



**Causeway
Coast & Glens
Borough Council**

Equality Scheme For

**CAUSEWAY COAST AND GLENS
BOROUGH COUNCIL**

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

**Approved by the Equality Commission for Northern Ireland on
25 March 2015**

Equality Scheme Revised – August 2020

**This document is available in a range of formats on request. Please
contact us with your requirements (see page 5 for contact details).**

FOREWORD

Section 75 of the Northern Ireland Act 1998 (the Act) requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act¹.

In our equality scheme we set out how Causeway Coast and Glens Borough Council proposes to fulfil the Section 75 statutory duties.

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

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

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

We, the Councillors and staff of Causeway Coast and Glens Borough Council, are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our equality scheme.

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

On behalf of Causeway Coast and Glens Borough Council and our staff we are pleased to support and endorse this equality scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 and Equality Commission guidelines.

¹ See section 1.1 of our Equality Scheme.

MAYOR OF THE BOROUGH

**DAVID JACKSON
CHIEF EXECUTIVE**

DATE

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Chapter 1: Introduction

Section 75 of the Northern Ireland Act 1998

- 1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires Causeway Coast and Glens Borough Council to comply with two statutory duties:

Section 75 (1)

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

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

Section 75 (2)

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

“Functions” include the “powers and duties” of a public authority². This includes our employment and procurement functions.

Please see below under “*Who We Are and What We Do*” for a detailed explanation of our functions.

How we propose to fulfil the Section 75 duties in relation to the relevant functions of Causeway Coast and Glens Borough Council

- 1.2 Schedule 9.4 (1) of the Act requires Causeway Coast and Glens Borough Council as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This equality scheme is intended to fulfil that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.
- 1.3 We are committed to the discharge of our Section 75 obligations in all parts of our organisation and we will commit the necessary available resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that our equality scheme can be implemented effectively.

² Section 98 (1) of the Northern Ireland Act 1998.

Who We Are and What We Do

The roles and functions of Local Government in Northern Ireland are set out in the Local Government Act (NI) 1972, the Local Government Act (NI) 2014 and other Miscellaneous Acts and Regulations. Local Government responsibilities fall into three main areas:

- **Direct Service Provision** – Councils provide a range of local services for residents and visitors.
- **Representation** – Council nominees sit as representatives on various statutory bodies
- **Civic Leadership** – Councils reflect the views of their community in relation to the planning and delivery of certain regional services

Causeway Coast and Glens Borough Council performs five principal roles within its local area and district:

1. The direct provision of a range of services and facilities;
2. The promotion of the arts, tourism, community and economic development;
3. The regulation and licensing of certain activities relating to environmental health, consumer protection and public safety;
4. A representative role on a number of bodies and Boards including Education and Health;
5. A consultative role in relation to functions conducted by other Government bodies and agencies on issues such as water, roads and housing.

In the performance of the above roles the Council carries out functions in the following areas (this is not an exhaustive list):

- the provision and maintenance of facilities for recreational, social and cultural activities including leisure centres, arts centre, community centres, parks, open spaces, sports and playgrounds;
- street cleansing;
- waste collection and disposal;
- the provision of burial grounds;
- the provision of grant aid to support the Arts, community development, good relations and the promotion of tourism and economic development;
- the administration and regulation of certain matters relating to the environment, public health and public safety including building control, food safety, statutory nuisance, dangerous buildings, air pollution, noise pollution, dog control, consumer protection and health and safety;
- the licensing and regulation of street trading, places of entertainment, amusement centres, sex establishments, society, lotteries, cinemas and petroleum stations;
- the making of bye-laws and regulation of same;

As a result of Local Government Reform in 2015, Causeway Coast and Glens Borough Council acquired a range of transferring functions which included:

Planning:

- Local development plan functions
- Development control and enforcement

Roads:

- Off street parking (except Park and Ride)

Urban Regeneration and Community Development:

- Functions associated with physical development (e.g. environmental improvement schemes)
- Area based regeneration (such as Neighbourhood Renewal)

Housing:

- Registration of houses in multiple occupation

And Also:

- Some elements of the delivery of the EU Rural Development Programme

The Council will also lead on a community planning process. This will be done in partnership with other public service providers in order to collectively address local problems.

The Council will also have a new General Power of Competence. This will allow the Council to act with similar freedom to an individual, unless there is a law to prevent it from doing so. It will allow the Council to act in its own interest and develop innovative approaches to addressing issues in its area.

Chapter 2: Our arrangements for Assessing our Compliance with the Section 75 Duties (Schedule 9 4. (2) (a))

2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme such as monitoring arrangements (Chapter 4), assessment of impact of policies arrangements (Chapter 4), consultation (Chapter 3), publication (Chapter 9), complaints (Chapter 8), etc.

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

Responsibilities and Reporting

- 2.2** We are committed to the fulfilment of our Section 75 obligations in all parts of our work.
- 2.3** Primary responsibility for the effective implementation of our equality scheme lies with the Chief Executive. The Chief Executive is accountable to the Council for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.
- 2.4** If you have any questions or comments regarding our equality scheme, please contact in the first instance the Equality Officer at the address given below and we will respond to you as soon as possible:

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Head of Policy and Community Planning
Limavady Office
7 Connell Street
Limavady
BT49 OHA

Phone Number: 028 7034 7034

Text Phone Number: 028 7034 7056

Email: Elizabeth.beattie@causewaycoastandglens.gov.uk

- 2.5** Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans³.
- 2.6** Employees' job descriptions and performance plans will reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme, where relevant. The personal performance plans are subject to appraisal in the annual performance review.
- 2.7** The Council will prepare an annual report on the progress we have made on implementing the arrangements set out in this equality scheme to discharge our Section 75 statutory duties (ie, the Section 75 annual progress report).

The Section 75 annual progress report will be sent to the Equality Commission by 31st August each year and will follow any guidance on annual reporting issued by the Equality Commission.

- 2.8** The Council will liaise closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

³ See Appendix 4 'Timetable for measures proposed' and section 2.11 of this equality scheme.

- 2.9** Progress on implementing the Equality Scheme will be reported on annually to the Council. Progress will also be reported to the Council's Senior Management Team on a regular basis.

Section 75 is mainstreamed across all of the Council's Directorates and Departments. Directors and Service Managers are responsible for ensuring that Section 75 duties and responsibilities are considered an integral part of developing and implementing policy.

Action Plan/Action Measures

- 2.10** Following the initial action plan to promote equality of opportunity and good relations in March 2015) a review and audit of inequalities was undertaken in 2019 to identify inequalities and inform a new action plan. This new Action Plan is now in place.
- 2.11** The action measures that will make up our action plan are relevant to the Council functions and have been based on an audit of inequalities. The audit of inequalities gathered and analysed information across the Section 75 categories to identify the inequalities that exist for service users and those affected by Council policies.
- 2.12** Action measures are specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures include performance indicators and timescales for their achievement.
- 2.13** We will develop any action plans for a period of between one and five years in order to align them with our corporate and business planning cycles. Implementation of the action measures will be incorporated into our business planning process.
- 2.14** We will seek input from our stakeholders and consult on our action plan before we send it to the Equality Commission and thereafter when reviewing the plan as per 2.16 below.
- 2.15** We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.
- 2.16** The Council will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.
- 2.17** Once finalised and approved, our action plan will be available on our website <https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties/equality-scheme/equality-action-plan> or by contacting:

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Phone Number: 028 7034 7034

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If you require it in an alternative format please contact us.

Chapter 3: Our Arrangements for Consulting

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

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

3.1 We recognise the importance of consultation in all aspects of the implementation of our statutory equality duties. We will consult on our equality scheme, action measures, equality impact assessments and other matters relevant to the Section 75 statutory duties.

3.2 We are committed to carrying out consultation in accordance with the following principles (as contained in the Equality Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*')

3.2.1 All consultations will seek the views of those directly affected by the matter/policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and their trades unions and such other groups who have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

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

example, regional or local consultations, sectoral or thematic consultation etc.

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

- Face-to-face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/opt out of the consultation
- Internet discussions or
- Telephone consultations.

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

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

Information will be made available, on request, in alternative formats⁴, in a timely manner. We will ensure that such consultees have equal time to respond.

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

3.2.5 To ensure effective consultation with consultees⁵ on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme.

3.2.6 The consultation period will last for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the

⁴ See Chapter 6 of our equality scheme for further information on alternative formats of information we provide.

⁵ Please see Appendix 3 for a list of our consultees.

process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented. We may continue consultation thereafter and will review the policy as part of our monitoring commitments⁶.

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

- 3.2.7** If a consultation exercise is to take place over a period when consultees are less able to respond, for example, over the summer or Christmas break, or if the policy under consideration is particularly complex, we will give consideration to the feasibility of allowing a longer period for the consultation.
- 3.2.8** We are conscious of the fact that affected individuals and representative groups may have different needs. We will take appropriate measures to ensure full participation in any meetings that are held. We will consider for example the time of day, the appropriateness of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and/or interpreter is necessary, and whether the provision of childcare and support for other carers is required.
- 3.2.9** We will make all relevant information available to consultees in appropriate formats on request to ensure meaningful consultation. This includes detailed information on the policy proposal being consulted upon and any relevant quantitative and qualitative data.
- 3.2.10** In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy.
- 3.2.11** We will provide feedback to consultees in a timely manner. A feedback report will be prepared which includes summary information on the policy consulted upon, a summary of consultees' comments and a summary of our consideration of and response to consultees' input. The feedback will be provided in formats suitable to consultees and will also be placed on our website. (Please see also point 6.3)
- 3.3** A list of our consultees is included in this equality scheme at Appendix 3. It can also be obtained from our website at:

⁶ Please see below at 4.27 to 4.31 for details on monitoring.

<https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties/equality-scheme/equality-action-plan> or by contacting:

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- 3.4 Our consultation list is not exhaustive and is reviewed on an annual basis to ensure it remains relevant to our functions and policies.

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. Please contact the Council using the contact details above to provide your contact details and have your areas of interest noted or have your name/details removed or amended. Please also inform us at this stage if you would like information sent to you in a particular format or language.

Chapter 4: Our Arrangements for Assessing, Monitoring and Publishing the Impact of Policies

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

- 4.1 In the context of Section 75, 'policy' is very broadly defined and it covers all the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland. In respect of this equality scheme, the term policy is used for any (proposed/amended/existing) strategy, policy initiative or practice and/or decision, whether written or unwritten and irrespective of the label given to it, eg, 'draft', 'pilot', 'high level' or 'sectoral'.
- 4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.
- 4.3 The Council uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to

the intended outcomes of the policy in question and will also follow Equality Commission guidance:

- the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*';
- *The Public Sector Equality, Disability and Good Relations Duties: A Short Guide (2014)*; and
- on undertaking an equality impact assessment as detailed in the Commission's guidance '*Practical guidance on equality impact assessment (February 2005)*'; and
- *Effective Section 75 Equality Assessments: Screening and Equality Assessments (July 2017)*.

Screening

- 4.4** The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations.
- 4.5** Screening is completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.
- 4.6** The lead role in the screening of a policy is taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible we will include key stakeholders in the screening process.
- 4.7** The following questions are applied to all our policies as part of the screening process:
- What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)
 - Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
 - To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)
 - Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

- 4.8** In order to answer the screening questions, we gather all relevant information and data, both qualitative and quantitative. In taking this evidence into account we consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.
- 4.9** Completion of screening, taking into account our consideration of the answers to all four screening questions set out in 4.7 above, will lead to one of the following three outcomes:
1. the policy has been ‘screened in’ for equality impact assessment
 2. the policy has been ‘screened out’ with mitigation⁷ or an alternative policy proposed to be adopted
 3. the policy has been ‘screened out’ without mitigation or an alternative policy proposed to be adopted.
- 4.10** If our screening concludes that the likely impact of a policy is ‘minor’ in respect of one, or more, of the equality of opportunity and/or good relations categories, we may on occasion decide to proceed with an equality impact assessment, depending on the policy. If an EQIA is not to be conducted we will nonetheless consider measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations.

Where we mitigate we will outline in our screening template the reasons to support this decision together with the proposed changes, amendments or alternative policy.

This screening decision will be ‘signed off’ by the Chief Executive or an appropriate Director within the Council.

- 4.11** If our screening concludes that the likely impact of a policy is ‘major’ in respect of one, or more, of the equality of opportunity and/or good relations categories, we will normally subject the policy to an equality impact assessment. This screening decision will be ‘signed off’ by the Chief Executive or appropriate Director within the Council.
- 4.12** If our screening concludes that the likely impact of a policy is ‘none’, in respect of all of the equality of opportunity and/or good relations categories, we may decide to screen the policy out. If a policy is ‘screened out’ as having no relevance to equality of opportunity or good relations, we will give details of the reasons for the decision taken. This screening decision will be ‘signed off’ by the Chief Executive or an appropriate Director within the Council.
- 4.13** As soon as possible following the completion of the screening process, the screening template, signed off and approved by the senior manager responsible for the policy, will be made available on our website:

⁷ Mitigation – Where an assessment (screening in this case) reveals that a particular policy has an adverse impact on equality of opportunity and / or good relations, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories.

<https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties/screening-outcome-reports> and on request by contacting:

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- 4.14** If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.
- 4.15** Our screening reports are published quarterly (see below at 4.20 - 4.22 and 4.23 for details).

Equality Impact Assessment

- 4.16** An equality impact assessment (EQIA) is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of that policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.
- 4.17** Once a policy is screened and screening has identified that an equality impact assessment is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The equality impact assessment will be carried out as part of the policy development process, before the policy is implemented.
- 4.18** Any equality impact assessment will be subject to consultation at the appropriate stage(s). (For details see Chapter 3, “*Our Arrangements for Consulting*”).

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

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

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

What We Publish

4.20 Screening reports - these will be published quarterly. Screening reports detail:

- All policies screened by the Council over the period
- A statement of the aim(s) of the policy/policies to which the assessment relates
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- Screening decisions, ie:
 - whether the policy has been 'screened in' for equality impact assessment.
 - whether the policy has been 'screened out' with mitigation or an alternative policy proposed to be adopted.
 - whether the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.
- Where applicable, a timetable for conducting equality impact assessments
- A link to the completed screening template(s) on our website

4.21 Screening templates - for details on the availability of our screening templates please refer to 4.13.

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

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

How We Publish the Information

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

Where We Publish the Information

- 4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on our website <https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties/screening-outcome-reports> and by contacting:

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- 4.25 In addition to the above, screening reports (electronic link or hard copy on request if more suitable for recipients) which include all policies screened over a three month period are also sent directly to all consultees on a quarterly basis.
- 4.26 We will inform the general public about the availability of this material through communications such as press releases where appropriate.

Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity

(Schedule 9 4. (2) (c))

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

to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.

4.29 The systems we have established to monitor the impact of policies and identify opportunities to better promote equality of opportunity and good relations are:

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

4.30 If over a two year period monitoring and evaluation show that a policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, we will ensure that the policy is revised to achieve better outcomes for relevant equality groups.

4.31 We review our EQIA monitoring information and other monitoring information on an annual basis.

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

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

4.33 EQIA monitoring information is published as part of our Section 75 annual progress report [see 2.7]

4.34 All information published is accessible and can be made available in alternative formats on request. Please see below at point 6.3 for details.

Chapter 5: Staff Training

(Schedule 9 4.(2) (e))

Commitment to Staff Training

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

To this end we have introduced an effective communication and training programme for all staff and an awareness raising programme for all elected members. We will ensure that our commitment to the Section 75 statutory duties is made clear in all relevant publications.

Training Objectives

- 5.3 Causeway Coast and Glens Borough Council will provide training for its staff and elected members which will aim to achieve the following objectives:
- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff and elected members fully understand their role in implementing the scheme
 - to provide those staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively
 - to provide those staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
 - to provide those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
 - to provide those staff involved in the implementation and monitoring of the effective implementation of the Council's equality scheme with the necessary skills and knowledge to do this work effectively.

Training programmes are drawn up on the basis of annual staff appraisals.

Awareness Raising and Training Arrangements

- 5.4 The following arrangements are in place to ensure all our staff and elected members are aware of and understand our equality obligations.
- We will develop a summary of this equality scheme and make it available to all staff.

- We will provide access to copies of the full equality scheme for all staff and ensure that any queries or questions of clarification from staff are addressed effectively.
- Council staff will receive a briefing on this equality scheme within 12 weeks of the approval of the scheme.
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff within the Council who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation).
- Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.

5.5 Training and awareness raising programmes will, where relevant, be developed in association with the appropriate Section 75 groups and our staff.

In order to share resources and expertise, the Council will, where possible, work closely with other bodies and agencies in the development and delivery of training.

Monitoring and Evaluation

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

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

Chapter 6: Our Arrangements for Ensuring and Assessing Public Access to Information and Services We Provide

(Schedule 9 4. (2) (f))

6.1 Causeway Coast and Glens Borough Council is committed to ensuring that the information we disseminate and the services we provide are fully accessible to all parts of the community in Northern Ireland. We keep our arrangements under regular review to ensure that this remains the case.

6.2 We are aware that some groups will not have the same access to information as others. In particular:

- People with sensory, learning, communication and mobility disabilities may require printed information in other formats.
- Members of ethnic minority groups, whose first language is not English, may have difficulties with information provided only in English.
- Children and young people may not be able to fully access or understand information.

Access to Information

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

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

The Council will liaise with representatives of young people and disability and minority ethnic organisations and will take account of existing and developing good practice.

The Council will respond to requests for information in alternative formats in a timely manner.

6.4 In disseminating information through the media we will seek to advertise in the press where considered appropriate.

6.5 Published information including Corporate Plans and information relating to the Equality Scheme, Disability Action Plan and other relevant Section 75 information will be displayed on the Council's website (www.causewaycoastandglens.gov.uk).

Information will be made available in alternative formats as requested. We will also regularly evaluate the effective use of various communication channels in meeting the differing needs of people within the community and will ensure we use of a range of communications channels that will enable wide access to information. It is envisaged that this will help mitigate the risk that some sections of the community might not enjoy equality of opportunity in accessing information provided by the Council

Access to Services

6.6 Causeway Coast and Glens Borough Council are committed to ensuring that all of our services are fully accessible to everyone in the community across the

Section 75 categories. The Council also adheres to the relevant provisions of current anti-discrimination legislation.

- 6.7 The Council is committed to ensuring there is good access to our buildings and facilities. We also translate documents and provide interpreters on request.

Assessing Public Access to Information and Services

- 6.8 We monitor on an annual basis across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.

- 6.9 This includes:

- Monitoring of complaints/comments
- Consideration and implementation of reasonable adjustments under the Disability Discrimination Act 1995
- Disability Action Plan
- Satisfaction Surveys
- Access to interpreting/translation services on request
- Article 55 Review
- Good Relations Strategy and Action Plan

Chapter 7: Timetable for Measures We Propose in this Equality Scheme

(Schedule 9 4. (3) (b))

- 7.1 **Appendix 4** outlines our timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into our business planning processes.

- 7.2 This timetable is different from, and in addition to, our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop an action plan. Accordingly, this commitment is listed in the timetable of measures at **Appendix 4**. For information on these action measures please see above at 2.11 – 2.18.

Chapter 8: Our Complaints Procedure (Schedule 9 10)

- 8.1** The Causeway Coast and Glens Borough Council is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.
- 8.2** Schedule 9 paragraph 10 of the Act refers to complaints. A person can make a complaint to a public authority if the complainant believes he or she may have been directly affected by an alleged failure of the authority to comply with its approved equality scheme.

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

- 8.3** A person wishing to make a complaint that the Council has failed to comply with its approved equality scheme should contact:

Name: Elizabeth Beattie
Head of Policy and Community Planning
Causeway Coast and Glens Borough Council
Limavady Office
7 Connell Street
Limavady
BT49 OHA

Phone Number: 028 7034 7034
Text Phone Number: 028 7034 7056

Email: Elizabeth.beattie@causewaycoastandglens.gov.uk

- 8.4** We will, in the first instance, acknowledge receipt of each complaint within 3 days.
- 8.5** The Chief Executive will carry out an internal investigation of the complaint and will respond substantively to the complainant within one (1) month of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended to two (2) months. In those circumstances, the complainant will be advised of the extended period within one month of making the complaint.
- 8.6** During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.
- 8.7** In any subsequent investigation by the Equality Commission, the Council will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

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

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

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

- 9.1** Our equality scheme is available free of charge in print form and alternative formats from:

Name: Elizabeth Beattie
Head of Policy and Community Planning
Causeway Coast and Glens Borough Council
Limavady Office
7 Connell Street
Limavady
BT49 OHA

Phone Number: 028 7034 7034
Text Phone Number: 028 7034 7056

Email: Elizabeth.beattie@causewaycoastandglens.gov.uk

- 9.2** Our equality scheme is also available on our website at:

<https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties>

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

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner.
- Our equality scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.

- 9.4** For a list of our stakeholders and consultees please see Appendix 3 of the equality scheme, visit our website at:

<https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties>

Or contact:

Name: Elizabeth Beattie
Head of Policy and Community Planning
Causeway Coast and Glens Borough Council
Limavady Office
7 Connell Street
Limavady
BT49 OHA

Phone Number: 028 7034 7034

Text Phone Number: 028 7034 7056

Email: Elizabeth.beattie@causewaycoastandglens.gov.uk

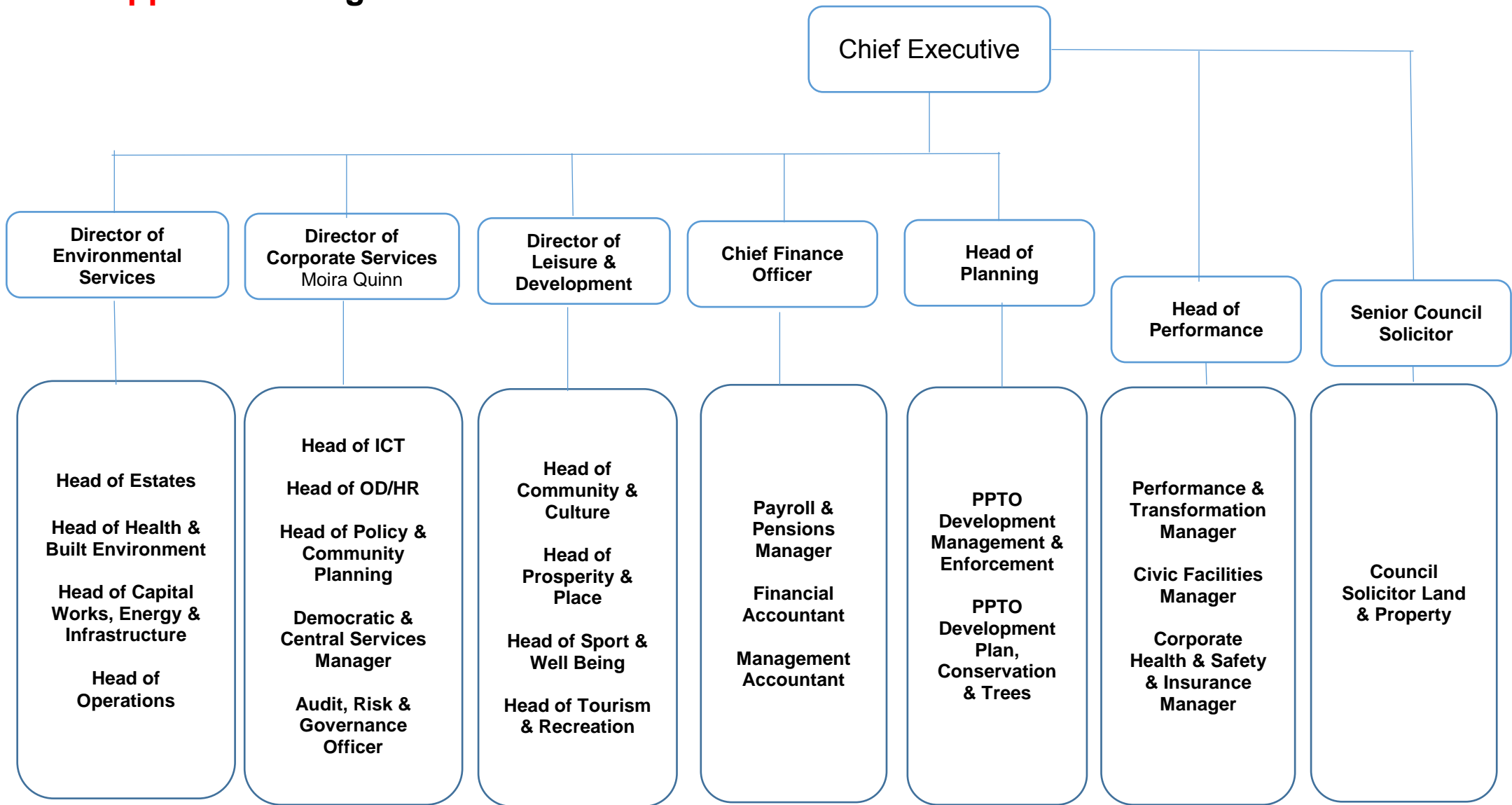
Chapter 10: Review of our Equality Scheme (Schedule 9 8. (3))

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

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

- 10.2** In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be made public and sent to the Equality Commission.

Appendix 1: Organisational Chart



Appendix 2: Example Groups Relevant to the Section 75 Categories for Northern Ireland Purposes

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

Category	Example groups
Religious belief	<p>Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths.</p> <p>For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i>⁸. Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “<i>similar philosophical belief</i>”.</p>
Political opinion ⁹	Nationalist generally; Unionists generally; members/supporters of other political parties.
Racial group	Black people; Chinese; Indian; Pakistani; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Transgender people; Transsexual people; women (including girls); those who identify as neither male nor female.
Marital status	Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people.
Age	Children and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.
Persons with dependants	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person.
Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.

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

⁹ *ibid*

Appendix 3: List of Consultees

(Schedule 9 4. (2) (a))

This section is currently under review.

Appendix 4: Timetable for Measures Proposed

(Schedule 9 4.(3) (b))

Measure	Lead responsibility	Timetable
<i>Section 75 Annual Progress Report [2.7]</i>	<i>Head of Policy</i>	<i>31 August (annually)</i>
Action Plan		
<i>Finalised action plan published [2.18]</i>	<i>Head of Policy</i>	<i>October 2019 (Revised Action Plan)</i>
<i>Implementation/ Delivery of Action Plan</i>	<i>Chief Executive</i>	<i>Will be an on-going annual evaluation of progress.</i>
<i>Arrangements for monitoring progress in place [2.16]</i>	<i>Head of Policy</i>	<i>September (annually)</i>
<i>Consultation list reviewed and updated [3.4]</i>	<i>Head of Policy</i>	<i>September (annually)</i>
<i>Screening Reports [4.15]</i>	<i>Head of Policy</i>	<i>Reports published quarterly Annual review in Section 75 Progress Report</i>
<i>EQIA Timetable</i>	<i>Head of Policy</i>	<i>Annual review in Section 75 Progress Report</i>
Monitoring		
<i>Review of monitoring information [4.31]</i>	<i>All Managers Head of Policy</i>	<i>September/October (annually)</i>
<i>Publication of monitoring information [4.33;4.34]</i>	<i>Head of Policy</i>	<i>31 August (annually) as part of S75 Annual Report</i>
Training		
<i>Development of summary scheme</i>	<i>Head of Policy</i>	<i>December 2014</i>

<p>[5.4]</p> <p><i>Circulation of annual training programme to staff</i> [5.4]</p> <p><i>Staff Briefing</i> [5.4]</p> <p><i>Development of overall training programme</i> [5.5]</p> <p><i>Focussed training</i> [5.4]</p> <p><i>Update training</i> [5.4]</p> <p><i>Evaluation of training</i> [5.6]</p>	<p><i>Head of Policy</i></p> <p><i>Head of Policy</i></p> <p><i>Head of OD/HR</i></p> <p><i>Head of OD/HR</i></p> <p><i>Head of OD/HR</i></p> <p><i>Head of /ODHR</i></p>	<p><i>As part of Annual training programme</i></p> <p><i>February/March (Annually)</i></p> <p><i>January (Annually)</i></p> <p><i>Developed as part of overall programme</i></p> <p><i>Annual review of requirements.</i></p> <p><i>On-going.</i></p>
<p><i>Assessing access to information and services</i> [6.9]</p>	<p><i>All Managers Policy Officer</i></p>	<p><i>September/October (annually)</i></p>
<p><i>Communication of equality scheme</i> [9.3]</p> <p><i>Notification of consultees</i> [9.3]</p>	<p><i>Head of Policy</i></p> <p><i>Head of Policy</i></p>	<p><i>Within one month of approval of scheme</i></p> <p><i>Within one month of approval of scheme</i></p>
<p><i>Review of equality scheme</i> [10.1]</p>	<p><i>Chief Executive Senior Management Team Head of Policy</i></p>	<p><i>In conjunction with timescale for Corporate Plan</i></p>

Appendix 5: Glossary of Terms

Action Plan	A plan which sets out actions a public authority will take to implement its Section 75 statutory duties. It is a mechanism for the realisation of measures to achieve equality outcomes for the Section 75 equality and good relations categories.
Action Measures and Outcomes	Specific measures to promote equality and good relations for the relevant Section 75 and good relations categories, linked to achievable outcomes, which should be realistic and timely.
Adverse Impact	Where a Section 75 category has been affected differently by a policy and the effect is less favourable, it is known as adverse impact. If a policy has an adverse impact on a Section 75 category, a public authority must consider whether or not the adverse impact is unlawfully discriminatory. In either case a public authority must take measures to redress the adverse impact, by considering mitigating and/or alternative ways of delivering the policy.
Article 55 Review	Under the Fair Employment and Treatment (NI) Order 1998, all registered employers must conduct periodic reviews of the composition of their workforces and of their employment practices for the purposes of determining whether members of the Protestant and Roman Catholic communities are enjoying, and are likely to continue to enjoy, fair participation in employment in each employer's concern. These reviews, which are commonly known as Article 55 Reviews, must be conducted at least once every three years.
Audit of Inequalities	An audit of inequalities is a systematic review and analysis of inequalities which exist for service users and those affected by a public authority's policies. An audit can be used by a public authority to inform its work in relation to the Section 75 equality and good relations duties. It can also enable public authorities to assess progress on the implementation of the Section 75 statutory duties, as it provides baseline information on existing inequalities relevant to a public authority's functions.
Consultation	In the context of Section 75, consultation is the process of asking those affected by a policy (ie, service users, staff, the general public) for their views on how the policy could be implemented more effectively to promote equality of opportunity across the 9 categories. Different circumstances

	will call for different types of consultation. Consultations could, for example, include meetings, focus groups, surveys and questionnaires.
Differential Impact	Differential impact occurs where a Section 75 group has been affected differently by a policy. This effect could either be positive, neutral or negative. A public authority must make a judgement as to whether a policy has a differential impact and then it must determine whether the impact is adverse, based on a systematic appraisal of the accumulated information.
Equality Impact Assessment	The mechanism underpinning Section 75, where existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for the relevant Section 75 categories. Equality impact assessments require the analysis of both quantitative and qualitative data.
Equality of Opportunity	<p>The prevention, elimination or regulations of discrimination between people on grounds of characteristics including sex, marital status, age, disability, religious belief, political opinion, dependents, race and sexual orientation.</p> <p>The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be taken to secure equality of opportunity between the categories identified under Section 75.</p>
Equality Scheme	A document which outlines a public authority's arrangements for complying with its Section 75 obligations. An equality scheme must include an outline of the public authority's arrangements for carrying out consultations, screening, equality impact assessments, monitoring, training and arrangements for ensuring access to information and services.
Good Relations	The Equality Commission's working definition of good relations is "The growth of relations and structures for Northern Ireland that acknowledge the religious, political and racial context of this society, and that seek to promote respect, equity and trust, and embrace diversity in all its forms."
Mainstreaming Equality	The integration of equality opportunities principles, strategies and practices into the everyday work of public authorities from the outset. In other words, mainstreaming is the process of ensuring that equality considerations are built into the policy development process from the beginning, rather

	than being bolted on at the end. Mainstreaming can help improve methods of working by increasing a public authority's accountability, responsiveness to need and relations with the public.
Mitigation of Adverse Impact	Where an equality impact assessment reveals that a particular policy has an adverse impact on equality of opportunity, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories; this is known as mitigating adverse impact.
Monitoring	Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories. It consists of the collection of relevant data and evaluation of policies but it is not solely about the collection of data. It can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy screening.
Northern Ireland Act	The Northern Ireland Act, implementing the Good Friday Agreement, received Royal Assent on 19 th November 1998. Section 75 of the Act created the statutory equality duties.
Policy	The formal and informal decisions a public authority makes in relation to carrying out its functions. Defined in the New Oxford English Dictionary as "a course or principle of action adopted or proposed by a government party, business or individual." In the context of Section 75 the term policies covers all the ways in which a public authority carries out or proposes to carry out its functions relating to Northern Ireland. Policies include unwritten as well as written policies.
Qualitative Data	Refers to the experiences of individuals from their perspective, most often with less emphasis on numbers or statistical analysis. Consultations are more likely to yield qualitative data than quantitative data.
Quantitative Data	Refers to numbers typically derived from either a population in general or samples of that population. This information is often analysed by either using descriptive statistics, which consider general profiles, distributions and trends in the data, or inferential statistics which are used to determine 'significance' either in relationships or differences in the data.
Screening	The procedure for identifying which policies will be subject to equality impact assessment and how

	<p>these equality impact assessments will be prioritised. The purpose of screening is to identify the policies which are likely to have a minor/major impact on equality of opportunity so that the greatest resources can be devoted to improving these policies. Screening requires a systematic review of existing and proposed policies.</p>
Schedule 9	<p>Schedule 9 of the Northern Ireland Act 1998 sets out detailed provisions for the enforcement of the Section 75 statutory duties, including an outline of what should be included in an equality scheme.</p>
Section 75	<p>Section 75 of the Northern Ireland Act provides that each public authority is required, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:</p> <ul style="list-style-type: none"> • Persons of different religious belief, political opinion, racial group, age, marital status and sexual orientation; • Men and women generally; • Persons with a disability and persons without; and • Persons with dependents and persons without. <p>Without prejudice to these obligations, each public authority in carrying out its functions relating to Northern Ireland must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.</p>
Section 75 Investigation	<p>This is an investigation carried out by the Equality Commission under Schedule 9 of the Northern Ireland Act 1998. This arises from a failure by a public authority to comply with the commitments set out in its approved equality scheme. There are two types of investigation, as follows:</p> <ol style="list-style-type: none"> 1. An investigation of a complaint by an individual who claims to have been directly affected by the failure of a public authority to comply with its approved equality scheme. 2. An investigation initiated by the Commission where it believes that a public authority may have failed to comply with its approved equality scheme.

APPENDIX 6 – CONSULTATION AND PUBLICATION OF ACTION PLAN

The final Action Plan submitted to the Equality Commission will be published on Causeway Coast and Glens Borough Council's website:

<https://www.causewaycoastandglens.gov.uk/council/equality-diversity-and-the-disability-duties/equality-scheme/equality-action-plan>

The final Action Plan will be available in an accessible format such as large print, Braille or audio alternative format.

MONITORING AND REVIEW

The Action Plan will be monitored and reviewed annually with an update provided to the Equality Commission and posted on line with the Council's Annual Progress Report on Section 75.

Responsibility for monitoring and review of the Action Plan will rest with the Council's Head of Policy in association with relevant senior managers.