

# EQUALITY COMMISSION FOR NORTHERN IRELAND

## Public Authority Five Year Review Report

This report template includes a number of self assessment questions under the twelve key elements of an equality scheme. Please enter information at the relevant part of each Section in the template and ensure that it is submitted to the Commission 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 (or equivalent).

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Name of public authority (Enter details below)

**Moyle District Council**

Equality Officer name and contact details (Enter details below)

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## Executive Summary

Please provide some main conclusions in terms of:

a) To what extent has your public authority's approved scheme provided a workable basis for mainstreaming the need to promote equality of opportunity and good relations into policy-making over the past five years?

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- The Equality Scheme within Moyle District Council has provided a framework through which we have delivered our statutory duty in relation to equality and good relations.
- Responsibility for the implementation of the scheme rests with the Elected Members of the Council and the Clerk and Chief Executive.
- Support from the Chief Executive has given Equality and Good Relations a key focus in the work of the Council.
- A Good Relations Strategy was developed.
- All departments are represented on the Council's Equality Working Group.

b) What key lessons have been learnt over the past five years in terms of effectively implementing the approved equality scheme?

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- A dedicated resource is required to effectively deliver equality and good relations within local authorities. This is particularly a problem at the moment in smaller authorities.
- A developmental approach to training is required to build the knowledge and experience necessary for managers and employees to deliver equality and good relations.
- Commitment from Chief Executive is central to successful delivery of equality and good relations.

- Relationship building and Partnerships with the Section 75 groups are critical to ensuring the meaningful delivery of Equality and Good Relations.

c) What more needs to be done to achieve outcomes for individuals from the nine equality categories?

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- Further development of relationships with the Section 75 Groups.
- Ongoing training and development for managers and staff
- Keep Equality and Good Relations to the forefront of the services we deliver and the policies developed and implemented.
- Dedicated resource is required to deliver Equality and Good Relations objectives.
- Partnerships and 'joined up' working with other groups particularly other councils and the Local Government Staff Commission.
- Improved communication so that the public are aware of the work which is currently ongoing.

## 1. A general introductory statement specifying the purpose of the scheme and the public authority's commitment to the statutory duties.

Section 75 of the Northern Ireland Act 1998 ('the Act) requires the Council, in carrying out all its functions, powers and duties, 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,
- Between men and women generally,
- Between persons with a disability and persons without,
- Between persons with dependants and persons without

In addition, without prejudice to its obligations above, the Council, shall in carrying out all its functions, powers and duties have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The Council is committed to the fulfillment of its Section 75 obligations in all parts of its organization. It is committed to allocating the necessary resources (in terms of time, people and money) to ensure that the statutory duties are complied with and that the equality scheme is drawn up and implemented effectively and on time.

The Council will undertake a planned programme of communication and training on the Section 75 obligations for all staff and elected members.

The Chair and the Chief Executive of the Council are committed to establishing effective communication channels both internally and externally, which will actively promote the scheme and the implementation of the statutory duties.

The Equality Scheme sets out how the Council proposes to fulfil the duties imposed by Section 75 and Schedule 9 of the Act.

### 1a) To what extent were senior management involved in ensuring scheme compliance over the 5 year period and what further steps could be undertaken to ensure effective internal arrangements?

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The Equality Scheme within Moyle District Council established a clear framework within in which Equality and Good Relations would be delivered and also established clear lines of responsibility. The Senior Management Team were central to this process.

The scheme put the following arrangements in place:

The Chief Executive will be responsible for giving effect to the development, maintenance, monitoring and review of the Scheme in accordance with the legislation, and for the effective implementation of arrangements approved by the Council this includes:

The setting up of an inter departmental equality working group whose membership included the Chief Executive, Director of District Services, Chief Building Control Officer, Director of Finance and Administration, Development Manager and the Community Relations Officer. The Equality Working Group under the direction of the Chief Executive will be responsible for drawing up the Councils equality scheme and for its implementation. They will also be responsible for establishing timely monitoring and review procedures. This group will agree the policies to be subjected to impact assessment and the appropriate methodology for impact assessment. This group will meet on a quarterly basis or more frequently as circumstances dictate.

The scheme also outlined that the delegation of responsibility to the Equality Working Group for the administration of the Council's duties under Section 75 at a Corporate level. The Director of Finance and Administration, Moira Quinn will be the point of contact for the Equality Commission and for complainants in the first instance.

This placed responsibility for the implementation of the Councils Equality Scheme at a Senior Level within the Council and so ensured ongoing top-level commitment. This was reinforced with the recruitment of a Human Resource Manager in October 2002 who had specific responsibility for Equality within her main duties and responsibilities.

Throughout the period of the review senior management have remained committed to Equality and Good Relations within the Council and through initiatives to mainstream Equality and Good Relations this has developed. Various measures have been taken to ensure this continues this includes:

Recent work undertaken within the Council in relation to the development of the Corporate Plan 2005 – 2009, facilitated by Venture International has also reinforced scheme compliance by ensuring that within all senior managers objectives they recognized the responsibility they have in relation to Equality and Good Relations.

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 this work.

The work to develop the Corporate Plan was facilitated by a number of focus groups and workshops which included senior officers, managers and Councillors.

Both the Chairman and Chief Executive have taken this opportunity 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 with 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 have 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.

Performance Indicators are currently being developed for incorporation into the Corporate Plan.

Equality and Good Relations is reviewed on a monthly basis at the Senior Management Team meeting. The Human Resource Manager reports on all of the issues relating to Equality and Good Relations and facilitates discussions and agreement regarding the any areas identified for action.

During the review period the following major areas were considered:

- Article 55 Review
- Community Relations EQIA
- Good Relations strategy
- Progressing the Equality Impact Assessment Timetable
- Progressing Equality and Good Relations through the implementation of H R Standards
- Mainstreaming Equality across the council
- Equality and Good Relations and the Corporate Plan

The Council also has an Equality Working Group which meets on a bimonthly basis to review the progress of Equality and Good Relations. The members of the Equality Working Group are:

Richard Lewis, Chief Executive  
Moirá Quinn, Director of Finance and Administration  
David Kelly, Chief Building Control Officer  
Esther Mulholland, Development Manager  
Bridgeen Butler, Community Safety Co-ordinator  
Ryan Moore, Community Relations Officer  
Peter Mawdsley, Director of District Services  
Adrian Proctor, District Policing Partnership Manager  
Sandra Kelly, Human Resource Manager

What were the lessons learnt in terms of enablers and impediments to monitoring scheme implementation?

### **Enablers**

- On going top-level commitment
- Clear Equality and Good Relations objectives within managers Departmental plans
- Regular review of Equality and Good Relations issues at Senior Management Team meetings and Council meetings.
- Ongoing training and advice
- Keeping Equality and Good Relations on everyones agenda.

### **Impediments**

- Resourcing implications
- Initial concerns arising from a lack of understanding in relation to what was actually required to effectively implement Section 75 requirements.

1b) Outline annual **direct** expenditure of resources to ensure that the statutory duties were complied with, in terms of staff and money over the past 5 years, and comment on the extent that all necessary resources were allocated.

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The Council is committed to the implementation of the Equality Scheme however adequate resourcing has been a problem throughout the implementation of the scheme.

The Council has a generalist Human Resource Manager who has responsibility for ensuring the implementation of the Equality Scheme, supported by other staff members including the senior management team.

The Council also has a Good Relations Officer who has the responsibility for the implementation of Good Relations within the Council.

Salary and training costs are outlined below:

<u>Year</u>	<u>Full Time Equivalent Staff</u>	<u>£'s</u>	<b>Training Budget/ Awareness Raising Costs</b>
<u>2001/02</u>	Equivalent 1 part time post	£4563	
<u>2002/03</u>	Equivalent 1 full time post Community Relations Officer Human Resource Manager	£14,118	
<u>2003/04</u>	Equivalent 1 f/t post Community Relations Officer Human Resource Manager	£14,555	
<u>2004/05</u>	Equivalent 1 f/t post Community Relations Officer Human Resource Manager	£15,000	£1,500
<u>2005/06</u>	Equivalent 1 ft post Community Relations Officer Human Resource Manager	£15,463	£6,000

These costs directly relate to the Human Resource Manager, Community Relations Officer and training costs. It is important to note that the implementation of the quality agenda is not solely the responsibility of the Human Resource Manager and Community Relations Officer as the process of equality mainstreaming has developed within the Council all departments have a key role to play in directing their services to meet equality issues as they arise.

The figures outlined above do not therefore include the broader allocation of Council resources related to the implementation of equality issues.

**2. An outline of how the public authority intends to assess its compliance with the Section 75 duties and for consulting on matters to which a duty under that section is likely to be relevant.**

2a) Outline impacts and outcomes (for the public authority and/or individuals from the nine equality categories) over the past five years and what further steps could be undertaken to build on these or address underreporting?

A summary of the outcomes for people in Section 75 categories are listed below.

- Equality is mainstreamed within the Council
- Staff are better trained
- Employee monitoring has been updated and improved.
- Flexible Working policies have been developed and implemented within the Council
- The Council has adopted the Barcelona Declaration
- A Good Relations Strategy has been developed.
- Specific actions arising from the Community Relations EQIA are outlined in question 6A.
- Consultation on the Equality Scheme and all new or revised policies has kept Section 75 groups informed of all developments within the Council. In addition all information is published on the website keeping the public up to date on all development within the Council.
- Section 75 have had an opportunity to forward their views and/or concerns regarding existing and new policies within the Council.

2b) Outline the number of equality scheme related consultation exercises undertaken by your authority over the past five years. Set out the number and percentage related to screening exercises and to EQIAs and indicate the extent that your scheme helped you to engage with external stakeholders.

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**Consultation Exercises**

Consultation regarding Equality Scheme  
Consultation regarding EQIA Timetable  
Consultation regarding Revised EQIA Timetable  
Consultation regarding the Good Relations Strategy

Consultation regarding the Community Safety Audit  
Consultation regarding Good Relations internally within the Council

Consultation Exercises in relation to Screening Exercises

3 Exercises

**Consultation Exercises in relation to EQIA**

Community Relations EQIA Consultation Exercise

**Informal Consultation in relation to:**

Community Services EQIA  
Access to Council Services and Facilities EQIA  
Human Resource EQIA

Identify your authority's most and least successful means of consultation in relation to section 75 categories.

The least successful exercise was the information which was forwarded to consultees in relation to our screening exercises. The most successful exercises involved speaking to individuals or groups locally who were being affected by proposed changes or by equality issues.

Consultation with Disability Action throughout the period has been very successful. They respond to all of the Consultation exercises.

2c) Indicate if your list of consultees was amended during the 5 year period and what further steps could be taken to develop your level of engagement and consultation?

The Consultees List held by Council has been amended during the 5 year period.

During 2003 the list of consultees was amended by the Council. Everyone on the Councils list was contacted by post to check details and enquire if they wished to remain on the list. The majority of the Consultees contacted wished to remain on the list.

Steps are currently being taken to develop more informal networks of consultees by developing links and partnerships with local groups and individuals who are directly affected by Council policy and decisions.

2d) To what extent did your authority consult directly with directly affected individuals as well as with representative groups, particularly in relation to young people and those with learning disabilities, and was this sufficient?

Consultation with directly affected groups was limited. Work in this area focused on developing a partnership with Triangle Housing Association who support individuals with learning disabilities. This resulted in an ongoing work placement for an individual with a learning disability. This partnership has proved beneficial for the Council and for the individual placed.

**3. The authority's arrangements for assessing and consulting on the impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity.**

3a) Outline and discuss the number of policies your authority subject to screening over the past five years, setting out the number and percentage of 'policies screened in' on the basis of equality considerations and the percentage 'screened in' on the basis of the good relations duty.

**Screening**

During the past five years the Council has screened 732 policies. Any policy screened in under the procedure was on the basis on Equality considerations no policy was screened in on the basis on Good Relations considerations.

A full report regarding the Council's approach to screening and its programme of Equality Impact Assessment has previously been submitted to the Equality Commission.

A summary of all policies screened is attached in Appendix 1.

When we started screening policies, particularly at the start of the process staff were unclear regarding the process and policies were screened in which did not have equality implications i.e. street naming and numbering.

In light of this the Council has rescreened the policies outlined in the initial EQIA timetable to reflect recent developments. This has resulted in a number of policies being rescreened out, policies being subject to service review and policies clustered under one major area i.e. Access to Council services and

facilities. The Council has amended the EQIA schedule in light of this and consulted on this process.

During this period the Council has also undertaken a review of how we screen policies. This was the result of a review of good practice across the Councils and particularly by Belfast City Council. This resulted in a move from the Equality Working Group Screening all new policies to Senior Officers who have responsibility for policy development being involved.

The Councils intention through this process is to ensure that Equality and Good Relations considerations are built into new policies at a very early stage.

3b) To what extent did your authority's consideration of the screening criteria **not** identify equal opportunity implications on any of s75 categories, but for which consultees then highlighted problems?

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Following the screening exercise and the development of the EQIA timetable consultees did not highlight any problems with either exercise.

3c) Outline over the past five years how many EQIAs your authority commenced as a result of i) initial screening and ii) as a result of screening new/revised policies subsequently, and discuss the extent that your authority has become more effective at identifying equality of opportunity dimensions in its policies.

As a result of the initial screening exercise the Council indicated its intention to conduct 12 EQIA's during the period 2002 – 2005 (details are outlined in Appendix 2 A). Changes were made to the EQIA timetable following rescreening, policy development and service review. The revised EQIA timetable was issued for Consultation during 2004 (details are outlined in Appendix 2 B).

During the review period the Council commenced 4 EQIA's

<b>Equality Impact Assessment</b>	<b>Stage (Steps 1-7 of EQIA process)</b>
Community Services	4
Community Relations	6

Equality Impact Assessment	Stage (Steps 1-7 of EQIA process)
Human Resource Policies and Procedures	4
Access to Council Services and Facilities	4

3d) Outline over the past five year period the percentage of your authority's initial EQIA timetable that reached i) stage 6 of the EQIA process i.e. decision making, and ii) stage 7 of the EQIA process i.e. annual monitoring & publication of results, and indicate the extent that your authority has become more effective at progressing EQIAs.

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As outlined above one of the four EQIA's started reached stage 6. The Council has found the EQIA process a difficult one in terms of the complexity in gathering data and information and processing them through to final stages. It is the Council's view that a much more effective process is to build equality and good relations issues into policies as they are being developed rather than conduct this exercise when they are in place.

**4. The authority's arrangements for monitoring any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.**

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4a) To what extent were sufficient arrangements put in place to collect data relating to the nine equality categories to monitor the impact of policies and what could your authority do in future to develop monitoring arrangements?

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Within the Council there are a number of sources from which data can be accessed. The challenge for us has been to identify all of the relevant sources of data and data bases so that we can access them as required. This data is particularly important for officers conducting EQIA's.

The Council takes part in a major consultation exercise every 2/3 years which consists of a representative sample of households being contacted by telephone regarding the services provided by Moyle District Council.

The Council monitors the uptake of services as part of its normal work however responses and formats vary within each of the Departments.

Further work is required to develop a comprehensive monitoring system within the Council.

**5. The authority's arrangements for publishing the results of equality impact assessments and of monitoring any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.**

5a) Indicate the number of reports published outlining the results of EQIAs and monitoring over the past five years, and outline what your authority could do in future in relation to improving the publication of EQIA results and monitoring.

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The Council publish results by placing the information on the web, and forwarding the results by post to consultees. The Council has published one report in relation to the Community Relations EQIA.

It is important that we continue to make reports available in alternative formats i.e. in other languages, in disc or audio cassette, large print or in Braille.

Effective working relationships with the Section 75 groups will further improve the way results of EQIA's and of any monitoring results are disseminated.

**6. A commitment that in making any decision with respect to a policy adopted or proposed to be adopted by it, that the public authority shall take into account any equality impact assessment and consultation carried out in relation to the policy.**

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6a) In terms of the number of EQIAs that reached stage 6 i.e. decision making to what extent were mitigation measures and alternative policies adopted?

Within the Council the Community Relations EQIA reached Stage 6 an outline of the measures to mitigate adverse impact are outlined below:

**Community Relations EQIA - Outcomes**

Section 75 Groups	Outcome
Age	<p><b><u>The Community Relations Grant Award</u></b>            Applications for Grant Aid from groups representing the 0-4 age group are very low and it may be necessary to target these groups specifically to ensure they are aware of the opportunities that this fund allows.</p> <p><b><u>Training and Educational Opportunities</u></b>            Consideration will be given to target additional publicity to youth groups, schools etc. to increase awareness and participation of the youth in training and educational Projects</p>
Gender	<p><b><u>Training and Educational Opportunities</u></b>            Consideration will be given to ensure information is forwarded to sporting clubs which have a high male participation rate to increase the awareness and participation of males in the training and educational opportunities.            For future analytical purposes the level of engagement of males and females in the range of funded activities and it is therefore proposed to adapt the evaluation form in order to gather this information.</p>
Disability	<p><b><u>The Community Relations Grant Award</u></b>            Amend Grant guidelines to include a statement on Councils commitment to equality of opportunity and include recommendations to project organizers about having similar regard and consideration of the needs of those with a disability.</p> <p><b><u>Training and Educational Opportunities</u></b>            Where possible activities and training will be based in buildings that have disabled access and facilities. Also measures will be taken to ensure that potential disabled participants are aware that the activity is accessible to them.</p>

Section 75 Groups	<u>Outcome</u>
Dependants	<p><b><u>The Community Relations Grant Award</u></b> Amend Grant guidelines to include a statement on Councils commitment to equality of opportunity and include recommendations to project organizers about having similar regard and consideration of the needs of those with a dependants.</p> <p><b><u>Training and Educational Opportunities</u></b> Establish and maintain a financial support programme for persons who need to pay others to take over their caring duties so they may attend activities. Available budget will represent 5% of total project cost. Appropriate administrative documents will be developed and this resource will be publicised on all publicity materials.</p>
Sexual Orientation	Further information and consultation with this group is required to identify if adverse impact is experienced
Religion	Following a review of the information available no adverse impact was identified in any of the policies for this group
Political Opinion	Following a review of the information available no adverse impact was identified in any of the policies for this group
Race	Further information and consultation with this group is required to identify if adverse impact is experienced.
Marital Status	Further information and consultation with this group is required to identify if adverse impact is experienced.

## Community Safety Audit

The Community Safety Audit identified specific actions and concerns for the following Section 75 groups:

<b>Section 75 Groups</b>	<b><i>Outcome</i></b>
Age	Youths causing annoyance, noise disruption and vandalism is a major concern.  Older residents are more fearful of crime and anti social behaviour at home and in the community
Gender	Women are more fearful of crime and anti social behaviour at home and in the community.  Based on all of the audit findings the Community Safety Strategy will focus on vulnerable adults and children.

## **Good Relation Strategy**

As a result of the questionnaire issued, focus groups, one to one interviews and group interviews a range of key good relations issues were identified for the District. These were:

- The need for communities in Moyle to be engaged in good relations
- Need to engage in harder issues such as parades, flags and murals
- Potential for prejudice to develop against migrant workers
- Fears of many of engaging in good relations
- Clear differences in good relations issues facing Ballycastle, The Glens and Causeway
- Demographic trends within the district mean that concerns were raised by some in relation to perceived alienation of Protestants in Ballycastle
- Parades remain an issue that could destabilise local good relations, particularly in Ballycastle town
- Still evidence of underlying prejudice against persons of differing religious, political and racial backgrounds
- Realisation that there are also some intra community tensions that need to be addressed
- Young people need to be encouraged to engage in good relations as they are the future of the district
- Relations with travellers was also regarded as a good relations issue that had not been addressed effectively locally and regionally

6b) To what extent did consideration of EQIAs and consultations contribute to a change in policy, as opposed to policy decisions which would probably have been made in any event by your authority?

Although the Council has experienced some slippage in the EQIA timetable the work already conducted in relation to Community Services, Community Relations, Access to Council services and facilities and HR policies has contributed to the implementation of the Equality Agenda within the Council.

A summary of the outcomes from the Community Relations EQIA is outlined above.

The changes made to our screening process and the mainstreaming of equality and good relations within the Council will enable us to move away from EQIA's and build equality and good relations into policy as it is developed rather than 'fixing' it after it has been implemented.

7. The authority's arrangements for training staff on issues relevant to the duties.

7a) To what extent were sufficient arrangements put in place to develop and deliver a training programme in accordance with scheme commitments?

The Council's Equality Scheme outlined the following training objectives:

<b>Training Objective</b>	<b>Status</b>	<b>Progress</b>
1. Raise awareness of current anti-discrimination legislation in Northern Ireland, including the provision of Section 75, Schedule 9 and Section 76 of the Northern Ireland Act 1998.	Training has been provided to all staff by John Kremer.	The carried out initial awareness raising training and the start of the implementation of the Equality Scheme and during 2004/2005 conducted a further review of training in relation to Equality and Good Relations

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Training Objective	Status	Progress 2004/2005
2. To those employees involved in the screening of policies with the necessary skills and knowledge to do this work effectively	Training has been provided to staff.	Further training was delivered during the review period following the revision and development of the new screening documentation
3. To those employees involved in the consultation of policies with the necessary skills and knowledge to do this work effectively	Training has been provided to staff	Appropriate staff have received training in consultation processes in relation to the implementation of Best Value.  Further training has been identified for staff involved in the consultation process for 2005/2006
4. To those employees involved in the equality impact assessment of policies with the necessary skills and knowledge to do this work effectively	Training has been provided to staff	During 2004/5 Lead Officers were identified to conduct Equality Impact Assessments, all of these Officers have received training from the Equality Officer within Belfast City Council in relation to conducting an EQIA

<b>Training Objective</b>	<b>Status</b>	<b>Progress 2004/2005</b>
5. To those employees who deal with complaints in relation to the implementation of the Councils scheme, with the necessary skills and knowledge to investigate and monitor complaints effectively	H R Manager must respond to complaints and training has been provided	No further training identified
6. To those employees involved in the implementation and monitoring of the effective implementation of the Council's Equality scheme to do this work effectively.	Further training is required in relation to this objective	Identify appropriate training within the 2005/206 training plan
7. To 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.	Further action is required in relation to this objective	A review of training and an audit of Good Relations has been planned for the review period 2005/6

#### 4.2 / 4.3 Implementation of Equality and Good Relations Training Objectives

Training 2004 – 2005	Training Objective	Delivered
<u>Senior Management Team</u>		
Training was provided in 2004 by John Kremer in relation to the Equality Legislation which currently exists within Northern Ireland	1	March 2005
Training was provided in 2004 by John Kremer in relation to Harassment policies and procedures	1	March 2005
Training was provided in 2004 by Noelle Brannigan in relation to Assertiveness in the Workplace and Bullying	1	March 2005
Training was provided by Venture International regarding the development of a Corporate Strategy, Departmental Work plans and performance indicators.	1	Ongoing 2004/5
<u>Equality Working Group</u>		
Training was provided by the Human Resource Manager regarding current equality issues.	1	January 2005
Training was provided by Stella Gilmartin, Belfast City Council regarding how to conduct and Equality Impact Assessment.	4	April 2005
Training was provided by the HRM regarding the use of the new screening documentation	2	February 2005
<u>Employees</u>		
Training was provided by Causeway College during 2005 to front line staff and deaf awareness	1	June 2005
Training was provided by Human Resource Manager to all new employees in relation to	1	Ongoing 2004/5

Equality and Good Relations.		
Training was provided by the Local Government Staff Commission to Designated Advisors in relation to the implementation of the Harassment policy and procedure.	1	February 2005
Training was provided by Noelle Branigan to staff regarding bullying and assertiveness in the workplace.	1	March 2005

During 2005/2006 the Council completed a further training exercise in relation to Equality and Good Relations. The Council sought to:

- Increase awareness of Equality and Good Relations through a programme of training for all staff.
- Completed an audit on the state of good relations within the Council.
- Identified further Equality and Good Relations training needs and
- Identified key areas for action including tools for ongoing monitoring of Good Relations and Section 75 compliance within the Council.

During the review period the council did not consider how affected groups could be involved in the development and/or delivery of training. During 2005/2006 we hope to address this issue.

Community Training was a key feature of the Community Relations programme throughout 2004/2005. Indeed in the Autumn, a cultural heritage programme was facilitated to increase knowledge and understanding on topics such as Ulster-Scots, Irish Language, local history and the Chinese community.

In January 2005, the Workers Education Association delivered training on the topic of “Us and Them” – an in-depth look at social prejudice and stereotyping amongst the nine S75 groups, including citizenship and human rights.

A target of the 2005/2006 Community Relations plan is to provide Good Relations and Equality training for elected members and staff as outlined above. The new Good Relations Strategy also highlights the requirement to conduct an internal audit of staff in relation to Good Relations and identify further training where appropriate.

7b) Have all staff received awareness training and what could your authority do in future to deliver an effective training programme?

As outlined above all staff have received awareness training.

The Council recognise the importance of a rolling programme of training and development to ensure staff are aware of equality and good relations issues within their work and service delivery within the Council.

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8. The authority's arrangements for ensuring and assessing public access to information and to services provided by the authority.

8a) To what extent were sufficient arrangements put in place to ensure and assess public access to information and to services provided by the authority?

The Council have the following measures in place to ensure that the public have access to information and to services provided by the Council.

Council Website

All Equality and Good Relations information and the services which the council deliver are outlined on the Councils website.

During the review period the Council undertook a review of the Website and the accessibility of Equality and Good Relations information. This resulted in a review of the website so that Equality and Good Relations information could be accessed from the Home Page.

A review is on going with the Councils ICT consultants to ensure that the site is accessible and complies with guidelines set out by the Web Accessibility Initiative (WAI) approved by the World Wide Web Consortium. It is anticipated that this review will be complete during the 2005/2006.

Moyle Matters

Moyle Matters is a council information publication issued twice per year to all householders within the District. This provides information to ratepayers regarding council services and programmes and ongoing issues such as Freedom of Information and Equality and Good Relations.

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## Consultation process

During this review period the Community Relations EQIA was issued for Consultation in March 2005 with a closing period of consultation of the 31<sup>st</sup> July 2005.

The list of consultees included a wide range of community and voluntary sector groups.

A household survey was issued and three public meetings were also held across the District as part of the consultation process for the development of a Good Relations Strategy and to consult on the equality impact assessment. The meetings were held in Ballycastle, Bushmills and Cushendall. The survey indicated that 69% of respondents felt the Council treated ratepayers equally.

Meetings were attended by a range of groups and individuals and views formed the basis of the development of the Good Relations Strategy and the Community Relations EQIA.

In July 2005 the Screening Report was also issued to consultees for views.

## Surveys

During the review period the Council completed two surveys in relation to Good Relations and Community Safety. The outcome of these surveys have provided valuable information for Council

The Annual Progress Report is central to communication process in relation to the delivery of the statutory duties. The progress report is reviewed by the Equality Working Group, the Senior Management Team meeting, the Joint Consultative Committee and the Council. It is available on the Council's website and is available in alternative formats.

## 9. The authority's timetable for measures proposed in the scheme.

9a) Outline the extent to which measures set out in the original timetable have been implemented. Any detailed information should be included as an appendix to the report.

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The Council has made some progress towards the implementation of the measures set out in the Equality Scheme. There have been delays regarding the implementation of the EQIA timetable however these have been consulted on.

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9b) If your authority was to be reconstituted in the next five years what would be the main scheme actions/equality considerations that an incoming authority should address? Any detailed information should be included as an appendix to the report.

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The following areas should be considered in a new authority:

- Ensure responsibility for the implement of Equality and Good Relations is clearly identified with Elected Members and the Chief Executive.
- Ensure that managers/officers are aware of and accept their Equality and Good Relations responsibilities and that there are clear objectives associated with this responsibilities.
- Ensure that dedicated resources in terms of staff and budgets are available within the new authority.
- Adopt a more 'joined up' approach in relation to the implementation of Equality and Good Relations across the Councils.
- Ensure that there is a rolling programme of training and communication for staff in relation to Equality and Good Relations.
- Further develop partnerships with the section 75 groups.
- Have in place a consultative forum through which issues can be considered.

## 10. Details of how the scheme will be published.

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10a) Were scheme commitments in this section delivered and what evidence supports this view?

Within the Equality Scheme the Council made a commitment that the scheme would be available from the Council offices, that it would be available on the website, that it would be issued to consultees and that it would be available in accessible formats.

The Council met all of the above commitments.

## 11. The authority's arrangements for dealing with complaints arising from a failure to comply with the scheme.

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11a) Outline the number and nature of complaints received by your authority, and what your authority could do in future to develop its complaints handling process and learn from complaints.

The Council confirmed within the Equality Scheme that it would seek to resolve complaints bilaterally. It confirmed that it would respond to substantive complaints within one month. Details were outlined in relation to who to contact and how a complaint could be made.

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During the review period no complaints were received by the Council.

**12. A commitment to conducting a review of the scheme within five years of its submission to the Equality Commission and to forwarding a report of this review to the Equality Commission.**

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12a) What has been your authority's experience of conducting this review? To what extent has the Commission's guidance been useful in undertaking the review?

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The review of the Equality Scheme and the implementation of the Scheme over the last five years has been a useful exercise and has highlighted areas where further work must be carried out.

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# Appendices

## Appendix 1

### Policies – Moyle District Council

<b>Policy Number</b>	<b>Policy</b>	<b>Department</b>	<b>Screened In/Out</b>
101	Conferences Attendance	Corporate	Out
<b>102</b>	<b>Representation on Outside Bodies</b>	<b>Corporate</b>	<b>In</b>
103	Council Facilities	Corporate	Out
104	Lammas Fair Dinner	Corporate	Out
105	Council Meetings	Corporate	Out
106	Planning Site Meetings	Corporate	Out
107	Rathlin Ferry	Corporate	Out
108	Staff Attendance at Conferences	Corporate	Out
109	Standing Orders	Corporate	Out
110	Recording of Meetings	Corporate	Out
111	Facilities for Councillors	Corporate	Out
112	Replacements for Councillors	Corporate	Out
113	Official Visits	Corporate	Out
<b>114</b>	<b>Chairmanship</b>	<b>Corporate</b>	<b>In</b>
115	Ex- Officio Appointments	Corporate	Out
116	Visits to the District	Corporate	Out
117	Resolutions from other Councils	Corporate	Out
118	Telecommunications Masts	Corporate	Out
119	Applications for use of Council property	Corporate	Out
201	Community Consultations	Development	Out
202	Information Dissemination	Development	Out
203	Best Value	Development	Out
204	Economic Development	Development	Out
<b>205</b>	<b>Community Relations</b>	<b>Development</b>	<b>In</b>
<b>206</b>	<b>Community Services</b>	<b>Development</b>	<b>In</b>
<b>207</b>	<b>Arts and Culture</b>	<b>Development</b>	<b>In</b>
208	Rathlin Boathouse	Development	Out
209	Twinning	Development	Out
210	District Partnership	Development	Out
301	Bus Shelters	Tech Services	Out

<b>Policy Number</b>	<b>Policy</b>	<b>Department</b>	<b>Screened In/Out</b>
302	Christmas Trees	Tech Services	Out
303	Public Conveniences	Tech Services	Out
304	CCT Contract	Tech services	Out
305	Charges for Collection of Waste	Tech Services	Out
306	Charging for collection of household waste	Tech Services	Out
307	Bulky Refuse	Tech Services	Out
308	Repair/Replacement of bins	Tech Services	Out
309	Refuse Collection	Tech Services	Out
310	Assistance with Refuse Collection	Tech Services	Out
311	Street Cleaning	Tech Services	Out
312	Harbour Charges	Tech Services	Out
313	Rathlin Island Ferry	Tech Services	Out
314	Free use of Ballycastle marina	Tech services	Out
315	Marina Discount Scheme	Tech Services	Out
316	Bulky Refuse Collection – Motor vehicles	Tech Services	Out
<b>317</b>	<b>Play Area Provision</b>	<b>Tech Services</b>	<b>In</b>
318	Play Area Monitoring	Tech Services	Out
<b>401</b>	<b>Charges</b>	<b>Rec/Tourism</b>	<b>In</b>
402	Tourism Services	Rec/Tourism	Out
403	Regional Tourism organisation	Rec/Tourism	Out

<b>Policy Number</b>	<b>Policy</b>	<b>Department</b>	<b>Screened In/Out</b>
501	Voluntary Contributions	Finance	Out
<b>502</b>	<b>Purchasing</b>	<b>Finance</b>	<b>In</b>
503	Debt Collection	Finance	Out
504	Payment of Creditors	Finance	Out
505	Payment of Salaries and Wages	Finance	Out
506	Preparation of Statutory Returns	Finance	Out
<b>507</b>	<b>Equal Opportunity Policy</b>	<b>HR</b>	<b>In</b>
<b>508</b>	<b>Advertising</b>	<b>HR</b>	<b>In</b>
<b>509</b>	<b>Recruitment and Selection</b>	<b>HR</b>	<b>In</b>
510	Trade Union Recognition	HR	Out
511	Disciplinary Procedure	HR	Out
512	Grievance Procedure	HR	Out
<b>513</b>	<b>Harassment Procedure</b>	<b>HR</b>	<b>In</b>
514	Leave	HR	Out
<b>515</b>	<b>Rates of Pay</b>	<b>HR</b>	<b>In</b>
<b>516</b>	<b>Compensatory leave of absence</b>	<b>HR</b>	<b>In</b>
517	Probationary Period	HR	Out
518	Termination of Service	HR	Out
<b>519</b>	<b>Retirement</b>	<b>HR</b>	<b>In</b>
520	Superannuation	HR	Out
521	Council Medical Appointments	HR	Out
522	Travel and Subsistence	HR	Out
523	Health and Safety at Work	H & S	Out
<b>524</b>	<b>Dress Code</b>	<b>Corporate</b>	<b>In</b>
525	Loss of and damage to private property	Corporate	Out
526	Confidential Information	Corporate	Out
527	Official Conduct	Corporate	Out
<b>528</b>	<b>Education Training and Development</b>	<b>H R</b>	<b>In</b>
529	Smoke free workplaces	Corporate	Out
530	Absence due to sickness or industrial injury	HR	Out
531	Land lettings and Trading Concessions	Admin	Out
<b>532</b>	<b>Complaints</b>	<b>Corporate</b>	<b>In</b>
533	Sealing of Documents	Admin	Out
534	Registration	Admin	Out
<b>535</b>	<b>Reception</b>	<b>Corporate</b>	<b>In</b>

536	Facilities	Corporate	Out
601	Certifying Authority for small vehicles	E H	Out
602	Enforcement of bye-laws prohibiting drinking in public places	EH	Out
603	Wheelclamping at Ballycastle Harbour	EH	Out
604	Application of the Noise act to the area	EH	Out
605	Sale of Tobacco to Under 16's	EH	Out
606	Institution of Legal Proceedings	EH	Out
607	Small Buses	EH	Out
608	Food	EH	Out
609	Service of Notices	EH	Out
610	Health and Safety	EH	Out
611	Consumer Protection	EH	Out
612	Street Trading	EH	Out
613	Fair	EH	Out
614	Abandoned Vehicles	EH	Out
615	E H Complaints	EH	Out
616	Dogs	EH	Out
701	Building Control Processing of applications	BC	Out
702	Inspections	BC	Out
703	Building Control Complaints	BC	Out
704	Building Control enforcement	BC	Out
705	Dangerous Structures	BC	Out
706	Street naming and numbering	BC	Out
707	Lotteries and Amusement permits	BC	Out
708	Entertainment Licensing	BC	Out
709	Petroleum Licensing	BC	Out
710	Notice Board at Ballycastle Marina	TS	Out
711	Ban of the use of Mobile phones with camera attachments	LS	Out
712	Membership policy of Fitness Suite	LS	Out
713	Quay Road Playing Pitch	LS	Out
714	Marriage Regulations	FA	Out
715	Mobile Phone Policy	FA	Out
716	Use of Mobile phones during council meeting	FA	Out

<b>Policy Number</b>	<b>Policy</b>	<b>Department</b>	<b>Screened In/Out</b>
717	Environmental Health Enforcement Policy	EH	Out
718	Equal Opportunity Policy	HR	Subject to EQIA timetable
719	Policy and Procedure for dealing with Harassment	HR	Subject to EQIA timetable
720	Flexible Working Policy	HR	Out
721	Purchasing Policy	FA	Subject to EQIA timetable
722	Settlement Decisions	HR	Out
723	Letters Documentation or Requests to Attend Council Meetings	CE	Out
724	Adopt the D'Houndt method for appointing Chair and vice chair	CE	Out
725	Councillors membership of committees	CE	Out
726	Appointment of political members to DPP	CE	Out
727	Councils policy on circuses	CE	Out
728	Waste from motor vehicles	DDS	Out
729	Street naming and numbering policy	BC	Out
730	Registration fees Building Control	BC	Out
731	Barcelona Declaration	CE	Out
732	MDC sponsoring a table at Moyle Sports Awards	TDRM	Out

## Appendix 2 A

### Original Equality Impact Assessment Timetable

<b>Year 1</b>	<b>June 2002 – May 2003</b>
Community Services Community Relations Complaints Reception	
<b>Year 2</b>	<b>June 2003 – May 2004</b>
Play Area Provision Purchasing Arts and Culture Recreation Charges and Opening Hours	
<b>Year 3</b>	<b>June 2004 – May 2005</b>
Human Resource Policies including  Equal Opportunities Advertising Recruitment Harassment Rates of Pay Compensatory Leave of Absence Retirement Dress Code Education, Training and Development  Chairmanship Representation on outside bodies Street naming and numbering	

## Appendix 2 B

<b>Year</b>	<b>Equality Impact Assessment</b>
<b>Year June 2005 – May 2006</b>	Community Services  Access to Council Services and Facilities  Human Resource Policies including  Equal Opportunities Advertising Recruitment Harassment Rates of Pay Compensatory Leave of Absence Retirement Dress Code Education, Training and Development
<b>Year June 2006 – May 2007</b>	Purchasing  Arts and Culture