

Big Lottery Fund  
Northern Ireland

Disability Action Plan  
2007 – 2012



## Northern Ireland Disability Action Plan

Stock code           BIG-NIdisabilityactionplan

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### Accessibility

Also available upon request in other formats including large print.

### 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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First published August 2007

Amended August 2008



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## Section 1: Introduction

- 1.1** Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), the Big Lottery Fund (BIG) is required when carrying out its functions to have due regard to the need to:
- promote positive attitudes towards disabled people, and
  - encourage participation by disabled people in public life ('the disability duties').
- 1.2** Under Section 49B of the DDA 1995, BIG is also required to submit to the Equality Commission for Northern Ireland a Northern Ireland Disability Action Plan showing how we propose to fulfil these duties in relation to our functions.
- 1.3** The purpose of this Northern Ireland Disability Action Plan is to set out how we propose to meet the above requirements.
- 1.4** Our Disability Action Plan and wider disability equality work adheres to the definition of disability set out by the Equality Commission for Northern Ireland. This definition is at Appendix 1.

## Section 2: Statement of commitment to disability duties

- 2.1** As Northern Ireland Board member and Chief Executive of the Big Lottery Fund, we are committed to implementing effectively the disability duties and this Northern Ireland Disability Action Plan. We will allocate the necessary resources (in terms of people, time and money) in order to implement effectively this plan and build objectives and targets relating to the disability duties into corporate and annual operating plans.
- 2.2** We will also put internal arrangements in place to ensure that the disability duties are complied with and the Northern Ireland Disability Action Plan effectively implemented. We will ensure the effective communication of the plan to staff and provide all necessary training and guidance for staff on the disability duties and the implementation of the plan.
- 2.3** We confirm our commitment to submitting an annual report to the Equality Commission for Northern Ireland on the implementation of this plan as well as carrying out a five yearly review of the plan.
- 2.4** BIG is fully committed to engaging and consulting with disabled people in all areas of its work. The Northern Ireland Disability Action Plan has been informed by our UK-wide Joint Race and Disability Scheme, on which we widely consulted. Further details of this scheme and consultation are set out later in this document.
- 2.5** BIG in Northern Ireland is committed to further engagement and consultation with disabled people and organisations when implementing and reviewing this plan.
- 2.6** Ultimately BIG's Northern Ireland Board member, the Chief Executive, the Northern Ireland Senior Management Team and the Northern Ireland Equality Adviser will be responsible for ensuring that the Northern Ireland Disability Action Plan is implemented.

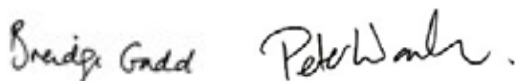
## Section 3: About the Big Lottery Fund

- 2.7** Responsibility for coordinating the implementation, review and evaluation of the Northern Ireland Disability Action Plan and the point of contract within the Big Lottery Fund will be:

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

Telephone: 028 9055 1455  
Textphone: 028 9055 1431  
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Email: joan.reid@biglotteryfund.org.uk  
nigel.chambers@biglotteryfund.org.uk

- 2.8** If you require this plan in an alternative format (such as in large print, in Braille, on audio-cassette, easy read or on computer disc) and/or language, please contact the above person to discuss your requirements.



**BREIDGE GADD**  
Northern Ireland  
Board Member

**PETER WANLESS**  
Chief Executive

- 3.1** The Big Lottery Fund 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 on 1 December 2006.
- 3.2** BIG is comprised of seven Directorates, of which Northern Ireland is one.
- 3.3** 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.
- 3.4** BIG's mission is 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: fairness, accessibility, strategic focus, involving people, innovation, enabling and additional to government. More details of our mission and values are at Appendix 1.
- 3.5** BIG is responsible for giving out half of the money for good causes raised by the National Lottery, giving us a budget of about £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.

### **Our commitment to equality**

- 3.6** 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 duties.

## Section 4: Big Lottery Fund structure and functions

- 3.7** BIG has adopted a set of six equality principles which underpin how we carry out our business. These principles are: promoting accessibility, valuing diversity, promoting participation, promoting equality of opportunity, promoting inclusive communities and reducing disadvantage and exclusion. More information on these principles is at Appendix 2.

### Our funding framework

- 3.8** Our 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.

- 3.9** 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 underlying principles are equality-related. They are:

1. Addressing disadvantage and promoting tolerance and social inclusion.
2. Contributing to the reduction of poverty.

- 3.10** 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 and community sector. Our funding framework for Northern Ireland is at Appendix 3.

### Our funding programmes

- 3.11** The Big Lottery Fund operates a number of funding programmes specific to Northern Ireland, as well as a small number of grants programmes across the UK. Our funding programmes for Northern Ireland are at Appendix 4.

### UK-wide structure

- 4.1** 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.

### Northern Ireland structure

- 4.2** Each BIG region has its own organisational structure. The Northern Ireland Directorate is comprised of four business divisions:

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

### UK-wide functions

- 4.3** The UK Board has overall responsibility for all of BIG's functions, as follows:

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

## **Northern Ireland functions**

**4.4** 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.

## **Corporate objectives**

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

**4.6** The Northern Ireland Directorate has its own annual business plan which sets out how we will meet the annual corporate objectives. In turn, each of the Northern Ireland business divisions agrees individual annual action plans setting out the tasks they will undertake to meet BIG's annual priority objectives/activities. Progress on how we perform against these objectives is reported quarterly to the UK Senior Management Team.

**4.7** At individual level, all staff members contribute to meeting BIG's corporate objectives through the Employee Performance Management (EPM) process. This process is a mechanism for setting and appraising each individual's work objectives and performance on an annual basis. Equality activities are central to the EMP process and all individuals are made aware of them through the appraisal process. In addition, all BIG posts require knowledge of Section 75 and a commitment to the statutory duties is included in all job descriptions.

## Section 5: Public life positions

### **BIG Board and committees**

**5.1** BIG is managed 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 positions over which BIG has responsibility, both UK-wide and in Northern Ireland, is set out below:

### **UK Board**

**5.2** The UK Board has 12 members:

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

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.

### **Northern Ireland Committee**

**5.3** The Northern Ireland Committee has six members:

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

**5.4** 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**

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

**5.6** 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).

**5.7** The Northern Ireland Committee makes all grant-making decisions for current programmes..

**5.8** All of 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.

**5.9** In implementing the work of its committees, BIG takes cognisance of the two new public authority duties under Section 49A of the Disability Discrimination Act 1995 (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), to promote positive attitudes towards disabled people and to encourage participation of disabled people in public life.

## Section 6: Joint Race and Disability Equality Scheme (UK)

- 5.10** The BIG Board and committees operate within the full range of BIG's equality duties, policies and procedures set out in this Disability Action Plan as well as the full complement of BIG's equality policies, strategies and procedures.
- 5.11** The BIG Board and committees are accountable to government and, ultimately, the general public.



- 6.1** In order to meet new equality duties under the Disability Discrimination Act 2005 and Race Relations (Amendment) Act, effective from 4 December 2006, BIG published a UK-wide Joint Race and Disability Equality Scheme on that date. While BIG was not required to produce a race equality scheme, it decided to do so jointly with the disability equality scheme, thereby combining both schemes into one accessible Joint Equality Scheme (JES). In so doing we plan to use the highest standards from both duties.
- 6.2** The focus of the JES is an action plan for meeting our equality duties. It highlights what BIG plans to do to promote race and disability equality UK-wide, who is responsible and how we will measure success.
- 6.3** In developing the JES, BIG reviewed various pieces of internal and external quantitative and qualitative information/data.

Internal sources included:

- employment and funding statistics
- evaluation and research findings (including former consultation responses)
- feedback from an anonymous employee survey (September 2006) which included a number of equality-related questions. (Responses were analysed in terms of respondents' disability status.)
- feedback on reasonable adjustments for disabled staff
- allocation of awards
- requests for information in alternative formats
- commitments contained in our corporate plans.
- Freedom of Information requests
- complaints (disaggregated by disability).

External sources included:

- BIG's evaluation and research (case studies relating to disability)
- market research.

## Section 7: Consultation

- 6.4** The priority in the first year of the Joint Equality Scheme is to develop and adapt systems for gathering information on our performance. It also includes training plans and arrangements for ensuring that there is access to our information and services.
- 6.5** BIG will publish an annual progress report on the JES outlining progress against the JES action plan, including learning outcomes and ways forward.
- 6.6** The JES was reviewed during December 2007, both to assess implementation of the action plan and to take account of new gender duties. It will be further reviewed in December 2009, following which a revised scheme will be launched, which will run for a further three years.
- 6.7** BIG will also consider how the JES might link or integrate the Northern Ireland Equality Scheme, which sets out our commitments under Section 75 of the Northern Ireland Act 1998.
- 6.8** The Northern Ireland Disability Action Plan has been informed by the UK JES.
- 7.1** BIG consulted both internally and externally on the Joint Equality Scheme. We consulted both as part of the drafting process and subsequently again on the draft document.
- 7.2** The aim of consultation was to help us promote race and disability more effectively across all areas of our work, internal and external. In particular, we wanted to hear the views of staff and external organisations about our action plan and their suggestions for further actions.
- 7.3** BIG identified a range of groups that we wanted to speak to when consulting on our draft scheme. They included grass roots and subject-specific groups together with national and umbrella bodies. Most of the organisations represented themselves in the consultation exercise but a few also carried out their own consultations and therefore represented a number of groups. Ultimately, BIG spoke to 19 organisations representing race, disability or general equality matters.
- 7.4** A range of consultation methods was used, including an employee survey, focus groups, semi-structured interviews with selected organisations and consultation with unions representing BIG staff.
- 7.5** A consultation event was held in Northern Ireland. Further information on this is set out at 7.6 below.

### **Northern Ireland consultation**

- 7.6** As part of the consultation process on the draft JES document, BIG Northern Ireland held a consultation seminar at our Belfast office on 15 November 2006.

**7.7** We also used this event to consult on two other areas of our work – the draft Northern Ireland Equality Scheme and the Screening 2 Report for Northern Ireland, which were both also out to consultation in November 2006.

**7.8** We sent a letter to around 480 organisations and individuals on our equality mailing list, notifying them about the three areas of equality work being consulted on at that time. We provided information on how to access the draft JES from our website or how to contact us for hard copies or copies in alternative formats. We invited our stakeholders to respond to the consultations and also to attend the consultation seminar on 15 November 2006. In addition, we offered to hold one-to-one meetings with any organisation that was unable to attend the event or make a formal written response.

### **Consultation responses**

**7.9** 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.

**7.10** Attendees were briefed on the draft JES and provided with a series of questions to prompt discussion, including suggestions for monitoring and review, examples of good practice that they might like to see included in the JES and practical suggestions for how to involve disabled people. There were no specific comments and the consultees indicated their approval of the draft JES.

### **Key points**

**7.11** In a discussion around broader issues, the following questions and key messages arose, which informed this Northern Ireland Disability Action Plan:

- ▶ The draft Joint Equality Scheme complements BIG's Northern Ireland Equality Scheme.
- ▶ BIG has undertaken a lot of work to mainstream equalities into its business through its Equality Assurance Process.
- ▶ Grant applicants can include accessibility costs, such as language costs, transport and one-to-one development support, in their applications.
- ▶ BIG's publications can be produced in alternative formats, including other languages, on request.
- ▶ Translators can be made available for one-to-one meetings.
- ▶ BIG continually looks at best practice for monitoring and also puts an onus on grant recipients to adhere to our equality commitments.
- ▶ Some people have hidden disabilities and choose not to disclose these. The JES looks at ways to make people feel more comfortable about disclosing disabilities.
- ▶ People in Northern Ireland are suspicious of providing too much information, for fear of being 'checked up on' by authorities. It is important to explain why we are requesting certain information and what we are doing with it – important to be clear that, "we are here to help".
- ▶ Some groups have a resource problem that prohibits them from engaging in consultations, in terms of staffing, skills and knowledge.
- ▶ It is important not just to tick boxes and pay lip service to equality but also to bring about good practice.

## **Written responses**

**7.12** We received one written response to our consultation, from Disability Action. In its response, Disability Action did not make specific reference to the draft JES but did make the following comments/suggestions on our draft Northern Ireland Equality Scheme and Screening 2 Report which we regarded as relevant to the draft JES scheme and which informed this Northern Ireland Disability Action Plan:

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 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.
7. Disability Action acknowledged the time and effort that had gone into producing the consultation documents and thanked BIG for the opportunity to respond and looked forward to continuing dialogue.

## **BIG's actions on consultation responses**

**7.13** Both the UK Joint Equality Scheme and the Northern Ireland Disability Action Plan have been informed by all of the consultation responses received in Northern Ireland.

**7.14** With regard to Disability Action's specific comments at 7.12, 2-5 above, BIG already implements these actions but we have stated this explicitly in this Disability Action Plan and will do so also in our final Northern Ireland Equality Scheme and future Northern Ireland screening reports. With regard to points 5 and 6 above, we are liaising with Disability Action to provide further information and invite further comment on our policies and procedures.

**7.15** We will continue to liaise with key stakeholders on future monitoring and implementation of the Northern Ireland Disability Action Plan, in particular Disability Action who have indicated a willingness to advise on how we can best meet our obligations under the new duties.

## Section 8: Commitment to report to Equality Commission for Northern Ireland

- 8.1** The Big Lottery Fund confirms its commitment to submit an annual progress report to the Equality Commission for Northern Ireland on the implementation of the Northern Ireland Disability Action Plan.
- 8.2** BIG is also committed to carrying out a five-year review of this plan or plans submitted to the Equality Commission for Northern Ireland over the five-year review period.



## Section 9: Publication and dissemination of the Northern Ireland Disability Action Plan

- 9.1** The Big Lottery Fund will publish this plan on both its intranet and website ([www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)).
- 9.2** All Northern Ireland staff will be notified by email about the plan. A summary of the plan will be provided, along with a link to the full document.
- 9.3** Our equality mailing list will be notified by letter about the plan. A summary of the plan will be provided, along with a link to the full document.
- 9.4** We will also make the plan available in alternatives formats on request (such as in large print, in Braille, on audio cassette, easy read or on computer disc) and/or language.
- 9.5** A copy of our annual progress report to the Equality Commission on implementation of the plan will be made available on our website. We will also notify our equality stakeholders of the availability of annual progress reports.
- 9.6** A copy of our five-year review of this plan will also be made available on both our Internet and Intranet and all internal and external stakeholders notified as above.
- 9.7** We will include a commitment to the disability equality duties in our final Northern Ireland Equality Scheme along with a summary of the Northern Ireland Disability Action Plan. The final scheme will be published on the Intranet and website. All staff and external stakeholders will be notified about the final scheme and provided with full information on how to access the document, including in alternative formats.

## Section 10: Complaints

- 10.1** If a complaint is made on the grounds that BIG has failed to comply with the Northern Ireland Disability Action Plan, the first point of contact is the Northern Ireland Equality Adviser, whose contact details are provided at Section 2.7.
- 10.2** 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.
- 10.3** 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.
- 10.4** BIG's complaints procedure is available both in hard copy and from our website ([www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)). We also make the procedure available, on request, in alternative formats including large print, Braille, audio cassette and electronic versions (compatible with voice-activated software such as Browsealoud or Job Access for Windows and Speech).
- 10.5** 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.
- 10.6** 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.



# Section 11: Previous measures

**11.1** The Big Lottery Fund is proactively committed to promoting equality. As such, we have already taken measures across the UK that are helping us to meet our equality disability duties, to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life.

**11.2** The Northern Ireland Disability Action Plan is complemented by a range of other equality policies, strategies and functions as set out below:

- a Northern Ireland Equality Scheme that sets out our commitments for complying with Section 75 of the Northern Ireland Act 1998
- a dedicated Equality Adviser resource within Northern Ireland, who promotes equality internally and externally
- an Internal Equality Team in Northern Ireland, to support the implementation of our equality duties, policies and processes
- a UK-wide Joint Equality Scheme
- an internal policy on 'Supporting staff with disabilities'
- a UK-wide equality strategy for BIG, which provides a framework for implementing the following:
  - an equal opportunities policy that sets out a series of commitments we have signed up to when delivering our internal and external business
  - a set of six equality principles, which underpin how we carry out our business (Appendix 2)
  - an Equality Assurance Process, introduced in 2005, to take forward our commitment to mainstreaming equality into all aspects of our internal and external work and to integrating our equality principles into practice. Further information on the process is set out in our draft Northern Ireland Equality Scheme
  - 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. The plan includes induction and refresher training sessions

- an Employee Performance Management process, which incorporates core equality activities applicable to all employees.

**11.3** We have also established a number of processes, which enable us to promote equality more effectively, as below:

## **(i) Human Resources**

- ▶ BIG is a Disability Symbol user, which means we have signed up to five commitments on recruiting, employing, retaining and developing disabled people.
- ▶ BIG has established a process to support disabled staff and their line managers in relation to making reasonable adjustments.
- ▶ We are committed to using positive action, offering places on our management development programme, where we have identified under-representation in our management structures.
- ▶ We have upgraded our HR system to enable staff to update their personal files, including details of disability.
- ▶ We have submitted a response to the Employers Forum on Disability, which will allow us to assess our performance as employers and to identify any areas for action.

## **(ii) Communication**

- ▶ We are committed to ensuring that our marketing strategies are inclusive and take account of diverse needs and that all events are carried out in line with our events standards, which includes an equality protocol. Funding programmes are promoted on our website but also through targeted information events, conferences and exhibitions.
- ▶ We aim to ensure that photographs and other images in our publications reflect the diversity of the UK population and that the language we use promotes a positive attitude to disabled people.

- ▶ Guidance on accessible internal communication (minimum standards) has been issued to all staff. Reminders are issued every six months.
- ▶ We make publications available in alternative formats on request including large print, Braille, audio cassette, easy read, computer disc and community languages.
- ▶ Our website ([www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)) has been designed to meet Web Accessibility Initiative Content Accessibility Guidelines set by the World Wide Web Consortium. It has a text only site as well as an enhanced site with pictures, which is fully compatible with screen reader and writer software such as Browsealoud and Job Access for Windows and Speech, Braille and magnifying software.
- ▶ We produce all external publications in plain English.

### **(iii) Policy and programme development**

- ▶ We use an evidence-based approach to policy and programme development. We use the results from internal and external equality monitoring and evaluation and learning to inform our beneficiary targets. This includes ongoing consultation with key stakeholders.
- ▶ We are committed to building the capacity of small, new and inexperienced groups as well as those representing marginalised communities, including disabled groups/ individuals, to access our resources on an equal basis and to improve the delivery of their outcomes. This commitment may be delivered directly by BIG, through running specific capacity-building grant programmes, or by working with other funders and stakeholders.
- ▶ We are committed to ensuring that this development and outreach work is targeted on the basis of development and support needs and is informed by the outcomes of research and evaluation. We are currently producing a regional outreach and development toolkit to support this work.

### **(iv) Pre-application**

- ▶ We work with prospective applicants to improve the quality of applications.
- ▶ On a number of our programmes we use an Outline Proposal Form (OPF) and encourage applicants to submit an overview of their proposed project. We then feed back our comments to the applicant before they complete a full application.

### **(v) Application**

- ▶ Our application materials are produced in plain English and we ask applicants to advise us if they have any specific communication requirements.
- ▶ We ensure that applicants are made aware of the equality standards we expect them to achieve, by giving a high profile to our equality principles and using examples of good practice throughout our application materials.
- ▶ The criteria for grant making ensures that the projects we fund support our equality principles by fully involving the communities they serve, being accessible in the broadest sense and ensuring that disability and diversity is positively portrayed.
- ▶ We also expect that applicants have policies and systems in place to meet their legislative requirements relating to equality.
- ▶ We place an onus on grant recipients to promote equality of opportunity through delivery of their grants. We expect all successful applicants (with the exception of programmes for individuals) to have a governance structure that encourages and embraces diversity and equality of opportunity. All successful applicants should demonstrate a commitment to the value of diversity and equality that is in keeping with their size and the situations in which they work.
- ▶ Our employees receive guidance to ensure that they assess equality-related criteria in a consistent and informed manner.
- ▶ We make efforts to ensure that the recruitment process for our decision-making

committees is open, transparent and targets people from under-represented sections of the community including disabled people. Particular efforts are made to identify and remove potential barriers to participation.

- ▶ Decision-makers must demonstrate an understanding of and commitment to equality principles as part of the selection process.
- ▶ Our decision-making processes are transparent. Unsuccessful applicants receive feedback and are told why their projects have not been funded.

### **(vi) Grant management**

- ▶ We require grant-holders to ensure compliance with best equality practice as well as legislation, both internally and externally. This is balanced against organisational capacity and the size of grant.
- ▶ Grant recipients must report to us what actions they have taken to promote equality of opportunity and who has benefited from their grant.

### **(vii) Evaluation and research**

- ▶ We aim to ensure that evaluation and research specifications take into account access and participation and that their design and conduct do not exclude particular groups. This may mean allocating additional resources to ensure that such stakeholders can participate in the evaluation or research.

### **(viii) Board/committee appointments**

- ▶ Recruitment to the UK Board and Northern Ireland Committee complied with central guidance reflecting legal requirements and good practice.

### **(ix) Complaints**

- ▶ BIG monitors, on a monthly basis, whether Freedom of Information (FOI) requests lead to disability complaints and identifies any necessary action points. Requests from and regarding disabled groups are identified and FOI requests leading to complaints are reported to the Customer Care Adviser and the Corporate Equalities Manager.

**12.1** Outlined below is the action plan set out in the UK Joint Equality Scheme for the period 2006-2009. These actions apply to Northern Ireland also. Where applicable, we have indicated specific application in relation to Northern Ireland.

**12.2** The action plan is split into two parts. The first part deals with internal issues, such as human resources and finances, while the second part focuses on our external functions, such as policy development and funding. The actions set out have been, and will continue to be, built into the annual Northern Ireland Directorate business plans and individual work plans over the lifetime of the Northern Ireland Disability Action Plan.



**(i) Internal**

Measures	Target date	Performance indicator
<p>1. Take action to maintain accurate records on the disability status of staff, to monitor employment procedures. <b>Human Resources (HR)*</b></p>	Upgrade HR system by December 2006.	Disability disclosure will be gauged from HR systems and staff survey.
<p>2. To continue monitoring numbers and percentage of applicants at each stage of external recruitment and selection by disability, to identify priorities for action. <b>HR</b></p>	By June & December annually.	Individual experiences are equitable regardless of disability.
<p>3. To continue monitoring numbers and percentage of applicants at each stage of internal recruitment and selection by disability, to identify priorities for action. <b>HR</b></p>	By June & December annually.	Individual experiences are equitable regardless of disability.
<p>4. To continue monitoring the numbers and percentage of staff in post by grade and Directorate by disability, to identify priorities for action. <b>HR</b></p>	By June & December annually.	By comparison with key performance indicators.
<p>5. To continue monitoring the numbers and percentage of staff making a bullying and harassment or grievance complaint or who are the subject of a disciplinary, by disability, to identify priorities for action. <b>HR</b></p>	By June & December annually.	Individual experiences are equitable regardless of disability.
<p>6. To continue monitoring the numbers and percentage of staff who have received performance-related bonuses by disability, to identify priorities for action. <b>HR</b></p>	By June & December annually.	Individual experiences are equitable regardless of disability.
<p>7. To continue monitoring the numbers and percentage of leavers and reasons for leaving by disability, to identify priorities for action. <b>HR</b></p>	By June & December annually.	Individual experiences are equitable regardless of disability.
<p>8. To develop and implement a more comprehensive way of monitoring training application and nomination rates by disability. <b>HR</b></p>	By June & December annually.	Individual experiences are equitable regardless of disability.
<p>9. To monitor disability status of appraisees in relation to all decisions taken on performance and pay. <b>HR</b></p>	By June & December annually.	Individual experiences are equitable regardless of disability.
<p>10. To take forward action to increase the number and percentage of disabled applicants in future external recruitment and selection campaigns. <b>HR</b></p>	By end 2007/08.	General increase in numbers.
<p>11. To take action to improve the retention rates of disabled staff. <b>HR</b></p>	By end 2007/08.	<p>Fall in leaving rates.</p> <p>Greater satisfaction among disabled staff, as demonstrated in employee survey.</p>

\*Human Resources (HR) functions across all directorates. All HR actions will be implemented in Northern Ireland.

Measures	Target date	Performance indicator
<p><b>12.</b> To ensure line managers of disabled staff (with support from HR) identify and address personal and professional development, as part of Employee Performance Management process. <b>HR</b></p>	By end 2007/08.	Greater satisfaction among disabled staff, as demonstrated in the employee survey.
<p><b>13.</b> To review recommendations from the evaluation of BIG's pilot Equality Assurance Process and implement as appropriate. <b>Policy and Partnerships; NI Equality Adviser</b></p>	By January 2007.	Launch revised process.
<p><b>14.</b> To improve (i) equality assurance on all HR policies and functions; (ii) annual monitoring to assess need for full equality impact assessments (EQIAs); and (iii) subsequent EQIAs. The NI Equality Adviser is involved in this action for purposes of compliance with Section 75. <b>HR; Policy and Partnerships; NI Equality Adviser</b></p>	In line with Joint Equality Scheme equality assurance timetable.	<p>Key results for NI published in annual screening reports and reports to Equality Commission for Northern Ireland.</p> <p>Key UK results published in annual Joint Equality Scheme progress report.</p>
<p><b>15.</b> To ensure that the views of BIG's two unions (including disabled members) are fully reflected in the equality assurance and equality impact assessment work. <b>HR</b></p>	In line with Joint Equality Scheme equality assurance timetable.	Joint union sign-off on equality assurance and equality impact assessment work.
<p><b>16.</b> To establish mechanisms for involving disabled staff in discussing BIG's employment policies and practices, their experiences and methods for making improvements. <b>HR; Policy and Partnerships</b></p>	By end 2007/08.	Participation rates and annual feedback.
<p><b>17.</b> To ensure that there is no discrimination in the appointment of any new members to BIG's Board and country committees. <b>Policy and Partnerships; NI Policy, Development and Public Affairs</b></p>	Ongoing.	All positions openly recruited. Appointments complied with central guidance reflecting legal requirements and good practice.
<p><b>18.</b> To periodically provide training to ensure that all staff (i) are aware of the disability duties (ii) have the necessary skills relating to the implementation of the duties, and (iii) have sufficient levels of disability equality awareness in carrying out their day-to-day jobs. <b>HR; Policy and Partnerships; NI Equality Adviser</b></p>	To start in 2007/08.	Evaluation of training will show that staff feel competent in this area.
<p><b>19.</b> To ensure that all relevant training programmes include reference to disability issues where relevant. NI will have a proofing role. <b>HR; Operations; Policy and Partnerships; NI Equality Adviser</b></p>	By end 2007/08.	All relevant training programmes updated to reflect this position.

Measures	Target date	Performance indicator
<p><b>20.</b> To ensure all Board and NI Committee members participate in an equality session as part of induction and receive regular briefings on relevant changes in legislation and good practice and their implications for BIG.</p> <p><b>NI Policy, Development and Public Affairs; Operations; Policy and Partnerships</b></p>	<p>March 2007 then ongoing.</p>	<p>Evaluation of training will show that Board and Committee members feel competent in this area.</p>
<p><b>21.</b> The following shall apply where procurement requiring a full business case is carried out:</p> <p>a. If the contract is for a service which involves dealing directly with either our customers or our staff (or job applicants), the selection shall include, as a criterion, the ability of the supplier to effectively apply our equal opportunities policy (including the disability equality duties) including, as appropriate, the provision of training and induction to their own staff.</p> <p>b. If the contract is for the supply of staff (for example agency staff) then the selection shall include as a criterion the effective application of an equal opportunities policy by the supplier, adequate to enable us to discharge our own equalities duties in relation to those staff.</p> <p><b>Corporate Services</b></p>	<p>By end 2007/08.</p>	<p>Confirmation that contracted staff receive induction training.</p>
<p><b>22.</b> To ensure BIG's commitment to accessible internal communication (i.e. font type and size) is adhered to.</p> <p><b>New related measures</b></p> <p>The NI directorate will take the following additional specific measures:</p> <p>(i) Standard text added to email signatures of equality adviser (jobshare), reminding Northern Ireland staff and wider staff in other regions of BIG's policy on font type and size.</p> <p>(ii) Formal reminders issued to Northern Ireland staff every six months.</p> <p>(ii) Reminders included in updates to the Northern Ireland Senior Management Team, which is fed back to all staff through monthly briefings. <b>Policy and Partnerships</b></p>	<p>Ongoing and formally every six months.</p>	<p>Level of complaints from disabled staff.</p> <p>Reminders issued to Northern Ireland staff.</p> <p>Level of complaints from disabled staff.</p>



Measures	Target date	Performance indicator
<p><b>23.</b> To meet the commitments outlined in our Positive About Disability (two ticks) Award and to raise general awareness of the award among staff. <b>HR</b></p>	<p>Annual review in October.</p>	<p>Improvements in rates of disabled employees. Positive responses from disabled staff to specific questions in the employee survey.</p>
<p><b>24.</b> To review BIG's procurement policy to ensure it meets the requirements of the disability duties. <b>Corporate Services</b></p>	<p>By end 2007, then twice a year.</p>	<p>Procurement policy reviewed in line with legal advice.</p>
<p><b>25.</b> To periodically remind staff of the availability of the employee assistance programme (to support staff in times of crisis). <b>HR</b></p>	<p>Ongoing.</p>	<p>Confidential monitoring, hence not possible to measure uptake. Reminders issued to staff.</p>

**(ii) External**

Task and responsibility	Target date	Performance indicator
<p>1. To continue monitoring requests for publications in alternative formats and identifying priorities for strategic action.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Equality Adviser and NI Policy, Development and Public Affairs</b></p>	Reviewed quarterly.	<p>Research evaluating publications commissioned for delivery by December 2007. To include questions on accessibility.</p> <p>A record of requests logged.</p>
<p>2. To review beneficiary equality monitoring data i.e. application and success rates, by disability status, for each programme twice a year. To incorporate this information into our equality assurance work and identify and implement actions where appropriate.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Equality Adviser and NI Policy, Development and Public Affairs</b></p>	In accordance with programme timescales.	Reviews completed, including any areas for action.
<p>3. To (i) integrate an equality perspective into the specifications of relevant evaluation and research initiatives; and (ii) continue to review results from relevant research to inform funding policy and practice.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Policy, Development and Public Affairs NI Equality Adviser and NI Policy, Development and Public Affairs</b></p>	As required.	Review materials to include equality perspective.
<p>4. To conduct UK-wide research into the public's attitudes to BIG, review findings (by disability) and identify action points. This research will include NI.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Policy, Development and Public Affairs</b></p>	Baseline research in 2006; a survey by end 2007, then annually.	Percentage of disabled respondents (i) with a positive perception of the overall brand of Big Lottery Fund and (ii) aware of benefits of Lottery funding and where it goes.
<p>5. To establish mechanisms for involving external organisations in discussing the equality dimension of BIG's business (to include disability groups). This will involve the NI Equality Adviser proofing with key stakeholders in NI.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Equality Adviser and NI Policy, Development and Public Affairs</b></p>	To be established by end 2007/08.	Participation rates and annual feedback from organisations involved.
<p>6. Develop voluntary and community sector research (survey to key stakeholders), review findings by disability and identify action points. Ongoing discussion in NI with key stakeholders. <b>Policy and External Relations; NI Equality Adviser and NI Policy, Development and Public Affairs</b></p>	Ongoing.	Percentage of disabled stakeholders who are satisfied with us in meeting their expectations.

Task and responsibility	Target date	Performance indicator
<p>7. To continue monitoring whether Freedom of Information requests lead to disability complaints and identify action points.</p> <p><b>Policy and Partnerships</b></p>	Monthly.	FOI requests that lead to complaints will be reported to the Customer Care Adviser and Corporate Equalities Manager.
<p>8. To ensure that any customer satisfaction survey carried out allows for a review of findings by disability.</p> <p><b>Operations; Policy and Partnerships</b></p>	To be confirmed.	Percentage of disabled customers that are satisfied with BIG's overall service provided.
<p>9. To explore how we can meet the access requirements of British Sign Language users and people with learning disabilities. In NI, the same action will be explored with Irish Sign Language.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Policy, Development and Public Affairs</b></p>	By end 2007/08.	Feedback from service users (including complaints and customer satisfaction survey).
<p>10. To pilot an online (interactive) form which affords greater accessibility for grant applicants and award holders. This will be reviewed in the context of NI and any changes implemented.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Equality Adviser and NI Policy, Development and Public Affairs</b></p>	2007.	Feedback from service users (including complaints and customer satisfaction survey).
<p>11. To explore further with relevant bodies, BIG's policy on not accepting completed application and monitoring forms in alternative formats.</p> <p><b>Operations; Policy and Partnerships; Communications and Marketing</b></p>	Ongoing.	Under review.
<p>12. To discuss internally the most efficient ways of producing publications in alternative formats.</p> <p><b>Communications and Marketing</b></p>	Date to be confirmed.	Under review.
<p>13. To take action to ensure that key staff in each business unit of the NI directorate are competent in using textphone and that there is access to an induction loop.</p> <p><b>NI Planning and Support; NI Equality Adviser</b></p>	Six monthly checks.	<p>Staff report feeling competent in retrieving messages.</p> <p>Induction loops in place and working.</p>
<p>14. To ensure that BIG's website and intranet meet accessibility standards. We will be employing Ability Net to carry out an evaluation into the accessibility of our website. This is to become a devolved function across Directorates, including NI.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI Information and Events team</b></p>	Ongoing.	Evaluation outcome and feedback from website and intranet users.

Task and responsibility	Target date	Performance indicator
<p><b>15.</b> To improve (i) equality assurance on all new and reviewed policies and functions relating to external functions; (ii) annual monitoring to assess the need for a full equality impact assessment (in line with the equality assurance timetable); and (iii) subsequent equality impact assessments. NI will conduct these functions for its own business and set a timetable for same.</p> <p><b>Policy and Partnerships; NI Equality Adviser</b></p>	<p>In line with annual equality assurance timetable for NI.</p>	<p>(i) NI screening reports published annually and put out to public consultation.</p> <p>(ii) Monitoring carried out on an ongoing basis and assessments on need for full equality impact assessments published in annual screening reports</p> <p>Key results UK-wide will be published in BIG's annual Joint Equality Scheme progress report.</p> <p>(iii) Any equality impact assessments considered necessary to be carried out.</p>
<p><b>16.</b> To develop a customer care strategy to support BIG's customer care standards (to include reference to disabled customers). Implemented in NI in line with our Corporate Standards.</p> <p><b>Policy and Partnerships</b></p>	<p>By end 2007/08.</p>	<p>Strategy will be in place.</p>
<p><b>17.</b> To relaunch BIG's internal complaints procedure, review level of stage two complaints quarterly and identify action points. Implemented in NI in line with our Corporate Standards.</p> <p><b>Policy and Partnerships</b></p>	<p>By December 2006.</p>	<p>Reduction in percentage of stage 2 complaints from disabled customers escalated to and upheld or partially upheld by Independent Complaints Reviewer.</p>
<p><b>18.</b> To produce an Equality Good Practice Guidance booklet for applicants and grant-holders. In NI, the Policy, Development and Public Affairs division will lead on dissemination. <b>Policy and Partnerships; Communications and Marketing; Operations; NI Policy, Development and Public Affairs</b></p>	<p>May 2007.</p>	<p>Launch and dissemination of publication.</p>
<p><b>19.</b> To develop an internal protocol to allow staff to respond in an effective and efficient way to accessibility queries from customers. This will be implemented in NI in line with corporate standards.</p> <p><b>Policy and Partnerships; Communications and Marketing; NI directorate</b></p>	<p>By end 2007/08.</p>	<p>Complaints and customer feedback.</p>
<p><b>20.</b> To develop guidance for staff when working with support workers and interpreters.</p> <p><b>Policy and Partnerships; NI directorate</b></p>	<p>By January 2007.</p>	<p>Complaints and customer feedback.</p>

# Appendix 1 – Disability Discrimination Act 1995

## Definition of Disability\*

Please note that this factsheet gives general guidance only and should not be treated as a complete and authoritative statement of the law.

The thinking behind the Disability Discrimination Act (DDA) is that it should protect people who would generally be regarded as disabled. This is why the DDA defines disability as a **“physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”**.

**Physical impairment:** this includes, for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc.) caused through illness, by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

**Mental impairment:** this includes mental ill health and what is commonly known as learning disability.

**Substantial:** put simply, this means the effect of the physical or mental impairment on ability to carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.

**Long-term adverse effect:** the effect has to have lasted, or be likely to last, overall for at least 12 months and the effect must be a detrimental one. A person with a life expectancy of less than 12 months is, of course, covered if the effect is likely to last for the whole of that time.

**A normal day to day activity:** this is something which is carried out by most people on a fairly regular and frequent basis, such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

**What sort of effect must there be?** The person must be affected in at least one of the respects listed in the DDA: mobility; manual dexterity; physical coordination; continence; ability to lift, carry or

otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or perception of risk of physical danger.

### What happens if the effects are reduced by medication or other treatment?

Broadly speaking, the effects that matter are those that would be present if there was no medication or treatment taking place. The exception is people who wear spectacles or contact lenses when what matters is the effects that remain while the spectacles or contact lenses are being used.

### Are there any types of condition covered by special provisions in the DDA?

Yes, because some people with particular conditions might otherwise not be counted as disabled. These are provisions covering:

- ▶ Recurring or fluctuating conditions such as arthritis, where the effects can sometimes be less than substantial, which are treated as continuing to have a substantial adverse effect so long as that effect is likely to recur.
- ▶ Conditions which progressively deteriorate, such as motor neuron disease, which count as having a substantial adverse effect from the first time they have any effect at all on ability to carry out normal day to day activities even if it is not substantial, so long as there is eventually likely to be a substantial adverse effect.
- ▶ Severe disfigurements, which are treated as having substantial adverse effects on ability to carry out normal day to day activities, even if they have no actual effect at all.
- ▶ People with cancer, HIV, or multiple sclerosis are deemed to be disabled people from the point of diagnosis, regardless of whether or not they have any symptoms.

\*This definition of disability is reproduced from the Equality Commission for Northern Ireland’s Factsheet 5, entitled ‘Disability Discrimination Act 1995, Definition of Disability’.

### **Are any conditions not covered?**

Yes, the following conditions specifically do not count as impairments:

- ▶ addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);
- ▶ seasonal allergic rhinitis (e.g. hay fever) unless it aggravates the effect of another condition;
- ▶ tendency to set fires, or steal, or physically or sexually abuse other persons;
- ▶ exhibitionism and voyeurism;
- ▶ severe disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing are not treated as having substantial adverse effects.

### **What if someone has recovered from a disability?**

Much of the DDA also applies to people who have had a disability in the past (for example, someone who was disabled by mental ill health) but have now fully recovered. People who were registered disabled under the Disabled Persons (Employment) Act (Northern Ireland) 1945 both on 12 January 1995 and 2 December 1996 will be regarded as having had a disability in the past, if they do not in any case fall within the definition of the DDA.

### **Further Help?**

Other factsheets in this series on employing disabled people are available from:

The Equality Commission for Northern Ireland  
Promotion and Education  
Equality House, 7-9 Shaftesbury  
Belfast, BT2 7DP

Telephone: 028 90 890 890

Textphone: 028 90 500 589

Fax: 028 90 248 687

Email: [information@equalityni.org](mailto:information@equalityni.org)

Website: [www.equalityni.org](http://www.equalityni.org)

## Appendix 2

### 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 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 Northern Ireland framework for funding

## People, places and communities 2006-2009

Three UK-wide themes		
Community learning and creating opportunity	Promoting community safety and cohesion	Promoting well-being



Four Northern Ireland outcomes			
<b>Outcome A</b> People have the opportunity to achieve their full potential	<b>Outcome B</b> People can actively participate in their communities to bring about positive change	<b>Outcome C</b> Community ownership of better and safer rural and urban environments	<b>Outcome D</b> Improved physical and mental health for all people



Two underlying principles for Northern Ireland
1. Addressing disadvantage and promoting tolerance and social inclusion 2. Contributing to the reduction of poverty



Nine Northern Ireland priorities	
Improve essential skills to meet social and economic needs	Improve community facilities, access and services
Increase opportunity for community-based learning	Increase community involvement in protecting, restoring and sustaining the urban and rural environment
Build community capacity	Help individuals and communities to develop skills to make healthier lifestyle choices
Increase opportunity for volunteering and engagement within and between communities	Promote mental health and emotional well-being at individual and community level
Build community and voluntary/statutory partnerships	

## Appendix 5

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

Programme name	Launch and closing dates	Amount available	Aim
Awards for All (BIG only)	Ongoing	£10.5 million 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.
The Building Change Trust	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.
Improving Community Buildings	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.
Live and Learn	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.
Reaching Communities Northern Ireland	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.
Safe and Well	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.
Young People's Fund – The Big Deal: Small grants strand	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)