

# EQUALITY COMMISSION FOR NORTHERN IRELAND

## Public Authority Annual Progress Report 2006 - 2007

This report template includes a number of self assessment questions regarding implementation of the Section 75 statutory duties from **1 April 2006 to 31 March 2007**. Please enter information at the relevant part of each section and ensure that it is submitted electronically (by completing this template) and in writing, with a signed cover letter from the Chief Executive or, in his/her absence, the Deputy Chief Executive to the Commission by **31 August 2007**.

Name of public authority (Enter details below)

**Moyle District Council**

Equality Officer (Enter name and contact details below)

**Moira Quinn  
Head of Corporate Services  
Moyle District Council  
Sheskburn House  
7 Mary Street  
Ballycastle  
Co. Antrim  
BT54 6QH**

**Tel: 028 20762225  
Email: [mquinn@moyle-council.org](mailto:mquinn@moyle-council.org)**

## **Executive Summary**

- What were the key policy/service developments made by the authority during this reporting period to better promote equality of opportunity and good relations?

## **EQUALITY**

### **Disability Issues**

During the review period the Council engaged the services of a consultancy to conduct an audit of all Council premises and facilities and to assess the Councils current arrangements for meeting the requirements of the Disability Discrimination Act (DDA) 1995.

The Strategic Management Team guided by the Head of Technical Services are in the process of reviewing this audit and identifying areas of priority for improvements.

### **Disability Action Plan**

In accordance with the requirements of the Disability Discrimination (NI) Order 2006, two new duties took effect from 1 January 2007 which requires public authorities, when carrying out their functions, to have due regard to the need to:

- Promote positive attitudes towards disabled people; and
- Encourage the participation by disabled people in public life

In accordance with these duties the Council submitted a Disability Action Plan to the Equality Commission by 30 June 2007.

The Councils Disability Action Plan was completed in consultation with Regional and Local Disability groups. Consultees received an invitation to attend a special consultation event on Tuesday 29<sup>th</sup> May 2007. To encourage a partnership approach to these requirements the Council worked with Moyle District Policing Partnership, Ballymoney Borough Council and Ballymoney District Policing Partnership.

### **Disability Champion**

As part of the Councils commitment to implement the requirements of the Disability Discrimination (NI) Order 2006, the Council appointed a Disability Champion from the elected members. Cllr Oliver McMullan is currently the Councils Disability Champion he works closely with other colleagues at a number of different levels to:

1. Promote, and add value to the Council's Disability Action Plan.

2. Co-ordinate and attend regular meetings with the others to:
  - share good practice
  - contribute to a steering group implementing the Disability Action Plan, record and report progress to the Equality Commission and to the Council and other groups as required.
  - assist the Council to develop good practice as appropriate
  - raise awareness of Disability issues within the Council area.
3. Understand and effectively represent priorities for the local government sector in terms of disability equality.
4. Engage and influence councillors and stakeholders in the aims and objectives of the Disability Action Plan.

### **Moyle Disability Forum**

This year the Council have also become more involved in the work of Moyle Disability Forum. We have worked with the Forum to ensure the meaningful development of the Disability Action Plan and in policy development.

### **Disability in Employment Policy**

During the review period the Council developed a Disability in Employment Policy to ensure that the working environment and conditions of employment, as far as practicable, which are available within the Council offer people with disabilities the opportunity to seek, obtain and maintain employment with the Council.

### **Women in Local Councils - Making a Difference**

During the review period the Council confirmed its support for the initiative, Women in Local Councils – Making a Difference. The Council adopted the Declaration of Principles and appointed Gender Champions both from Officer and Elected Members. The Council is also committed to developing a Gender Action Plan. The Action Plan has been endorsed by the Equality Commission and aims to:

- Ensure that policies and practices meet legal requirements
- Promote Best Practice
- Address gender under-representation and job segregation.

## **Gender Working Group**

A gender working group made up of councillors and officers has been established to develop a gender action plan for both officers and councillors.

## **Gender and Organisational Culture**

The Council supported a review of gender and organisational culture the findings from which will inform the Gender Action Plans. A summary of recommendations from this research are outlined within Appendix 1.

## **Welcome Guide**

A Welcome Guide, designed to assist people who are new to the areas of Moyle, Coleraine and Ballymoney such as visitors, employees or new residents was developed and launched during the review period. We have particularly attended to the needs of migrant workers in the area by translating the guide into a variety of languages: Portuguese, Polish, Bulgarian, Romanian, Russian, Simplified Chinese and Traditional Chinese. The welcome guide provides information on services within the areas and signposts readers to other key agencies. It is also available on our website.

## **Website updated**

The Council have reviewed the accessibility of the website and have updated it to ensure it has Browsealoud and other accessibility features.

## **GOOD RELATIONS**

Following completion of Good Relations Strategy 2006-2009, an Action Plan for 2006-2007 was devised and implemented. This included the following themes:

- Promoting Good Relations - to support opportunities for the development and promotion of Good Relations within Moyle district
- Enhancing Civic Leadership - to develop civic leadership through equitable and transparent governance and by enabling others to participate in civic society
- Supporting Community Engagement - to cultivate inter and intra community engagement and to encourage the development of better relations within the community as a whole
- Celebrating Cultural Diversity - to support the understanding and non threatening celebration of the rich diversity of cultures in Moyle, harnessing it for the greater good of all residents and visitor

**Moyle District Council**  
**GOOD RELATIONS ACTION PLAN**  
**2006 – 2007**

***Theme: Promoting Good Relations***

<b>Aim</b>	<b>Action</b>	<b>Outputs</b>	<b>Potential Partners</b>	<b>Timescale</b>	<b>Performance Indicators</b>
1 To support opportunities for the development and promotion of Good Relations within the Moyle District	1.1 - Improve public awareness of the Good Relations Officer and of the Good Relations Programme	Press releases for every event as appropriate	Local Media	Ongoing	Press coverage
	1.2 - Regularly communicate to the public on good relations issues	Moyle Matters article	Local Media	Twice annually	Publication of document
	1.3 - Work with the local media to ensure positive good relations are promoted	One themed article every 2 months	Local Media	Six articles annually	Press coverage
	1.4 - Work to maximise tourism and economic development through the promotion of good relations	Support for Celtic European Festival of the Sea	EDO, TDO Local Businesses Tourism Agencies	Ongoing	Grant support for Festival
	1.5 - Provide training and capacity building to enable local communities to engage in good relations	Training offered as identified in needs analysis (May)	Community Groups Service Providers	Engage ten groups annually	Monitoring of participant profiles
	1.6 - Develop partnerships with statutory agencies and community/voluntary groups that enhance good relations	Participation in MCSP Community Networks, eg CAPN, RCEP	Moyle Community Safety Partnership (MCSP) Community Networks	Attend two such meetings monthly	Meeting Reports
	1.7 - Work in conjunction with other District Councils to optimise the Good Relations benefit to Moyle	Participation in Northern Regional Forum – developing regional projects	Community Relations Officers Northern Regional Forum	Meet monthly	Regional Conference
	1.8 - Establish a stand alone Good Relations Forum that will inform and advise on the implementation of the strategy	Organise Forum to meet bimonthly	MCSP Community/Voluntary Sector	Establish Forum	Minutes of meeting
	1.9 - Create common ground for dialogue and constructive political debate	Liase & coordinate Community Dialogues	Political representatives Community Dialogue	Ongoing	One per quarter
	1.10 - Seek to develop inclusivity of the district both in terms of geography and in terms of religion, politics and race	Organise events in each part of the district as appropriate	MCSP Churches Community Groups	Ongoing	Event organised in each part of the District
	1.11 - Research and implement good practice with regards to race relations	Carry out audit of migrant workers in the area	NICEM Community Groups Race Relations Unit Corrymeela, PSNI	Ongoing research with one project implemented	Audit report July 2006

***Theme: Enhancing Civic Leadership***

<b>Aim</b>	<b>Action</b>	<b>Outputs</b>	<b>Potential Partners</b>	<b>Timescale</b>	<b>Performance Indicators</b>
2 To develop civic leadership through equitable and transparent governance and by enabling others to participate in civic society.	2.1 - Ensure that the Good Relations programme is delivered in an equitable manner, reporting directly to Council	Monthly report	Council MCSP Community Groups	Ongoing	Monthly report
	2.2 - Develop detailed annual actions plans to ensure the delivery of the Good Relations Strategy	Annual Action Plan	Council MCSP Community Groups	Action plan in place by Jan 06	Action Plan approved
	2.3 - Rename the post of Community Relations Officer as Good Relations Officer and review the job description	Rename and rebrand the Programme Penguin pull up, Email address, Correspondence, Grant forms etc	CRU Human Resources Manager (HRM)	Post Renamed by April 06	Materials produced and distributed
	2.4 – Ensure that Good Relations is mainstreamed across all Council Departments	Participate in Council Equality Group, liase with Senior staff	HRM Senior Council Staff Council	Ongoing	Review actions of SMT
	2.5 - Develop a Good Relations Checklist that all current and future Council policies must adhere to	Checklist developed	HRM	March 2007	New checklist
	2.6 - Contribute to the fulfilment of its Equality Scheme through the implementation of the Good Relations Strategy	Participate in Council Equality group	Council Equality Group	Ongoing	Progress on EQIA's Timetable
	2.7 - Develop closer working relationships between the Good Relations Officer and Human Resources Section of Council	Regular contact & liaison regarding internal equality & good relations issues	HRM	New working structures evolved	Strong Council profile of GR & Equality
	2.8 - Engage members and staff in a good relations training programme that will increase and enhances civic leadership	Implement recommendations of GR & Equality Training of January 2006	Council	Ongoing	Recommendations implemented
	2.9 - Review and revise the existing grants scheme in line with new Good Relations themes	New guidelines, application form and evaluation & monitoring form	Community Groups CRU / CRC	August 2006	New forms distributed
	2.10 - Monitor and evaluate the delivery of the strategy and the associated action plans	Review at Good Relations Forum meetings	MCSP Community Groups	Quarterly reviews	Areas of progress identified
	2.11 – Make information on the progress of the strategy available to elected members and to ratepayers	Monthly reports to Council Themed press releases Website development	Local Media	By June 06	Monthly reports Six press releases annually
	2.12 - Review regularly the public's perception of how it promotes good relations	Public meetings in District Community Action Planning	Local Media Community groups	Open Public Meetings	Three meetings in District annually

## Theme: Supporting Community Engagement

Aim	Action	Outputs	Potential Partners	Timescale	Performance Indicators
<p>3</p> <p>To cultivate inter community and intra community engagement and to encourage the development of better relations within the community as a whole.</p>	<p>3.1 - Evaluate the contribution that currently supported events make to the new Good Relations Strategy</p>	<p>Development of new PI's Monitoring &amp; Evaluation forms from events</p>	<p>Event organisers and participants</p>	<p>Ongoing</p>	<p>New forms/ PI's Sign of progress over time</p>
	<p>3.2 - Provide financial support for community events that enable the delivery of the aims set out in the Good Relations Strategy</p>	<p>Grants scheme</p> <p>Interchurch Service</p> <p>Irish School of Ecumenics courses</p> <p>Ballycastle Churches Action Group</p> <p>Victim / survivor work</p> <p>Senior Citizens Christmas Function</p> <p>Moyle Outdoor Challenge</p> <p>School Sports Programme</p> <p>Youth groups – Junior: Causeway Quest Activity Senior: Prejudice awareness seminars</p> <p>Moyle Youth Council</p>	<p>Community Groups</p> <p>} Clergy / Church membership</p> <p>WAVE</p> <p>Senior Citizens Clubs</p> <p>Secondary Schools</p> <p>Primary Schools</p> <p>Youth groups</p> <p>Moyle Youth Council NEELB</p>	<p>Ongoing</p> <p>December</p> <p>January</p> <p>Ongoing</p> <p>Ongoing</p> <p>December</p> <p>Spring</p> <p>May</p> <p>Autumn / Winter</p> <p>Ongoing</p>	<p>Eight grants annually</p> <p>Participant feedback forms</p> <p>Gp established</p> <p>Sponsored activities</p> <p>60 young adults</p> <p>Participant profiles</p> <p>One project implemented</p>
	<p>3.3 - Work proactively to engage socially excluded groups</p>	<p>Hate crime event "Knowing Me, Knowing You"</p> <p>Develop Council Policy with regard to Travellers</p>	<p>MCSP Churches Community Groups Travellers Groups</p>	<p>April</p> <p>September</p>	<p>100 participants Service provider feedback New policy developed 09/06</p>

	3.4 - Work proactively to seek to engage those who have not previously engaged with the programme due to fear or denial	Focus on groups identified in the EQIA Focus on community groups with no previous contact with programme	MCSP Churches Community Groups	Ongoing	Three new groups annually
	3.5 - Develop support mechanisms to encourage and enable local communities to deliver local good relations outcomes	Grants scheme Training programmes as identified in needs analysis Capacity Building Initiatives	MCSP Community / Voluntary Sector	Ongoing As identified	Eight grants annually Two training events
	3.6 - Enable local communities to be fully involved in the delivery and development of annual action plans that deliver the Good Relations Strategy	Consult potential Good Relations Forum members on action plan development Community Action Planning meetings	Community Groups	Autumn	Bimonthly GR Forum meetings  Three annually
	3.7 - Provide ongoing opportunities for local communities to be consulted on good relations issues	Public meetings in District Community Action Planning Attend community group meetings	Community Groups	Ongoing	Feedback from meetings Attend 12 community group meetings annually

## Theme: Celebrating Cultural Diversity

Aim	Action	Outputs	Potential Partners	Timescale	Performance Indicators
<p>4</p> <p>To support the understanding and non threatening celebration of the rich diversity of cultures in Moyle, harnessing it for the greater good of all residents and visitors.</p>	<p>4.1 - Evaluate the contribution that currently supported events make to the new Good Relations Strategy</p>	<p>Development of new PI's Monitoring &amp; Evaluation forms from events</p>	<p>Event Organisers</p>	<p>Evaluate contribution of current events</p>	<p>New forms/ PI's Sign of progress over time</p>
	<p>4.2 - Enable and support increased understanding of local cultures, languages, history and traditions</p>	<p>Hands on History events Development of "New arrivals programme" concept</p>	<p>Orange Order, Ancient Order of Hibernians, Ethnic Minority Groups, Community Groups</p>	<p>Ongoing</p>	<p>Participant Profiles One new arrivals workshop</p>
	<p>4.3 - Enable the celebration of the rich diversity of cultures that are to be found within the district</p>	<p>International Cultural Celebration Culturally relevant programming at film club Promote single identity work – eg Power to the People</p>	<p>Parading organisations, Corrymeela, Ethnic Minority Groups, Community Groups</p>	<p>February Ongoing</p>	<p>Participant profiles</p>
	<p>4.4 - Support financially cultural events that enable the delivery of the aims set out in the Good Relations Strategy</p>	<p>Supporting the main traditions eg Ulster Scots, Irish traditional movement, subject to appropriate criteria</p>	<p>Community Groups</p>	<p>Ongoing</p>	<p>Progressive projects financially supported</p>
	<p>4.5 - Develop approaches that will enable non threatening celebration of culture including culture as expressed through parades, flags and symbols</p>	<p>Possible areas of contention Parades – Ballycastle Flags – Bushmills, Mosside, Armoy, Ballycastle Attempt to facilitate meetings with local community leaders / activists regarding these issues</p>	<p>Councillors Community Groups Statutory Agencies</p>	<p>Engage with relevant stakeholders as appropriate</p>	<p>Discussion on issues Local resolution to satisfaction of community</p>
	<p>4.6 - Provide support to local festivals that are contributing to Good Relations through their programmes</p>	<p>Support through Grants scheme Support subject to appropriate criteria</p>	<p>Community Groups</p>	<p>Ongoing</p>	<p>Three grants applied for annually</p>

- What are the main initiatives planned in the coming year to ensure the authority improves outcomes in terms of equality of opportunity and good relations for individuals from the nine categories covered by Section 75?
- Continue to mainstream equality issues within the Council and in partnership with others within the District.
- Continue to deliver assistance and support to Departments in relation to screening, consultation and policy development.
- Continue to hold Equality Working Group meetings.
- Co-ordinate and implement the Disability Action Plan
- Review Monitoring arrangements and develop internal monitoring systems
- Develop Gender Action Plans for Officers and Councillors
- Complete the Purchasing EQIA
- Complete the Community Services EQIA
- Implement the outcome of the DDA Audit on a phased basis
- Review Equality Training within the Council
- Support the work of Moyle Disability Forum

## **Section 1: Strategic Implementation of the Section 75 Duties**

- Outline evidence of progress made in developing and meeting equality and good relations objectives, performance indicators and targets in corporate and annual operating plans during 2006-07.

- 1.1 During the review period the Council agreed to adopt the new Corporate Plan 2005 – 2009.

As the Councils Corporate Plan shapes the future direction of all of its services this was an opportunity to ensure that the principles of Equality and Good Relations were central to it.

Both the Chairman and the Chief Executive have taken the opportunity through the Corporate Plan to demonstrate their commitment to Equality and Good Relations by stating very clearly in the introduction their commitment to build, “a focus on equality and good relations into everything we do”.

This commitment is reiterated within the Purpose and Values outlined within the Plan. These are:

“Moyle District Council exists to maintain and improve the well-being of the people of Moyle. It does that by listening to them; by being the voice for Moyle; and by providing good local government services within Moyle. In its work the Council wants to:

- Defend the uniqueness of Moyle District
- Be open, friendly and transparent
- Promote and demonstrate equality and good relations
- Make best use of its resources

As an associated objective under the theme of,

“Providing civic Leadership and Encouraging the participation and involvement of local people” the Council has indicated several commitments which will further equality and good relations within the Council, they include:

- Lead on a young people’s strategy for the District and
- Develop programmes/projects that recognize the particular needs of different sectors and groups and those who feel socially excluded.

Under the theme of, Being a Well run Council, the Council have confirmed that they will adhere to the Equality legislation and fulfill all of the statutory duties in relation to Equality and Good Relations.

The following performance indicators were agreed within the Corporate Plan:

<b>Objectives</b>	<b>Key Action</b>	<b>Performance Measures</b>
Adhere to the Equality legislation and fulfill all statutory duties in relation to equality and good relations	Conduct a five year review of the Equality Scheme	Forward the completed review to the Equality Commission April 2006 – completed
	Progress the Equality Impact Timetable	Report to the Senior Management Team on the implementation of the timetable March 2006 – ongoing
	Carry out Equality and Good Relations Training	Complete Training by March 2006 – completed
	Conduct Good Relations Audit	Complete Audit by March 2006 – completed

During the review period Equality and Good Relations was reviewed on a monthly basis at the Strategic Management Team meeting. The Head of Corporate Services reports on all of the issues relating to Equality and Good Relations and facilitates discussion and agreement regarding any areas identified for action.

The Council also has in place specific operations plans in relation to Equality and Good Relations for the review period 2006/2007. See Appendix 2

## Section 2: Screening

- Provide an update of new/proposed/revised policies screened during the year.

<b>Title of policy subject to screening</b>	<b>Was the <u>F</u>ull Screening Report or the <u>R</u>esult of initial screening issued for consultation? <i>Please enter F or R</i></b>	<b>Was initial screening decision changed following consultation? <u>Y</u>es/<u>N</u>o</b>	<b>Is policy being subject to EQIA? <u>Y</u>es/<u>N</u>o? If yes indicate year for assessment.</b>
Maintenance of Memorial Benches	R	No	No
Disposal of I.T. Equipment	R	No	No
Further Education and Study Policy	R	No	No
Acquisition and Disposal Policy for Ballycastle Museum	R	No	No
No Smoking Policy	R	No	No
Access to goods, facilities and services policy	R	No	No
I.T. Policy	R	No	No

### Section 3: Equality Impact Assessment (EQIA)

- Provide an update of policies subject to EQIA during 2006/07, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2007-08.

#### EQIA Timetable – April 2006 - March 2007

<b>Title of Policy EQIA</b>	<b>EQIA Stage at end March 07 (Steps 1-6)</b>	<b>Outline adjustments to policy intended to benefit individuals, and the relevant equality &amp; good relations categories due to be affected.</b>
Community Services	4	
Access to Council Facilities and Services	4	
Human Resource Policies	6	See Appendix 3

#### Ongoing EQIA Monitoring Activities April 2006- March 2007

<b>Title of EQIA subject to Stage 7 monitoring</b>	<b>Indicate if differential impacts previously identified have reduced or increased</b>	<b>Indicate if adverse impacts previously identified have reduced or increased</b>

#### 2007-08 EQIA Time-table

<b>Title of EQIAs due to be commenced during April 2007 – March 2008</b>	<b>Existing or New policy?</b>	<b>Please indicate expected timescale of Decision Making stage i.e. Stage 6</b>
Purchasing Policy	Existing	2008
Arts and Culture Policy	Existing	2008

- Where the EQIA timetable for 2006/07 (as detailed in the previous annual S75 progress report to the Commission) has not been met, please provide details of the factors responsible for delay and details of the timetable for re-scheduling the EQIA/s in question.

During the Review period the Council completed one major EQIA relating to Human Resources Policies and Procedures work is almost completed on a second EQIA, Access to Council Facilities and Services. The EQIA in relation to Community Services was not completed during the review period following the resignation of the Community Services Officer and subsequent selection process. It is anticipated that this EQIA will be completed by March 2008. Plans to complete the purchasing and Arts and Culture EQIA have been moved back to 2007//2008.

#### **Section 4: Training**

- Outline training provision during the year associated with the Section 75 Duties/Equality Scheme requirements including types of training provision, numbers attending, and conclusions from any training evaluations.

<b>Course Title</b>	<b>No. Trained</b>	<b>No. Courses</b>
Induction Training in Equality and Good Relations	12	12
Disability Awareness for front line staff	15	2

#### **Section 5: Communication**

- Outline how the authority communicated progress on delivery of the statutory duties during the year and evidence of the impact/success of such activities.
- 5.1 The implementation of Equality within the Council is directed by an inter-departmental working group the Equality Working Group (EWG). The EWG meets bi monthly. The EWG reviews work plans, the EQIA timetable and considers policy issues.
  - 5.2 The Head of Corporate Services reviews Equality matters with the Strategic Management Team on a monthly basis.

- 5.3 The Council has in place a Joint Consultative Committee which facilitates communication between employees and the Council regarding the implementation of Equality and Good Relations. The following trade unions are represented on the JCC, NIPSA, UCATT and GMB. The JCC meets on a bimonthly basis.
- 5.4 During the review period the Council has established an Internal Council Newsletter called 'Staff Matters' this is circulated to all staff within the Council every other month. This newsletter is used as a vehicle to provide up-dates to inform employees of equality/good relations developments and future issues.
- 5.5 The external Council Newsletter ' Moyle Matters' is also used as a vehicle to provide articles and up-dates to the wider population about developments in the field of equality and good relations.
- 5.6 Internally throughout the review period the Council has continued to develop the internal intranet. The intranet has proved a valuable tool in communicating and consulting with staff regarding Equality and Good Relations.
- 5.7 Our statutory duty is maintained in relation to communicating with our consultees on our Consultation List. We conduct targeted consultation in relation to the development of new policies or changes to our original EQIA schedule. The screening decisions are consulted through a screening report which is forwarded to our Consultation List, focus groups and on the website.
- 5.8 During Induction for employees and councillor's both groups receive information in relation to Equality and Good Relations within the Council.
- 5.9 The Annual Progress Report is also central to the communication process in relation to the delivery of our statutory duty. The Progress Report is completed by the Human Resource Manager and the Good Relations Officer in consultation with the Equality Working Group.
- 5.10 The Human Resource Manager and Good Relations Officer attend lectures, seminary and conferences throughout the year and actively seek to develop the service. In addition all of the groups outlined above, the EWG, the JCC and the Strategic Management Team provide feedback regarding the effective communication of the statutory duties.
- 5.11 Work undertaken in relation to the Access EQIA has already highlighted further areas of improvement within the Council in relation to Communication.
- 5.12 Work has been completed on the Councils website to ensure accessibility.

## **Section 6: Data Collection & Analysis**

- Outline any systems that were established during the year to supplement available statistical and qualitative research.
- Outline any research undertaken/commissioned to obtain information on the needs and experiences of individuals from the nine categories covered by Section 75.

### **(Enter text below)**

- 6.1 Considerable statistical information is held centrally within the Council in relation to the District of Moyle; this is updated annually and used in the development of the Councils Corporate Planning Process.
- 6.2 During the last review the Council established a data base detailing information which is available for all Council officers when undertaking an Equality Impact Assessment or developing new policies and procedures within the Council.
- 6.3 During the review period the Council considered the monitoring information forwarded to all job applicants.

## **Section 7: Information Provision, Access to Information and Services**

- Detail any initiatives/steps taken during the year to improve access to services including provision of information in accessible formats.

### **(Enter text below)**

- 7.1 The Council is committed to providing information in alternative formats as outlined within the Equality Scheme. Information is available on request in alternative formats such as large print, Braille, disc and audio cassette and in minority languages to meet the needs of those not fluent in English.
- 7.2 The Council has worked with Ballymoney and Coleraine Council to develop a Welcome & Information Pack for New Citizens. The Pack contains information in relation to Councils and Council Services, Emergencies, Personal and Community Safety, Advice and Support, Housing, Medical Services, Post Offices, Education, Employment, Other Agencies and Public Transport.

It is available in Chinese Traditional, Chinese Simplified, Russian, Polish, Romanian, Portuguese and Bulgarian

## **Section 8: Complaints**

- Identify the number of Section 75 related complaints:
  - received by the authority;
  - resolved by the authority (including how this achieved);
  - which were not resolved to the satisfaction of the complainant;
  - which were referred to the Equality Commission.

8.1 No complaints were received by the Council during the review period.

## **Section 9: Consultation and Engagement**

- Provide details of the measures taken to enhance the level of engagement with individuals and representative groups during the year.

9.1 During the review period the Council commenced an exercise through which it would review the current consultations forum currently in place within the Council and utilize these resources to consult with Section 75 groups. This work is currently ongoing.

9.2 The council also completed a review of our consultation list and sought feedback from consultees regarding continuing to be a consultee of Council.

9.3 As a region Ballymoney, Larne and Moyle established a statutory Duty Partnership which has proved beneficial to all Councils involved.

9.4 The Council also participated in a Smaller Council's Network regarding Equality facilitated by the Local Government Staff Commission.

9.5 An extensive consultation exercise was conducted in relation to the implementation of the Councils Disability Action Plan. At a local level this resulted in a Disability Information Morning which was well attended by a number of consultees.

9.6 Consultation across local government with Chief Executives and senior officers was conducted to inform the research relating to organizational culture and gender within Local Government.

## **Section 10: The Good Relations Duty**

Provide details of additional steps taken to implement or progress the good relations duty during the year. Please indicate any findings or expected outcomes from this work.

**(Enter text below)**

Activities undertaken in the review period included:

### **Activities and Promotions**

Senior citizens Christmas function. A number of cross community clubs from all parts of the Moyle area were invited to the event. A total of 170 people took part and enabled people to renew old friendships and develop new ones.

A Christmas Switch on also allowed for interdenominational activities and workshops in Ballycastle.

### **Cross Community Contact**

Hands on History Lectures were conducted by Bob Curran. This project provides the opportunity for local groups to meet and exchange and participants are encouraged to examine and assess their own identity.

Inter-church activities. During the review period, the Good Relations Officer met regularly with the Ballycastle Churches Action Group which began after a conference led by Faithworks in Limavady in 2005. The group now has representatives from the three main denominations in the town and a number of others serve the group in a personal capacity, some of whom come from denominations backgrounds not represented in the town. With the assistance of the Good Relations Officer, this group worked towards launching its first project "Good Morning Ballycastle" which will provide a free and confidential telephone care / alert scheme for older people living in the community. The project aims to reduce the feeling of fear, vulnerability and isolation experienced by many.

### **Cultural Activities and Grant Aid to Groups**

Financial assistance was given to two groups this year:

The Corrymeela Community was assisted in their residential for youth workers and the Bushmills Peace Group were assisted in their trip to Clonard Monastery.

Funding was also given towards the Causeway Cluster Community Cohesion Project. The Causeway Cluster is an initiative by the Local Strategy Partnerships of Moyle, Ballymoney and Coleraine. Its Community Cohesion Project seeks to bring together

people from different backgrounds across three Council areas and was designed to allow communities to meet, create opportunities for dialogue, broaden perspectives and allow people to explore cultural diversity.

The contribution towards the Cluster's work with ethnic minorities was to be used for activities which promote the social inclusion of minority communities, such as a multicultural festival of music & dance, literature promoting language classes twinned with volunteering opportunities for ethnic minorities and myth-busting sessions in schools/ the community re foreign nationals.

These activities hope to benefit the people of the Moyle District by promoting social inclusion, increasing mutual understanding and tolerance and reducing hate crime.

### **Mainstreaming**

During the review period, work was done in rebranding the programme from "Community Relations" to "Good Relations".

The Council also supported the 2007 Multi faith calendar coordinated by "Diversiton" – a company who promote respect for diversity within the workplace. By acting as a partner sponsor, the Moyle District Council logo appears on the Calendar as well as in the list of acknowledgements. Council also received 50 copies which were distributed internally within the organisation.

This provided a good opportunity to join with other statutory agencies in endorsing the promotion and respect of diversity within the workplace and showing civic leadership.

### **Regional CR Issues**

The Northern Regional Forum of Good Relations Officers (Moyle, Ballymoney, Coleraine, Limavady, Magherafelt and Derry) work collectively on projects of regional interest. During the review period, the Forum organised a one day conference entitled "A Rough Guide to Good Relations", the purpose of which was to reach community groups in our respective council areas who do not normally engage in community / good relations work. The conference aim was to explain the rationale behind good relations work, explain what it entails and assist delegates in creative approaches to good relations work and access to appropriate grant assistance.

### **Tackling Hard Issues**

VICTIMS/ SURVIVORS. Working with the WAVE Trauma Centre, the Good Relations Programme assisted with group based educational work with Moyle victims/ survivors of "The Troubles". The group based activities culminated in a weekend residential incorporating empowerment for self esteem development workshops. Workshops also provided members with the opportunity to speak about their individual traumas and how they had been affected by the Northern Ireland conflict. .

**HATE CRIME.** A Hate Crime event entitled “Knowing Me Knowing You” was held during Community Relations week in the Marine Hotel, Ballycastle. This took the form of an information event promoting awareness of the needs, issues and challenges of living in a changing and/or perhaps marginalized community. The specific issue of Hate Crime was examined in a novel and interactive way, aimed at increasing awareness amongst the general public of incidents motivated by sectarianism, racism, sexual orientation or disability. As part of the event, an information resource file on hate crime was launched which was compiled from various agencies with an interest in the topic.

**EMBLEMS.** A consultant has been helping to facilitate dialogue and discussion around the Emblems issue with the aim of setting up a forum for Moyle.

**PARADES ISSUES.** Work was done to ease tensions around the 12<sup>th</sup> July North Antrim Orange Demonstration which was held in Ballycastle in 2006. The GRO assisted the Orange Order locally with drafting a leaflet as a means of engagement with the local people of Ballycastle, giving background information on the Orange Order and the route and timings of the Parade.

Similarly, outdoor pursuits activities were provided for young people from the Altananham area during the North Antrim Orange Demonstration on the 12<sup>th</sup> July (This was identified as a potential flashpoint area). This was organised with the assistance of NITAP .

Twelfth Audit and Impact Assessment: the parades issue, and particularly those held in Ballycastle, was highlighted as a key issue in the good relations audit carried out for the Council’s Good Relations Strategy 2006-09. Following this year’s Twelfth of July demonstration held by the Orange Order in Ballycastle, it was widely acknowledged that the event passed without major incident and that efforts to reduce tension did assist in this regard. To continue to engage with this issue effectively, Council undertook a tendering process and appointed a service provider to carry out an evaluation and impact assessment of the Twelfth of July Demonstration held this year in Ballycastle. This report was completed in March 2007

### **Youth Programmes**

The Moyle Athletics Fun Day was organised in partnership with Moyle District Council Sports Development Officer. The day gave the opportunity to host a regional athletics competition bringing together the different schools in the area, fostering and promoting those relationships as the local schools rarely come together en masse in the district.

Youth groups from across the district were invited to take part in the “Causeway Quest” which is essentially a bus tour around the Causeway Coast exploring the old Dalriada Kingdom with audio visual aids and themed games. This initiative was designed to help educate and raise awareness on the shared culture, heritage and folklore of the District.

## **Cultural Diversity Work**

The Good Relations Programme supported an Irish cultural event in the Marine Hotel. Ródseó na Gaeilge 2007 comprised a number of performances in District Council areas across the North and is organised by POBAL with the support of a number of Irish language organisations and the Arts Council NI. The performances explored language and literature as well as singing and music in the traditional Gaeilge Arts.

International Cultural Celebration. The Council Programme contributed to Indian Dance workshops in schools in the week preceding a local festival organised by the Spreading Wings project. The festival explored arts, language, myth and legend of the local area alongside Indian customs expressed through dance.

## **Prejudice Awareness Sessions**

The GRO implemented a “Prejudice Awareness” project in association with PSNI and Moyle DPP to interested youth groups in the district. Seminars were designed to challenge young people regarding their opinions, prejudices and beliefs on racial, homophobic, disability, religious or sectarian issues in a manner designed to promote positive attitudes, values and skills for personal / social development and good citizenship.

## **Section 11: Additional Comments**

- Please provide any additional information/comments

**(Enter text below)**

## Appendix 1

### **LEADERSHIP AND COMMITMENT TO EQUAL OPPORTUNITIES AND GENDER EQUITY**

It is recommended the Council examines and understands the gender profile of the organisation at all levels and review how improving the recruitment, retention and advancement of women would help them deliver improved services today and prepare for the challenges which RPA will present in the very near future. It is important that the Council makes a clear unequivocal commitment to gender equality, starting within the Council chamber and then from the Chief Executive and Senior Management Team.

It is recommended that the Chief Executive or a member of the Senior Management Team should be identified as the Gender Champion within the Council.

It is recommended that the organisational case for gender equity is clearly outlined and Gender action plans are linked to Corporate and Business Plans.

It is recommended that support and resources are identified and made available to ensure gender equity strategies are in place and gender action plans are developed and implemented.

It is recommended that positive action is taken to address some of the barriers already identified. Cultural beliefs, values and norms should be acknowledged which inhibit or exclude women from progressing to senior levels within Councils, including evening meetings culture, outdated stereotypical attitudes, rigid career path criteria, rigid selection criteria, resistance to flexible working arrangements.

It is recommended that the statutory agencies particularly the Equality Commission and the Local Government Staff Commission work to ensure compliance of the equality legislation within Northern Ireland and continue to raise awareness and support cases of direct or indirect sex discrimination.

It is recommended that the council develops strategies for succession planning, exploring how they pass on knowledge and develop the leaders of the future in a tradition of equity. The Council should be a positive recruiter of women, identifying and targeting high potential women and actively preparing them to apply for senior positions. In particular women should be encouraged to apply for higher level jobs. The Council should also develop a policy on short-term vacancies in senior positions and offer women the opportunity of acting in senior positions or undertaking higher level duties. Developing workforce succession plans that specifically aim to increase the representation of equity groups such as women in senior management is also a specific and visible commitment to encourage women.

It is recommended that the criteria for senior positions should be reviewed both by the Council and by the Local Government Staff Commission to ensure that it is not indirectly discriminatory to the majority of female staff, particularly those at the third tier within local government.

It is recommended that the Chief Executive must acknowledge the widely held view that supportive, professional networks can assist women's career progression. The role of SOLACE must be addressed so that the perception that it is a male dominated 'old boys network' is recognised and steps taken by Chief Executives generally to ensure that it is an open and supportive network for all senior managers within local government.

## **WORK LIFE BALANCE**

Local Government continues to be focused around the male lifestyles i.e. full-time, lifelong employment with no breaks for childcare needs. By adhering to this employment career stereotype, Councils are missing out on the ability to capitalise on the full potential of women with family commitments and men at senior levels are potentially missing out on time spent with their families. The belief that to be effective employees must be present in the Council from 9-5 must be addressed particularly within the Council chamber but also by the Senior Management Team. Also the belief that only employees up to a certain level can access flexible working should also be challenged and addressed so that employees at all levels can implement flexible working arrangements.

It is recommended that the Council ensures that flexible and family friendly working conditions and policies are a critical component of their workforce planning and are available to both men and women without access to these policies being subject to family commitments.

It is recommended that the Council adopts a flexi time policy.

It is recommended that the Council move away from evening Council meetings and incorporate these meetings into normal working hours.

It is recommended that the Council works towards accreditation such as Employer of Choice initiative or the Investors in People Health and Wellbeing at Work Framework.

It is recommended that further research is conducted in relation to flexible working arrangements within Local Government.

## **MANAGEMENT STYLES**

It is recommended that the Council provides opportunities for senior management to discuss the deeply-held stereotypes of male and female management styles in order to encourage awareness of valued management styles and the constraints imposed by the imposition of gendered expectations.

It is recommended that the different skills and abilities which men and women bring to the organisation are recognised and acknowledged.

It is recommended that the Council provides opportunities for both men and women to identify and consider ways of transforming the deep structures in which gender differences are enacted in the workplace.

It is recommended that a formal mentoring programme should be established and utilised by male and female senior managers to support their development.

It is recommended that the Chief Executive and Strategic Management Team must address competitive behaviours such as bullying and harassment and ensure that it is explicitly discouraged. Where there are instances of bullying and harassment these must be addressed through the appropriate policies and procedures.

## **DEVELOPMENT**

It is recommended that women are encouraged to develop appropriate and clearly stated career goals through staff and professional development programmes.

It is recommended that developing staff to their full potential be supported and that appropriate care and concern for people be recognised among the crucial skills required by leaders, managers and organisations.

It is recommended that Councils encourage special programs for women and develop mentoring and coaching schemes to assist senior leaders and that these be available equally to both men and women.

## **POLITICAL ENVIRONMENT**

It is recommended that gender awareness training is delivered to Councillors within the Council.

It is recommended that at least one Councillor is a part of the development and implementation of gender action plans.

It is recommended that the Council reviews the timing of Council meetings and moves to an environment where these are held during the working day.

## Appendix

OBJECTIVE	ACTION	OFFICER RESPONSIBLE	OUTCOME
<b>Strategic Implementation of Section 75 duties</b>	Review Equality objectives and associated performance indicators within Corporate Strategy and service plans for each department	Chief Executive/ Head of Development Services	Ongoing
	Review Mechanisms to ensure equality commitments are measured and accountable <ul style="list-style-type: none"> <li>▪ Corporate Strategy measured – Service Plans</li> <li>▪ Review of Statutory duties at monthly Senior Officers Meeting</li> <li>▪ Report on Statutory duties to Council</li> </ul>	Chief Executive/ Head of Development Services	Equality reviewed at Strategic Management Team Meetings Reports forwarded to Council regarding Equality Matters
	Continue Bi monthly meeting of Equality Working Group	Chief Executive/HRM	Ongoing meetings in accordance with timetable
	Review resources allocated to the implementation of Statutory duties	Head of Corporate Services	Review completed. Additional resources allocated
	Continue to implement H R Standards Equality commitments working towards Level 1working towards 3	HRM	Ongoing

## 2 - EQUALITY ACTION PLAN 2006 – 2007

OBJECTIVE	ACTION	OFFICER RESPONSIBLE	OUTCOME
<b>Screening and Equality Impact Assessment (EQIA)</b>	Screen all New Policies and complete and consult on screening report	HRM/Equality Working Group HRM	Screening Report for the period 1 <sup>st</sup> April 05 – 31 <sup>st</sup> March 06 completed and issued for consultation.  Report 1 <sup>st</sup> April 06 – 31 <sup>st</sup> March completed
	Implement Equality Toolkit within the Council (Mainstreaming)	HRM/Senior Managers	Ongoing
	Develop a time line in relation to the completion of EQIA's , consultation, council etc NB Incorporate a 10 week consultation process  The HRM should be available at the first meeting and be available for advice throughout the process.	HRM	Timetable in place
	Community Relations EQIA issued organized targeted consultation. Consultation ends July 31 <sup>st</sup>	GRO/HRM	Complete
	Make all staff aware of consultation process internally	HRM	Complete
	Community Services EQIA progress	Community Services Officer	Ongoing

OBJECTIVE	ACTION	OFFICER RESPONSIBLE	OUTCOME
	Human Resources EQIA progress	HRM	Complete issued for consultation
	Access EQIA	HRM and DPP Manager	Completed August 2007
	Culture and Arts EQIA	Head of Development Services and Community Safety Co-ordinator	Review
	Purchasing Policy EQIA	Head of Corporate Services	To be completed

OBJECTIVE	ACTION	OFFICER RESPONSIBLE	OUTCOME
<b>Training</b>	Introduce an Equality Toolkit to assist managers within the Council implement Section 75 requirements.	HRM/Senior Officers	Ongoing
	Identify training which has occurred consider was it effective? Evaluation process	HRM	Ongoing
	Review Front line staff and equality awareness training, involve the section 75 groups.	HRM	Deaf Awareness Training Complete
	Review training on how to conduct a consultation exercise	HRM	To be completed
	Contact James Knox of COSO, disability action, re training requirements	HRM	Deaf Awareness training complete
	Compile a Data base of training available and conducted	HRM	Complete
	Review training for staff in management roles	HRM	Ongoing
	Monitor and evaluate any training undertaken	HRM	Ongoing

OBJECTIVE	ACTION	OFFICER RESPONSIBLE	OUTCOME
<b>Communication</b>	Continue to review external and internal communication mechanisms within the Council.	IIP Steering Group Ongoing	Staff Intranet established Staff Newsletter established Information Notes established.
	Working towards IIP communication central issue.	HRM/ Steering Group	Ongoing
	Working towards H R Standards	HRM	Ongoing
	Public Meetings, review organization of public meetings	HRM/GRO	Review
	Audit any pamphlets or information which is issued to the general public. Use Ariel 14 black and white	HRM/GRO	
	Consider pricing schedules – are they sufficiently displayed within the Leisure Centre. Environmental Health and the Lammas Fair consider communication make sure communication is jargon free it should meet the needs of the people we are communicating with.	Access EOIA	Completed August 2007

OBJECTIVE	ACTIONS	OFFICER RESPONSIBLE / TIMESCALE	OUTCOMES
	<p>Ensure the website is compatible with accessibility software for people with visual impairments.</p> <p>Review their compatibility with guidelines set out by the Web Accessibility Initiative (WAI) approved by the World Wide Web Consortium.</p> <p>Review the access to Equality issues within the Website</p>	<p>I.C.T Consultant</p> <p>I.C.T. Consultant</p>	<p>Complete</p>

OBJECTIVE	ACTIONS	OFFICER RESPONSIBLE / TIMESCALE	OUTCOMES
<b>Data Collection &amp; Analysis</b>	Consider a data base of previous, current and future consultation exercises Contact all departments within the Council and ascertain details in relation to consultation exercises conducted.	HRM/Officers	Ongoing
	What service reviews have been carried out review data from these Customer satisfaction surveys Best Value reviews	Policy Officer/ Development	
	Data base on training available and training conducted	Admin Officer	
	Build up information internally. Audit the data which is currently available within the Council ensure that it is readily accessible – files on computers Census Data Data from Leisure centres Data from Lammas Fair Research Staff survey IIP	HRM	Ongoing

OBJECTIVE	ACTIONS	OFFICER RESPONSIBLE / TIMESCALES	OUTCOMES
<b>Information Provision, Access to Information and Services</b>	See Communication Access to Information and Services is subject to an EQIA	DPP Manager/HRM	Ongoing
<b>Complaints</b>	No Complaints		

OBJECTIVE	ACTIONS	OFFICER RESPONSIBLE / TIMESCALES	OUTCOMES
<p><b>Consultation, Participation and Engagement</b></p> <p>Consultation is an integral part of the policy making process.</p> <p>Consultation requirements are outlined in the Equality Scheme</p>	Review current consultation bodies within the Council and consider the possibility of using forums already established to consult with the 9 section 75 groups regarding equality and good relations issues.	HRM	Complete
	Build up capacity in community groups	GRO	
	Develop relationships with umbrella groups and with local groups in each of the Section 75 groups.	HRM/GRO	Ongoing
	Establish Statutory Duty Partnership with Ballymoney, Larne and Moyle	HRM	Complete
	Continue to attend Smaller Councils Forum Staff Commission Attend the Equality Officers Forum	HRM	Ongoing
	Carry out pre consultation re HR EQIA and Access EQIA		Complete

OBJECTIVE	ACTIONS	OFFICER RESPONSIBLE / TIMESCALES	OUTCOMES
<b>The Good Relations Duty</b>	Action Plan for 2007/2008 available	GRO	Complete
<b>Main/streaming</b>	Equality considerations will be central in policy development, implementation, monitoring and review. By mainstreaming Equality within the Council equality will inform all aspects of the work of all employees within the Council.	Chief Executive/Senior Officers	Ongoing
	Mainstream EQIA timetables into other policy review timetables i.e. Best Value and good practice reviews.	Development Manager	Ongoing
	Review service plans.	Managers	Complete

## Appendix 3 – EQIA – HR Policies and Procedures

### Recommendations

#### **Procedures on Recruitment and Selection**

The Council will review the welcoming statement in accordance with comments received during consultation.

- The Council will review the Recruitment pack and all correspondence to ensure that those from ethnic minorities and those with a disability are aware of the support available and the reasonable adjustments the council will make in relation to the selection process.
- Review the current documentation within the Code of Procedures against the Equality Commissions Equality Indicators.

#### **Advertising**

- The Council will take steps through outreach work to build partnerships with local schools and communities particularly within the Ballymoney, Coleraine areas and encourage them to apply for positions within the Council. Comments are welcome on how the Council could better circulate information on access to employment.
- Review the Council's Affirmative Action Plan including the use of a welcoming statement.
- Build and extend relationships with Causeway Institute.
- Review the council's current application form to ensure it meets legislative requirements.

#### **Monitoring**

- Implement the Equality Monitoring Questionnaire issued by the Local Government Staff commission.
- Monitor the Councils current workforce to provide additional information to assist equality implementation

#### **Equal Opportunities**

While no differential impacts have been identified in relation to the policy the Council is open to comment from those with an interest in this policy.

- The Council will review how this policy is circulated to employees and ensure that all Council employees have access to it.

- The Council will place the Equal Opportunities policy on the Councils Intranet and Website and promote awareness of it.
- The Council will include a statement on the policy advising that it is available in other formats.

## **Disability**

Following consultation the Council intends to implement the following measures:

- Notify the Disability Advisory Service of all job vacancies
- Review the information provided to potential applicants and advise them of the reasonable adjustments that can be made and of the help-line number,
- Advise applicants that information relating to the recruitment exercise can be produced in alternative formats.
- Make signers available during interview process when requested
- Advising potential applicants that they may be accompanied to a job interview when required
- Apply the essential criteria and drop the desirable criteria for persons with a disability when shortlisting
- When using psychometric test as part of the selection process ensuring that the person administering the tests will make suitable adjustments for applicants with disabilities;
- Encourage people with disabilities to avail of work experience placements with the council.

## **Gender**

- The Council will develop and implement a Gender Action Plan for Councillors and officers to promote women in Local Councils.