ensure that these are ploughed back into projects.

#### Strategic focus

##### **Working in partnership and joining up with existing strategies, developing programmes that are focused on the outcomes and the difference they make for communities.**

We asked people how they thought we should fund, and one of the strongest responses was that we should work in partnership with others. We will do this by encouraging partnership working through our grants and working with other organisations/funders to bring together initiatives and funding streams. We will work with partners in the voluntary, statutory and private sectors. Where appropriate, we will complement government priorities and programmes to achieve maximum benefit for communities.

#### Involving people

##### **Involving local communities in our work and making sure the public know and care about our work.**

We believe that it is vital that we involve the public more in our work, both in shaping our funding priorities and in the funding decisions we make. That is why, when we launched BIG, we did so with a widespread two-stage consultation. The results of this are already informing our policies and programmes. We firmly believe that the public, when appropriately informed and interested in our programmes, can help us make better funding decisions. For example, for the Young People’s Fund, we involved young people on panels to help us decide where funding should go. We will continue to pilot and evaluate new ways of public involvement and we will make every effort to be an organisation that listens to and takes account of people’s views.

## **Innovation**

### **Building evidence-based programmes, sharing what we learn and considering new ways of making grants.**

We will continue to support projects which improve the lives of people in need, even if that means funding some projects which are unpopular. We also want to ensure that innovative projects can access funding and we accept that there may be risks attached to supporting groundbreaking work. At the same time, we will not be ashamed to fund more popular causes and we will continue to support tried and tested projects that are based on what works. We will seek to learn from our funding through evaluation and research. We are committed to sharing learning with others and to influencing policy development at a local and national level.

## **Enabling**

### **Working with communities, partners and other funders to help achieve lasting change.**

We recognise that our funding has the potential to achieve lasting change. It can be transformational. However, some groups and communities do not have the resources and skills to get the most from our funding. We will ensure that we make funding available to develop these skills and we will work with communities, with partners and with other funders to help communities get the maximum benefit from our funding.

## **Additional to government**

### **Ensuring our funding is distinct from government funding and adds value.**

We will ensure that our funding is additional and adds value. Like other Lottery distributors, we are a Non-Departmental Public Body and therefore responsible to the Government and Parliament. It is perfectly proper that our strategic framework (the themes and outcomes) should be agreed by the Government and devolved administrations. BIG is responsible for determining the priorities within that strategic framework, deciding on our programmes and how they should be delivered, and making decisions on individual grants.

## Appendix 2

### Main groups relevant to Section 75 categories

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

## Appendix 3

# Big Lottery Fund equality principles

BIG has adopted six equality principles that underpin all our work across the UK. These are:

### **Promoting accessibility**

We believe that accessible services are those that people can use relatively easily, without spending too much time and money, and are sensitive to the different cultures of the people using them.

### **Valuing cultural diversity**

We value cultural diversity by recognising that people have different needs, beliefs, values and abilities and that those differences need to be both respected and promoted. We recognise that having a diverse public face can help us build trust and confidence among the varied communities we seek to fund. A diverse workforce can also provide a richer mix of ideas and talents. We also believe we are more efficient and effective when our decision-making structures are reflective of the diverse views of society.

### **Promoting participation**

Our new policies, processes and programmes must be developed on the basis of real need. This means that the people who will be affected by them should be involved in their development. We know that there are groups that are traditionally underrepresented in consultation processes. We need to work in partnership with those groups to establish structures that will help them to take a more active role in shaping the work that we do. In this way we will be able to encourage participation, openness and honesty.

### **Promoting equality of opportunity**

We recognise that some groups commonly experience poorer access to employment, have fewer training opportunities and are under-represented in the workforce, particularly at senior level. In addition, we know that not all groups have the same access to services and their experiences of receiving services may be poorer. We believe that in order to level the playing field we may need to treat people differently, to help them have the same chance to participate in employment and service opportunities.

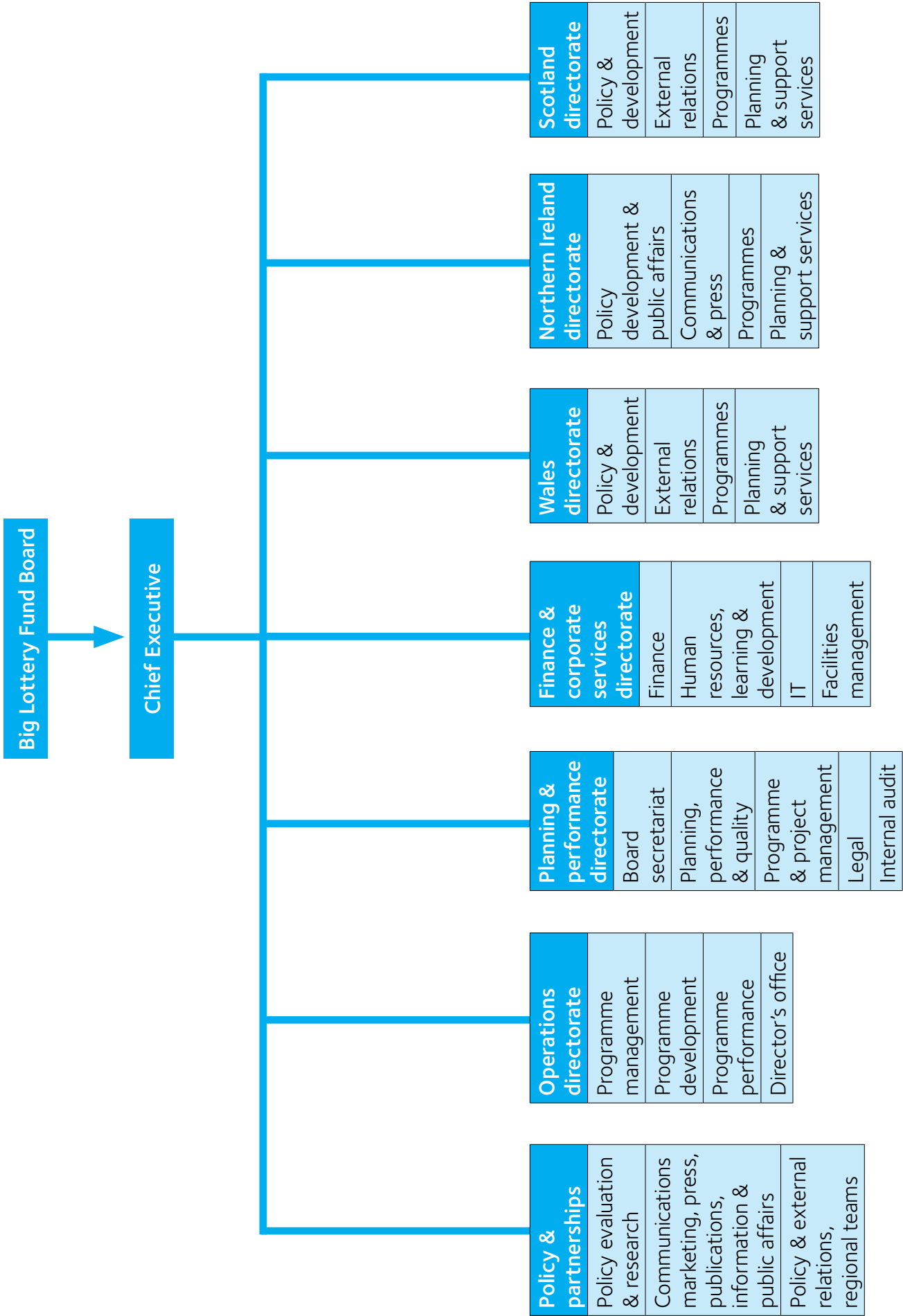
### **Promoting inclusive communities**

We believe an inclusive community is one where people feel they belong and where their lives are appreciated and valued. People have similar life opportunities and strong and positive relationships develop between people who are from different backgrounds.

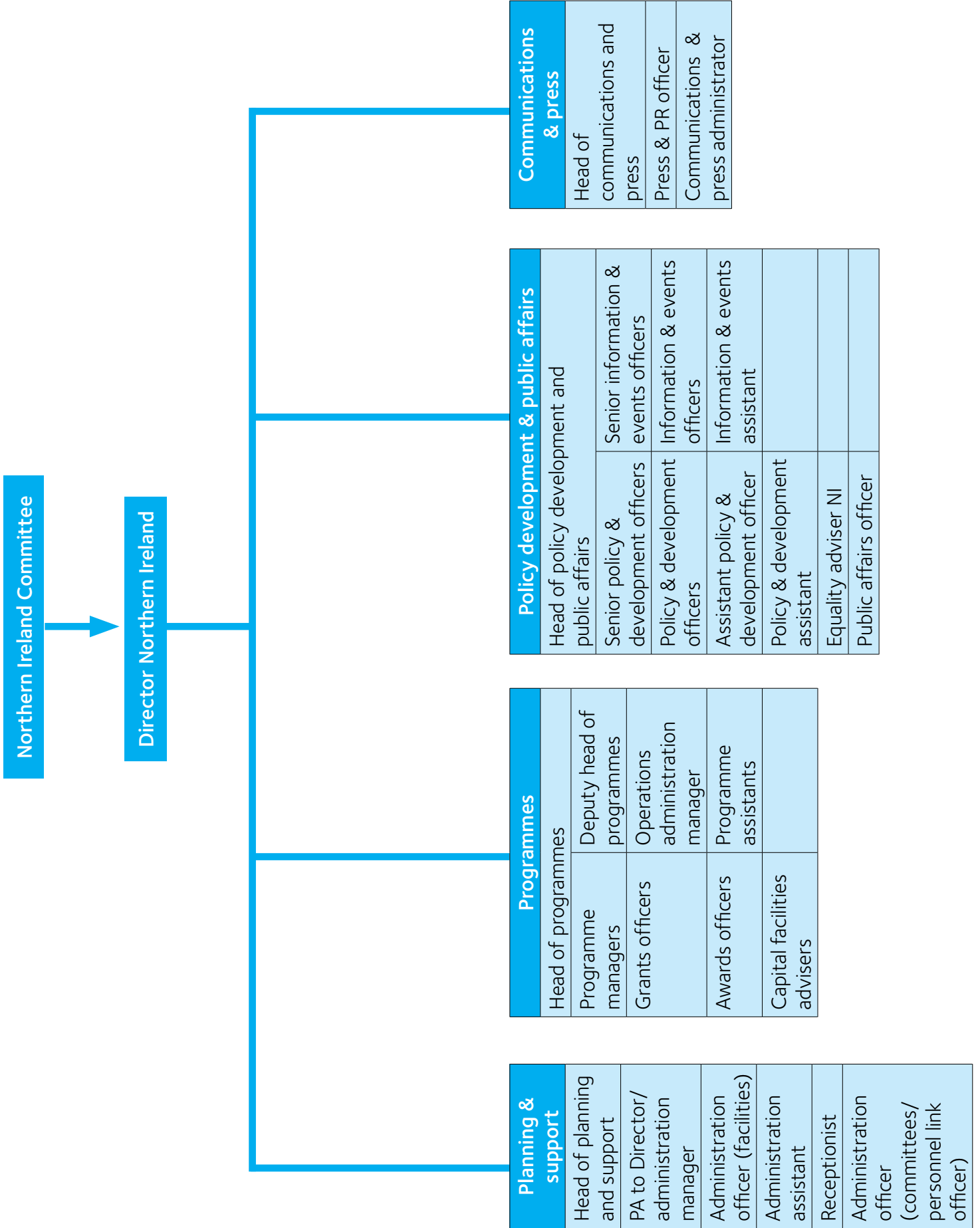
### **Reducing disadvantage and exclusion**

We will fund initiatives that deal with the causes of disadvantage and exclusion and target our money on initiatives that promote inclusion of groups at greatest risk of being disadvantaged and excluded. Our understanding of what 'disadvantaged' and 'excluded' mean will take account of such factors as people's experience of discrimination.

# Appendix 4 Big Lottery Fund Corporate structure



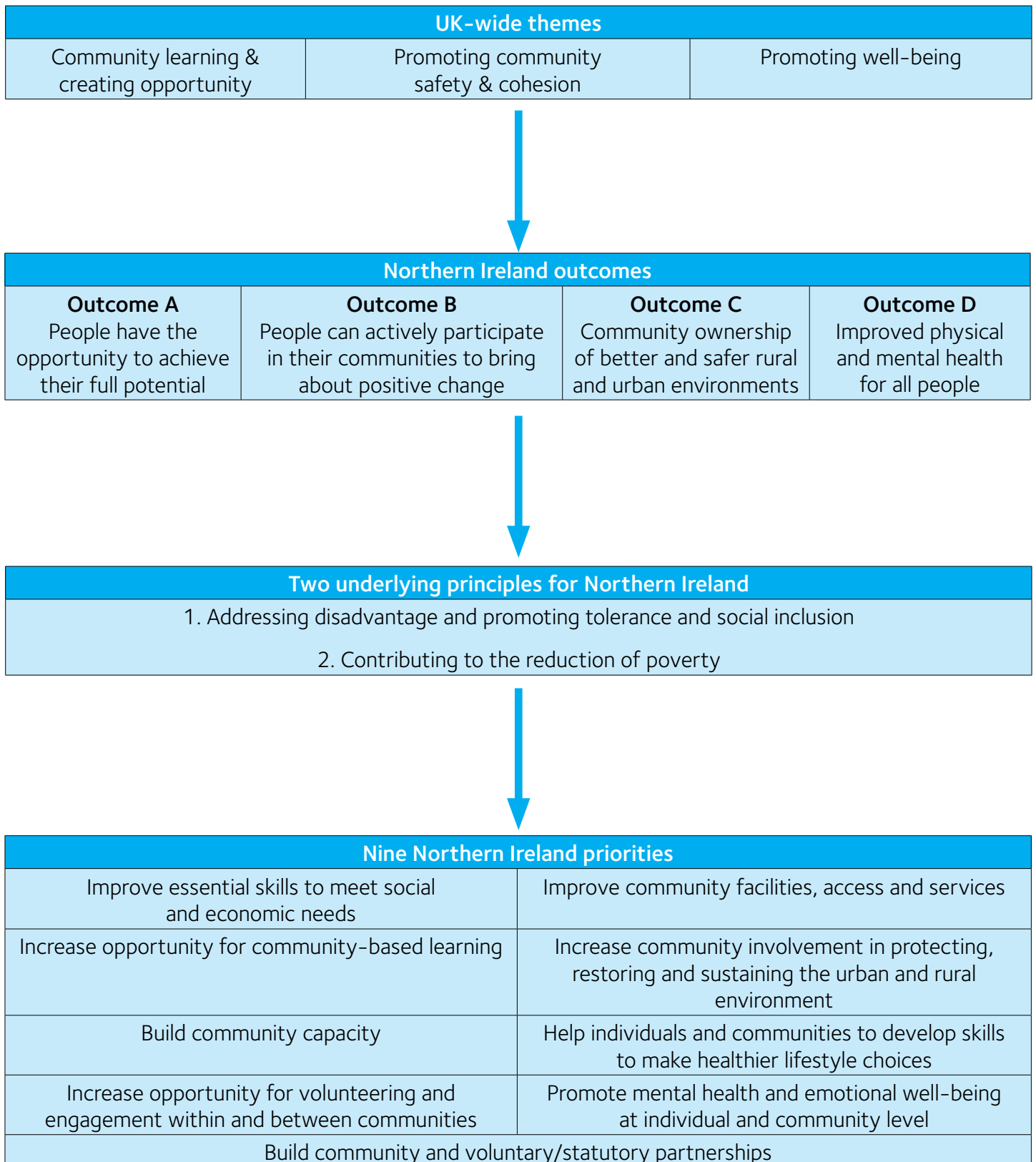
# Appendix 5 Big Lottery Fund Northern Ireland structure



# Appendix 6

## Northern Ireland framework for funding

### People, places and communities 2006–2009



## Appendix 7

### Northern Ireland funding programmes 2005-2009\*

Programme name	Launch and closing dates	Amount available	Purpose
<b>Awards for All (BIG only)</b>	Ongoing	£10.5 million per year for 2006-2009	To provide small grants for people to take part in arts, sport, heritage and community activities and projects that promote education, the environment and health in the local community.
<b>Building Change Trust</b>	Launch date: March 2007  Closing date: 29 June 2007	£10 million	To provide longer-term investment to support the infrastructure and capacity requirements of the Voluntary and Community Sector.
<b>Improving Community Buildings</b>	Launch date: 26 September 2006  Closing date: 24 May 2007	£5 million	To support minor refurbishment and modernisation of community venues. The emphasis is on improving existing buildings, thereby enhancing the quality of services provided and community use.
<b>Live and Learn</b>	Launch date: 26 October 2006  Closing date: 30 September 2008	£18 million	To increase learning opportunities and promote well-being among Northern Ireland's most disadvantaged communities.
<b>Reaching Communities Northern Ireland</b>	Launch date: 27 April 2006  Closing date: 3 September 2008	£18 million	To provide up to five-year funding for voluntary and community-led projects, building on the legacy of our Voluntary and Community Sector programme.
<b>Safe and Well</b>	Launch date: 22 November 2006  Closing date: 30 October 2008	£18 million	To help to make communities healthier and safer and thereby improve people's quality of life.
<b>Young People's Fund – The Big Deal: Small grants strand</b>	Launch date: 6 September 2006  Closing date: 30 September 2009	£4 million	To support children and young people to become involved in participatory activities which enhance their knowledge and social development and the ability to make a positive contribution to family and community life.

\*There are a number of UK-wide programmes, detailed on our website at [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## Appendix 8

# List of Northern Ireland equality stakeholders

### A

Action Cancer (Belfast)  
Action Mental Health (Belfast)  
Action MS (Belfast)  
Adapt NI (Belfast)  
Advice NI (Belfast)  
African Culture Centre (Belfast)  
Afro-Asian Residents Group (Belfast)  
Age Concern (Belfast)  
Age Sector Reference Group (Belfast)  
AIDS Helpline (Belfast)  
Alcoholics Anonymous (Belfast)  
Al-Nisa Association NI (Belfast)  
Al-Nisa Women's Group (Belfast)  
Al-Nur Craigavon Asian Association (Co Armagh)  
Alliance Party of NI (Belfast)  
Alzheimer's Society (Co Tyrone)  
Antrim Borough Council (Co Antrim)  
Antrim Chinese Community Development Association (Co Antrim)  
Antrim LSP (Co Antrim)  
Ar Ais Aris (Co Tyrone)  
Ards Borough Council (Co Down)  
Ards District Orange Millennium Committee (Co Down)  
Ards LSP (Co Down)  
Armagh & Dungannon Health Action Zone (Co Tyrone)  
Armagh & Dungannon HSS Trust (Co Armagh)  
Armagh City & District Council (Co Armagh)  
Armagh Confederation of Voluntary Groups (Co Armagh)  
Armagh LSP (Co Armagh)  
Armagh Travellers Support Group (Co Armagh)

Arthritis Care (Co Antrim)  
Arts Council of NI (Belfast)  
Aspergers Network (Belfast)  
Association for Spina Bifida Hydrocephalus NI (Belfast)  
Association of Baptist Churches in Ireland (Co Antrim)  
Association of Chief Officers of Voluntary Organisations (Belfast)  
Association of Independent Advice Centres NI (Belfast)  
Association of Northern Ireland Colleges (Co Antrim)  
Asthma Society (Co Antrim)  
Atlas Women's Centre (Co Antrim)  
Aughnacloy Development Association (Co Antrim)  
Autism Initiative (Co Derry/Londonderry)  
Aware Defeat Depression (Belfast)

### B

Baha'i Community (Co Armagh)  
Ballymena Borough Council (Co Antrim)  
Ballymena LSP (Co Antrim)  
Ballymoney Borough Council (Co Antrim)  
Ballymoney LSP (Co Down)  
Banbridge District Council (Co Down)  
Banbridge LSP (Co Down)  
Barnardos (Belfast)  
BBC Children in Need (Belfast)  
Belfast Activity Centre (Belfast)  
Belfast Chinese Christian Church (Belfast)  
Belfast City Council (Belfast)  
Belfast City Hospital HSS Trust (Belfast)  
Belfast City Partnership Board (Belfast)  
Belfast City Vision (Belfast)  
Belfast Door Project (Belfast)  
Belfast Education & Library Board (Belfast)

Belfast Healthy Cities (Belfast)  
 Belfast Hebrew Congregation (Belfast)  
 Belfast Institute of Further & Higher Education (Belfast)  
 Belfast Islamic Centre (Belfast)  
 Belfast Regeneration Office (Belfast)  
 Belfast Traveller Sites Project (Belfast)  
 Belfast Traveller Support Group (Belfast)  
 Belfast Travellers Education & Development Group (Belfast)  
 Belfast Women's Aid (Belfast)  
 Black Youth Network (Belfast)  
 Blind Centre NI (Belfast)  
 British Deaf Association NI (Belfast)  
 British Diabetic Association (Belfast)  
 British Epilepsy Association (Belfast)  
 British Red Cross (Belfast)  
 Brookeborough & District Community Development Association (Co Fermanagh)  
 Bryson House (Belfast)  
 Business in the Community (Belfast)

**C**

Cairnshill Methodist Church (Belfast)  
 CAMHS and Children's Disability (Co Antrim)  
 Cancer Lifeline (Belfast)  
 Cancer Research UK (Scotland)  
 Cara-friend (Belfast)  
 Care For Cancer (Co Tyrone)  
 Carers National Association (Belfast)  
 Carers NI (Belfast)  
 Carrickfergus Borough Council (Co Antrim)  
 Carrickfergus Community Drug & Alcohol Advisory Group (Co Antrim)  
 Carrickfergus LSP (Co Antrim)

Castlereagh Partnership 2002 LSP (Belfast)  
 Catholic Boy Scouts Foundation NI (Belfast)  
 Catholic Church of Ireland (Co Armagh)  
 Causeway Chinese Welfare Association (Co Derry/Londonderry)  
 Causeway HSS Trust (Co Antrim)  
 Causeway Women's Aid (Co Derry/Londonderry)  
 Cedar Foundation (Belfast)  
 Central Community Relations Unit (Belfast)  
 Centre for Voluntary Action Studies (Co Derry/Londonderry)  
 Challenge for Youth (Belfast)  
 Challenging Ethnic Minorities Health Inequalities (Cairde) (Belfast)  
 Child Poverty Action Group (Co Derry/Londonderry)  
 Childcare NI (Belfast)  
 Childhood Fund (Belfast)  
 Childline NI (Belfast)  
 Children in NI (Belfast)  
 Children's Law Centre NI (Belfast)  
 Chinese Chamber of Commerce NI (Belfast)  
 Chinese Elderly Group (Belfast)  
 Chinese Health Project (Belfast)  
 Chinese Welfare Association (Belfast)  
 Chrysalis Women's Centre (Co Armagh)  
 Church of Ireland (Belfast)  
 Coalition on Sexual Orientation (Belfast)  
 Coleraine Borough Council (Co Derry/Londonderry)  
 Coleraine LSP (Co Derry/Londonderry)  
 Colin Community Forum (Co Antrim)  
 Committee for the Administration of Justice (Belfast)  
 Community Change (Belfast)  
 Community Development & Health Network (Co Down)

Community Foundation NI (Belfast)

Community Network Craigavon (Co Armagh)

Community Organisations of South Tyrone & Area (Co Tyrone)

Community Relations Council (Belfast)

Community Safety Partnership (Co Antrim)

Community Technical Aid (Community Change) (Belfast)

Community Transport (Co Down)

Community Work Education & Training Network (Belfast)

Confederation of Community Groups (Co Down)

Conradh na Gaeilge (Belfast)

Conservation Volunteers NI (Belfast)

Cookstown & Dungannon Women's Aid (Co Tyrone)

Cookstown & Western Shores Area Network (Co Tyrone)

Cookstown District Council (Co Tyrone)

Cookstown LSP (Co Tyrone)

Co-operation Ireland (Belfast)

Council for Catholic Maintained Schools (Co Down)

Council for Ethnic Equality (Co Derry/Londonderry)

Council for Nature Conservation & the Countryside (Belfast)

Council for the Homeless (Belfast)

Countryside Access & Activities Network (Belfast)

Craigavon & Banbridge Community HSS Trust (Co Armagh)

Craigavon Area Hospital Group HSS Trust (Co Armagh)

Craigavon Asian Women & Children Association (Co Armagh)

Craigavon Borough Council (Co Armagh)

Craigavon LSP (Co Armagh)

Craigavon Travellers Support Committee (Co Armagh)

Craigavon Vietnamese Club (Co Armagh)

Creating Common Ground (Belfast)

Creggan Neighbourhood Partnership (Co Derry/Londonderry)

Crossroads Caring for Carers (Co Down)

Cruse Bereavement Care NI (Belfast)

Cumann na Meirleach Ard Mhaca Theas (Co Down)

Cystic Fibrosis Trust (Co Armagh)

**D**

Democratic Dialogue (Belfast)

Democratic Unionist Party Headquarters (Belfast)

Department for Employment & Learning (Belfast)

Department for Regional Development (Belfast)

Department for Social Development (Belfast)

Department of Agriculture & Rural Development (Belfast)

Department of Culture, Arts & Leisure (Belfast)

Department of Culture, Media & Sport (London)

Department of Education (Co Down)

Department of Enterprise, Trade & Investment (Belfast)

Department of Environment (Belfast)

Department of Finance & Personnel (Co Down)

Department of Health, Social Services & Public Safety (Belfast)

Derry City Council (Co Derry/Londonderry)

Derry City Vision (Derry/Londonderry)

Derry LSP (Derry/Londonderry)

Derry Travellers' Support Group (Derry/Londonderry)

Derry Well Woman (Derry/Londonderry)

Devenish Partnership Forum (Co Fermanagh)

Disability Action NI (Belfast)

Disability Network (Co Antrim)

Disability Resource Centre (Co Down)

Disability Sport NI (Belfast)

Down District Council (Co Down)  
Down Lisburn HSS Trust (Co Antrim)  
Down Strategy Partnership (Co Down)  
Down's Syndrome Association (Belfast)  
Dungannon & South Tyrone Borough Council  
(Co Tyrone)  
Dungannon Access Group (Co Tyrone)

## E

East Belfast Community Development Agency  
(Belfast)  
East Down Rural Community Network (Co Down)  
Eastern Childcare Partnership (Belfast)  
Eastern Health & Social Services Board (Belfast)  
Edenderry Memorial Methodist Church (Co Armagh)  
Educational Guidance Service for Adults (Belfast)  
Employers for Childcare (Co Armagh)  
Employers Forum on Disability (Co Down)  
Environment & Heritage Service (Belfast)  
Epilepsy Action (Belfast)  
Equality 2000 (Co Tyrone)  
Equality Coalition (Belfast)  
Equality Commission for NI (Belfast)  
Equality Forum NI (Belfast)  
Ethnic Minority Women's Group (Belfast)  
Extern (Belfast)

## F

FAIR (Co Armagh)  
Falls Community Council (Belfast)  
Family Planning Association NI (Belfast)  
Fermanagh District Council (Co Fermanagh)  
Fermanagh Early Years Forum (Co Fermanagh)  
Fermanagh LSP (Co Fermanagh)  
Fermanagh Rural Community Network  
(Co Fermanagh)

Fermanagh Trust (Co Fermanagh)  
Fermanagh Women's Network (Co Fermanagh)  
Fermanagh Women's Aid (Co Fermanagh)  
Foras na Gaeilge (Belfast)  
Forum for Action on Substance Abuse (Belfast)  
Fountain Street Community Development Association  
(Co Tyrone)  
Foyle Down Syndrome Trust (Co Derry/Londonderry)  
Foyle Energy Efficiency & Advice Centre  
(Co Derry/Londonderry)  
Foyle Friend (Co Derry/Londonderry)  
Foyle Haven Association (Co Derry/Londonderry)  
Foyle HSS Trust (Co Derry/Londonderry)  
Foyle Women's Aid (Co Derry/Londonderry)  
Free Presbyterian Church of Ulster (Belfast)  
Friends of Montgomery House (Co Antrim)  
Friends of the Earth NI (Belfast)

## G

Gay & Lesbian Youth NI (Belfast)  
Gingerbread NI (Belfast)  
Gingerbread Western Regional Centre  
(Co Derry/Londonderry)  
Going for Green (Belfast)  
Greater East Belfast Partnership (Belfast)  
Greater Shankill Partnership (Belfast)  
Greater Shantallow Area Partnership  
(Co Derry/Londonderry)  
Greater West Belfast Community Forum (Belfast)  
Green Party (Belfast)  
Greenpark Health Care Trust (Belfast)  
Groundwork NI (Belfast)  
Guide Association NI (Co Derry/Londonderry)  
Guide Dogs for the Blind Association (Belfast)  
Guru Nanak Gurdwara (Sikh Temple) (Belfast)

## H

Habinteg Housing Association (Co Down)  
Hare Krishna Food for Life (Belfast)  
Healing Hand Christian Centre (Belfast)  
Health Action Zone (Belfast)  
Health Promotion Agency for NI (Belfast)  
Help the Aged (Belfast)  
Heritage Lottery Fund (Belfast)  
HIV Support Centre (Belfast)  
Holywell Trust (Co Derry/Londonderry)  
Homefirst Community HSS Trust (Co Antrim)  
Homefirst Health Promotion Service (Co Antrim)  
Housing Rights Service (Belfast)  
Huntington's Disease Association (Co Antrim)  
Iar Chimi Phear Manach (Co Fermanagh)

## I

Indian Community Centre (Belfast)  
Industrial Therapy Organisation  
(Co Derry/Londonderry)  
Information Commissioner (Belfast)  
Integrated Education Fund (Belfast)  
Inter Church Millennium Celebration Group (Belfast)  
International Fund for Ireland (Belfast)  
Irish Council of Churches (Belfast)

## J

Japan Society of NI (Co Down)

## L

La Societa Italiana Irlanda Del Nord (Co Down)  
Larne Borough Council (Co Antrim)  
Larne LSP (Co Antrim)  
Latinoamericano Unida (Belfast)  
Law Centre NI (Belfast)  
Lesbian Line (Belfast)

Library & Information Services NI (Belfast)  
Limavady Borough Council (Co Derry/Londonderry)  
Limavady Community Development Initiative  
(Co Derry/Londonderry)  
Limavady LSP (Co Derry/Londonderry)  
Lisburn City Council (Co Antrim)  
Lisburn LSP (Co Antrim)  
Local Government Staff Commission for NI (Belfast)  
Local Strategy Partnership (Co Derry/Londonderry)  
Lower North Belfast Community Council (Belfast)  
Lurgan Council for Voluntary Action (Co Armagh)

## M

Magherafelt District Council (Co Derry/Londonderry)  
Magherafelt LSP (Co Derry/Londonderry)  
Magherafelt Women's Group (Co Derry/Londonderry)  
Malcolm Sargent Cancer Fund for Children (Belfast)  
Manufacturing, Science & Finance (Belfast)  
Marie Curie Centre (Belfast)  
Mater Hospital HSS Trust (Belfast)  
Men to Men (Belfast)  
Men's Action Network (Co Derry/Londonderry)  
Men's Advisory Project (Belfast)  
Men's Project (Belfast)  
MENCAP (Belfast)  
Methodist Church in Ireland (Belfast)  
Mid-Ulster Chinese Community Association  
(Co Tyrone)  
Mid-Ulster International Group  
Co Derry/Londonderry)  
Monagh Road Women's Steering Group (Belfast)  
Moyle District Council (Co Antrim)  
Moyle LSP (Co Antrim)  
Multicultural Resource Centre (Belfast)

Multicultural Women's Group (Belfast)

Multiple Sclerosis Society (Belfast)

Muscular Dystrophy Group (Belfast)

National Union Students NI (Belfast)

## N

Newry & Mourne District Council (Co Down)

Newry & Mourne HSS Trust (Co Down)

Newry & Mourne LSP (Co Down)

Newry & Mourne Senior Citizens Consortium  
(Co Down)

Newry & Mourne Women Ltd (Co Down)

Newry Interagency Consortium for Travellers  
(Co Down)

Newry Travellers Early Years Action Group (Co Down)

Newtownabbey Borough Council (Co Antrim)

Newtownabbey LSP (Co Antrim)

Newtownabbey Senior Citizens Forum (Co Antrim)

Nexus Institute (Belfast)

NI 2000 (Belfast)

NI African Cultural Centre (Belfast)

NI Ambulance Service HSS Trust (Belfast)

NI Anti-Poverty Network (Belfast)

NI Association for the Care & Resettlement  
of Offenders (Belfast)

NI Association for Mental Health (Belfast)

NI Campaign ME/CFS Healthcare (Belfast)

NI Cancer Registry (Belfast)

NI Chamber of Commerce (Belfast)

NI Chest Heart & Stroke Association (Belfast)

NI Childminding Association (Co Down)

NI Commissioner for Children & Young People  
(Belfast)

NI Committee Irish Congress of Trade Unions (Belfast)

NI Community Addiction Service (Belfast)

NI Council for Ethnic Minorities (Belfast)

NI Council for Integrated Education (Belfast)

NI Council for the Curriculum, Examinations &  
Assessment (Belfast)

NI Council for the Homeless (Belfast)

NI Council for Voluntary Action (Belfast)

NI Disability Council (Belfast)

NI Environmental Link (Belfast)

NI Filipino Association (Belfast)

NI Filipino Community in Action  
(Co Derry/Londonderry)

NI Gay Rights Association (Belfast)

NI Housing Executive (Belfast)

NI Human Rights Commission (Belfast)

NI Inter-Faith Forum (Co Down)

NI Macmillan Cancer Relief (Scotland)

NI ME Association (Belfast)

NI Pakistani Cultural Association (Belfast)

NI Partnership Board (Belfast)

NI Public Service Alliance (Belfast)

NI Statistics & Research Agency (Belfast)

NI Tenants Action Project (Co Antrim)

NI Tolerance Education & Cultural Association (Belfast)

NI Tourist Board (Belfast)

NI Volunteer Development Agency (Belfast)

NI Women's Aid Federation (Belfast)

NI Women's Coalition (Belfast)

NI Women's European Platform (Belfast)

NI Youth Forum (Belfast)

NIO Community Safety Unit (Belfast)

NIO Human Rights & Equality Unit (Belfast)

NIPPA - The Early Years Organisation (Belfast)

North & West Belfast HAZ (Belfast)  
North & West Belfast HSS Trust (Belfast)  
North & West Belfast Childcare Partnership (Belfast)  
North & West Housing Association  
(Co Derry/Londonderry)  
North Antrim Community Network (Co Antrim)  
North Belfast Community Development Centre  
(Belfast)  
North Belfast Partnership (Belfast)  
North Down Borough Council (Co Down)  
North Down LSP (Co Down)  
North Down Voluntary Care & After Care Committee  
(Co Down)  
North Eastern Education & Library Board (Co Antrim)  
North West Community Network  
(Co Derry/Londonderry)  
North West Development Office  
(Co Derry/Londonderry)  
North West Ethnic Communities Association  
(Co Derry/Londonderry)  
North West Forum of People with Disabilities  
(Co Derry/Londonderry)  
North West Rural Development (Co Antrim)  
Northern Childcare Partnership (Belfast)  
Northern Health & Social Services Board (Co Antrim)  
NSPCC (Belfast)

**O**  
Office of the First Minister & Deputy First Minister  
(Belfast)

Oi-Kwan Chinese Women's Group (Belfast)  
Oi-Luen Chinese Women's Group (Belfast)  
Oi-Wah Chinese Women's Group (Co Antrim)  
Oi-Yin Chinese Women's Group (Co Down)  
Omagh District Council (Co Tyrone)  
Omagh Ethnic Support Group (Co Tyrone)

Omagh Forum for Rural Associations (Co Tyrone)  
Omagh LSP (Co Tyrone)  
Omagh Women's Area Network (Co Tyrone)  
Organisation of the Unemployed (Belfast)

**P**  
Pakistani Community Association (Belfast)  
Parents Advice Centre NI (Belfast)  
Parents and Professionals & Autism (Belfast)  
Peace & Reconciliation Group  
(Co Derry/Londonderry)  
PHAB NI (Co Derry/Londonderry)  
PlayBoard (Belfast)  
Pobal (Belfast)  
Praxis (Belfast)  
Presbyterian Church in Ireland (Belfast)  
Press for Change (Co Derry/Londonderry)  
Prince's Trust Volunteers (Belfast)  
Probation Board NI (Belfast)  
Progressive Unionist Party (Belfast)  
Proteus (Belfast)  
Public Record Office NI (Belfast)  
Putting Children First (Belfast)

**Q**  
Queer Space (Belfast)

**R**  
Rainbow Project (Belfast)  
Refugee Action Group (Belfast)  
Royal British Legion Bushmills (Co Antrim)  
Royal Group of Hospitals & Dental HSS Trust (Belfast)  
Royal National Institute for Deaf People NI (Belfast)  
Royal National Institute for the Blind NI (Belfast)  
Rural Community Network (Co Tyrone)  
Rural Development Council Co Tyrone)

## S

Sai Pak Northwest Chinese Community Centre (Co Derry/Londonderry)  
Samaritans (Belfast)  
Save the Children (Belfast)  
School of Education (Belfast)  
Scouting Association NI (Belfast)  
Sense NI (Co Antrim)  
Shantallow Area Partnership (Co Derry/Londonderry)  
Shelter (Belfast)  
Sikh Cultural Centre (Co Derry/Londonderry)  
Simon Community Northern Ireland (Belfast)  
Sinn Fein Headquarters (Belfast)  
Social Democratic & Labour Party (Belfast)  
South & East Belfast HSS Trust (Belfast)  
South Belfast Partnership (Belfast)  
South Eastern Education & Library Board (Co Armagh)  
South Tyrone LSP (Co Tyrone)  
Southern Area Hospice Service (Co Down)  
Southern Childcare Partnership (Co Armagh)  
Southern Health & Social Services Board (Co Armagh)  
Southern Travellers Early Years Partners (Co Armagh)  
Special European Programmes Body (Belfast)  
Speechmatters (Belfast)  
Sperrin Lakeland Health & Social Trust (Co Tyrone)  
Sports Council for NI (Belfast)  
St Vincent De Paul Trust (Belfast)  
Staff Commission for Education & Library Boards (Belfast)  
Stepping Stone (Co Armagh)  
Strabane Community Network (Co Tyrone)  
Strabane District Council (Co Tyrone)  
Strabane LSP (Co Tyrone)  
Sustainable NI Programme (Belfast)

Sustrans (Belfast)  
Swedish Society of NI (Belfast)  
Sydenham Cross Community Support Centre (Belfast)

## T

Tar Abhaile (Co Derry/Londonderry)  
Tar Anall (Belfast)  
Tidy Northern Ireland (Belfast)  
Training for Women Network Ltd (Belfast)  
Traveller & Gay (TAG) (Belfast)  
Traveller Movement NI (Belfast)  
Travellers Support Group for Playgroup Workers (Belfast)

## U

U3A Foyle (Co Derry/Londonderry)  
UK Unionist Party (Belfast)  
Ulster Cancer Foundation (Belfast)  
Ulster Community & Hospitals Trust (Co Down)  
Ulster Democratic Party (Co Antrim)  
Ulster People's College (Belfast)  
Ulster Unionist Party (Belfast)  
Ulster Wildlife Trust (Co Down)  
Ulster-Scots Heritage Council (Belfast)  
Unison (Belfast)  
United Hospitals HSS Trust (Belfast)

## V

Victim Support (Belfast)  
Voice of Young People in Care (Belfast)  
Voluntary Activity Unit (Belfast)  
Volunteer Development Agency (Belfast)

## W

Wah Hep Chinese Community Association (Co Armagh)  
Waterside Area Partnership (Co Derry/Londonderry)

WAVE (Belfast)  
West Belfast Economic Forum (Belfast)  
West Belfast Partnership Board (Belfast)  
Western Education & Library Board (Co Tyrone)  
Western Health & Social Services Board  
(Co Derry/Londonderry)  
Women's Group (Belfast Islamic Centre) (Belfast)  
Women's Centre (Co Derry/Londonderry)  
Women's Forum NI (Co Antrim)  
Women's Information Group (Belfast)  
Women's Resource & Development Agency (Belfast)  
Women's Support Network (Belfast)  
Workers' Educational Association (Belfast)  
Workers Party (Belfast)

## Y

Youth Action NI (Belfast)  
Youth Council for NI (Belfast)  
Youth With a Mission NI Ltd (Co Down)  
Youthnet (Belfast)

# Appendix 9

## Draft Northern Ireland Equality Scheme

### Consultation report

The Big Lottery Fund (BIG) consulted both internally and externally on the Draft Northern Ireland Equality Scheme. The aim of consultation was to help us enhance the effectiveness of the scheme in ensuring compliance with Section 75 across all areas of our work, internally and externally. This final equality scheme has been informed by responses received through the consultation process.

Internally we consulted with the Northern Ireland Internal Equality Team, whose members represent all business divisions of BIG in Northern Ireland. The group made no specific comments on the draft document and indicated its approval of the draft scheme.

Externally, the draft scheme was put out to public consultation between 16 October 2006 and 12 January 2007. During this time, we also consulted on our Screening 2 Report and on the UK-wide Joint Race and Disability Equality Scheme.

All organisations and individuals on our equality mailing list were notified about the consultation. This list represents around 500 stakeholders across all Section 75 categories (Appendix 8).

All stakeholders were invited to comment on the draft scheme. We provided a link to the document and also invited addressees to contact us for hard copies of the draft or copies in alternative formats.

As part of the consultation process, we also held a consultation seminar on 15 November 2006 at our Belfast office, in order to provide an opportunity for interested organisations to network and share their views on the draft scheme as well as the Screening 2 Report and UK Joint Race and Disability Equality Scheme. All equality stakeholders were invited to this event.

In addition, we offered to hold one-to-one meetings with any organisation that was unable to attend the consultation seminar or make a formal written response on any of the three areas of work outlined.

During the consultation period we also raised awareness of our draft equality scheme, and other equality work at other events such as briefings, programme launches and meetings.

### Consultation responses

#### Seminar responses

Representatives from four organisations attended the consultation seminar. These were:

1. Western Health & Social Services Board
2. Northern Ireland Council for Ethnic Minorities
3. Women's Aid Federation
4. Rural Community Network.

Attendees were briefed on the draft equality scheme and provided with a series of questions to prompt discussion, including suggestions for monitoring and review, examples of good practice that might improve the scheme, suggestions for making the scheme more accessible and comments on the draft action plan. There were no specific recommendations and the consultees indicated their approval of the draft scheme. The following is a summary of the key messages and comments from the consultees on the draft scheme:

- ▶ Section 75 is an important method for meeting different needs.
- ▶ The draft equality scheme conveys clearly our commitment to equality of opportunity for all nine equality issues.
- ▶ The document covers all essential areas of business.
- ▶ The structure and layout of the draft scheme lends itself to being easy to access and understand.
- ▶ The draft scheme is accessible via the website and BIG has clearly stated its availability in other formats.
- ▶ All of BIG's publications are accessible in alternative formats, including large print, Braille, disc, audio-cassette and other languages as well as on the website which is enabled for access needs.
- ▶ BIG is proactive in establishing communication requirements for events, to ensure widest accessibility. This includes ensuring venues are accessible and meeting specific communication requirements, such as a translator, induction loop, signer and large print documents. We also invite stakeholders to advise us of access needs prior to

all events, to ensure necessary arrangements are in place.

- ▶ Translators can be made available for one-to-one meetings.
- ▶ BIG has undertaken a lot of work to mainstream equalities into its business through its Equality Assurance Process.
- ▶ BIG is prepared for new age equality legislation, through its Section 75 duties, Equality Assurance Process and age-specific programmes.
- ▶ Grant applicants can include accessibility costs, such as language costs, transport and one-to-one development support, in their applications.
- ▶ There is a need for more support for minority groups in rural areas. BIG has put in place different ways of engaging in urban and rural areas and seeks applications based on both geographical communities and communities of interest.
- ▶ BIG has allocated funds across all nine categories. Where gaps are identified, BIG reassesses its outreach procedures.
- ▶ Monitoring of policies is very important. BIG continually looks at best practice for monitoring.
- ▶ BIG puts an onus on grant recipients to adhere to our equality commitments and to conduct equality monitoring in their own work.
- ▶ BIG's policies can be made publicly available on request.
- ▶ Small groups find difficulty in responding to consultations, in terms of human resources as well as skills and knowledge.
- ▶ BIG is receptive to requests for information and gives "direct answers" to questions.
- ▶ It is important not just to tick boxes and pay lip service to equality but also to bring about good practice.

## Written responses

**5.21** We received one written response to our consultation, from Disability Action. Disability Action made the following comments/suggestions on our draft Northern Ireland Equality Scheme:

1. Disability Action commended BIG's mission, values and equality principles.
2. Disability Action welcomed the offer of alternative formats, however requested BIG to list the range available, e.g. large print, audio-cassette, Braille, computer disc etc.
3. Disability Action believes BIG's Northern Ireland committees should be representative of the nine categories listed under Section 75.
4. Additionally, regarding the composition of the committees, BIG must ensure that each committee takes cognisance of the two new public authority duties under the Disability Discrimination Order 2006, to promote positive attitudes towards disabled people and to encourage participation of disabled people in public life.
5. In order to meet its statutory duty obligations BIG must make available a range of accessible formats to individuals (as well as groups).
6. Disability Action welcomes BIG's statement on the complaints procedure, however believes that the procedure should outline how it will support the individual to bring his/her complaint (e.g. interpreter support, specialist transport costs, advocacy services). Disability Action also stated that the complaints procedure must be fully accessible and proactively disseminated to those affected by the Section 75 duties.
7. Under the Section 75 categories, Disability Action recommended that BIG amend 'persons with a disability' to read 'persons with a physical, sensory, mental or learning disability' as defined in Section 1 and Schedules 1 and 2 of the Disability Discrimination Act 1995.

8. Disability Action requested more information on specific policies and procedures in order to provide further comment on them, particularly around representation of disabled staff in BIG Northern Ireland.
9. Disability Action welcomed the clarity of layout and presentation of the draft scheme document and acknowledged the time and effort that had gone into producing it. They thanked BIG for the opportunity to respond and looked forward to continuing dialogue.

#### **BIG's actions on seminar comments**

While there were no specific recommendations made at the consultation seminar, BIG considered the key messages and comments when redrafting the equality scheme.

#### **BIG's actions on written consultation response**

Following receipt of its written response to the consultation, BIG met with representatives from Disability Action, followed by a full written response detailing our proposed actions on their recommendations.

With regard to Disability Action's specific comments points 2-6, BIG already implements these actions but we have stated this explicitly in this equality scheme and will do also in other equality publications. With regard to point 7, we have made the recommended amendments and will do also with future publications. With regard to 8 above, BIG has clarified to Disability Action that all of our policies have been equality-assured, including for disability-related issues, and that they already meet the recommendations suggested. We provided Disability Action with further information on our policies as a demonstration of this and invited them to contact us with any additional comments or queries.

## Appendix 10

### Public access to information and services

BIG has identified the following key groups as having accessibility requirements:

1. visually impaired people
2. Deaf people (people whose first or preferred language is Sign language) and hearing impaired people
3. people with mobility needs
4. people with learning disabilities
5. people with mental health issues (where relevant)
6. people whose first language is not English.

BIG has identified the following key customer interfaces as requiring provision of access to information and services:

1. external events
2. enquiries
3. outline proposal application stage
4. application stage
5. grant assessment stage
6. grant management stage
7. publications
8. day-to-day communication
9. website.

Our systems for ensuring access at these interfaces are set out below.

## 1. External events

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● We host events to provide information about our grant programmes (information events and conferences) and to seek feedback from key stakeholders (consultation events). Our mailing lists are inclusive of groups representing the nine Section 75 categories.</li> <li>● Invitations to our external events include a request for attendees to notify us of any access requirements. Examples are provided.</li> <li>● Staff organising events are required to carry out equality access checks (in line with BIG's Events Standards Manual guidance).</li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● Handouts can be produced in large print on request.</li> <li>● Where the lead-in time is four weeks or more we can produce handouts in Braille or audio-cassette.</li> <li>● Electronic versions of handouts (compatible with voice-activated software such as Browsealoud or Jobs Access for Windows and Speech (JAWS)) can be produced in advance on request.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● Sign Language interpreters, sign-supported English communicators, lip speakers and Palantype notetakers (a system of taking notes on a computer screen which a deaf person can then read from the screen) can be provided on request.</li> <li>● Portable loop systems can be hired if a request is made and the booked venue does not have a loop system.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● We book only venues that are accessible to wheelchair users and others with mobility impairments. This includes car parking arrangements, the entrance, toilets and all rooms to be used.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● Key support workers can attend events alongside people with learning disabilities.</li> <li>● Handouts can be produced in Easyread (a format for people with learning disabilities) on request.</li> </ul>
<b>People with mental health issues</b>	<ul style="list-style-type: none"> <li>● Key support workers or colleagues can attend events alongside people with mental health issues on request.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● In the case of targeted events we will consider using outsourced tailored services appropriate to the audience, such as language interpreters for people whose first language is not English.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● We will discuss internally the most efficient ways of producing publications in alternative formats.</li> </ul>

## 2. Enquiries

<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● No additional provisions to those listed. However, we will further engage with customers on an individual needs basis.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● Enquiries can be made using textphone, typetalk and video relay (including contact with staff within BIG's information and policy teams).</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● Our premises meet the accessibility requirements of the Disability Discrimination Act. We will further engage with customers on an individual needs basis.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● No additional provisions to those listed. However, we will further engage with customers on an individual needs basis.</li> </ul>
<b>People with mental health issues</b>	<ul style="list-style-type: none"> <li>● No additional provisions to those listed. However, we will further engage with customers on an individual needs basis.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● Our enquiry service uses 'language line', which provides a phone-based interpretation service for callers whose first language is not English.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● A protocol will be developed to ensure that enquiries staff provide responses to accessibility queries in a consistent and efficient manner.</li> </ul>

### 3. Outline proposal application stage

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● Some of our grant programmes operate an outline proposal or pre-application stage. Where this stage applies, it consists of signposting, detailed policy information on programmes and demand management.</li> <li>● On the outline proposal form (OPF) applicants are advised to let us know about any particular communication requirements they might have. We consider all reasonable requests for particular formats or interpretation support.</li> <li>● BIG will accept OPFs completed in English only (with the exception of those designated under the EU Charter for Regional or Minority Languages and Welsh Language Act 1993).*</li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● The OPF can be supplied in large print on request. We will consider producing it in Braille and audio-cassette on request.</li> <li>● The OPF is available as an electronic document on BIG's website. Where the OPF has a Rich Text Format (RTF) version, it can be read aloud using the installed screen reader software 'Browsealoud'. Applicants may also use other screen reader software such as JAWS. The OPF form can be enlarged on screen and it can be completed electronically with screenwriter software and submitted via email (along with a signed printed copy). We have produced a question and answer sheet to deal with RTF usability queries.</li> <li>● For some grants programmes the OPF is only available in a Portable Document Format (PDF) version. In these circumstances it can also be read aloud using screen reader software. Individuals with access to a PDF writer can complete the form electronically, although this equipment is not in common usage.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● We have a commitment to produce our external materials in plain English to make them clearer and more accessible to everyone.</li> <li>● No versions of the OPF are produced in British or Irish Sign Language format.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● Screen reader (and writer) facilities such as Browsealoud and JAWS also apply here.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● No versions of the OPF are produced in Easyread format.</li> <li>● We will consider holding a meeting or information event to explain the content of the OPF.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● Requests to provide the OPF in community languages will be considered if they are judged to be the most appropriate response.</li> <li>● We will consider holding a meeting or information event with an interpreter to explain the content of the OPF.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● We will assess demand for the production of generic guidance on the OPF stage in British Sign Language and Easyread formats.</li> <li>● We have initiated a business re-engineering project, which will address the accessibility concerns of PDF and RTF versions of the outline proposal form. In the interim we will continue to produce OPFs in both versions (depending on the nature of the programme).</li> </ul>

\* The EU Charter for Regional or Minority Languages does not apply to languages used by minority ethnic communities. It does however include Irish, Ulster Scots and Welsh.

#### 4. Application stage

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● On the application form applicants are advised to let us know about any particular communication requirements the key contact might have. We make a commitment to consider all reasonable requests for particular formats or interpretation/translation support.</li> <li>● BIG will accept application forms completed in English only (with the exception of those designated under the EU Charter for Regional or Minority Languages and Welsh Language Act 1993).</li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● Application forms can be provided in large print on request.</li> <li>● For some grant programmes a disc version of the application form is available. The disc is compatible with screen reader software such as Browsealoud or JAWS but is not compatible with Apple Macs. Applicants can complete their application form on the disc and submit it (along with a signed printed copy). For some programmes the application form also comes in a downloadable version.</li> <li>● For some grants programmes the application form is available in a RTF version on BIG's website, which can be read aloud using the installed screen reader software Browsealoud. The documents can be enlarged on screen and the application form can be completed electronically and submitted via email (along with a signed printed copy). Applicants may also use other screen reader/writer software such as JAWS. We have produced a question and answer sheet to deal with RTF usability queries.</li> <li>● For some grants programmes, the application form is available in a PDF version only. Guidance notes are produced in PDF format only. In these circumstances the documents can be read aloud using screen reader software. Individuals with access to a PDF writer can complete the form on screen, although this equipment is not in common usage.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● We produce all of our external materials in plain English.</li> <li>● No versions of the application form or guidance notes are produced in British or Irish Sign Language format.</li> <li>● We will consider holding a meeting or information event for groups (involving sign language interpreters), to explain the content of application forms and guidance notes.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● Screen reader and writer facilities such as Browsealoud and JAWS also apply here.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● No versions of the application form or guidance notes are produced in Easyread format.</li> <li>● We will consider holding a meeting or information event to explain the content of application materials.</li> </ul>
<b>People with mental health issues</b>	<ul style="list-style-type: none"> <li>● Key support workers or colleagues can attend events alongside people with mental health issues if requested.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● We will consider requests to provide the application form and guidance notes in community languages, if we judge this to be the most appropriate response.</li> <li>● We will consider holding a meeting or information event with an interpreter to explain the content of the application form and guidance notes.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● We will assess demand for producing generic guidance on the application stage in British or Irish Sign Language and Easyread formats.</li> <li>● We have initiated a business re-engineering project, which will address the accessibility concerns of PDF and RTF versions of online forms. In the interim we will continue to produce OPF forms in both versions (depending on the nature of the programme).</li> <li>● We will explore further with relevant bodies our policy of not accepting completed OPFs in alternative formats.</li> </ul>

## 5. Grant assessment stage

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● For some grants programmes assessments are largely paper-based. For programmes where assessments are intended to be largely telephone-based, grant staff are advised to carry out visits where face-to-face contact is more appropriate, for example, for individuals who speak English as a second language or who have communication-related disabilities.</li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● No additional provisions to those listed. However, we will further engage with customers on an individual needs basis.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● Sign language interpreters and Palantypists can be provided on request if we make a visit assessment. Textphone, typetalk and video relay are also available.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● We may make an assessment visit if the applicant has difficulties with an assessment on the phone.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● We may make an assessment visit if the main contact's communication needs suggest that face-to-face contact is more appropriate.</li> </ul>
<b>People with mental health issues</b>	<ul style="list-style-type: none"> <li>● We may make an assessment visit if the main contact's communication needs suggest that face-to-face contact is more appropriate.</li> <li>● A support worker or colleague can attend an assessment visit alongside people with mental health issues if requested.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● We may make an assessment visit if the main contact's communication needs suggest that face-to-face contact is more appropriate.</li> <li>● We will also consider providing an interpreter on request.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● We will explore further with relevant bodies our policy of not accepting completed application forms in alternative formats.</li> </ul>

## 6. Grant management stage

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● Grant management involves setting up and making payments and monitoring progress against agreed outcomes. We have produced a series of forms to help in this process, for example, a bank details form and end of year progress report.</li> <li>● BIG will accept grant management forms completed in English only (with the exception of those designated under the EU Charter for Regional or Minority Languages and Welsh Language Act 1993).</li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● Grant management forms can be produced in large print on request.</li> <li>● Forms will be provided in Braille and audio-cassette format where, following discussions, we consider it to be the most appropriate response to an access requirement.</li> <li>● A selection of grant management forms are available electronically on BIG's website. Those available in RTF can be emailed to the grant holder and read aloud using screen reader software such as Browsealoud or JAWS. RTF format forms can also be enlarged on screen and can be completed electronically and submitted via email. Those available only in PDF can only be read aloud but cannot be completed electronically. PDF forms include bank details forms.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● Grant management forms are produced in plain English.</li> <li>● We do not currently produce any of our grant management forms in British or Irish Sign Language format.</li> <li>● Deaf grant holders who are British or Irish Sign Language users can communicate with us about grant management issues using the video relay service.</li> <li>● We may also suggest holding a meeting involving Sign Language interpreters where communication difficulties suggest that face-to-face contact is more appropriate.</li> <li>● Hearing impaired grant holders can communicate with us about grant management using textphone or typetalk.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● Requests for forms in audio-cassette will be considered on a case-by-case basis.</li> <li>● Screen reader facilities such as Browsealoud and JAWS also apply here.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● We do not produce any of our grant management forms in an Easyread format.</li> <li>● We may suggest holding a meeting if there are grant management issues which need to be discussed and there are likely to be communication difficulties if the phone is used.</li> </ul>
<b>People with mental health issues</b>	<ul style="list-style-type: none"> <li>● We may make an assessment visit if the main contact's communication needs suggest that face-to-face contact is more appropriate.</li> <li>● A support worker or colleague can attend alongside an individual with mental health issues.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● We do not produce any of our grant management forms in community languages.</li> <li>● We may make an assessment visit if the main contact's communication needs suggest that face-to-face contact is more appropriate.</li> <li>● We will also consider providing an interpreter if requested.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● We will analyse the extent of demand for producing generic guidance on our grant management forms in Easyread and British or Irish Sign Language formats.</li> <li>● We have initiated a business re-engineering project, which will address the accessibility concerns of PDF and RTF versions of online forms. In the interim we will continue to produce grant forms in both versions (depending on the nature of the programme).</li> <li>● We will explore further with relevant bodies our policy on not accepting completed application forms in alternative formats.</li> </ul>

## 7. Publications

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● We produce a comprehensive range of publications that includes application and grant management materials, evaluation and research findings, regional newsletters and promotional materials.</li> <li>● We have produced house style guidance, which applies to internal and external communication. Our presentation style is open and accessible. All of our external publications are edited into plain English.</li> <li>● In our publications we are committed to using text and images that project a positive image of Section 75 groups.</li> <li>● All publications state that anyone with particular communication requirements should let us know about them. Examples of possible solutions are listed. We will respond to reasonable requests.</li> <li>● We produce publications in alternative formats or community languages on demand, except for a small number of large print versions, which is produced upfront.</li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● We will respond to reasonable requests to produce publications in large print, Braille and audio-cassette.</li> <li>● Our website can be enabled for speech using Browsealoud, which comes in two versions – a screen reader and a PDF reader. The software is free for the external user to download.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● We make a commitment to produce all external publications in plain English.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● We will respond to reasonable requests to produce publications in audio-cassette.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● We will respond to reasonable requests to produce publications in audio-cassette.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● We will respond to reasonable requests to produce publications in community languages.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● DVD information materials will be produced with Sign Language interpretation and English subtitles.</li> <li>● We will discuss internally the most efficient ways of producing publications in alternative formats.</li> </ul>

## 8. Day-to-day communication

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● BIG will ensure that no-one is deterred from visiting our offices, for whatever reason. All of our offices comply with the accessibility standards of the Disability Discrimination Act (DDA) 1995. All offices are subject to an accessibility audit before they are leased.</li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● All our offices meet DDA accessibility signage requirements in terms of routing to the main reception area. From this point onwards, all visitors are escorted to meeting rooms.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● All offices are equipped with functioning textphone facilities and loop systems in meeting rooms.</li> <li>● Video relay services can be used to communicate with British or Irish Sign Language users.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● No additional provisions.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● Key support workers can attend internal meetings.</li> <li>● An agenda and key questions can be supplied in Easyread format before internal meetings.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● We will provide an interpreter, if required, for internal meetings.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● We will train key staff to retrieve textphone messages.</li> </ul>

## 9. Website

<b>General accessibility</b>	<ul style="list-style-type: none"> <li>● Our website provides information on all our funding programmes, how to apply for funding and our latest grant awards. It also includes information on job opportunities.</li> <li>● It has been designed to meet Web Accessibility Initiative Guidelines set by the World Wide Web Consortium. We aim to ensure the site conforms to 'Double-A' standards wherever possible. Our website has a text only site as well as an enhanced site with pictures which is fully compatible with screen reader software, Braille and magnifying software.</li> <li>● In addition, the website has the following features:             <ul style="list-style-type: none"> <li>- high colour contrast, to provide sufficient contrast when viewed by someone with visual impairments or when viewed on a black and white screen</li> <li>- label tags on form fields to aid screen readers</li> <li>- use of relative rather than absolute units in markup language and attribute values and style sheet property values to enable text to be enlarged</li> <li>- use of header elements to convey document structure and use them according to specification</li> <li>- use of navigation mechanisms in a consistent manner</li> <li>- use of in context links instead of 'click here'</li> <li>- ALT (alternative) text for all images and links.</li> </ul> </li> </ul>
<b>Visually impaired people</b>	<ul style="list-style-type: none"> <li>● The website can be enabled for speech using Browsealoud, which comes in two versions – a screen reader and a PDF reader. The software is free for the external user to download.</li> </ul>
<b>Deaf/hearing impaired people</b>	<ul style="list-style-type: none"> <li>● We will produce all external publications (including the website) in plain English.</li> </ul>
<b>People with mobility needs</b>	<ul style="list-style-type: none"> <li>● Screen reader (and writer) facilities such as Browsealoud and JAWS also apply here.</li> </ul>
<b>People with learning disabilities</b>	<ul style="list-style-type: none"> <li>● No additional provisions to those listed. However, we will further engage with customers on an individual needs basis.</li> </ul>
<b>People with mental health issues</b>	<ul style="list-style-type: none"> <li>● Key support workers or colleagues can attend events alongside people with mental health issues if requested.</li> </ul>
<b>People whose first language is not English</b>	<ul style="list-style-type: none"> <li>● We will produce all external publications (including the website) in plain English.</li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>● We will be employing Ability Net to carry out an evaluation into the accessibility of the website in the near future.</li> <li>● We will analyse the extent of demand to incorporate British Sign Language into our website for key text and video clips, through the use of Signing Avatars.</li> </ul>

# Appendix 11

## Action plan for implementing our equality scheme

Area of Implementation	Element	Performance indicator	Milestone	Responsibility
<b>Organisational arrangements</b>	Integration of equality objectives into annual departmental business plans	<ul style="list-style-type: none"> <li>● Agree equality objectives</li> <li>● Incorporate equality objectives in business plans</li> <li>● Equality objectives reviewed annually in consultation with UK Senior Management Team and included in business plans</li> </ul>	Annually Annually Annually	Corporate equality manager/UK Senior Management Team
	Integration of equality objectives into annual personal performance plans	<ul style="list-style-type: none"> <li>● Agree draft guidance for staff</li> <li>● Incorporate equality objectives into annual personal performance plans</li> </ul>	Annually Annually	Corporate equality manager/UK Senior Management Team/Human Resources deputy director
	Facilitation and development of NI Internal Equality Team	<ul style="list-style-type: none"> <li>● Minuted meetings</li> </ul>	Quarterly	NI equality adviser
<b>Progress reporting</b>	Reports to NI and UK Senior Management Teams	<ul style="list-style-type: none"> <li>● Minuted reports</li> </ul>	At least quarterly	Director NI/ corporate and NI equality adviser
	Section 75 progress reports to Equality Commission	<ul style="list-style-type: none"> <li>● Report sent following approval by Director NI and Chief Executive</li> <li>● Summary of report incorporated in BIG's corporate annual report</li> </ul>	End Aug annually Annually	NI equality adviser NI equality adviser/head of communications
	Equality scheme/ disability action plan progress reports to Equality Commission	<ul style="list-style-type: none"> <li>● Report sent following approval by Director NI and Chief Executive</li> <li>● Summary of report incorporated in BIG's corporate annual report</li> </ul>	End July annually Annually	NI equality adviser NI equality adviser/head of communications
	Review of equality scheme	<ul style="list-style-type: none"> <li>● Five-year review conducted, published and submitted to Equality Commission</li> </ul>	Dec 2012	NI equality adviser/ Director NI
	Review of disability action plan	<ul style="list-style-type: none"> <li>● Five-year review conducted, published and submitted to Equality Commission</li> </ul>	Dec 2012	NI equality adviser/ Director NI

Area of Implementation	Element	Performance indicator	Milestone	Responsibility
<b>Screening &amp; Equality Impact Assessments (EQIAs)</b>	Screening	<ul style="list-style-type: none"> <li>● Screen all policies</li> </ul>	Ongoing	Product team leads/NI equality adviser
		<ul style="list-style-type: none"> <li>● Provide training and guidance on screening to relevant staff</li> </ul>	Ongoing	NI equality adviser
		<ul style="list-style-type: none"> <li>● Findings of evaluation of screening and equality impact assessment review</li> </ul>	Ongoing	Head of NI policy development and public affairs/ corporate and NI equality adviser
	EQIAs	<ul style="list-style-type: none"> <li>● Prioritise policies for EQIA</li> </ul>	Ongoing	NI equality adviser
		<ul style="list-style-type: none"> <li>● Consult with stakeholders on planned EQIAs</li> </ul>	Ongoing	NI equality adviser
		<ul style="list-style-type: none"> <li>● Planning delivery of EQIAs in line with Equality Commission guidance</li> </ul>	Ongoing	NI equality adviser/ NI Internal Equality Team
<b>Consultation</b>	Consultation planning	<ul style="list-style-type: none"> <li>● Develop consultation plans for screening and any EQIAs</li> </ul>	Annually	NI equality adviser
	Consultation on screening and any EQIAs	<ul style="list-style-type: none"> <li>● Consult on annual screening reports and any agreed EQIAs. Stakeholders notified by letter and public announcement</li> </ul>	Jan-Mar 2008, then Aug-Oct annually	NI equality adviser
		<ul style="list-style-type: none"> <li>● Consultation reports to be included in next annual screening report</li> </ul>	July/Aug annually	NI equality adviser
<b>Training</b>	Training programme	<ul style="list-style-type: none"> <li>● Review training requirements and agree training</li> </ul>	Annually	Head of NI policy development and public affairs/NI equality adviser/ workforce development consultant
	Briefing on equality scheme	<ul style="list-style-type: none"> <li>● Briefings on scheme for NI Board members and NI Committee members</li> </ul>	Annually	Head of NI policy development and public affairs/NI equality adviser
	Awareness training	<ul style="list-style-type: none"> <li>● All new staff members receive equality awareness training within one year of joining</li> </ul>	Ongoing	Workforce development consultant
<ul style="list-style-type: none"> <li>● Relevant NI staff members receive Section 75 induction</li> </ul>		Ongoing	NI equality adviser	

Area of Implementation	Element	Performance indicator	Milestone	Responsibility	
Communication	Publication of NI Equality Scheme	<ul style="list-style-type: none"> <li>Final scheme published on BIG website, following approval by the Equality Commission</li> </ul>	Feb/Mar 2008	NI equality adviser/ publications, information and website teams	
	Publication of NI Disability Action Scheme	<ul style="list-style-type: none"> <li>Final plan published on BIG website</li> </ul>	Nov 2007	NI equality adviser/ website team	
	Publication of Section 75 screening reports	<ul style="list-style-type: none"> <li>Published online annually</li> </ul>	Jan 2008, then Aug/Sept annually	NI equality adviser/ publications, information and website teams	
	Publication of equality scheme/ disability action plan progress reports to Equality Commission	<ul style="list-style-type: none"> <li>Published on BIG website</li> </ul>	Aug/Sept annually	NI equality adviser/ information and website teams	
	Communication to external stakeholders		<ul style="list-style-type: none"> <li>Stakeholders notified by letter and public advertisement of online publication of online publication of disability action plan</li> </ul>	Jan 2008	NI equality adviser/ information team/ mailing house
			<ul style="list-style-type: none"> <li>Stakeholders notified by letter and public advertisement of and consultation on annual screening reports</li> </ul>	Jan 2008 then Aug annually	NI equality adviser/ information team/ mailing house
			<ul style="list-style-type: none"> <li>Stakeholders notified by letter and public advertisement of online publication of equality scheme</li> </ul>	Feb/Mar 2008	NI equality adviser/ information team/ mailing house
			<ul style="list-style-type: none"> <li>Stakeholders notified by letter of online access to annual S75 progress reports to Equality Commission</li> </ul>	Aug/Sept annually	NI equality adviser/ mailing house
			<ul style="list-style-type: none"> <li>Stakeholders notified by letter of online access to annual equality scheme/disability action plan progress reports to Equality Commission</li> </ul>	Aug/Sept annually	NI equality adviser/ mailing house
			<ul style="list-style-type: none"> <li>All documents available in accessible formats on request</li> </ul>	Ongoing	NI equality adviser
<ul style="list-style-type: none"> <li>All NI staff advised by email and in briefing session of online publication of all documents</li> </ul>			Feb/Mar 2007	NI equality adviser	
Staff					

Area of Implementation	Element	Performance indicator	Milestone	Responsibility
<b>Access</b>	Review of access to information and services	<ul style="list-style-type: none"> <li>● Ongoing</li> <li>● Respond to queries on access to information and services</li> <li>● Report on queries received in annual progress reports to the Equality Commission</li> </ul>	<p>Ongoing Ongoing</p> <p>Annually</p>	Corporate governance manager
<b>Complaints</b>	Complaints	<ul style="list-style-type: none"> <li>● Respond to any complaints</li> <li>● Report on any complaints received in annual progress reports to the Equality Commission</li> </ul>	<p>Ongoing</p> <p>Annually</p>	Chief Executive/ Director NI