



Mid and East Antrim  
Policing and Community Safety Partnership

Equality Scheme

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

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

Approved by the Equality Commission for Northern Ireland

## Foreword

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

In our Equality Scheme we set out how Mid and East Antrim PCSP commits to fulfilling all of its Section 75 statutory duties. MEA PCSP also commits to delivering all aspects of the Equality scheme aligned to the ECNI model equality scheme

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

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

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

We, the Chairperson and Chief Executive of Mid and East Antrim PCSP / Borough Council are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our Equality Scheme.

We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our Equality Scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to positively influence how we carry out our functions in line with our Section 75 statutory duties. It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our Equality Scheme, can make complaints.

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

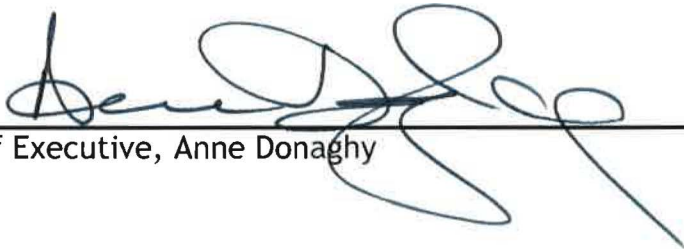
On behalf of Mid and East Antrim Policing and Community Safety Partnership and our staff we are pleased to support and endorse this Equality Scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 and Equality Commission guidelines.



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PCSP Chairperson, Councillor Andrew Wilson

Date 27 September 2017



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Chief Executive, Anne Donaghy

Date 7 September 2017

If you would like a hard copy or the Action Plan in an alternative format, please contact

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28262459

Email: [Wendy.Carson@midandeastantrim.gov.uk](mailto:Wendy.Carson@midandeastantrim.gov.uk)

Contents		
Foreword		1-2
Chapter 1	Introduction	5
	Section 75 of the Northern Ireland Act 1998	6
	How we propose to fulfil the Section 75 duties in relation to the relevant functions of Mid and East Policing and Community Safety Partnership	
	Who we are? What we do?	6
Chapter 2	Our arrangements for assessing our compliance with the Section 75 Duties	9
	Responsibilities and reporting	9
	Action plan/action measures	12
Chapter 3	Our arrangements for consulting	14-18
Chapter 4	Our arrangements for assessing, monitoring and publishing the impact of policies	19
	Our arrangements for assessing the likely impact adopted or proposed to be adopted on the promotion of equality of opportunity policies	19
	Screening	20
	Equality impact assessment	23
	Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity	24-25
	Where we publish	25
	How we publish the information	25
	Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity	26
	Our arrangements for publishing the results of our monitoring	27

Chapter 5	Staff training	28
	Commitment to staff training	28
	Training objectives	28
	Awareness raising and training arrangements	29
	Monitoring and evaluation	30
Chapter 6	Our arrangements for ensuring and assessing public access to information and services we provide	31
	Access to information	31
	Access to services	32
	Assessing public access to information and services	32
Chapter 7	Timetable for measures we propose in this Equality Scheme	33
Chapter 8	Our complaints procedure	34-35
Chapter 9	Publication of our Equality Scheme	36
Chapter 10	Review of our Equality Scheme	37
Appendix 1	Organisational chart	38
Appendix 2	Example groups relevant to the Section 75 categories for Northern Ireland purposes	39
Appendix 3	List of consultees	40-43
Appendix 4	Timetable for measures proposed	44-46
Appendix 5	Glossary of terms	47-55
Appendix 6	PCSP Reporting template	56
Section 2	<b>AUDIT OF EQUALITIES</b>	57
	Background to Equality Audit	58-59
	What PCSPs are responsible for	60-61
	Regional and local data	62
	Assessment key equality Issues	63-65
Appendix 7	Action plan for delivery	66-76
Appendix 8	Screening Pro Forma	77-81
	Additional Considerations	82

## Chapter 1 Introduction

Policing and Community Safety Partnerships were established as statutory bodies on the 1st April 2012 as a result of legislation contained in the Justice Act (Northern Ireland) 2011. PCSPs aim to make communities safer.

The PCSPs brought together the functions and responsibilities of District Policing Partnerships (DPPs) and Community Safety Partnerships (CSPs). The new PCSPs built on the work that has already been taken forward by the local DPP and CSP. These new partnerships worked in a more joined up way to make communities safer.

The Department of Justice and the Northern Ireland Policing Board jointly fund PCSPs.

There are 11 PCSPs, one for each council area. Belfast has one Belfast PCSP and four District Policing and Community Safety Partnerships (DPCSPs) covering the North, South, East and West area commands.

### Section 75 of the Northern Ireland Act 1998

1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires Mid and East Antrim PCSP to comply with two statutory duties:

#### Section 75 (1)

In carrying out our functions relating to Northern Ireland we are required to have due regard to the need to promote equality of opportunity between

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

#### Section 75 (2)

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

“Functions” include the “powers and duties” of a public authority<sup>2</sup>. This includes our employment and procurement functions.

Please see below under “Who we are and what we do” for a detailed explanation of our functions.

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

## How we propose to fulfil the Section 75 duties in relation to the relevant functions of Mid and East Antrim Policing and Community Safety Partnership

- 1.2 Schedule 9 4. (1) of the Act requires Mid and East Policing and Community Safety Partnership as a designated public authority to set out in an Equality Scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This Equality Scheme is intended to fulfil that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.
- 1.3 Mid and East Antrim Policing and Community Safety Partnership is committed to the discharge of its Section 75 obligations in all parts of our organisation and we will commit the necessary resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that our Equality Scheme can be implemented effectively.

### Who we are? What we do?

The Policing and Community Safety Partnership undertakes a wide range of routine activities on an on-going basis. Most of these are statutory in nature but others have come to be expected by Members and citizens alike through custom and practice. On 1 April 2012 - Policing and Community Safety Partnerships (PCSPs) were established through the legislation of the Justice Act (NI) 2011. PCSPs were reconstituted in June 2015 following the Reform of Local Government in Northern Ireland.

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

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

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

- (a) To provide views to a relevant district commander and to the Policing Board on any matter concerning the policing of the District
- (b) To monitor the performance of the police in carrying out

The policing plan in relation to the district; and  
The local policing plan applying to the district or any part of the district

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

(d) To make arrangements for obtaining the views of the public about matters concerning the policing of the district and enhancing Community safety in the district and to consider fully any views obtained.

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

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

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

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

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

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

Are referred to in this part as its “restricted functions” and  
Must be exercised, on behalf of the PCSP, by the Policing Committee of the PCSP.

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



## Employment and Procurement functions

(4) Staff of Mid and East Antrim Policing and Community Safety Partnership are employed by, and therefore are responsible to, Mid and East Antrim Borough Council and benefit from and are subject to all the Council's employment policies.

(5) Any goods and services required by Mid and East Antrim Policing and Community Safety Partnership are subject to a procurement process and all Mid and East Antrim Borough Council's procurement policies.

## Chapter 2

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

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

Consultation	Chapter 3
Monitoring arrangements Assessment of impact of policies Publication arrangements	Chapter 4
Staff training	Chapter 5
Access to Information	Chapter 6
Complaints Procedure	Chapter 8
Publication and review of Council's Equality Scheme	Chapters 10

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

## Responsibilities and reporting

- 2.2 We are committed to the fulfilment of our Section 75 obligations in all parts of our work.
- 2.3 Responsibility for the effective implementation of our Equality Scheme lies with the Chief Executive. The Chief Executive is accountable to Mid and East Antrim Policing and Community Safety Partnership for the development, implementation, maintenance and review of the Equality Scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.
- 2.4 If you have any questions or comments regarding our Equality Scheme, please contact in the first instance

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28262459

Email: [Wendy.Carson@midandeantrim.gov.uk](mailto:Wendy.Carson@midandeantrim.gov.uk)

- 2.5 Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans<sup>3</sup>.
- 2.6 Employees' job descriptions and performance plans reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the Equality Scheme, where relevant. The personal performance plans are subject to appraisal in the annual performance review.
- 2.7 Mid and East Antrim PCSP prepares an annual report on the progress we have made on implementing the arrangements set out in this Equality Scheme to discharge our Section 75 statutory duties (Section 75 annual progress report).

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

The Section 75 annual progress report will be presented to Mid and East Antrim Council and MEA PCSP before being sent to the Equality Commission by 31 August each year and will follow any guidance on annual reporting issued by the Equality Commission.

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

- 2.8 The Section 75 annual progress report will be made available on our website This progress report can be obtained from the Mid and East Antrim Policing and Community Safety Partnership (PCSP) in alternative formats and it can also be downloaded from the Mid and East Antrim Councils website:

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

Or by contacting:

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-, 9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28262459

Email: [Wendy.Carson@midandeastantrim.gov.uk](mailto:Wendy.Carson@midandeastantrim.gov.uk)

- 2.9 Mid and East Antrim PCSP liaise closely with the Equality Commission to ensure that progress on the implementation of our Equality Scheme is maintained.
- 2.10 The PCSP will mainstream Section 75 across all PCSP service areas. All policies, new or revised, will be screened to ensure compliance with this Equality Scheme.

#### Action plan/action measures

- 2.11 Mid and East Antrim PCSP will develop an action plan to promote equality of opportunity and good relations. This action plan will be set out in Appendix 6 to this Equality Scheme.
- 2.12 The action measures that will make up our action plan will be relevant to our functions. They will be developed and prioritised on the basis of an audit of inequalities. The audit of inequalities will gather and analyse information across the Section 75 categories<sup>4</sup> to identify the inequalities that exist for our service users and those affected by our policies<sup>5</sup>.
- 2.12a The audit of equalities will be continually reviewed as a living document and where through consultation or information received MEA PCSP commit to commission new research where gaps have been identified in provision of service. New evidence or data received will be actioned in and implemented in a timely manner.
- 2.13 Action measures will be specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures will include performance indicators and timescales for their achievement.
- 2.14 We will develop any action plans for a period of between one and five years in order to align them with our corporate and business planning cycles. Implementation of the action measures will be incorporated into our business planning process.
- 2.15 We will seek input from our stakeholders and consult on our action plan before we send it to the Equality Commission and thereafter when reviewing the plan as per 2.16 below.

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<sup>4</sup> See section 1.1 of this Equality Scheme for a list of these categories.

<sup>5</sup> See section 4.1 of this Equality Scheme for a definition of policies.

- 2.16 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.
- 2.17 Mid and East Antrim PCSP will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.
- 2.18 Once finalised the MEA PCSP Action Plan each year 2016 - 2017 and 2017 - 2018 will be available from the Mid and East Antrim Policing and Community Safety Partnership (PCSP) in alternative formats.

Pending approval MEA PCSP action plans will be published on their own social media pages as well as the Department of Justice and Northern Ireland Policing Boards websites

If you would like a hard copy of the Action Plan or to request in an alternative format, please contact

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28262459

Email: [Wendy.Carson@midandeastantrim.gov.uk](mailto:Wendy.Carson@midandeastantrim.gov.uk)

## Chapter 3

### Our arrangements for consulting

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

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

### Chapter 3 our arrangements for consulting

- 3.1 We recognise the importance of consultation in all aspects of the implementation of our statutory equality duties. We will consult on our equality scheme, action measures, equality impact assessments and other matters relevant to the Section 75 statutory duties.
- 3.2 We are committed to carrying out consultation in accordance with the following principles (as contained in the Equality Commission's guidance '*Section 75 of the Northern Ireland Act 1998 - A Guide for Public Authorities (April 2010)*')
- 3.2.1 All consultations will seek the views of those directly affected by the matter/policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and their trade unions and such other groups who have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

Initially all consultees (see Appendix 3), as a matter of course, will be notified (by email or post) of the matter/policy being consulted upon to ensure they are aware of all consultations. Thereafter, to ensure the most effective use of our and our consultees 'resources, we will take a targeted approach to consultation for those consultees that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance. This may include for example regional or local consultations, sectoral or thematic consultation etc.

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

Face-to-face meetings

Focus groups

Written documents with the opportunity to comment in writing

Questionnaires

Internet • Internet discussions

Telephone consultations.

Information/notification by email with an opportunity to opt in/opt out of the consultation

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

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

Information will be made available, on request, in alternative formats in a timely manner usually within a seven day period. We will ensure that such consultees have equal time to respond.

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

3.2.5 To ensure effective consultation with consultees<sup>6</sup> on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our Equality Scheme by undertaking the following:

- Inform all consultees of how to access a copy of the final Equality Scheme and Action Plan within one month of approval by the Equality Commission for Northern Ireland in a manner suitable to each consultees' needs;
- Ensure our consultation is clear, concise and widely accessible;
- Convene a meeting of the Director, Head of Service and PCSP Manager within the Council at least once annually to review progress of the Action Plan and plan for 12 months ahead. Pre-consultation will be an ongoing process for the PCSP who are committed to liaising and providing the forums for discussion on issues directly relating to the plan

3.2.6 Formal consultation periods last for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process

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<sup>6</sup> Please see Appendix 3 for a list of our consultees.

of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented. We may continue consultation thereafter and will review the policy as part of our monitoring commitments<sup>7</sup>.

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

- 3.2.7 If a consultation exercise is to take place over a period when consultees are less able to respond for example over the summer or Christmas break or if the policy under consideration is particularly complex we will give consideration to the feasibility of allowing a longer period for the consultation.
- 3.2.8 We are conscious of the fact that affected individuals and representative groups may have different needs. We will take appropriate measures to ensure full participation in any meetings that are held. We will consider for example the time of day, the appropriateness of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and/or interpreter is necessary, and whether the provision of childcare and support for other carers is required.
- 3.2.9 We make all relevant information available to consultees in appropriate formats to ensure meaningful consultation. This includes detailed information on the policy proposal being consulted upon and any relevant quantitative and qualitative data.
- 3.2.10 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy.
- 3.2.11 We provide feedback to consultees in a timely manner. A feedback report is prepared which includes summary information on the policy consulted upon, a

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<sup>7</sup> Please see below at 4.27 to 4.31 for details on monitoring.



summary of consultees' comments and a summary of our consideration of and response to consultees' input. The feedback is provided in formats suitable to consultees. (Please see also 6.3)

- 3.3 A list of our consultees is included in this Equality Scheme at Appendix 3.
- 3.4 Our consultation list is not exhaustive and is reviewed on an annual basis to ensure it remains relevant to our functions and policies.

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. To provide your contact details and have your areas of interest noted or have your name/details removed or amended please contact:

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28262459

Email: [Wendy.Carson@midandeastantrim.gov.uk](mailto:Wendy.Carson@midandeastantrim.gov.uk)

Please also inform us at this stage if you would like information sent to you in a particular format or language. It can also be obtained from our website at

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

## Chapter 4

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

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

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

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

4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9.9. (2) of the Northern Ireland Act 1998. The policies adopted by Mid and East Antrim Policing and Community Safety Partnership are policies which have been developed by; Mid and East Antrim Borough Council, Northern Ireland Policing Board and the Department of Justice. However, the Mid and East Antrim Policing and Community Safety Partnership will use the tools of screening and equality impact assessment as detailed below. Mid and East Antrim PCSP are committed to reviewing all policies relating to this and if necessary carry out an impact assessment of all policies regardless of the source of their policy.

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

‘The guidance on screening, including the screening template, as detailed in the Commission’s guidance *‘Section 75 of the Northern Ireland Act 1998 - A Guide for Public Authorities (April 2010)’* and 19

### Screening

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

4.5 Screening will be completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will be subject to

screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

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

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

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

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

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

Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?  
on undertaking an equality impact assessment as detailed in the Commission's guidance 'Practical guidance on equality impact assessment (February 2005)'.

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

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

1. The policy has been 'screened in' for equality impact assessment
2. The policy has been 'screened out' with mitigation<sup>9</sup> or an alternative policy proposed to be adopted
3. The policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.

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

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

Where we mitigate we will outline in our screening template the reasons to support this decision together with the proposed changes, amendments or alternative policy. This screening decision will be 'signed off' by the Safer Borough Manager.

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

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

4.13 As soon as possible following the completion of the screening process, the screening template, signed off and approved by the senior manager responsible for the policy, will be made available on our website, Consultees will be informed of any screening results as soon as is practicable [www.midandeantrim.gov.uk](http://www.midandeantrim.gov.uk) and on request from:

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-, 9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28262459

Email: [Wendy.Carson@midandeantrim.gov.uk](mailto:Wendy.Carson@midandeantrim.gov.uk)

A sample screening template is available at Appendix 5.

4.14 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision. PCSP commit to involving section 75 groups and affected individuals in the screening process as early as is practicable.

4.15 Our screening reports are published quarterly [see below at 4.20 - 4.22 and 4.23 for details].

### Equality impact assessment

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

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

4.18 The PCSP will be advised where an EQIA is assessed as necessary prior to commencement of the process.

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

**Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity**

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

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

## What we publish

### 4.21 Screening reports

These are published quarterly. Screening reports detail:

All policies screened by Mid and East Antrim PCSP over the three month period

A statement of the aim(s) of the policy/policies to which the assessment relates

Consideration given to measures which might mitigate any adverse impact

Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;

Screening decisions, i.e.:

Whether the policy has been ‘screened in’ for equality impact assessment.

Whether the policy has been ‘screened out’ with mitigation or an alternative policy proposed to be adopted.

Whether the policy has been ‘screened out’ without mitigation or an alternative policy proposed to be adopted.

Where applicable, a timetable for conducting equality impact assessments

A link to the completed screening template(s) on our website

### 4.22 Equality impact assessments

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

A statement of the aim of the policy assessed

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

How we publish the information

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

Where we publish the information

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

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

and by contacting:

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28272313

Email: [Wendy.Carson@midandeastantrim.gov.uk](mailto:Wendy.Carson@midandeastantrim.gov.uk)

- 4.25 In addition to the above, screening reports (electronic link or hard copy on request if more suitable for recipients) which include all policies screened over a 3 month period are also sent directly to all consultees on a quarterly basis.
- 4.26 We will inform the general public about the availability of this material through communications such as press releases and our social media outlets as and where appropriate. PCSP commit to engaging with all specialised media and internal resources made available to them from our section 75 partners in order to effectively communicate with members.

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

- 4.27 Monitoring can assist us to deliver better public services and continuous improvements. Monitoring Section 75 information involves the processing of sensitive personal data (data relating to the racial or ethnic origin of individuals, sexual orientation, political opinion, religious belief, etc). In order to carry out monitoring in a confidential and effective manner, Mid and East Antrim PCSP follows guidance from the Office of the Information Commissioner and the Equality Commission.
- 4.28 We monitor any adverse impact on the promotion of equality of opportunity of policies we have adopted. We are also committed to monitoring more broadly to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.
- 4.29 The systems we have established to monitor the impact of policies and identify opportunities to better promote equality of opportunity and good relations are:

- The collection, collation and analysis of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis
- The collection, collation and analysis of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis
- An audit of existing information systems within one year of approval of this Equality Scheme, to identify the extent of current monitoring and take action to address any gaps in order to have the necessary information on which to base decisions
- Undertaking or commissioning new data if necessary.

4.30 If over a two year period monitoring and evaluation show that a policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, we will ensure that the policy is revised to achieve better outcomes for relevant equality groups. PCSP will continually monitor any changes to its obligations under the UN Convention on the rights of persons with disabilities and Un convention of the rights of the child

4.31 We review our EQIA monitoring information on an annual basis. Other monitoring information is also reviewed annually. The equality scheme will be monitored quarterly by MEA PCSP members with any amendment's made or required forwarded to Equality Commission for consideration. MEA PCSP will also consult with all community, voluntary and statutory partners across the borough on the contents of MEA PCSP equality scheme.

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

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

4.33 EQIA monitoring information is published as part of our Section 75 annual progress report [see 2.7]. Monitoring of MEA PCSP equality scheme will be



published on MEA Facebook page and citizens will be made aware at public meetings. Monitoring will also be published on MEA Borough Councils website.

- 4.34 All information published is accessible and can be made available in alternative formats on request.  
Please contact

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-, 9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28272313

Email: [Wendy.Carson@midandeastantrim.gov.uk](mailto:Wendy.Carson@midandeastantrim.gov.uk)

## Chapter 5 Training and Borough Building (Schedule 9 4.(2) (e))

### Commitment to training and Borough building

- 5.1 We recognise that awareness raising and training play a crucial role in the effective implementation of our Section 75 duties.
- 5.2 Our Chief Executive wishes to positively communicate the commitment of Mid and East Antrim PCSP to the Section 75 statutory duties, both internally and externally.

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

MEA PCSP commit to engaging directly with relevant section 75 group when developing any training programmes or resources that are to be made available to the public

### Training objectives

- 5.3 Mid and East Antrim PCSP will draw up a detailed training plan for its PCSP Members and staff which will aim to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our Equality Scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our Elected Members and staff fully understand their role in implementing the scheme; and will aim to achieve the following objectives:
  - to provide those staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively
  - to provide those staff who deal with complaints in relation to compliance with our Equality Scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
  - to provide those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
  - to provide those staff involved in the implementation and monitoring of the effective implementation of the Mid and East Antrim PCSP Equality Scheme with the necessary skills and knowledge to do this work effectively.

## Awareness raising and training arrangements

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

- We will develop a summary of this Equality Scheme and make it available to all staff.
- We will provide access to copies of the full Equality Scheme for all staff; ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff in Mid and East Antrim PCSP will receive a briefing on this Equality Scheme within three months. Members and staff of MEA PCSP will also receive focused workshops and training on the scheme in conjunction with MEA Borough Council procedure
- The Section 75 statutory duties form part of induction training for new staff.
- Training in Section 75 statutory duties and related issues may be developed and provided by the following; NI Policing Board, Department of Justice and/or the Council's Equality Officer (arranged through the Human Resources Section). Mid and East Antrim PCSP staff can avail of this training. Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments and that all resources and information provided is up to date and in line with current thinking and policy in consultation with section 75 partners

5.5 Training and awareness raising programmes will, where relevant, be developed in association with the appropriate Section 75 groups and our staff. Equality proofing of all training will be carried out by Human resources and PCSP staff in consultation with all the relevant section 75 partner agencies.

Where PCSP staff or its members identify the lack of representation in a body charged with delivering training all commit to bringing this to the attention of the relevant authority to ensure inclusion.

In order to share resources and expertise, Mid and East Antrim PCSP will, work closely with other bodies and agencies in the development and delivery of training.

## Monitoring and evaluation

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

- We evaluate the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives.
- The extent to which training objectives have been met will be reported on as part of the Section 75 annual progress report, which will be sent to the Equality Commission.
- A record of the number of employees and PCSP members trained during the year.

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

- 6.1 Mid and East Antrim PCSP is committed to ensuring that the information we disseminate and the services we provide are fully accessible to all parts of the community in Northern Ireland. We keep our arrangements under review to ensure that this remains the case. MEA PCSP work directly with the locally based Inter Ethnic Forum to ensure all services are available to our minority communities. MEA PCSP also link directly with NEELB, NDACT, NHSCT and local schools to ensure that the entire demographic residing in the Borough receive details of services available from MEA PCSP.
- 6.2 We are aware that some groups will not have the same access to information as others.  
In particular:
- People with sensory, learning, communication and mobility disabilities may require printed information in other formats.
  - Members of ethnic minority groups, whose first language is not English, may have difficulties with information provided only in English.
  - Children and young people may not be able to fully access or understand information.

### Access to information

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

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

Mid and East Antrim PCSP liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice.

We will respond to requests for information in alternative formats in a timely manner, usually within 15 working days.

- 6.4 In disseminating information through the media we will seek to advertise in the press where appropriate. MEA PCSP commit to making available all information dependant on the needs of the person requesting. Those members of the public who may be disabled, older or of a low income can avail of the documentation in whichever format they prefer. PCSP staff will liaise with them to ensure that the format of delivery is suited to their needs and put in place all arrangements to facilitate the delivery in whichever format is required

#### Access to services

- 6.6 Mid and East Antrim PCSP is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories. MEA PCSP advertise its services on its own dedicated Facebook Page, NIPB media streams, and utilises all social media and local media available to them. MEA PCSP have also created a Text alert system to ensure that all citizens regardless of age or demographic are aware of services available.
- 6.7 The Council also adheres to the relevant provisions of current anti-discrimination legislation.

#### Assessing public access to information and services

- 6.8 We monitor annually across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted. MEA PCSP advertise its services on its own dedicated Facebook Page and utilises all social media and local media available to them. MEA PCSP have also created a Text alert system to ensure that all citizens regardless of age or demographic are aware of services available. MEA PCSP also hold regular public meetings throughout the year in order that members of the public have direct contact with members ensuring they are kept up to date with services and work carried out by the partnership

## Chapter 7 Timetable for measures we propose in this Equality Scheme (Schedule 9 4. (3) (b))

- 7.1 Appendix 4 outlines our timetable for all measures proposed within this Equality Scheme. The measures outlined in this timetable will be incorporated into our business planning processes.
- 7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our Equality Scheme a commitment to develop an action plan. Accordingly, this commitment it is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.11 - 2.18.

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

- 8.1 Mid and East Antrim PCSP is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us. The PCSP will support any individual where there is no conflict of interest in effectively delivering their complaint. This may include specialist services dependant on the complaint and the level of need of the complainant.

Where the complainant has a specific disability or need the PCSP will pro-actively assist in ensuring the complaint is received in an appropriate and professional manner.

A full copy of the Mid and East Antrim Councils complaints procedure which also relates to PCSP is available on

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

or in many other formats by contacting the PCSP Manager

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-, 9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Tel: 028 28272313

Email: [Wendy.Carson@midandeantrim.gov.uk](mailto:Wendy.Carson@midandeantrim.gov.uk)

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



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

- 8.3 A person wishing to make a complaint that Mid and East Antrim PCSP has failed to comply with its approved Equality Scheme should contact:

Anne Donaghy, Chief Executive  
Mid and East Antrim Council  
The Braid  
1-29 Bridge Street  
Ballymena  
BT43 5EJ

- 8.4 We will in the first instance acknowledge receipt of each complaint within five working days.
- 8.5 The Policy Officer (or another officer designated by Chief Executive) will carry out an internal investigation of the complaint and will respond substantively to the complainant within one (1) month of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended to two (2) months. In those circumstances, the complainant will be advised of the extended period within one month of making the complaint.
- 8.6 During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.
- 8.7 In any subsequent investigation by the Equality Commission, Mid and East Antrim PCSP will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

Similarly, Mid and East Antrim PCSP will co-operate fully with any investigation by the Equality Commission under sub-paragraph 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.

- 8.8 The PCSP will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

## Chapter 9 Publication of our Equality Scheme (Schedule 9 4. (3) (c))

9.1 Mid and East Antrim Borough PCSP's Equality Scheme and list of consultees is available free of charge in print form and alternative formats from:

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-, 9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ

[Wendy.Carson@midandeastantrim.gov.uk](mailto:Wendy.Carson@midandeastantrim.gov.uk)

9.2 Our Equality Scheme is also available on our website at:  
[www.midandeastantrim.gov.uk](http://www.midandeastantrim.gov.uk)

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

- We will make every effort to communicate widely the existence and content of our Equality Scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75. This includes distribution via our Facebook page to ensure that it is communicated with young people. We also distribute to Education Authority members to ensure that all educational establishments including those who deal specifically with those with educational special needs and disabilities have details of the scheme.
- We will email a link to our approved Equality Scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the Equality Scheme in alternative formats in a timely manner, usually 15 working days.
- Our Equality Scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats ( CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.

- 9.4 For a list of our stakeholders and consultees please see Appendix 3 of the Equality Scheme or visit our website or by contacting

Wendy Carson  
PCSP Manager  
Mid and East Antrim PCSP  
Larne Town Hall  
1-, 9 Upper Cross St,  
Larne  
County Antrim  
BT40 1RZ  
Wendy.Carson@midandeastantrim.gov.uk

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

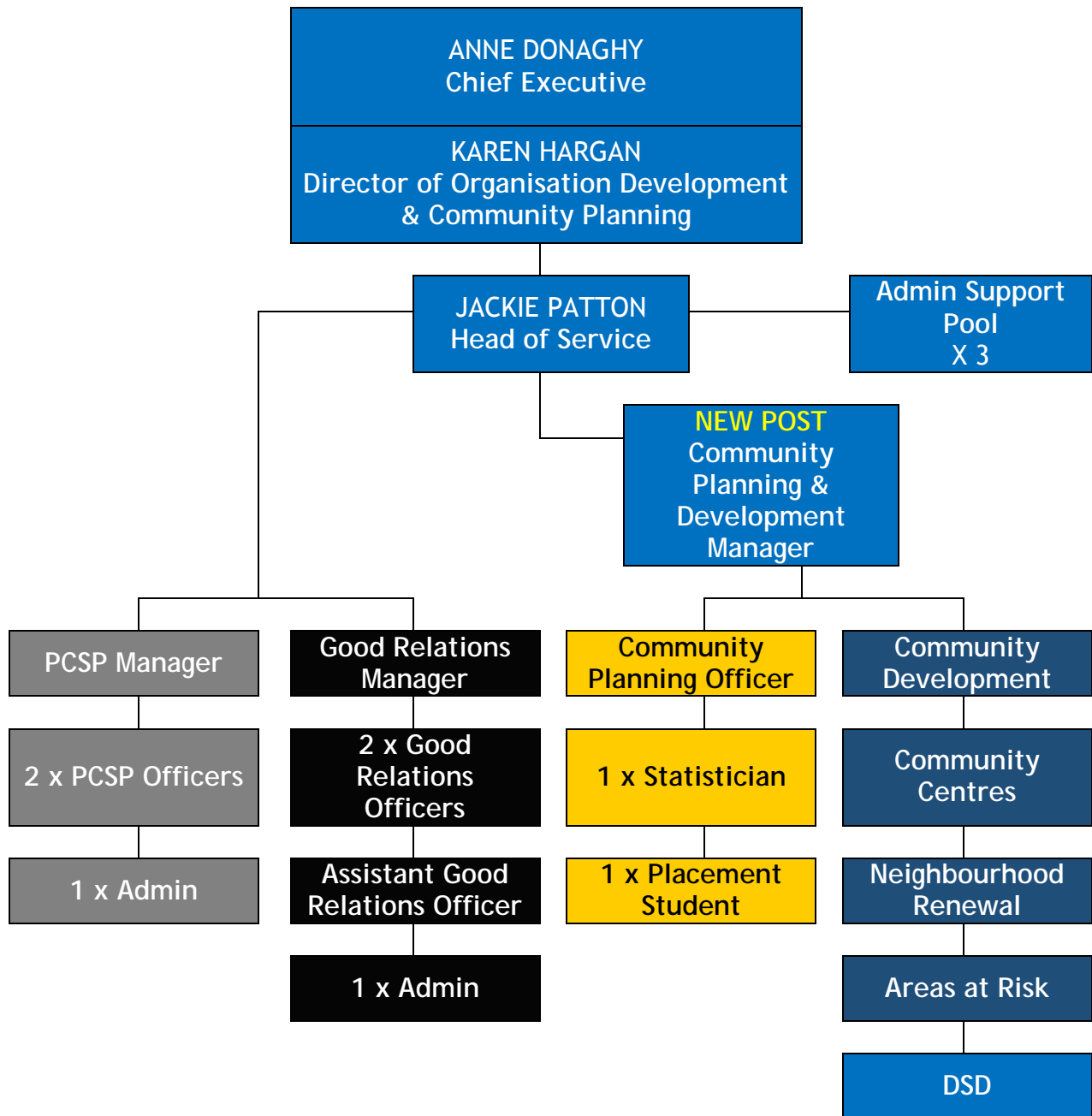
## Chapter 10 Review of our Equality Scheme (Schedule 9 8. (3))

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

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

- 10.2 In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be made public and sent to the Equality Commission.  
All changes made to the equality scheme agreed with the Equality commission will be highlighted and advertised on our social media platforms including distribution to all consultees and our statutory voluntary and community partners.  
The amended Equality scheme will be published on MEA PCSP Facebook page and on Mid and East Antrim Borough Councils website.  
MEA PCSP will publicise its five year review on Councils website and all PCSP Social media Platforms including Facebook

## Appendix 1 Organisational chart



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

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

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

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

<sup>9</sup> *ibid*

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

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### Appendix 3 List of consultees (Schedule 9 4. (2) (a))

Please note this list is not exhaustive and amendments/additions can be made at any time.

ADAPT Northern Ireland  
 Age NI  
 Age Sector Reference Group  
 Alliance Party of Northern Ireland  
 Arthritis Care  
 Arts Council for Northern Ireland  
 Association of Baptist Churches, Ireland  
 Barnardo's Northern Ireland  
 Mid and East Antrim Borough Council  
 Blind Centre for Northern Ireland  
 Brenda Hodgkinson, MEA Rep Equality Commission  
 British Deaf Association Northern Ireland  
 Buddhist Centre  
 CARE  
 Carers Northern Ireland  
 Cedar Foundation  
 Child Poverty Action Group (NI)  
 Children in Northern Ireland  
 Children's Law Centre  
 Chinese Welfare Association  
 Choices Youth Justice Agency  
 Christian Institute  
 Coalition on Sexual Orientation  
 Community Relations Council  
 Community Safety Unit NI  
 Council for Catholic Maintained Schools  
 Comhaltas Ceoltóirí Éireann

Cumann Lúthcleas Gael  
Derry Borough Council  
Office of the First Minister and Deputy First Minister  
Department for Social Development  
Department of Health Social Services and Personal Safety  
Department of Agriculture and Rural Development  
Department for Regional Development  
Department for Finance and Personnel  
Department for Employment and Learning  
Department for Culture, Arts and Leisure  
Department of the Environment  
Department of Enterprise Trade and Investment  
Department of Justice  
Disability Action  
Disability Sports NI  
Borough Councils  
Downs Syndrome Association  
DUP  
Early Years  
East Antrim MLAs  
East Antrim Republican Research Group  
Employers' Forum on Disability  
Equality Commission for Northern Ireland  
European Commission Office in Northern Ireland  
Evangelical Alliance  
Extern Organisation  
Family Planning Association NI  
Fermanagh Borough Council  
Fire Authority for Northern Ireland  
Free Presbyterian Church of Ireland  
Gay and Lesbian Youth NI  
General Consumer Council for NI  
Gingerbread NI  
Grand Orange Lodge of Ireland  
Green Party NI  
Guide Dogs for the Blind Association Northern Ireland  
Health and Social Well-being Improvement Team  
Heritage Lottery Fund  
Irish Congress of Trade Unions  
Indian Community Centre  
Institute of Ulster-Scots Studies



Jehovah's Witnesses  
Labour Relations Agency  
LEAP Parenting Project/ Action for Children  
Lesbian Line  
Linen Hall Library  
Local Government Partnership on Traveller Issues  
Local Government Staff Commission for Northern Ireland  
Mencap Northern Ireland  
Mental Health Commission for Northern Ireland  
Methodist Church in Ireland  
Mid and East Antrim Agewell Partnership  
Multi-Cultural Resource Centre  
National Museums & Galleries of Northern Ireland  
North Antrim MLAs  
NI Commissioner for Children & Young People  
NIHE  
North Antrim Community Network  
Northern Ireland Ambulance Service  
Northern Health and Social Care Trust  
Northern Ireland African Cultural Centre  
Northern Ireland Anti-Poverty Network  
Northern Ireland Assembly Library  
Northern Ireland Association for Mental Health  
Northern Ireland Association for the Care and Resettlement of Offenders (NIACRO)  
Northern Ireland Blind Sports  
Northern Ireland Commissioner for Children & Young People  
Northern Ireland Committee, Irish Congress of Trade Unions  
Northern Ireland Council for Ethnic Minorities  
Northern Ireland Council for the Curriculum, Examinations & Assessment  
Northern Ireland Council for Voluntary Action  
Northern Ireland Film & Television Commission  
Northern Ireland Fishery Harbour Association  
Northern Ireland Gay Rights Association  
Northern Ireland Local Government Association  
Northern Ireland Museums Council  
Northern Ireland Public Services Alliance (NIPSA)

Northern Ireland Rural Development Council  
Northern Ireland Rural Women's Network  
Northern Ireland Sikh Cultural and Community Centre  
Northern Ireland Sports Forum  
Northern Ireland Tourist Board  
Northern Ireland Women's European Platform  
Northern Visions  
NSPCC Northern Ireland  
OFMDFM  
Parents' Advice Centre  
PHAB Northern Ireland  
Presbyterian Church of Ireland  
Pobal  
Progressive Unionist Party  
Probation Board for Northern Ireland  
PSNI  
Quakers Religious Society of Friends  
Rainbow Project  
Reformed Presbyterian Church of Ireland  
Roman Catholic Diocese of Down and Connor  
Royal National Institute for the Blind  
Royal National Institute for Deaf People (NI)  
Rural Community Network  
Save the Children  
Sense Northern Ireland  
Simon Community Northern Ireland  
Sinn Féin  
Social Democratic and Labour Party  
Special Olympics Ulster  
Special EU Programmes Board  
Sports Council for Northern Ireland  
Traditional Unionist Voice  
Transport and General Workers Union  
Travellers Movement (NI)  
UKIP  
Ulster Unionist Party  
UNISON Northern Ireland  
Volunteer Now  
William Keown Trust  
Women's Forum NI

Women's Information Group  
 Women's Resource and Development Agency  
 Women's Support Network  
 Women's Aid  
 Workers Party  
 Youth Council for Northern Ireland  
 Youthnet

**Appendix 4 Timetable for measures proposed  
 (Schedule 9 4.(3) (b))**

*The following table lists some examples for illustration purposes*

Measure	Lead responsibility	Timetable
Section 75 Annual Progress Report [2.7]	PCSP Manager / Chief Executive	Annually
Action plan		
Formulation of draft action plan [2.15]	PCSP Manager	July 2017 - February 2018
Finalised action plan published [2.18]	PCSP Manager	April 2018
Arrangements for monitoring progress in place [2.16]	PCSP Manager	August Quarterly
Consultation list reviewed and updated	PCSP Manager	ongoing

Measure	Lead responsibility	Timetable
[3.4]		
Screening timetable	PCSP Manager	Quarterly
Screening Reports [4.15]	PCSP Manager	Quarterly
EQIA timetable [4.16]  Any EQIAs identified as required through the screening process will timetable.	PCSP Manager	Quarterly
Monitoring  Review of monitoring information [4.31]  Publication of monitoring information [4.33;4.34]	PCSP Manager	Quarterly  Quarterly as part of the Progress Report; EQIA in line with terms of reference of EQIA
Training  Development of summary scheme [5.4]  Development of overall training programme	Joint Committee of the Northern Ireland Policing Board and the Department of Justice and PCSP Managers  Joint Committee of the Northern Ireland Policing Board and the Department of Justice and PCSP Managers	Regionally organised  Reviewed annually  Within three months of the Equality Commission approval of the scheme.  Regionally organised

Measure	Lead responsibility	Timetable
[5.5] Focussed training [5.4] Update training [5.4] Evaluation of training [5.6]	Joint Committee of the Northern Ireland Policing Board and the Department of Justice and PCSP Managers  Joint Committee of the Northern Ireland Policing Board and the Department of Justice and PCSP Managers	Regionally organised  Quarterly
Assessing access to information and services [6.9]	PCSP Manager	Quarterly
Communication of Equality Scheme [9.3]	PCSP Manager	Immediate
Notification of consultees [9.3]	PCSP Manager	Immediate
Review of Equality Scheme [10.1]	PCSP Manager	In conjunction with timescale for review of Mid and East Antrim PCSP Strategic Plan within five years of submission to Equality Commission
Any other measures proposed in Equality Scheme	PCSP Manager	Quarterly review

## Appendix 5 Glossary of terms

This glossary of terms is taken from the Equality Commission's guidance

### Action plan

A plan which sets out actions a public authority will take to implement its Section 75 statutory duties. It is a mechanism for the realisation of measures to achieve equality outcomes for the Section 75 equality and good relations categories.

### Action measures and outcomes

Specific measures to promote equality and good relations for the relevant Section 75 and good relations categories, linked to achievable outcomes, which should be realistic and timely.

### Adverse impact

Where a Section 75 category has been affected differently by a policy and the effect is less favourable, it is known as adverse impact. If a policy has an adverse impact on a Section 75 category, a public authority must consider whether or not the adverse impact is unlawfully discriminatory. In either case a public authority must take measures to redress the adverse impact, by considering mitigating measures and/or alternative ways of delivering the policy.

### Affirmative action

In general terms, affirmative action can be defined as being anything consistent with the legislation which is necessary to bring about positive change. It is a phrase used in the Fair Employment and Treatment Order (NI) 1998 to describe lawful action that is aimed at promoting equality of opportunity and fair participation in employment between members of the Protestant and Roman Catholic communities in Northern Ireland.

### Article 55 Review

Under the Fair Employment and Treatment (NI) Order 1998, all registered employers must conduct periodic reviews of the composition of their workforces and of their employment practices for the purposes of determining whether members of the Protestant and Roman Catholic communities are enjoying, and are likely to continue to enjoy, fair participation in employment in each employer's concern.

These reviews, which are commonly known as Article 55 Reviews, must be conducted at least once every three years.

### **Audit of inequalities**

An audit of inequalities is a systematic review and analysis of inequalities which exist for service users and those affected by a public authority's policies. An audit can be used by a public authority to inform its work in relation to the Section 75 equality and good relations duties. It can also enable public authorities to assess progress on the implementation of the Section 75 statutory duties, as it provides baseline information on existing inequalities relevant to a public authority's functions.

### **Consultation**

In the context of Section 75, consultation is the process of asking those affected by a policy (i.e., service users, staff, and the general public) for their views on how the policy could be implemented more effectively to promote equality of opportunity across the 9 categories. Different circumstances will call for different types of consultation. Consultations could, for example, include meetings, focus groups, surveys and questionnaires.

### **Council of Europe**

The Council of Europe, based in Strasbourg, covers virtually the entire European continent, with its 47 member countries. Founded on 5 May 1949 by 10 countries, the Council of Europe seeks to develop throughout Europe common and democratic principles based on the European Convention on Human Rights and other reference texts on the protection of individuals.

### **Desk audit**

An audit of a draft Equality Scheme to ensure that the scheme conforms with the requirements on form and content as detailed in the Commission's Guidelines (the Guide).

### **Differential impact**

Differential impact occurs where a Section 75 group has been affected differently by a policy. This effect could either be positive, neutral or negative. A public authority must make a judgement as to whether a policy has a differential impact and then it must determine whether the impact is adverse, based on a systematic appraisal of the accumulated information.

## Discrimination

The anti-discrimination laws prohibit the following forms of discrimination:

- Direct discrimination
- Indirect Discrimination
- Disability Discrimination
- Victimisation
- Harassment

Brief descriptions of these above terms follow:

### Direct discrimination

This generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, on one or more of the statutory non-discrimination grounds. A decision or action that is directly discriminatory will normally be unlawful unless: (a) in an age discrimination case, the decision can be objectively justified, or (b) in any other case, the public authority can rely on a statutory exception that permits it - such as a *genuine occupational requirement exception*; or, a *positive action exception* which permits an employer to use “welcoming statements” or to take other lawful positive action to encourage participation by under-represented or otherwise disadvantaged groups.

### Indirect discrimination

The definition of this term varies across some of the anti-discrimination laws, but indirect discrimination generally occurs where a public authority applies to all persons a particular provision, criterion or practice, but which is one that has the effect of placing people who share a particular equality characteristic (e.g. the same sex, or religious belief, or race) at a particular disadvantage compared to other people. A provision, criterion or practice that is indirectly discriminatory will normally be unlawful unless (a) it can be objectively justified, or (b) the public authority can rely on a statutory exception that permits it.



## Disability discrimination

In addition to direct discrimination and victimisation and harassment, discrimination against disabled people may also occur in two other ways: namely, (a) *disability-related discrimination*, and (b) *failure to comply with a duty to make reasonable adjustments*.

- (a) *Disability-related discrimination* generally occurs where a public authority, without lawful justification, and for a reason which relates to a disabled person's disability, treats that person less favourably than it treats (or, would treat) other people to whom that reason does not (or, would not) apply.
- (b) *Failure to comply with a duty to make reasonable adjustments*: One of the most notable features of the disability discrimination legislation is that in prescribed circumstances it imposes a duty on employers, service providers and public authorities to take such steps as are reasonable to remove or reduce particular disadvantages experienced by disabled people in those circumstances.

## Victimisation

This form of discrimination generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, because the person has previously exercised his/her rights under the anti-discrimination laws, or has assisted another person to do so. Victimisation cannot be justified and is always unlawful.

## Harassment

Harassment generally occurs where a person is subjected to unwanted conduct that is related to a non-discrimination ground with the purpose, or which has the effect, of violating their dignity or of creating for them an intimidating, hostile, degrading, humiliating or offensive environment. Harassment cannot be justified and is always unlawful.

## Economic appraisal

An economic appraisal is a systematic process for examining alternative uses of resources, focusing on assessment of needs, objectives, options, costs benefits, risks, funding and affordability and other factors relevant to decisions.

## Equality impact assessment

The mechanism underpinning Section 75, where existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for the relevant Section 75 categories. Equality impact assessments require the analysis of both quantitative and qualitative data.

## Equality of opportunity

The prevention, elimination or regulation of discrimination between people on grounds of characteristics including sex, marital status, age, disability, religious belief, political opinion, dependants, race and sexual orientation.

The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be taken to secure equality of opportunity between the categories identified under Section 75.

## Equality Scheme

A document which outlines a public authority's arrangements for complying with its Section 75 obligations. An Equality Scheme must include an outline of the public authority's arrangements for carrying out consultations, screening, and equality impact assessments, monitoring, training and arrangements for ensuring access to information and services.

## Good relations

Although not defined in the legislation, the Commission has agreed the following working definition of good relations: 'the growth of relations and structures for Northern Ireland that acknowledge the religious, political and racial context of this society, and that seek to promote respect, equity and trust, and embrace diversity in all its forms'.

## Mainstreaming equality

The integration of equal opportunities principles, strategies and practices into the everyday work of public authorities from the outset. In other words, mainstreaming is the process of ensuring that equality considerations are built into the policy development process from the beginning, rather than being bolted on at the end. Mainstreaming can help improve methods of working by increasing a public authority's accountability, responsiveness to need and relations with the public. It can bring added value at many levels.

## Mitigation of adverse impact

Where an equality impact assessment reveals that a particular policy has an adverse impact on equality of opportunity, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories; this is known as mitigating adverse impact.

## Monitoring

Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories. Monitoring must be sensitive to the issues associated with human rights and privacy. Public authorities should seek advice from consultees and Section 75 representative groups when setting up monitoring systems.

Monitoring consists of the collection of relevant information and evaluation of policies. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy screening.

## Northern Ireland Act

The Northern Ireland Act, implementing the Good Friday Agreement, received Royal Assent on 19 November 1998. Section 75 of the Act created the statutory equality duties.

## Northern Ireland Human Rights Commission

A statutory body established under Section 68 of the Northern Ireland Act 1998, which works to ensure that the human rights of everyone in Northern Ireland are fully protected in law, policy and practice.

## Northern Ireland Statistics & Research Agency (NISRA)

The Northern Ireland Statistics and Research Agency (NISRA) is an Executive Agency within the Department of Finance and Personnel (DFP). They provide statistical and research information regarding Northern Ireland issues and provide registration services to the public in the most effective and efficient way.

## OFMDFM

The Office of the First Minister and Deputy First Minister is responsible for providing advice, guidance, challenge and support to other NI Civil Service Departments on Section 75 issues.

## PAFT

The Policy Appraisal and Fair Treatment (PAFT) Guidelines constituted the first non-statutory attempt at mainstreaming equality in Northern Ireland in January 1994. The aim of the PAFT Guidelines was to ensure that issues of equality and equity informed policy making and activity in all spheres and at all levels of government. PAFT has now been superseded by Section 75 of the Northern Ireland Act 1998.

## Policy

The formal and informal decisions a public authority makes in relation to carrying out its duties. Defined in the New Oxford English Dictionary as ‘a course or principle of action adopted or proposed by a government party, business or individual’. In the context of Section 75, the term policies covers all the ways in which a public authority carries out or proposes to carry out its functions relating to Northern Ireland. Policies include unwritten as well as written policies.

## Positive action

This phrase is not defined in any statute, but the Equality Commission understands it to mean any lawful action that a public authority might take for the purpose of promoting equality of opportunity for all persons in relation to employment or in accessing goods, facilities or services (such as health services, housing, education, justice, policing). It may involve adopting new policies, practices, or procedures; or changing or abandoning old ones. *Positive action* is not the same as *positive discrimination*.

Positive discrimination differs from positive action in that *positive action* involves the taking of lawful actions whereas *positive discrimination* involves the taking of unlawful actions. Consequently, *positive action* is by definition lawful whereas *positive discrimination* is unlawful.

## Qualitative data

Qualitative data refers to the experiences of individuals from their perspective, most often with less emphasis on numbers or statistical analysis. Consultations are more likely to yield qualitative than quantitative data.

## Quantitative data

Quantitative data refers to numbers, typically derived from either a population in general or samples of that population. This information is often analysed by either using descriptive statistics, which consider general profiles, distributions and trends in the data, or inferential statistics, which are used to determine ‘significance’ either in relationships or differences in the data.

## SACHR

The Standing Advisory Commission on Human Rights (SACHR) has now been replaced by the Northern Ireland Human Rights Commission. SACHR, as part of its review of mechanisms in place to promote employment equality and reduce the unemployment differential, recommended that the PAFT Guidelines should be made a statutory requirement.

## Screening

The procedure for identifying which policies will be subject to equality impact assessment, and how these equality impact assessments will be prioritised. The purpose of screening is to identify the policies which are likely to have a minor/major impact on equality of opportunity so that greatest resources can be devoted to improving these policies. Screening requires a systematic review of existing and proposed policies.

## Schedule 9

Schedule 9 of the Northern Ireland Act 1998 sets out detailed provisions for the enforcement of the Section 75 statutory duties, including an outline of what should be included in an Equality Scheme.

## Section 75

Section 75 of the Northern Ireland Act provides that each public authority is required, in carrying out its functions 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 and sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- Persons with dependants and persons without.

Without prejudice to these obligations, each public authority in carrying out its functions relating to Northern Ireland must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

## Section 75 investigation

An investigation carried out by the Equality Commission, under Schedule 9 of the NI Act 1998, arising from the failure of a public authority to comply with the commitments set out in its approved Equality Scheme.

There are two types of Commission investigation, these are as follows:

An investigation of a complaint by an individual who claims to have been directly affected by the failure of a public authority to comply with its approved Equality Scheme;

An investigation initiated by the Commission, where it believes that a public authority may have failed to comply with its approved Equality Scheme.

## Appendix 6

### Copy of Policing and Community Safety Partnership report template

#### Stage 1: Agreeing the priority needs and initiatives to be progressed

This co-design process involves a range of different players from across the area involved in the delivery of projects within this theme. Engagement in this co-design process does not guarantee funding. An open tender process will follow this co-design process.

#### Agreed Needs and gaps identified by the Sub group

Please outline the needs and gaps that still exist around this theme with which the MEA PCSP could assist and which meet with the summary outline as above?

--

What are the agreed initiatives for this theme as developed by the sub group?  
What outcomes will they meet?

Agreed initiatives	Expected Outcomes
Agreed initiative 1	
Agreed initiative 2	
Agreed initiative 3	
Agreed initiative 4	

**1. Project Description (to include Objectives)**

Strategic Priority (CSU)		MEA PCSP Priority	
Project Title		Project Budget	
MEA PCSP Project Officer		Start Date:	
		End Date	
<p>Please describe your project in less than 100 words. What is the aim of your project. What outcomes is it aiming to achieve? What will your key indicators of success be?</p>			
<p><b>Aim of your project?</b></p>			
<p>What outcomes is it aiming to achieve?</p>			
<p>What indicators will you use to demonstrate success? e.g.</p> <ul style="list-style-type: none"> <li>• % increase in the no of referrals to agencies</li> </ul>			



2. Need (Please evidence the need for the project specifically in the areas project to be delivered) e.g.: MEA PCSP Action Plan priority / NISRA stats / PSNI evidence

Please also include information on why an organisation is best placed to deliver the project

Please refer to the project brief for the theme

### 3. Objectives

The steps you need to take to reach your aim - objectives must be SMART - Specific, Measurable, Achievable, Realistic and time bound - e.g. To deliver 2 getting home safety demonstrations to xx number of older people in the area by March 2017

#### 4. Inputs

Please outline the resources necessary to carry out the Actions:

a. Key Personnel:

b. Financial (inc Match Funding):

Detail should be advised in attached Project Budget Plan

#### 5. Performance Measures

**Please state the performance measures against which you will measure your project. Please make sure these contribute to those outcomes in the project brief. You should also use these as appropriately in your response**

How much did we do?

How well did we do it?

Is anyone better off?

How will you gather data on this, when & how will you assess it?

## 6. Previous Experience

Please outline any previous experience your organisation or partnership has in delivering similar projects

## 7. PSNI Involvement

Will the police be involved in the delivery of the project activities? If so, how?

## 8. Partners

Will you be working with any statutory or community partners to deliver this project? If so, who and for which activities?

Statutory Partners would include the Fire and Rescue Service, Housing Executive, Probation Board, Education Authority, Youth Justice Agency, Health Trust etc.

## 9. Evaluation

Evaluation Criteria (How and when will actions/participation be recorded)

## 10. Delivery Dates

Please provide as much detail as possible on delivery activity	Location	Date/Time
Jan		
Feb		
Mar		
Apr		
May		
June		
July		
Aug		
Sep		
Oct		
Nov		
Dec		

## 11. Milestones

**Quarterly Milestone**  
(Please give specific detail of the milestones e.g. 30 young people engaged with PSNI)

--

## 12. Scheduled Public Relations & Media Interaction

Using the Quarterly milestones and/or relevant dates, please state any opportunities for PR or media interactions for the project	Dates

**13. Risks - what risks are associated with your project and how will these be minimised?**

Identified Risk (be realistic)	How you will minimise and address these risks

**14. Outline Budget (MEA Council procurement procedures must be adhered to)**

**Completing your budget** You must show that all costs are reasonable and necessary to complete the project, and you should give us enough detail to assess this. For example, you should give us the unit costs and quantities needed, 10 artists x £50 = total cost £500.

Activity (please provide as much detail as possible for each activity/item)	Overall budget £	Date / Month Scheduled	Detail of planned expenditure

15. Please provide the following up to date documents?

Have the following documents been included? Please tick	Included	To follow
Constitution		
Board of Directors/Management Committee		
A recent Bank statement		
Public Liability Insurance (If appropriate)		
Other (please detail)		

PCSP Office use only:

If available please insert the extract from PCSP minutes confirming authority for the project or the date of the meeting at which authority was given.  
(If authority has been delegated please attach supporting information to file)

--

PCSP Office use only:

Visit	Date	Officer responsible
1		
2		
3		
4		

By signing this proposal you agree and have the capacity and resources to deliver the project outlined above on behalf of MEA PCSP within the time period agreed. You also agree that any expenditure must be accounted for with all receipts and invoices retained for inspection. The project will be subject to random visits by any member of the PCSP team.

All projects are subject to final approval of PCSP Members. This is not an agreement to provide funding. If successful a letter of offer will be sent to the project lead identified by the organisation applying.

**16. Signatures**

**Date:**

	Project Lead (Service delivery)	
	Project Lead PCSP Officer	
	PCSP Manager	





MID AND EAST ANTRIM  
POLICING & COMMUNITY SAFETY PARTNERSHIP

SECTION 75  
AUDIT OF INEQUALITIES

AND

ACTION PLAN  
FOR THE PERIOD  
1 April 2016 to March 2019

To be approved by MEA PCSP and Joint Committee

CONTENTS

- Section 1 BACKGROUND TO INEQUALITY AUDIT
- Section 2 WHAT PCSPs ARE RESPONSIBLE FOR
- Section 3 REGIONAL AND LOCAL DATA
- Section 4 ASSESSMENT OF KEY INEQUALITY ISSUES  
FOR SECTION 75 CATEGORIES
- Facilities
  - Membership/Structure
  - Services/Functions

## Section 5 ACTION PLAN FOR S75 CATEGORIES

### SECTION1 BACKGROUND TO INEQUALITY AUDIT

Section 75 of the Northern Ireland Act 1998 provides that:

(1) A public authority shall in carrying out its functions relating to Northern Ireland have due regard to the need to promote equality of opportunity-

(a) Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;

(b) Between men and women generally;

(c) Between persons with a disability and persons without; and

(d) Between persons with dependants and persons without.

(2) Without prejudice to its obligations under subsection (1), a public authority shall in carrying out its functions relating to Northern Ireland have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

In 2010 the Equality Commission published revised guidance for public authorities to the implementation of Section 75 of the Northern Ireland Act 1998. This Guidance was developed in the light of the conclusions and recommendations of the Commission's Final Report of the Review of the Effectiveness of Section 75, published in November 2008. All public authorities have been required to submit new Equality Schemes to comply with this revised guidance.

One of the key recommendations of the Review related to the need to shift the focus of delivery of the section 75 duties from process to outcomes. The revised guidance recommended that public authorities developed action plans to address inequalities experienced across the section 75 categories, alongside the development of revised Equality Schemes. It further recommends that an Audit of Inequalities be conducted in order to inform the development of the Action Plan.

The Commission in its guide defines an audit of inequalities as a “systematic review and analysis of inequalities which exist for service users and those affected by a public authority’s policies”.

This Audit of Inequalities has enabled Mid and East Antrim Policing & Community Safety Partnership to identify potential functional areas for further or improved discharge of its Section 75 duties and will inform the PCSPs equality action plan and also the key strategic actions of the PCSP's Action Plan for 2016-2019.

## Development of the Inequalities Audit and Action Plan

The Equality Commission recommended that all public authorities undertake an audit of inequalities to inform that identification and development of action measures for the Equality Scheme. They further advised that these measures should be relevant to our functions and should seek to address inequalities that exist for service users and also promote equality of opportunity.

Three primary areas were reviewed within the audit, namely;

- Facilities
- Membership/Structure
- Services

It was considered that the above areas were likely to have most impact on section 75 categories. However, the plan will be monitored and reviewed on an annual basis and any inequalities identified in other service areas will be investigated.

The following model inequalities audit template has been developed for all PCSPs to use and tailor to their own needs.

### PCSP Membership/Structure

Mid and East Antrim PCSP is currently composed of 19 members; 10 elected Members from the main political parties and 9 independent Members from the community. In addition to the aforementioned members, a number of statutory agencies are represented on the Partnership, these are: PSNI, NIHE, NIF&RS, NH&SCT, Youth Justice Agency, PBNI, Education Authority.

Individual PCSPs will also have the opportunity to additionally designate other local organisations if they so choose to do so.

PCSP staff are not aware how many members of the partnership are attached to any of the nine categories within section 75 as all recruitment of members is undertaken by Northern Ireland Policing Board. Mid and East Antrim PCSP however have been informed by one member that they are affiliated to one of the categories.

PCSPs also operate a Policing Committee, which is made up solely of the elected members and the independent members. The Policing Committee is responsible for the delivery of the statutory functions (a) - (c) as detailed below and reports directly to the NIPB.

The PCSP reports to both the NIPB and the DOJ through the Joint Committee.

## SECTION 2 - WHAT PCSPs ARE RESPONSIBLE FOR

As suggested by the *Equality Commission Guide on Section 75*, Mid and East Antrim Policing & Community Safety Partnership has taken a systematic look at its functions and how they relate to the promotion of equality of opportunity and of good relations.

This audit of Section 75 inequalities has provided the basis for the development of the Action Plan in Section 5. The Action Plan provides action measures with associated performance measures and timescales to address the key inequalities identified.

The roles and functions of PCSPs, established in the Justice Act (NI) 2011 are as follows;

- (a) To provide views to a relevant district commander and to the Policing Board on any matter concerning the policing of the district;
- (b) To monitor the performance of the police in carrying out–
  - (i) The policing plan in relation to the district; and
  - (ii) The local policing plan applying to the district or any part of the district;
- (c) To make arrangements for obtaining the co-operation of the public with the police in preventing crime and enhancing community safety in the district;
- (d) To make arrangements for obtaining the views of the public about matters concerning the policing of the district and enhancing community safety in the district and to consider fully any views so obtained;
- (e) To act as a general forum for discussion and consultation on matters affecting the policing of the district and enhancing community safety in the district;
- (f) To prepare plans for reducing crime and enhancing community safety in the district;
- (g) To identify targets or other indicators by reference to which it can assess the extent to which those issues are addressed by action taken in accordance with any such plans;
- (h) To provide any such financial or other support as it considers appropriate to persons involved in ventures designed to reduce crime or enhance community safety in the district; and

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

In addition, the Joint Committee, which is responsible for overseeing PCSPs, has also developed a number of strategic objectives for PCSPs, in order to further develop the functions as laid down in legislation. These are as follows;

**Strategic Objective 1 - to form, and successfully deliver the functions of, the Policing and Community Safety Partnership for the area by:**

- Engaging with local community and statutory groups, to identify local concerns in relation to community safety, and to invite their contribution to addressing those concerns;
- Preparing the PCSP's plan, and organising the work of the partnership to meet priority needs; and
- Putting in place implementation structures and delivery mechanisms that will contribute to a reduction in crime and the enhancement of community safety in the Partnership's area, directly through the Partnership's own interventions, through the work of its delivery groups or through support for the work of others.

**Strategic Objective 2 - to improve community safety by tackling crime and anti-social behaviour through:**

- Ensuring that local statutory bodies and agencies deal with the anti-social behaviour and crime-related issues that matter in their area; and
- Working in partnership with the police, local statutory bodies, agencies and the community to reduce the impact of anti-social behaviour and crime on the community.

**Strategic Objective 3 - to improve community confidence in policing through:**

- Ensuring local accountability through the Policing Committee's role in monitoring police performance;
- Ensuring that policing delivery reflects the involvement, views and priorities of local communities;
- Ensuring improved policing service delivery in partnership with local communities;
- Ensuring effective engagement with the police and the local community, with specific emphasis on engagement with working class communities and young people.

### SECTION 3 - REGIONAL & LOCAL DATA

Sources of Data used in this audit will include:-

Sources of Data used in this audit may include:-

- Census data (2011) Source: Northern Ireland Statistics website: [www.nisra.gov.uk](http://www.nisra.gov.uk). (Crown copyright material is reproduced with the permission of the Controller of HMSO.)
- NINIS area profile - Northern Ireland level information (Crown copyright 2016) (Crown copyright material is reproduced with the permission of the Controller of HMSO.)
- NINIS area profile - Ballymena, Carrickfergus, Larne (Crown copyright 2016) (Crown copyright material is reproduced with the permission of the Controller of HMSO.)
- Equality Commission for Northern Ireland Statement on Key Inequalities in Northern Ireland
- Continuous Household Survey
- Northern Ireland Life & Times Survey results (various years)
- Surveys and publications relating to specific service areas
- Mid and East Antrim Council information
- PSNI Statistics
- A joint e-survey which was designed in association with the staff and PCSP members and was issued in January 2015 to which there were 436 responses. Of these:

128 responses (29%) were from Ballymena Council area;  
173 responses (40%) were from Carrickfergus Council area and  
115 responses (26%) were from Larne Council area and  
20 respondents identified their area as 'Other'

## Section 4 - ASSESSMENT OF KEY INEQUALITY ISSUES FOR SECTION 75 CATEGORIES

### Facilities

Section 75 category	Key impacts
Religious Belief/Community Background	<ul style="list-style-type: none"> <li>• Location of some venues may act as a barrier to attendance - may be perceived as being linked to one particular community</li> </ul>
Race	<ul style="list-style-type: none"> <li>• Need for greater understanding of ethnic minority cultures</li> <li>• Need for more opportunities for ethnic minority cultures to participate in policing and community safety related events</li> <li>• Language barriers - provision of translation services</li> </ul>
Disability	<ul style="list-style-type: none"> <li>• Physical barriers - accessibility of facility; transport; parking; toilet facilities</li> <li>• Communications on venues/events may not be available in appropriate formats</li> </ul>
Age	<ul style="list-style-type: none"> <li>• Design and programming of events/meetings for different age groups</li> <li>• Physical barriers - accessibility of facility; transport; parking; toilet facilities - particularly for the elderly</li> <li>• Provision of information about events/meetings and communication methods appropriate to different age groups</li> </ul>
Dependency	<ul style="list-style-type: none"> <li>• Timing of events/meetings</li> </ul>
Sexual Orientation	<ul style="list-style-type: none"> <li>• Need for greater understanding of the LGBT culture</li> <li>• Need for more opportunities for LGBT community to participate in policing and community safety related events</li> </ul>
Gender	<ul style="list-style-type: none"> <li>• Timing of events/meetings - women specifically may find it difficult to attend due to caring duties</li> </ul>
Marital Status	<ul style="list-style-type: none"> <li>• No impact identified</li> </ul>

## Membership/Structure

Section 75 category	Key impacts
Religious Belief/Community Background	<ul style="list-style-type: none"> <li>Religious/community make-up of elected and independent members may not accurately reflect the demographic make-up of the area</li> </ul>
Race	<ul style="list-style-type: none"> <li>Ethnic minority groups are under-represented in public life.</li> <li>Information on participating as a member may not be in appropriate format</li> </ul>
Disability	<ul style="list-style-type: none"> <li>One in five persons of working age are disabled in Northern Ireland - however in many areas of political and civic life disabled people are under-represented.</li> <li>Consultation on the Disability Discrimination (NI) Order in 2005 showed a marked discrepancy in the numbers of disabled councillors in Northern Ireland (2%) compared with GB (13%)</li> <li>In 2006 only 3% of public appointments were to people with a disability.</li> </ul>
Age	<ul style="list-style-type: none"> <li>Sections of the population may be less well represented in public appointments</li> </ul>
Dependency	<ul style="list-style-type: none"> <li>Those with dependents may find it difficult to play an active role in public life due to time constraints</li> </ul>
Sexual Orientation	<ul style="list-style-type: none"> <li>The LGBT community is under-represented in public life</li> </ul>
Gender	<ul style="list-style-type: none"> <li>Women are generally under-represented in public appointments</li> </ul>
Marital Status	<ul style="list-style-type: none"> <li>No impact identified</li> </ul>



## Services/Functions

Section 75 category	Key impacts
Religious Belief/Community Background	<ul style="list-style-type: none"> <li>• Perceptions of policing related issues may vary across communities</li> <li>• Under-reporting/Engagement with the police may differ across communities</li> </ul>
Race	<ul style="list-style-type: none"> <li>• Need for greater understanding of ethnic minority cultures</li> <li>• Need for more opportunities for ethnic minority cultures to participate in policing and community safety related events</li> <li>• Language barriers</li> </ul>
Disability	<ul style="list-style-type: none"> <li>• Physical barriers - may act as a deterrent to participation in policing and community safety related events/meetings/initiatives</li> <li>• Communications barriers - barriers - may act as a deterrent to participation in policing and community safety related events/meetings/initiatives</li> </ul>
Age	<ul style="list-style-type: none"> <li>• Design and programming of events/meetings for different age groups</li> <li>• Physical barriers - may act as a deterrent to participation in policing and community safety related events/meetings/initiatives</li> <li>• Provision of information about events/meetings/initiatives and communication methods appropriate to different age groups</li> </ul>
Dependency	<ul style="list-style-type: none"> <li>• Timing of events/meetings</li> </ul>
Sexual Orientation	<ul style="list-style-type: none"> <li>• Need for greater understanding of the LGBT culture</li> <li>• Need for more opportunities for LGBT community to participate in policing and community safety related events</li> </ul>
Gender	<ul style="list-style-type: none"> <li>• Timing of events/meetings - women specifically may find it difficult to attend due to caring duties</li> </ul>
Marital Status	<ul style="list-style-type: none"> <li>• No impact identified</li> </ul>



## Action Plan

### FACILITIES

The PCSP is responsible for organising and hosting a wide range of meetings/events and community engagement opportunities.

The overarching aim of this section of the audit is to promote equality of opportunity with current and potential service users. For the purpose of this inequalities audit it has been agreed to review these service areas through an analysis of participation and access.

Inequality	Positive Action Measures	Performance Indicator/s	Timescale	Associated Research/Monitoring
<b>Religious Belief/Community Background</b>				
Venue may not be deemed to be neutral	Devise a schedule of meetings/events etc that takes into consideration balance of religious, political and community background in Borough	Balanced number of meetings/events etc held in areas that are in total reflective of the make-up of the Borough	Annual review	Equality Annual Progress Report  Feedback pro-formas

Race				
Lack of understanding of ethnic minority cultures and associated language barriers	Proactively engage with ethnic minorities and provide/avail of interpretation facilities	Number of meetings/events held with ethnic minorities in suitable locations  Interpretation facilities utilised	Annual review	Equality Annual Progress Report  PCSP Annual Report
Disability				
Physical barriers and communications barriers	Ensure all venues are accessible and other aids such as loop system or signer are available on request	Number of venues utilized that are accessible to all	Ongoing	Equality Annual Progress Report  Feedback Pro-formas
Age				
Under representation of different age groups at meetings/events	Organise specific engagement opportunities for a range of age groups in suitable locations	Number of meetings/events held for various age groups  Variety of locations utilized	Annual Review	Equality Annual Progress Report  Feedback Pro-formas
Dependency				
Timing of meetings/events	Hold meetings/events etc at different times and on different days	Number of meetings held at different times and on different days	Annual review	Equality Annual Progress Report  Feedback Pro-formas

Sexual Orientation				
Lack of understanding of LGBT culture and associated issues	Organise specific engagement opportunities for the LGBT community in suitable locations	Number of meetings/events held with LGBT community  Number of LGBT friendly locations utilised	Annual review	Equality Annual Progress Report  PCSP Annual Report
Gender				
Timing of events/meetings	Hold meetings/events etc at different times and on different days	Number of meetings held at different times and on different days	Annual review	Equality Annual Progress Report  Feedback Pro-formas
Marital Status				
No impact identified	-	-	-	-

## MEMBERSHIP/STRUCTURE

The PCSP is currently composed of elected members and independent members. The Council employs the members of staff responsible for managing the PCSP.

The overarching aim of this section is to promote equality of opportunity with regards to the membership and the structure of the PCSP. For the purposes of this inequalities audit it has been agreed to review these service areas through an analysis of the representation. It is important to note that the NI Policing Board are responsible for the appointment of independent members to PCSPs and the Council are responsible for nominating elected members.

Inequality	Positive Action Measures	Performance Indicator	Timescale	Associated Research/Monitoring
<b>Religious Belief/Community Background</b>				
Demographic make-up of the PCSP members	NIPB to ensure robust appointments process that promotes equality of opportunity Council to ensure balanced nomination of elected members where possible PCSP to pro-actively engage with under-represented groups to address potential gaps in representation	Demographic breakdown of PCSP members  Review of engagement activities	At commencement of PCSP and subsequent reconstitutions	Impartial assessors reports  Annual Report  Equality Annual Progress Report

Race				
Under-representation of ethnic minorities	<p>NIPB to ensure robust appointments process that promotes equality of opportunity</p> <p>Council to ensure balanced nomination of elected members where possible</p> <p>PCSP to pro-actively engage with under-represented groups to address potential gaps in representation</p>	<p>Demographic breakdown of PCSP members</p> <p>Review of engagement activities</p>	At commencement of PCSP and subsequent reconstitutions	<p>Impartial assessors reports</p> <p>Annual Report</p> <p>Equality Annual Progress Report</p>
Disability				
Under-representation of members with a disability	<p>NIPB to ensure robust appointments process that promotes equality of opportunity</p> <p>Council to ensure balanced nomination of elected members where possible</p>	Demographic breakdown of PCSP members	At commencement of PCSP and subsequent reconstitutions	Impartial assessors reports

	PCSP to pro-actively engage with under-represented groups to address potential gaps in representation	Review of engagement activities		Annual Report Equality Annual Progress Report
<b>Age</b>				
Under-representation of young people on the PCSP	<p>NIPB to ensure robust appointments process that promotes equality of opportunity</p> <p>Council to ensure balanced nomination of elected members where possible</p> <p>PCSP to pro-actively engage with under-represented groups to address potential gaps in representation</p>	<p>Demographic breakdown of PCSP members</p> <p>Review of engagement activities</p>	At commencement of PCSP and subsequent reconstitutions	<p>Impartial assessors reports</p> <p>Annual Report</p> <p>Equality Annual Progress Report</p>

Dependency				
Time constraints may affect participation	<p>PCSP Code of Practice advocates meetings/events etc held at different times and on different days</p> <p>PCSP to pro-actively engage with under-represented groups to address potential gaps in representation</p>	<p>Number of meetings held at different times and on different days</p> <p>Review of engagement activities</p>	Annual review	<p>Equality Annual Progress Report</p> <p>Feedback Pro-formas</p> <p>Annual Report</p> <p>Equality Annual Progress Report</p>
Sexual Orientation				
Under-representation of members who belong to the LGBT community	<p>NIPB to ensure robust appointments process that promotes equality of opportunity</p> <p>Council to ensure balanced nomination of elected members where possible</p> <p>PCSP to pro-actively engage with under-represented groups to address potential gaps in representation</p>	<p>Demographic breakdown of PCSP members</p> <p>Review of engagement activities</p>	At commencement of PCSP and subsequent reconstitutions	<p>Impartial assessors reports</p> <p>Annual Report</p> <p>Equality Annual Progress Report</p>



Gender				
Under-representation of women	<p>NIPB to ensure robust appointments process that promotes equality of opportunity</p> <p>Council to ensure balanced nomination of elected members where possible</p> <p>PCSP to pro-actively engage with under-represented groups to address potential gaps in representation</p>	<p>Demographic breakdown of PCSP members</p> <p>Review of engagement activities</p>	At commencement of PCSP and subsequent reconstitutions	<p>Impartial assessors reports</p> <p>Annual Report</p> <p>Equality Annual Progress Report</p>
Marital Status				
No impact identified				



## SERVICES/FUNCTIONS

The PCSP is responsible for carrying out a range of specific services/functions as conferred to it within the Justice Act (NI) 2011

The overarching aim of this section of the audit is to promote equality of opportunity with current and potential service users. For the purpose of this inequalities audit it has been agreed to review these service/function areas through an analysis of participation and access.

Inequality	Positive Action Measures	Performance Indicator	Timescale	Associated Research/Monitoring
<b>Religious Belief/Community Background</b>				
Variance amongst perceptions of policing related issues	Effective communication of policing information in a consistent manner	Survey results/consultation feedback	Ongoing	Survey pro-formas Feedback/comments sheets NIPB Omnibus surveys
Under-reporting /Engagement	Continued awareness raising of PSNI contacts	Increase in reporting of incidents	6 monthly review	PSNI Statistical reports CJI Inspection reports
	Development of closer links between NPTs and community	Qualitative reports on NPT engagement with community	6 monthly review	Area Commander policing performance reports

Race				
Under-participation of ethnic minorities	Proactively engage with ethnic minorities and provide interpretation facilities	Number of meetings/events held with ethnic minorities	Annual review	Equality Annual Progress Report
Language barriers		Interpretation facilities utilised		Annual Report
Disability				
Physical barriers and Communications barriers	Pro-actively engage with disabled community	Consultation feedback	Annual review	Equality Annual Progress Report
		Number of meetings events held that address disability issues		Annual report
Age				
Lack of age appropriate initiatives, esp. young people	Development of initiatives and events that are age appropriate	Number of events/initiatives held for various age groups	Annual review	Equality Annual Progress Report
	Development of engagement opportunities specifically with young people	Ongoing engagement programme specifically focused on young people	6 monthly review	Annual report

Dependency				
Time constraints may affect participation	Hold meetings/events at different times and on different days	Number of meetings/events held at different times and on different days	Annual review	Equality Annual Progress Report  Feedback forms
Sexual Orientation				
Under-participation and engagement with members who belong to the LGBT community	Organise specific engagement opportunities for the LGBT community in suitable locations	Number of events/initiatives organized with the LGBT community	Annual review	Equality Annual Progress Report  Annual Report
Gender				
Under-representation of women and reduction of opportunities to engage	Organise specific engagement opportunities for women in suitable locations and at a variety of times	Number of events/initiatives organized with a specific focus on women	Annual review	Equality Annual Progress Report  Annual report
Marital Status				
No impact identified	--	--	--	--

## Appendix 7:

### Mid and East Antrim PCSP: Equality Screening pro-forma

Screening flowchart and template *(taken from Section 75 of the Northern Ireland Act 1998 - A Guide for public authorities April 2010 (Appendix 1))*.

#### Introduction

Part 1. Policy scoping - asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

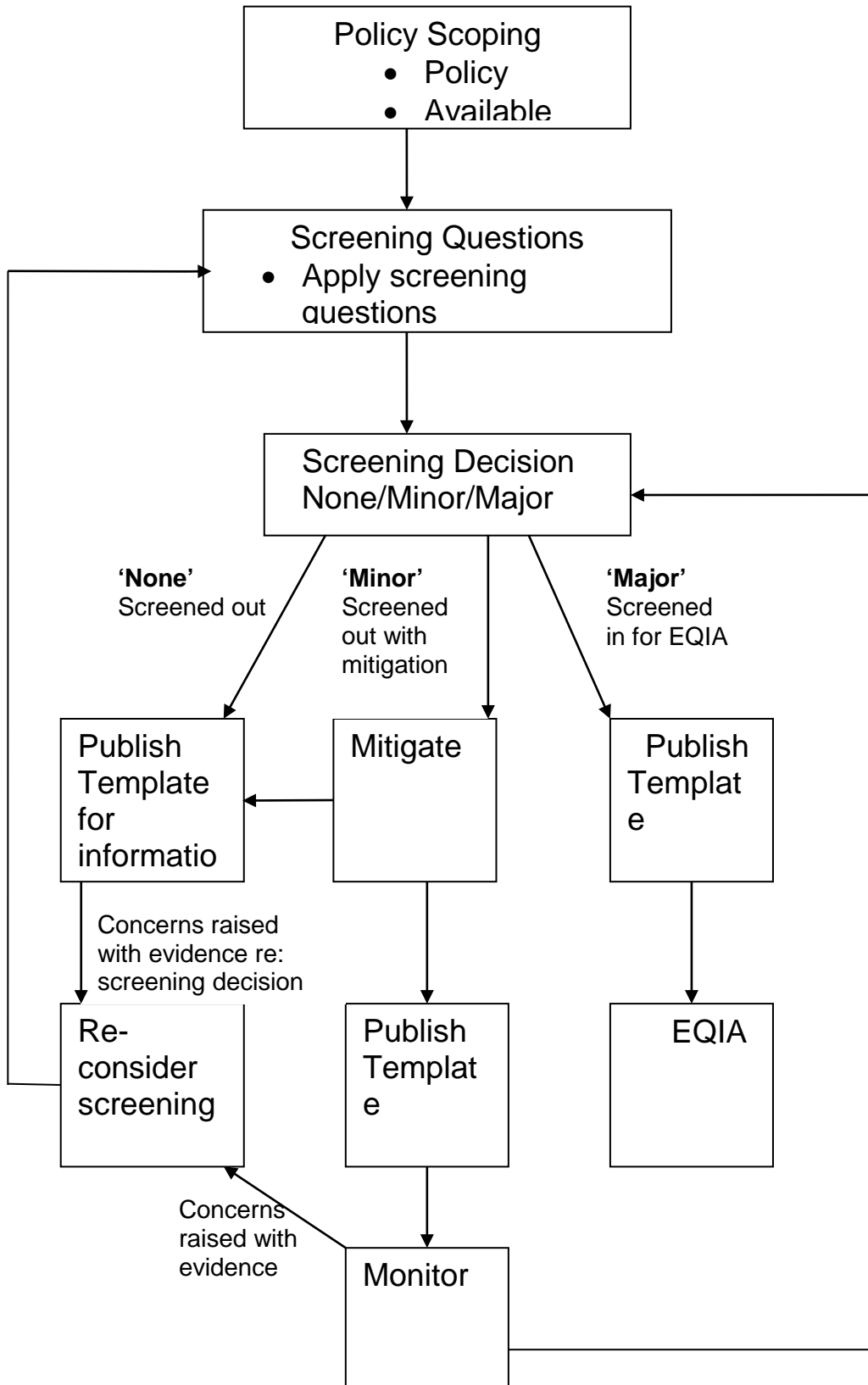
Part 2. Screening questions - asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

Part 3. Screening decision - guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

Part 4. Monitoring - provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

Part 5. Approval and authorisation - verifies the public authority's approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided overleaf.



## Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

### Information about the policy

Name of the policy

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Is this an existing, revised or a new policy?

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What is it trying to achieve? (intended aims/outcomes)

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Are there any Section 75 categories which might be expected to benefit from the intended policy?  
If so, explain how.

---

Who initiated or wrote the policy?

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Who owns and who implements the policy?

---

## Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

- financial
- legislative
- other, please specify \_\_\_\_\_

## Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

- staff
- service users
- other public sector organisations
- voluntary/community/trade unions
- other, please specify \_\_\_\_\_

### a) **Other policies with a bearing on this policy**

- what are they?
  
- who owns them?



## Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious belief	
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

## Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	



















#### Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 - 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

#### Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Approved by:		

Note: A copy of the Screening Template, for each policy screened should be ‘signed off’ and approved by a senior manager responsible for the policy, made easily accessible on the public authority’s website as soon as possible following completion and made available on request.