

EQUALITY COMMISSION FOR NORTHERN IRELAND

Public Authority Progress Report 2004 - 2005

Template to assist Public Authorities to report on implementation of the equality and good relations duties under Section 75 of the NI Act 1998

The information required from public authorities will be based on the period from **1 April 2004 to 31 March 2005**. Please ensure that it is submitted to the Commission by **31 August 2005**, 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.

This year's progress report template builds upon earlier guidance, for purposes of consistency and comparison. It is important that the authority reports on what it views as being relevant in terms of progress made on the implementation of the statutory duties from April 2004 to March 2005. However, if no further progress has been made under a particular heading you may state 'Progress previously reported' indicating the year e.g. 2002/03, and provide the information from the relevant earlier progress report.

Please enter information at the end of each Section in the template.

Name of public authority (Enter details below)

Moyle District Council

Equality Officer name and contact details (Enter details below)

**Sandra Kelly
Human Resource Manager
Moyle District Council
Sheskburn House
7 Mary Street
Ballycastle
Co. Antrim
BT54 6QH**

Section 1: Executive Summary

Please provide information about the impact of the implementation of Section 75 from April 2004 to the end of March 2005. This could include existing policies changed to better deliver equality of opportunity, information on the impact of new policies, or better provision and access to services.

Information should be provided in relation to:

- 1.1 Outcomes which have impacted on the authority in terms of efficiency or effectiveness.

(Enter text below)

- 1.1.1 Mainstreaming Equality and Good Relations has been a key theme within the Council throughout the Review period. This has been reinforced by the work undertaken to develop a new Corporate Plan for 2005 – 2009. The new Corporate Plan has placed Equality and Good Relations at the centre of all work undertaken within the Council.

During the review period extensive work has also been ongoing to develop a Good Relations Strategy. The Good Relations Strategy is now complete, subject to approval by Council. It is anticipated that it will go before Council in October 2005.

During this time a Flexible Working Policy was also introduced by Council this has had a very positive outcome within the workplace. There are a number of employees currently undertaking flexible working arrangements these include, working on a part time basis, job share arrangements and compressed hours.

The Equal Opportunities Policy and Harassment Policy have been revised by the Local Government Staff Commission and both policies have been full implemented within the Council.

The Equality Impact Assessment timetable has moved forward during the review period and we have completed and issued for consultation an Equality Impact Assessment in relation to Community Relations. This EQIA has resulted in the introduction of a number of positive equality outcomes. The Council are currently working on a Community Services EQIA, Access EQIA and HR Policies EQIA.

Work was also been undertaken to review and revise the screening documents used within the Council so that they are more comprehensive and straightforward and we have the planned introduction of an Equality Toolkit for staff and managers in September 2005 will further reinforce this work.

1.2 Outcomes for people in the nine equality categories.

(Enter text below)

1.2.1 During the review period three major projects and consultation exercises were undertaken in the following areas:

1. Community Relations EQIA,
2. Good Relations Strategy and the
3. Community Safety Strategy.

Each of the exercises considered people in the nine equality categories and identified the following issues in relation to the S75 groups.

Community Relations EQIA

The Community Relations EQIA identified specific actions in relation to the following S75 groups.

Community Relations EQIA - Outcomes

Section 75 Groups	Outcome
Age	<p><u>The Community Relations Grant Award</u></p> <p>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><u>Training and Educational Opportunities</u></p> <p>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>

Section 75 Groups	Outcome
Gender	<p><u>Training and Educational Opportunities</u> 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><u>The Community Relations Grant Award</u> 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><u>Training and Educational Opportunities</u> 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>
Dependants	<p><u>The Community Relations Grant Award</u> 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><u>Training and Educational Opportunities</u> 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>

Section 75 Groups	<u>Outcome</u>
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:

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

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

1.3 Policy considerations and decisions which took account of equality implications in relation to major policy issues – in particular, please provide information in relation to:-

- employment policy;
- public procurement including PPP/PFI projects and programmes;
- accessibility to public services across the nine categories, and particularly in relation to migrant workers and Irish Travellers;
- early consideration of the Review of Public Administration; and
- any other significant policy areas relevant to your authority's work.

(Enter text below)

1.3.1 During the review period the Council introduced a Flexible Working Policy which has greatly assisted staff in addressing work life balance issues.

We have also fully implemented the revised Equal Opportunity Policy and Harassment Policy issued by the Local Government Staff Commission.

A new Purchasing Policy has also been developed and introduced. This will be subject to a full EQIA during 2006/2007.

Accessibility continues to be a major consideration for the Council and work has already started in relation to the Access to Council Services and Facilities EQIA.

The Council has attended various workshops and meetings regarding the Review of Public Administration facilitated by the Staff Commission and Society of Chief Personnel Officers (SOCPO).

1.4 Outline problems encountered and solutions developed in terms of achieving better equality outcomes.

(Enter text below)

1.4.1 The Council recognize that to proactively change policy we must consult and involve those affected by the policy so that they can influence change. We also recognize that to achieve this we must continue to mainstream equality issues within the Council so that equality issues and good relations issues are considered at the start of the development of new policies and are central to this development rather than at a later stage.

Meaningful consultation continues to be a major challenge for the Council. However it is our view based on the consultation exercises recently undertaken that a variety of methods including questionnaires, targeted consultation, focus groups and interviews and not one method of consultation will ensure the most effective results.

Section 2: Strategic Implementation of the Section 75 Duties

Note: Please enter specific progress on implementation of the good relations duty under section 11 of this template.

- 2.1 Outline evidence of progress made in developing equality and good relations objectives, performance indicators and targets for inclusion in corporate and annual operating plans during 2004-05. Your response should include any targets for 2005-06.
- 2.2 Outline what additional strategic areas the Board and/or Senior Management Team identified for action by the authority during the year.
- 2.3 Outline steps taken to work with other public authorities in progressing the duties.
- 2.4 Outline any details of partnership work developed or further progressed with the voluntary and/or community sector as a consequence of Section 75 work.
- 2.5 Please provide details of the **direct** resourcing of Section 75 work during 2004–05. This should include staff appointed/directed (*not names*) and details of any budget allocation, to specifically deliver equality scheme commitments.

(Enter text below)

- 2.1.1 During the review period the Council has been working with Venture International to develop a new Corporate Plan for the years 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 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. It is proposed that the Corporate Plan will go before the Council for approval during Nov/Dec 2005.

2.2.1 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
 Moira 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

- 2.3.1 The Council continue to be an active participant within the Statutory Duty Network facilitated by the Local Government Staff Commission.

Progress has also been made developing working relationships with neighbouring Councils, namely Ballymoney and Larne to share good practice and lessons learned.

During the Review period the Council also developed a partnership with the Equality and Good Relations section of Belfast City Council and has sought to further equality within MDC by accessing the knowledge and expertise within Belfast City Council. Stella Gilmartin, Equality Officer has been very supportive, and Moyle as the smallest Council in Northern Ireland has benefited greatly from this partnership.

Moyle is also part of a Smaller Councils network facilitated by the Local Government Staff Commission.

- 2.4.1 The main Forum within MDC for bringing together representatives from the voluntary and community sector is the Moyle Community Safety Partnership. This grew out of the previous Moyle Community Relations Forum established in 2000 and worked on issues of community safety, community relations, youth and the environment. During the review period the Group took an opportunity to review their Constitution. Following this review they formally adopted Equality and S75 issues into their constitution. MCSP engage in projects and initiatives to address

community issues using a partnership approach, and as their constitution states they keep the values of good relations and equality at its heart.

During this time the Council also developed a partnership with Triangle Housing Association Limited. Triangle provides special needs family accommodation and support, it also provides floating support, supported employment and domiciliary support services to a wide client group including individuals with a learning disability, homeless, mental health and general family.

The objective of the partnership was to put in place and develop a Supported Employment Programme.

This partnership has resulted in the employment of 1 person from Triangle working 14 hours per week. The partnership has proved beneficial for all of the parties involved, the Council has the benefit of a very committed hardworking individual, the employee is enjoying the work and Triangle is very happy with the programme.

2.5.1 The following resources are dedicated to Equality and Good Relations within the Council,

Human Resource Manager	£10,000
Community Relations Officer	£ 5,000
Equality and Good Relations budget of	£ 1,500
Total	£16,500

For the period 2005/2006 the Human Resource Manager and Community Relations Officer will continue to have specific responsibility to the implementation of Equality and Good Relations within the Council an additional budget of £6,000 for 2005/2006 has been identified to facilitate this.

Targets and Objectives

The Council outlined a number of objectives within the 2003/2004 Progress Report. The current status of these objectives is outlined in Appendix A

Section 3: Screening & Equality Impact Assessment (EQIA)

3a) If a Screening Report has not yet been submitted to the Commission please advise us on the current position with regard to producing this report and forwarding to the Commission.

(Enter text below)

A screening report for the period has been completed and forwarded to the Commission for consultation on 8th July 2005. This report covers the review period. The closing date for the Consultation exercise is 16th September 2005.

3b) If a Screening Report and EQIA Timetable has **previously been submitted** to the Commission please provide an update (**using the matrices in Appendix**

A) detailing: -

- i) those policies that were subject to EQIA during 2004-05;
- ii) new/proposed/revised policies screened during 2004-05;
- iii) ongoing EQIA monitoring activities during 2004-05; and
- iv) timetable for Equality Impact Assessments in 2005-06.

Section 4: Training

- 4.1 Indicate your organisation's progress on the delivery of Section 75 related training and development during 2004-05. Please state if the training is provided within a 5-year Training Plan.
- 4.2 Outline details of staff and Management Board/Committee training associated with the Section 75 duties/Equality Scheme requirements. Provide details of types of training provision (e.g. general awareness raising, specialist training on EQIA, Screening and Consultation) and who this training was provided for.
- 4.3 Provide details of training on awareness raising for new staff and refresher training for existing staff.
- 4.4 Provide details of how affected groups have been involved in the development and/or delivery of training.
- 4.5 Provide a summary of any training evaluations and comments on the benefits of such training.
- 4.6 Provide details of arrangements to review training needs as a result of staff recruitment, promotion or reorganisation.

(Enter text below)

4.1.1 Training Equality and Good Relations

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

Training Objective	Status	Progress 2004/2005
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 Council have agreed to a review of all training in relation to Equality and Good Relations during the period 2005/2006
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

Training Objective	Status	Progress 2004/2005
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
5. To those employees who deal with complaints in relation to the implementation of the Council's 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

Training 2004 – 2005 Cont'	Training Objective	Delivered
<p><u>Employees</u></p> <p>Training was provided by Causeway College during 2005 to front line staff and deaf awareness</p> <p>Training was provided by Human Resource Manager to all new employees in relation to Equality and Good Relations.</p> <p>Training was provided by the Local Government Staff Commission to Designated Advisors in relation to the implementation of the Harassment policy and procedure.</p> <p>Training was provided by Noelle Branigan to staff regarding bullying and assertiveness in the workplace.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>June 2005</p> <p>Ongoing 2004/5</p> <p>February 2005</p> <p>March 2005</p>

Equality and Good Relations Training Plan 2005/2006

Training Plan 2005 – 2006	Training Objective	Provider/Delivered
<p><u>All Managers, Staff and Councillors</u></p> <p>The Council has undertaken to deliver Equality and Good Relations training to all Council members and employees and to undertake an audit of the “state of Good Relations” within the Council.</p> <p>The key outcomes of this will be:</p> <ul style="list-style-type: none"> • An increase in awareness of Equality and Good Relations through the development and delivery of training to staff and members. • The completion of an audit on the state of Good Relations within the organization as an integral part of the training. • The identification, based on the results of the audit of: • Further Equality and Good Relations training needs. • Recommended key areas for action, including tools for ongoing monitoring of Good Relations and Section 75 compliance within the Council 	<p>1</p>	<p>Tender documents have been prepared. It is proposed that the training and audit will be completed by March 2006.</p>

<p><u>Senior Management Team</u></p> <p>Introduction of an Equality Toolkit</p> <p>Disability Awareness Training for Front line staff and Managers</p> <p>Diversity Awareness Training</p> <p><u>Equality Working Group</u></p> <p>Disability Awareness Training for Front Line Staff and Managers</p> <p>Diversity Awareness Training</p> <p><u>Employees</u></p> <p>Disability Awareness Training for Front Line Staff and Managers (appropriate staff will be identified)</p>		<p>Stella Gilmartin, Equality Officer, Belfast City Council September 2005</p> <p>Local Government Staff Commission October 2005 November 2005</p> <p>LGSC November 2005</p> <p>LGSC October 2005 November 2005</p> <p>LGSC November 2005</p> <p>LGSC October 2005 November 2005</p>
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- 4.4 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.
- 4.5.1 A review of the evaluation sheets from the training undertaken has demonstrated that in all cases staff attending found the training beneficial and informative. All comments received were positive some highlighted the need for further training.

In all cases where staff commence employment a review is undertaken of any training requirements. This review is coordinated by the Human Resources Department and conducted by the employee and their line manager.

Within the Council the probationary period of the employee is monitored. There is an interim review and a final probationary review. At each of these reviews a review of training requirements is conducted.

There are very few promotions or reorganizations within the Council where this occurred a review of training need would be conducted and the appointments would also be subject to the probationary reviews.

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.

Section 5: Communication

- 5.1 Provide details of internal and external communication of the authority's commitment to the statutory duties.
- 5.2 Provide details of how the authority communicates progress on delivery of the statutory duties.
- 5.3 Provide details of any review of communication activities to ensure effective communication on progressing the statutory duties.

(Enter text below)

5.1.1 Internal

Intranet

To facilitate improved internal communication the Council during the review period has set up a Council intranet. This has proved a valuable source of information for staff as all Council HR policies and procedures are listed on the intranet.

The intranet has also proved a valuable tool in communicating and consulting with staff regarding Equality and Good Relations. All information forwarded to consultees is also circulated to staff.

Joint Consultative Committee

During the review period the Council established a Joint Consultative Committee to facilitate communication between the Council and employees. Employee representatives and members of the management team are part of the Joint Consultative Committee. The committee is consulted during the development of policies and procedures which could affect their members.

The following trade unions are represented on the JCC, NIPSA, GMB, UCATT.

Notice Boards

The Council also makes extensive use of Notice Boards, within all Council premises to keep staff up to date with relevant information. A review commenced during the review period with the JCC to address ways in which the Notice Boards could be used more effectively.

Induction - Staff

During the induction process all new staff receive information regarding Equality and Good Relations.

Induction - Councillors

During the review period work was undertaken in relation to the development of a new induction procedure for newly appointed Councillors in association with NILGA and the LGSC. During the period 2005/2006 this induction procedure was implemented for new Councillors. Equality and Good Relations were addressed within this induction.

External

Council 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 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 review period.

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.

Consultation process

During this review period the Community Relations EQIA was issued for Consultation in March 2005 with a closing period of consultation for the 31st 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. This consultation is currently ongoing and will close on Friday 16th September 2005.

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

- 5.2.1 The Annual Progress Report is central to communication process in relation to the delivery of the statutory duties.

The progress report is completed by the Human Resource Manager and Community Relations Officer in consultation with the Equality Working Group.

This year to further mainstream equality and good relations within the Council and questionnaire was issued to all heads of department and senior officers to provide details and review how they incorporated and implemented equality and good relations duties within their areas. This has proved very successful and has reinforced the Equality agenda throughout the council.

The Progress Report is then reviewed by the Senior Management Team and by the full Council.

The Progress Report is also reviewed by the Joint Consultative Committee and employee representatives.

The Annual Monitoring Return and the Article 55 Review is also subject to this scrutiny by all of the levels outlined above.

During the review period the Council acted as a pilot Council for the implementation of the Human Resource Standards developed by the Local Government Staff Commission. Communication is one of the central themes within the H R Standards. Following an audit of communication within the Council an action plan is now in place to improve the process of Communication.

This process will be further improved during the 2005/2006 review period as the Council is working towards the achievement of Investors in People.

- 5.3.1 In relation to reviewing communication activities to ensure effective communication on the progress of statutory duties, the groups outlined above i.e. Council, Senior Management Team, Equality Working Group, Joint Consultative Committee are consulted in relation to the progress of statutory duties.

Section 6: Data Collection & Analysis

- 6.1 Describe any systems that have been established to supplement your available statistical and qualitative research, including consideration given to using internal organisational data and external networks.
- 6.2 Describe any systems established to monitor the future adverse impact of policies that have been equality impact assessed.
- 6.3 Detail any research undertaken/commissioned to obtain data/information relating to the nine equality categories.
- 6.4 Detail the Section 75 equality categories which were covered in any surveys which the authority commissioned/used during the year.

(Enter text below)

- 6.1.1 During the review period the Council conducted a review of data and statistical analysis held or commissioned by the Council. A data base has been set up detailing this information and is available to all Council officers undertaking Equality Impact Assessments or developing new policies within the Council.

An in-depth Good Relations audit questionnaire has been devised and delivered to every household in the Moyle District Council area. This accompanied the "Moyle Matters" publication and was distributed at the end of November. A two-month consultation period was given for the questionnaire and the deadline for completion was 31st January 2005. The information gained in this audit has helped to shape a new three year Good Relations strategy for the Council.

The Council also completed a Community Safety Consultation exercise which incorporated questionnaires for the community and business and schools interviews. As part of this audit respondents were requested to indicate their age, gender, religious affiliation, racial background and disability.

The Community Safety Strategy has the potential to impact on all members of the community however based on the responses received and an analysis of crime and anti social behaviour figures provided by member organizations in relation to their sector the strategy recognizes the needs of vulnerable adults and children as a strategic priority to address the occurrences or fear of occurrence of crime to these groups. Offences motivated by prejudice or hatred received a medium priority rating as the evidence suggests this is not a high crime/incident group.

The Community Relations EQIA has been completed and the Council are currently considering appropriate monitoring arrangements to consider the future adverse impact of the policy.

The provision of monitoring arrangements has been identified within the training plan for 2005/2006.

Section 7: Information Provision, Access to Information and Services

- 7.1 Outline what action has been taken to review and develop arrangements for the provision of information in accessible formats.
- 7.2 Detail any initiatives/steps taken to improve access to services.
- 7.3 Describe any arrangements to develop monitoring systems regarding access to information and services to ensure equality of opportunity.

(Enter text below)

- 7.1.1 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. No requests were received in the past year.

The Council has agreed to conduct an Access EQIA during the review period 2005/2006 which will consider a Access to both council services and facilities.

Section 8: Complaints

- 8.1.1 Identify, during 2004-05, the number of Section 75 complaints:
- received by the authority;
 - resolved by the authority;
 - which were not resolved to the satisfaction of the complainant; and
 - which were referred to the Equality Commission.

(Enter text below)

- 8.1.1 The Council has in place a S75 complaints procedure. During the review period 2004/2005 no complaints were received by the Council, resolved by the Council or forwarded to the Equality Commission.

Section 9: Scheme Timetable

- 9.1 Provide an update of your equality scheme implementation timetable (covering all the scheme commitments), identifying any changes since your previous report. Please detail any planned actions outstanding.

(Enter text below)

9.1.1

Title of EQIA's	Expected completion date indicated in 2003/2004 report	Current expected completion date
Community Services	2002/2003	March 2006
Community Relations	2002/2003	Issued for Consultation May 2005
Complaints	2002/2003	This policy will be considered by the Access to Council Facilities and Services EQIA
Reception	2002/2003	This policy will be considered by the Access to Council Facilities and Services EQIA
Play area Provision	2003/2004	This policy will be considered by the Access to Council Facilities and Services EQIA
Purchasing	2003/2004	2006/2007
Arts and Culture	2003/2004	2006/2007

Recreation Charges and opening hours	2003/2004	This policy will be considered by the Access to Council Facilities and Services EQIA
Human Resource Policies	2004/2005	2005/2006
Chairmanship and Representation on outside bodies	2004/2005	This policy has been rescreened out following the introduction of the d'Houndt system into the Council.
Street naming and numbering	2004/2005	Following rescreening it was considered equality issues could best be addressed in this area by developing a new policy. This will be subject to the screening process.

The Council is currently consulting on the above changes to the EQIA timetable.

As the table indicates there have been a number of delays, most due to resourcing issues. However, following the review of the timetable and grouping of associated policies the Council is committed to achieve its timetable. The Equality Working Group and Senior Management Team are updated on a regular basis regarding progress of the EQIA timetable.

Section 10: Consultation, Participation and Engagement

- 10.1 Provide details of organisational arrangements for managing Section 75 consultation exercises e.g. processes, methods and communication channels used.
- 10.2 Provide details of processes adopted to engage with representative groups during 2004-05.
- 10.3 Please indicate how effective your engagement was with Section 75 representative groups.
- 10.4 Outline measures taken to enhance the level of engagement that were successful and unsuccessful

(Enter Text Below)

10.1.1 The Council adheres to the requirements of our Equality Scheme in relation to conducting Consultation exercises. The Council has also taken into consideration the guidance outlined within the Guidance for Implementing Section 75 of the Northern Ireland Act 1998 (Revised June 2004).

10.2.1 Consultation exercises were carried out in relation to the Community Relations EQIA and the Screening Report.

The Community Relations EQIA was issued for consultation in March 2005 with a closing period of consultation for the 31st July 2005.

The EQIA was distributed to a wide range of agencies and organizations in the public and community sector. Three public meetings were also held across the District as part of the consultation process. The public meetings were held in Ballycastle, Bushmills and Cushendall.

The screening report was issued to all consultees during July 2005, with a closing period of consultation for the 16th September 2005.

The Council also undertook a consultation exercise in relation to a Good Relations Audit. The audit was conducted over a period of six months within the District to establish the views of residents, communities, stakeholders and local councillors in regard to Good Relations.

The Consultation included:

- (i) the distribution of a householder survey with the Council's newsletter
- (ii) six interviews with political parties and independents elected to serve on Moyle District Council;

- (iii) three public meetings; in Ballycastle, Bushmills and Cushendall;
- (iv) six meeting with key stakeholders.

Further information is provided within the Good Relations section regarding the outcome and the development of a Good Relations strategy.

A further consultation exercise was conducted within the District during the review period, this related to the development of the Community Safety Strategy. A community consultation plan was developed in order to ascertain the views of the community and all S75 groups. The following methods were used to obtain their views:

1. A general community questionnaire was issued to households
2. Street interviews were conducted
3. Student questionnaires were issued to four post-primary schools
4. A business questionnaire was issued

The exercise was a broad-based community consultation exercise that was intended to provide an overview of issues affecting all S75 groups.

10.3/4 The Council found that the most effective form of consultation was the public meetings and targeted consultations with key stakeholders and S75 groups. We had little response from the mailshots forwarded to consultees. This has highlighted the need to adopt a variety of methods to ensure the most effective and meaningful consultation.

Section 11: The Good Relations Duty

11.1 Provide details of steps taken to implement or progress the good relations duty during the year. Examples of such steps might include: undertaking a good relations audit; developing a strategy or adopting a framework; providing training; and/or any targeted work done to promote or achieve better relations with or between one or more relevant group (e.g. Irish Travellers; groups dealing with political opinion issues etc). Please indicate any findings or expected outcomes from this work.

(Enter text below)

11.1.1 An in depth Good Relations audit questionnaire was devised and delivered to every household in the Moyle District Council area. This accompanied the "Moyle Matters" publication and was distributed at the end of November. A two-month consultation period was given for the questionnaire and the deadline for completion was 31 January 2005. The

information gleaned in this audit will help to shape a new, three-year Good Relations strategy for the Council.

Consultation for the Strategy was also carried out in the form of three public meetings across the District and interviews with key stakeholders including elected representatives.

Community training was a key feature of the Community Relations programme throughout 2005-05. 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, WEA 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.

Section 12: Additional Comments on Mainstreaming

- 12.1 The main aim of the statutory duties is to mainstream equality of opportunity and good relations considerations into the functions of the authority, leading to better policies and service delivery. Many of the questions in the previous sections of this template relate to equality scheme commitments. Please provide any additional information/comments you think may be relevant including:
- any factors that enhanced or impeded equality scheme implementation during 2004-05;
 - benefits for the authority resulting from mainstreaming; and
 - ideas for future effective mainstreaming of the duties.

(Enter text below)

12.1.1 During the review period the Human Resource Manager was absent from the Council from March 2004 to September 2004 on Maternity leave. This had an impact on the delivery of the Equality Scheme however work previously undertaken to mainstream equality and good relations within the Council ensured that the equality agenda moved forward.

This year a further reporting mechanism was introduced so that heads of department and senior officers were asked to outline how they delivered equality and good relations within their function during the review period.

This proved very valuable and will be part of our annual review process to ensure the delivery of our statutory duties and to ensure that equality and good relations continues to be mainstreamed within the Council.

The implementation of the Equality Toolkit during 2005/2006 will also have a major impact in mainstreaming equality and good relations.

The Human Resource Manager and Community Relations Officer have also adopted a more “joined up” approach to Equality and Good Relations issues which has proved much more effective.

Section 13: Concluding Questions

This short questionnaire is included in the template to enable you to provide an overall view of the effectiveness of the statutory duties for your authority (Question A) and for the Section 75 categories (Questions B & C).

QUESTION A

Does the authority believe its work to date on implementing the statutory duties has produced positive benefits for the organisation? (Please tick)
YES NO

If you answered yes to QUESTION A, please tick appropriate boxes below as to what extent the duties have:

	Very noticeably	Noticeably	No real change
Increased awareness of equality issues in policy making		X	
Increased ability to ensure policies are designed and targeted to reflect equal opportunities objectives		X	
Increased awareness of good relations issues in policy making		X	
Increased ability to ensure policies are designed and targeted to reflect good relations objectives		X	
Increased awareness of equality issues in service delivery		X	
Increased ability to ensure services are designed and targeted to reflect Section 75 requirements		X	

QUESTION B

Does the authority believe its work to date on implementing the statutory duties has produced positive benefits for groups within the Section 75 categories?

(Please tick) **YES** X **NO** ___

If you answered yes to the above QUESTION B, please tick appropriate boxes below as to what extent the authority's implementation of the statutory duties has increased equality of opportunity for:

	Very noticeably	Noticeably	No real change
Persons of different religious belief			X
Persons of different political opinion			X
Persons of different racial groups		X	
Persons of different age			X
Persons with different marital status			X
Persons of different sexual orientation			X
Men and women generally			X
Persons with and without a disability		X	
Persons with and without dependents	X		

QUESTION C

If you answered **yes** to **QUESTION B**, for each of the categories where a noticeable or very noticeable change has occurred, please give examples of those changes to policies or practices which have resulted in positive change. If the change was a result of an EQIA please tick the appropriate box in column 3:

	Policy or Practice	Column 3: Result of EQIA
Persons of different religious belief	•	
Persons of different political opinion	•	
Persons of different racial groups	Awareness raising within the Council	
Persons of different age	•	
Persons with different marital status	•	
Persons of different sexual orientation	•	
Men and women generally	•	
Persons with and without a disability	Implementation of DDA legislation Community Relations EQIA	
Persons with and without dependents	Flexible Working Policy Community Relations EQIA	

Appendix A

Screening & EQIA Update

Please enter details relating to the authority's progress using the following matrices.

i) EQIA Timetable – 2004-05

Title of policy EQIA underway during April 2004-March 2005	Stage (as per Steps 1-7 of EQIA Process) As at end March 2005	If joint-EQIA please state partner authorities	Outline any adjustments to policy intended to benefit individuals from the nine equality categories and outline the relevant categories affected.	Were adjustments to policy a result of <u>A</u>ssessment of adverse impact/ <u>C</u>onsultation, or <u>B</u>oth <i>Please enter A, C or Both</i>	If EQIA decision making stage completed, is amended policy being implemented? <u>Y</u>es/<u>N</u>o
1.Community Services	4	n/a			
2.Community Relations	5	n/a	See Section 1	A	
3.Human Resource Policies and Procedures	3	n/a			
4.Access to Council Facilities and Services	2	n/a			

ii) Ongoing Screening Activities 2004-05

Title of policy subject to screening during April 2004- March 2005	If joint policy please state partner authorities	Was initial screening decision changed following consultation? <u>Yes/No</u>	If Screening completed is policy being subject to EQIA? <u>Yes/No</u>	If EQIA planned indicate year for assessment
1. Policy 710 Notice Board at Ballycastle Marina	/	Consultation ongoing to 16 th September 05	No	
2. Policy 711 Ban of use of mobile phones with camera attachments	/	Consultation ongoing to 16 th September 05	No	
3. Policy 712 Membership policy of the Fitness suite	/	Consultation ongoing to 16 th September 05	No	
4. Policy 713 Quay Road Playing Pitch	/	Consultation ongoing to 16 th September 05	No	
5. Policy 714 Marriage Regulations	/	Consultation ongoing to 16 th September 05	No	
6. Policy 715 Mobile Phone Policy	/	Consultation ongoing to 16 th September 05	No	
7. Policy 716 Use of Mobile Phones during council meetings	/	Consultation ongoing to 16 th September 05	No	
8. Policy 717 Environmental Health Enforcement Policy	/	Consultation ongoing to 16 th September 05	No	
9. Policy 718 Equal Opportunities Policy	/	Consultation ongoing to 16 th September 05	Yes	H R EQIA 2005/2006
10. Policy 719 Policy and Procedure for dealing with harassment	/	Consultation ongoing to 16 th September 05	Yes	H R EQIA 2005/2006
11. Flexible Working Policy	/	Consultation ongoing to 16 th September 05	No	

Title of policy subject to screening during April 2004- March 2005	If joint policy please state partner authorities	Was initial screening decision changed following consultation? Yes/No	If Screening completed is policy being subject to EQIA?Yes/No	If EQIA planned indicate year for assessment
12. Policy 721 Purchasing Policy	/	Consultation ongoing to 16 th September 05	Yes	Purchasing EQIA 2006/2007
13. Policy 722 Settlement Decision	/	Consultation ongoing to 16 th September 05	No	
14. Policy 723 Letters, Documents or Requests to attend Council	/	Consultation ongoing to 16 th September 05	No	

iii) Ongoing EQIA Monitoring Activities 2004-05

The Council are currently reviewing monitoring arrangements in relation to the Community Relations EQIA.

Title of EQIA subject to Stage 7 monitoring during April 2004- March 2005	If joint policy please state partner authorities	Indicate if differential impacts previously identified have reduced or increased	Indicate if adverse impacts previously identified have reduced or increased
1.			
2.			
3.			
4.			
5.			

iv) 2005-06 EQIA Time-table

Title of EQIAs due to be commenced during April 2005 – March 2006	Existing or New policy? Please enter E or N below.	If joint-EQIA please state partner authorities	Please indicate expected date of completion of EQIA Stage 6 i.e Decision making stage
1. Community Services	E	n/a	March 2006
2. Community Relations	E	n/a	December 2005
3. Access to Council Services and Facilities	E	n/a	March 2006
4. Human Resource Policies and Procedures	E	n/a	March 2006
5.			

Appendix A

Objective 2004/2005	Status
Complete 2002/2004 Equality Impact Assessments	The Council issued the Community Relations EQIA for consultation. The Council reviewed the EQIA timetable and issued its findings for consultation
Commence 2004/2005 Equality Impact Assessments	The council commenced the H R EQIA and Access EQIA
Develop a Good Relations Strategy for the Council	The Good Relations strategy has been developed. It is planned to issue to Council for final approval.
Develop and implement further training in Equality and Good Relations within the Community	A programme of training has been delivered to Community Groups

Objective 2004/2005	Status
Review current consultation bodies within the Council and consider the possibility of using forums already established to consult with the nine section 75 groups regarding equality and good relation issues.	A review of the Councils consultees has been undertaken and consideration given to the use of forums already established within the Council.
Review equality and good relations training within the Council and implement the five year training plan as outlined within the Councils Equality Scheme	A programme of training has been delivered to staff during the review period.
Introduce an Equality Toolkit to assist managers within the Council implement S75 duties	It is planned to introduce this toolkit during September 2005.
Conduct a review of the screening process within the Council	A review of the screening process has been carried out and new screening documents developed.