



EQUALITY

SCHEME

APRIL 2001





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## Foreword

The Council, as a democratically elected body representative of all the people who live and work in Belfast, is conscious of the importance of equality of opportunity in the discharging of its functions and in the civic leadership it provides.

The Council is fully committed to fulfilling its statutory duties under the legislation and this Equality Scheme sets out how it proposes to do so.

We will ensure that all Elected Members and employees of the Council are aware of our statutory duty and we will take the lead within the Council in ensuring its effective implementation.

LORD MAYOR *Wilson*  
*Johnny*

CHIEF EXECUTIVE *Hanne*  
*Brian*

2nd April 2001



## Introduction

- 1.1 Section 75 of the Northern Ireland Act 1998 ('the Act') requires the Council, in carrying out all its functions, powers and duties, to have due regard to the need to promote equality of opportunity:
- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation,
  - between men and women generally,
  - between persons with a disability and persons without,
  - between persons with dependants and persons without.
- 1.2 In addition, without prejudice to its obligations above, the Act requires the Council, in carrying out its functions, to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- 1.3 Schedule 9 of the Act requires the Council to set out in an Equality Scheme how it proposes to fulfil the duties imposed by Section 75. This document is intended to fulfil that statutory requirement.
- 1.4 The Council is committed to the fulfilment of its Section 75 obligations in all parts of its organisation and will commit necessary resources (in terms of people, time and money) to ensure that the statutory duties are complied with and that the Equality Scheme can be drawn up and implemented effectively, and on time.
- 1.5 The Council will ensure that there are effective internal arrangements in place to ensure that the duties are effectively complied with and for monitoring and reviewing progress.
- 1.6 The Council will develop and deliver a planned programme of communication and training on the Equality Scheme. Further detail of this is provided at Section 9.



## The Council - its role, functions & policies

- 2.1 The Council performs five principal roles within its local area and district:
- the direct provision of a number of services and facilities,
  - the promotion of the arts, tourism, community and economic development,
  - the regulation and licensing of certain activities relating to environmental health, consumer protection, building regulations, and public safety,
  - a representative role on a number of bodies and Boards including Education and Health,
  - a consultative role in relation to functions conducted by other Government bodies and agencies on issues such as planning, water, roads and housing.
- 2.2 In the performance of the above roles the Council carries out functions in the following areas:
- the provision of facilities for recreational, social and cultural activities including leisure centres, community centres, parks, open spaces, sports grounds and places of entertainment,
  - street cleansing,
  - waste collection and disposal,
  - the provision of burial grounds,
  - the provision of grant aid to support the Arts, community development 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, societies' lotteries, cinemas and the storage of petroleum spirit and mixtures,
  - the making of Bye-laws and regulation of same.

## The Council - its role, functions & policies

- 2.3 To enable the Council to provide the above services and perform its other functions, the Council must levy an annual rate and has the power to:
- acquire and dispose of land,
  - borrow money,
  - employ staff,
  - procure goods and services.
- 2.4 To support and implement the above statutory functions and provision of services and facilities, the Council has adopted a number of policies. For example, the function of provision of leisure centres is supported by a range of policies including a policy on charging for hire and usage of each centre. There are also a range of policies relating to the procurement of goods and services and employment which support all the Council's functions.
- 2.5 The Council intends to screen its existing functional responsibilities and policies in the manner set out at Section 5 below.

## Organisational structure and decision making process

### Structure of the Council

- 3.1 The Council consists of 51 Elected Members, elected for a four year period, who meet monthly in full session (except in August) and on a regular basis as Committees and Sub-Committees as shown in the attached structure chart (see Figure 1).
- 3.2 Officers who provide support to the Council and implement its policies are organised into Departments and Services (see Figure 2).
- 3.3 The Chief Executive oversees the work of the Departments through the Chief Officers' Management Team which is also responsible for the corporate management of the Council.
- 3.4 The Chief Executive is responsible for providing strategic direction and advice to the Council, for the day to day management of services and the longer term planning and allocation of resources.

### Committees and Sub-Committees

- 3.5 The Council has six principal Committees, three of which also operate through Sub-Committees.

**Policy & Resources Committee** is the principal Committee of the Council and is responsible for the determination, implementation and monitoring of corporate policy and strategy. Five Sub-Committees report to the Committee, dealing with issues relating to:

- Cultural Diversity,
- Finance, Administration and Information Systems,
- Members,
- Personnel, and
- Policy and Performance Review.

The Audit Panel also reports to the Policy & Resources Committee.



## Organisational structure and decision making process

**Client Services Committee** is responsible for the provision of the Belfast Waterfront Hall, community services, leisure services and parks and amenities. Two Sub-Committees report to the Committee, dealing with issues relating to:

- Community and Leisure Services, and
- Parks and Amenities.

The Committee is also responsible for the Belfast Waterfront Hall Board.

Contract Services Committee was created in response to the Compulsory Competitive Tendering (CCT) legislation which required the Council to win the right to provide a range of defined activities in open competition. Now that the implementation of CCT has been suspended, the Committee is responsible for overseeing the delivery of a range of services in accordance with specified standards. These services include:

- street cleansing,
- refuse collection,
- grounds maintenance,
- indoor and outdoor leisure,
- building services,
- vehicle maintenance, and
- catering.

**Development Committee** was established in June 1997 to provide a focus for the Council's role, remit, relationships and profile in the development and regeneration of the City. The Committee's remit is to consider issues and initiatives which impact upon the quality of life and prosperity of the City and the contribution which the Council can make to these through the use of its influence and assets. Three Sub-Committees report to the Committee, dealing with issues relating to:

- Arts (including heritage),
- Economic Development, and
- Tourism and the Promotion of Belfast.

## Organisational structure and decision making process

**Health & Environmental Services Committee** is responsible for all of the Council's many and diverse health and environmental control functions including:

- regulation of the safety of food and consumer products,
- collection and disposal of solid waste,
- improvement of the quality and safety of the domestic, public and working environments, and
- helping to secure the safety, health, welfare and convenience of persons in the built environment.

**Town Planning Committee** fulfils the Council's consultative role in relation to all planning matters affecting the City.

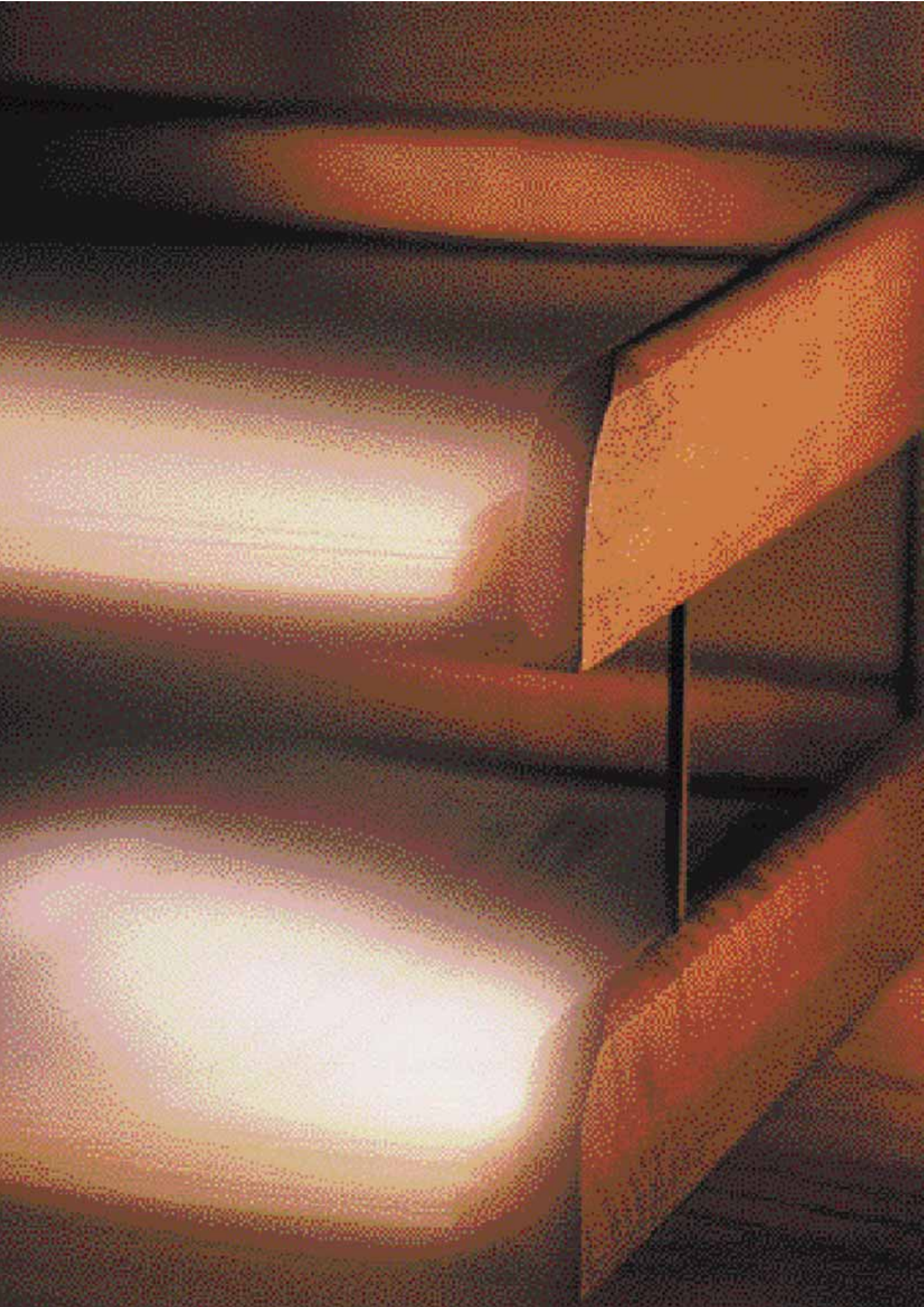
### Decision making process

- 3.6 The Council has a defined range of duties and powers (see Section 2 above). Proposals to amend existing policies or adopt new policies are generally considered by the Committee (or Sub-Committee) which has responsibility for the function to which the policy relates on the basis of a written report prepared by appropriate officers. In the case of proposals in respect of key policies or policies which affect more than one function, there will have been consideration of the issue by the Chief Officers' Management Team in advance of the meeting of the Committee or Sub-Committee.
- 3.7 Following discussion at the Committee or Sub-Committee meeting, agreement will be reached on the action to be taken and this will be minuted. Apart from those items of business which have been delegated by the Council, decisions of Committees and Sub-Committees will not be final until they have been approved by the full Council sitting in plenary session.
- 3.8 To speed the decision making process the Council has delegated a very limited number of decisions to Committees (sometimes for onward transmission to a Sub-Committee). Such decisions may be

## Organisational structure and decision making process

acted upon without the approval of the full Council. This main areas of delegation relate to certain operational decisions of the Waterfront Hall Board and unanimous decisions of the Town Planning Committee in respect of planning applications.

- 3.9 In order to fulfil its duties under Section 75 of the Act, the Council will ensure that an assessment of the impact on equality of opportunity of each proposal to amend a policy or adopt a new policy is outlined in the written report to the Committee or Sub-Committee which first considers the proposal. In making any decision with respect to such a policy, the Council will pay due regard to any such assessment and consultation carried out in relation to the policy.



## Arrangements for assessing compliance with Section 75 duties

### Responsibility for the Equality Scheme

- 4.1 Statutory responsibility for the effective implementation of the Equality Scheme lies with the Council which is committed to the fulfilment of its Section 75 obligations in the performance of all its functions, powers and duties. To demonstrate the corporate priority being given to this commitment, the Council decided in January 2001, to establish a fourth corporate strategic objective in its corporate plan. This objective is entitled "Good Relations" and integrates the commitment of the Council to have due regard to the need to promote equality of opportunity in carrying out its functions by the full implementation of its Equality Scheme with other activities relating to cultural diversity and community relations.
- 4.2 Operational responsibility for carrying out the decisions of the Council lies with the Chief Executive and he/she is responsible for the implementation of administrative arrangements to ensure that the Section 75 duty is effectively implemented by the Council. The Council has appointed an Equality Officer to support the implementation of the administrative arrangements. The Equality Officer will act as the main point of contact for the Council in respect of the Equality Scheme. The post is presently occupied by Deepa Mann-Kler who can be contacted at:

Chief Executive's Department, City Hall,  
Freepost BEL4010, Belfast, BT1 5BR

Freephone: 0800 0855 412  
Minicom: 028 9027 0405  
Fax: 028 9027 0573

E.mail: [mannklerd@belfastcity.gov.uk](mailto:mannklerd@belfastcity.gov.uk)

The Equality Officer will report regularly to the Policy & Resources Committee and has direct access to the Chief Executive and elected Members.

## Arrangements for assessing compliance with Section 75 duties

- 4.3 The Council has established an Equality Scheme Steering Group which is chaired by the Equality Officer. The Steering Group will research good practice, monitor and advise on the implementation of the Section 75 obligations across the entire Council. The Group is comprised of senior representatives of each of the Council's departments and its membership is required to be as representative as is reasonably practicable to ensure that it reflects the ethos of the Section 75 Duty. The Steering Group reports on progress towards implementation of the Equality Scheme to the Chief Officers' Management Team (COMT) on a quarterly basis. COMT monitors and reviews the implementation of the Council's Section 75 obligations and ensures that progress is reported to the Policy & Resources Committee, at least four times a year.
- 4.4 A core strategic objective entitled "Good Relations" was adopted by the Council in its corporate plan for 2001/2. As part of its corporate planning process the Council will ensure that targets and performance indicators relating to its Section 75 obligations will be developed and integrated in departmental and individual service business plans. Progress towards meeting these objectives and targets will be subject to annual review and will also form part of the performance appraisal of Chief Officers and Heads of Service which presently take place on an annual basis.
- 4.5 The Council will prepare an annual review of progress made in implementing the arrangements specified in its Equality Scheme and in complying with its Section 75 obligations which will cover all the Council's functions. This review will be sent to the Equality Commission to assist it in compiling its own annual report as required by sub-paragraph 5(1)(b) of Schedule 8 to the Act. The Council will liaise with the Equality Commission to ensure that progress is maintained. The annual review will be reported in the Council minutes and will be reported upon in the Council's annual report.
- 4.6 The Council will assess over a five year period how its current and proposed policies impact on the promotion of equality of opportunity and the promotion of good relations within the terms of Section 75 of the Act. In regard to equality of opportunity, this will be done through equality impact assessments (see below section 5) and the timetable at paragraph 14 will be followed. Where relevant an equality impact assessment will include an annex on the promotion of good relations (without prejudice to the statutory obligation on equality of opportunity). For the purpose of assessment of current policies, a number of policies within a function may be grouped together for one

## Arrangements for assessing compliance with Section 75 duties

assessment. Consultees on these equality impact assessments will be drawn from the organisations listed at Appendix A. The Council will prepare an action plan setting out how it intends to address the good relations duty and in relation to any assessment which deals with the promotion of good relations will consult specifically with the Community Relation Council and other relevant organisations.

- 4.7 The Council will monitor complaints that it has not fulfilled its statutory obligations and will seek to resolve such complaints bilaterally. (see section 12)
- 4.8 The Council will conduct a comprehensive review of this Scheme within five years of its submission to the Equality Commission. The review will take account of any guidance issued by the Equality Commission relating to such reviews. The review will include an assessment of how the Council has complied with its Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the discharge of the Councils' functions. The Council will consult with those bodies listed at Appendix A before submission of the review to the Equality Commission.



## Assessing the impact of policies on the promotion of equality of opportunity and good relations

- 5.1 The Council proposes to adopt the following procedure for identifying those of its policies which will be subject to a full equality impact assessment and how these will be prioritised. This procedure is known as screening and its purpose is to identify those policies which are likely to have a **significant** impact on equality of opportunity so that greatest resources can be devoted to these. It requires a systematic review of existing and proposed policies.
- 5.2 The statutory functions and the services and facilities which the Council is responsible for providing are listed in paragraph 2.2 above and are also set out in detail in Appendix 'C'. The list of functions is published annually in the Council's Corporate Plan. The range, level and standard of these functions is determined by policies agreed by the Council at various times. Not all of the policies have implications for equality of opportunity. The Council will therefore screen all its policies in order to determine which have implications for equality of opportunity. Those policies which are found to have significant implications will require a fuller equality analysis in the form of an impact assessment. The first stage of each impact assessment will be an exercise which will identify all the policies which relate to the function, including all corporate policies (such as those relating to employment and procurement).
- 5.3 Senior officers will be involved in the screening process and the organisations listed in Appendix 'A' will be consulted fully during the process. Sufficient time (a minimum of 8 weeks) will be allowed for organisations to consider the Council's suggestions and make comments.
- 5.4 The screening criteria which the Council will use in order to determine which policies have implications for equality of opportunity are :
- Is there any evidence, or other reason to believe, that there is higher or lower participation or uptake by different groups?
  - Is there any evidence, or other reason to believe, that different groups have different needs, experiences, issues and priorities in relation to the particular policy?
  - Is there an opportunity to promote equality of opportunity more effectively by altering policies affecting the function or working with others in government or in the wider community?

## Assessing the impact of policies on the promotion of equality of opportunity and good relations

- Have consultations with relevant groups, organisations or individuals indicated that particular functions or policies create problems which are specific to them?

5.5 Where there is a lack of evidence on which to base a decision during the screening process, the Council will consider whether it is practical to obtain additional evidence quickly and in an appropriate manner. If this is not practical, and there are other reasons to believe that there is higher or lower participation or uptake by different groups or that different groups have different needs, experiences, issues and priorities, then the policy will be included in the list for impact assessment and further evidence will be gathered during the assessment.

5.6 Having reached an initial view on which policies have implications for equality of opportunity, the Council will then undertake further screening to determine which have **significant** implications for equality of opportunity. This will be done in an inclusive manner, so that where there is any doubt about the significance of the implications, the policy will be included in the list of policies to be subjected to impact assessment. The Council will take a fresh look at all areas and will consult with the organisations listed in Appendix 'A', particularly in regard to those policies which it regards as not having significant implications for equality of opportunity. The Council will use the following criteria to make an initial assessment (prior to consultation) of the significance of equality implications using a defined methodology :

- Is there higher/lower participation by different groups?
- Is there an opportunity to promote equality of opportunity more effectively by altering policies affecting the function or working with others in government or in the wider community?
- What is the extent of the effect of the policy on people's daily lives?

## Assessing the impact of policies on the promotion of equality of opportunity and good relations

- How important is the policy in terms of social need?
- How great an effect does the policy have on economic, social and human rights?

The methodology for applying the criteria will be defined at the start of the screening process and full details will be made available to organisations during the consultation.

- 5.7 Having completed the further screening exercise set out at paragraph 5.6, the Council will prepare a draft programme of those policies identified as priority issues for equality impact assessment over the period 2001-5.

In establishing the programme, the Council may combine certain policies within one impact assessment in order to make best use of resources. However, the Council will ensure that this is not done in such a way as to detract from the analysis of the impact of any individual policy. The Council will consult with the organisations listed in Appendix 'A', as part of the consultation on the screening process, on the proposed programme for impact assessments. The main criterion for determining which policies should be subjected to impact assessment in which year will be the views expressed by organisations during the consultation process. Some views have already been expressed and these will be taken into account by the Council when it prepares the draft programme of impact assessments. The Council will also seek to ensure that the allocation of policies to each year of the programme of impact assessments takes account of the need to spread the workload across the Departments/Services to ensure that impact assessments are undertaken thoroughly and efficiently whilst the high standard of Council service delivery is maintained.

- 5.8 In the period November 2000 to 1 March 2001, the Council has consulted with the organisations listed at Appendix A, on the results of its screening exercise and its proposed timetable of impact assessments. The organisations consulted include the Equality Commission, relevant interest groups, other public bodies, voluntary, community, trade union and other groups with a legitimate interest in the matter.

- 5.9 A detailed report of the screening exercise, and the consultation process thereon setting out which policies will be subject to impact assessment and which policies proposed by those consulted as appropriate for impact assessments have not been so included and

## Assessing the impact of policies on the promotion of equality of opportunity and good relations

the reasons therefor will be submitted by the Council to the Equality Commission by the beginning of May. The Report will further specify the timetable for undertaking equality impact assessments arrived at following consultation.

- 5.10. Any new policies which may be developed during the period covered by this Scheme, will be screened using the criteria identified in paragraphs 5.4 and 5.6 and those identified as having significant implications for equality of opportunity will be subject to full impact assessment.

### Equality Scheme impact assessments

- 5.11 When undertaking equality impact assessments the Council will seek to identify whether, within each relevant Section 75 category, the policy under consideration creates differential impacts between groups in the category or has the potential to enhance equality of opportunity. The Council is committed to carrying out equality impact assessments in accordance with the procedures set out in Annex 1 of the Equality Commission Guidelines and any further guidance issued by the Commission.
- 5.12 When making a decision with respect to a policy adopted or proposed to be adopted, the Council will take into account any equality impact assessment and consultation carried out in relation to the policy. A summary of the findings of the equality impact assessment and consultation will be included in the record of the decision on the policy.

## Consultation

- 6.1 The Council is committed to carrying out consultations in accordance with the Guiding Principles set out in the Guidelines issued by the Equality Commission and recognises the need for such consultations to be timely, open and inclusive.
- 6.2 The Council consulted with the organisations and bodies listed in Appendix A in relation to the preparation of this Scheme. The list includes the Equality Commission, Community Relations Council and voluntary, community and trade union groups and organisations representing the various categories included in Section 75. The list is not viewed as exhaustive and it is anticipated that new groups will be added during the lifetime of this Scheme to reflect the establishment of new organisations and to reflect lessons emerging from consultation exercises. Details of the methods of consultation used to consult on the draft Scheme and the responses received are detailed in Appendix B.
- 6.3 The Council will continue to consult with the organisations listed in Appendix A in relation to Section 75 duties, screening and the Scheme itself. The Council will consult on equality impact assessments with the Equality Commission, relevant public sector and non-governmental organisations and other groups with a legitimate interest in the matter being consulted on which will include those directly affected by the policy to be assessed whether or not they have a direct economic or personal interest. In relation to Equality Impact Assessments the organisations listed at Appendix AA will be consulted on every occasion together with any other organisations identified as appropriate. The list at Appendix AA is not viewed as exhaustive and will be added to in light of experience.
- 6.4 In addition to consultation on equality impact assessments, the Council will also on occasion have a need to consult on other matters such as strategies, reviews and other plans. The organisations and groups listed at Appendix A will be included, as appropriate, in relevant consultations of these kinds.

## Consultation

- 6.5 In consulting on any matter to which this Scheme relates, the Council will work with representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views. This may involve face to face meetings, advisory groups, surveys, consultative panels, internet discussions and other methodologies identified as best practice. The Council recognises there will be different means of consultation for different groups and that it will be important to establish the basis for dialogue and engagement with representative groups to develop an overall strategy on consultation which will maximise its effectiveness and enable the workload involved to be handled effectively by both the Council and representative groups.
- 6.6 The Council will work with representative groups to remove barriers to proper consultation by ensuring that information is available in accessible formats in a timely fashion. Issues concerning access to information (highlighted in section 10 below) will be given particular consideration. Information will be made available on request in accessible formats, including Braille, disc and audio cassette and in minority languages to meet the needs of those who are not fluent in English. Specific consideration will be given to how best to communicate information to young people and those with learning disabilities and dialogue will continue with representative groups to identify appropriate mechanisms.
- 6.7 Specific training on matters relevant to the Council's Section 75 obligations will be developed. (see section 9) More focused training will also be given to those engaged in consultation exercises, to ensure that those facilitating consultations, have the necessary skills to communicate effectively with those being consulted.

## Consultation

- 6.8 In consulting the Council will aim to provide a period of response of at least eight weeks and will begin the consultation process as early as possible. However, there may be circumstances when this time scale is not feasible. For example, policies which must be implemented immediately to protect health and safety, policies which must be implemented urgently to comply with a Court Judgment or legal direction and action taken in order to ensure continuity of services in the case of emergencies. The Council will monitor such instances closely, keep the matter under review and justify the use of shorter time scales in the annual statement of progress it will make to the Equality Commission.
- 6.9 The Council recognises that different groups have differing needs and may have different customs. The Council will therefore consider taking appropriate measures to ensure full participation in consultation meetings by considering issues such as the appropriateness of the venue, the time of day at which it is scheduled to take place, whether the venue is accessible by those with disabilities, how the meeting is to be run, use of appropriate language, whether a signer is necessary and the provision of child care.
- 6.10 The Council will make sufficient information available in a timely fashion to ensure meaningful consultation. This will include relevant quantitative and qualitative data and other documentation such as consultants' reports.

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## Monitoring

- 7.1 Knowledge of the uptake of services provided by the Council and the impact of its policies on the different groups within the Section 75 categories will be of assistance in assessing progress towards equality of opportunity. The Council will establish a system to monitor the impact of policies in order to identify their effects on relevant groups. Within one year of approval of this scheme, the Council will assess the extent of existing monitoring within each of its main policy areas and identify the scope for extending it. The Council will establish basic baseline data in relation to all policies identified as having implications for equality of opportunity within one year of the approval of this scheme. In doing so the Council will take into account resource implications, the sensitivity of information and the willingness of the public to supply it. The Council will make use of proxy measures (e.g. postcode analysis) where appropriate. The assessment of monitoring data and baseline information will be reviewed on an annual basis and will be reported on in the Annual Review of Progress forwarded to the Equality Commission. (see paragraph 4.5)
- 7.2 In some cases an equality impact assessment may identify an anticipated differential adverse impact on particular groups within the Section 75 categories. Assuming that no alternative policy is feasible, steps will be taken, wherever possible, to mitigate such anticipated adverse impact. The Council may, in these circumstances, commission special monitoring to confirm the extent of the adverse impact and/or the success of any mitigating measures. Where the results of the special monitoring show that the policy results in greater adverse impact than predicted or if opportunities arise which would allow for greater equality of opportunity to be promoted, the Council will revise the policy as a matter of priority.
- 7.3 The Council will seek to co-operate closely with the Northern Ireland Statistics and Research Agency (NISRA) in its review of existing monitoring arrangements and its consideration of special monitoring of anticipated adverse impacts.

7.4 Other data sources the Council may use include:

- Information from other Councils in NI and UK,
- Census,
- Labour Force Survey,
- Continuous Household Survey,
- Pressure group data,
- Statutory agencies,
- Deprivation studies and appropriate indices,
- Published research reports,
- Community views.

This list is not exhaustive

## Publication of results of assessments and monitoring

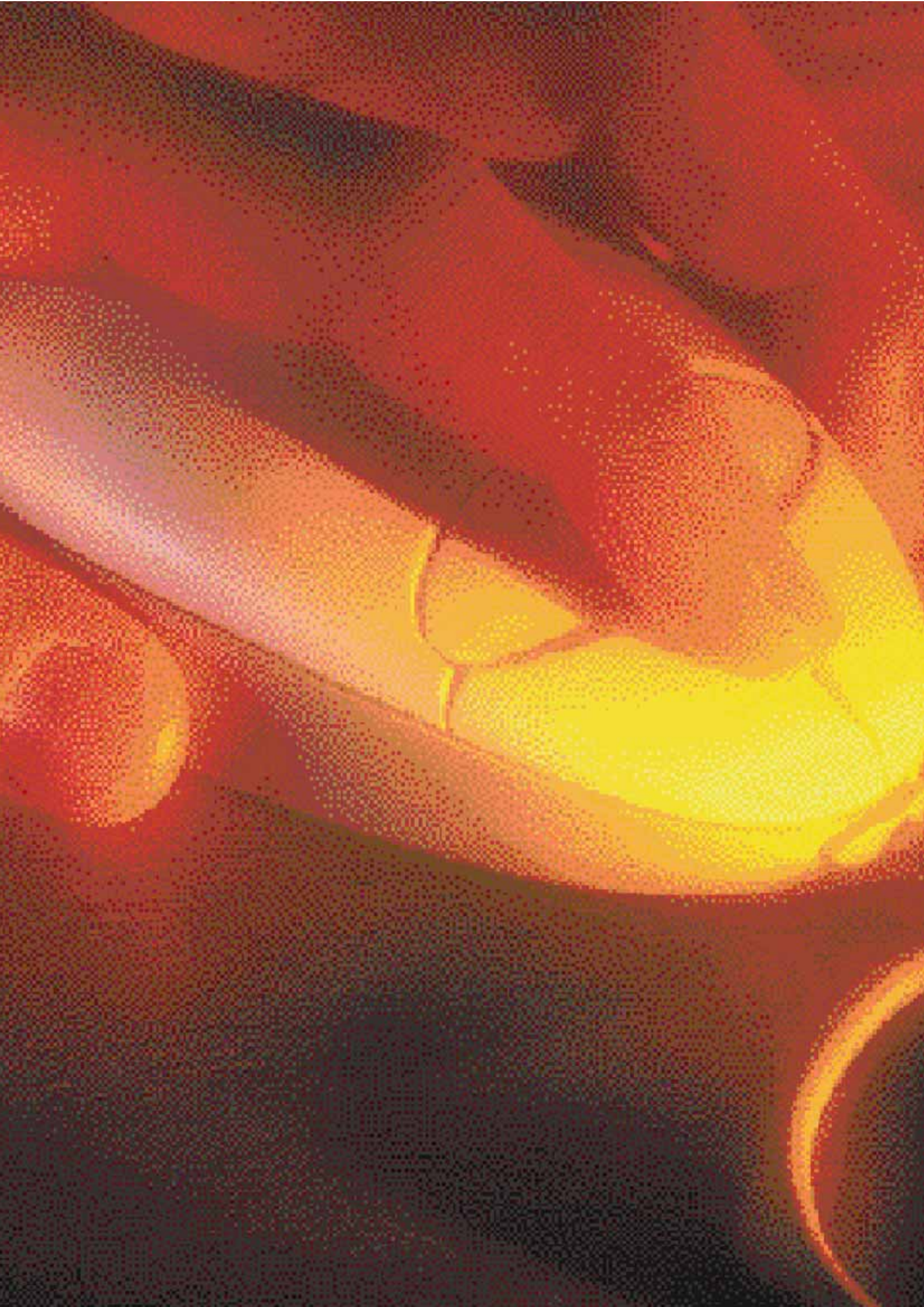
- 8.1 The Council will publish the results of equality impact assessments, stating the aims of the functions and policies to which each assessment relates. Details will be set out of any consideration given by the Council to measures which might mitigate any adverse impact of the functions and policies on the promotion of equality of opportunity, and to alternative policies which might better achieve the promotion of equality of opportunity.
- 8.2 The Council will make the outcome of any equality impact assessment, and of any equality monitoring undertaken in relation to paragraphs 7.1 and 7.2 above, publicly available. This material will be accessible at the Council's website at [www.belfastcity.gov.uk](http://www.belfastcity.gov.uk) It will also be available in printed form and in accessible formats in accordance with paragraph 6.6 on request from :

Ms Deepa Mann-Kler, Equality Officer, Chief Executive's Department,  
Belfast City Council, City Hall, Freepost BEL4010, Belfast, BT1 5BR

Freephone: 0800 0855 412  
Minicom: 028 9027 0405  
Fax: 028 9027 0573

E.mail: [mannklerd@belfastcity.gov.uk](mailto:mannklerd@belfastcity.gov.uk)

The Council will inform the general public about the availability of this material through press releases/advertisements in publications which could best target the relevant groups and through the display of public notices/posters. It will also inform the relevant organisations listed in Appendix 'A' when this material is available and consideration will also be given on how best to inform young people and those with learning disabilities.



- 9.1 The Council is conscious that effective communication and training will play a key role in the implementation of the Scheme. The Council is therefore committed to the development of a detailed 5 year training plan for all its employees and Elected Members which will be designed to ensure that appropriate information and training is provided which takes account of individual staff's grades and responsibilities. The training plan will aim to achieve the following objectives:-
1. To raise awareness of current anti-discrimination legislation in Northern Ireland, including the provision of Section 75, Schedule 9 and Section 24 of the Northern Ireland Act 1998. This will include an explanation of the duties and their implications for all employees and will form part of the induction training for new staff.
  2. To provide those employees involved in the screening of policies with the necessary skills and knowledge to do this work effectively.
  3. To provide those employees involved in the Equality Impact Assessment of policies with the necessary skills and knowledge to do this work effectively.
  4. To provide 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.
  5. To provide those employees involved in the consultation processes with the necessary skills and knowledge to do this work effectively.
  6. To provide those employees involved in the implementation and monitoring of the Council's Equality Scheme with the necessary skills to do this work effectively.

7. To provide more focused training for staff in management roles, and other specialist staff, such as trainers, lawyers and staff involved in research and data collection, policy development, service design, monitoring and evaluation.

8. To carry out a skill based evaluation of the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives.

- 9.2 An Annual progress report on the extent to which the above objectives have been adhered will be made to the Policy and Resources Committee and will also be included in the Annual Review to the Equality Commission.
- 9.3 The training will be delivered by in-house specialist staff and external consultants. Input will be sought from representatives of Section 75 groups to inform the content and development of such training.
- 9.4 The Council will provide a copy of the Equality Scheme to all Elected Members and staff at the level of Principal Officer and above. A copy of the Scheme will be available to all staff through the Council's intranet or on request from the Council's Equality Officer.
- 9.5 After approval of the Scheme, all Council employees will receive a Summary of the Scheme, with a covering letter from the Chief Executive stating the Council's and Senior Officers commitment to the implementation of the Scheme and urging all staff to contribute to the effective promotion of equality of opportunity and good relations in the provision of all council services.
- 9.6 The Council's commitment to fulfilment of its Section 75 duties and to the implementation of the Scheme will also be reflected in relevant publications, to the general public such as the Rates leaflet, the Corporate Plan and the Annual Report.

## Public access to information and services

- 10.1 The Council is committed to effective communication with the public. It recognises, however, that there is a risk that some sections of the public will not enjoy equality of opportunity in accessing information provided by the Council.
- 10.2 There are four particular risk areas:
- people with sensory and learning disabilities may have particular difficulties with information in print,
  - members of ethnic minority groups, whose first language is not English, may have difficulties with information provided only in English,
  - children young people and persons with learning difficulties may not be able to fully access information available only in print,
  - some local newspapers are read predominantly by members of only one community.
- 10.3 To ensure equality of opportunity in accessing information the Council will work with representative groups to remove barriers to proper access by ensuring that information is available in accessible formats in a timely fashion. Information will be made available on request in accessible formats, including Braille, disc and audio cassette and in minority languages to meet the needs of those who are not fluent in English. Specific consideration will be given to how best to communicate information to young people and those with learning disabilities.
- 10.4 The Council will, within the first year following the approval of the Equality Scheme, assess its arrangements for providing information in Braille, large print, audiocassette, and ethnic language formats. The assessment will take account of the statutory requirements of the Disability Discrimination Act 1995; the likely demand for information in such formats across its main policy areas; resource implications; and relevant central government research and studies. The assessment will make recommendations on how public access to information can be better ensured by improving arrangements for providing information in different formats and languages. The Council will consult on the findings and the recommendations of the assessment, including any resource implications, prior to implementation. The Council will inform the Equality Commission of the changes that will be made following the review and will ensure that systems are in place to ensure that information is available in accessible formats in a timely fashion.

## Public access to information and services

- 10.5 In disseminating information through the local press, the Council will ensure that press statements and public advertisements are accessible to both main communities.
- 10.6 The Council will ensure that a summary of the Equality Scheme, written in plain English, will be available to all those who request it.
- 10.7 The Council intends that all of its services are fully accessible to all parts of the community. Equality impact assessments will highlight any factors which indirectly discriminate by making a particular service less accessible to particular groups.
- 10.8 In locating all of its premises intended to be open to the public, the Council will seek to promote equality of opportunity and good relations within the terms of Section 75 of the Act. All Council premises will promote a welcoming and harmonious environment. The Council will adhere to the relevant provisions of the Disability Discrimination Act 1995.

## Publication of the Scheme

- 11.1 Following approval of the Scheme by the Equality Commission, a copy of the Scheme will be sent to all the organisations who have responded to the consultation process and a summary of the Scheme will be sent to all of the other organisations listed in Appendix A. This Equality Scheme contains in Appendix 'B' information about who was consulted in relation to the draft Equality Scheme, the substance of the comments received and the response by the Council to these comments. The Scheme, or a summary of it, will also be available on request in accessible formats (see paragraph 10.3) from:

Ms Deepa Mann-Kler, Equality Officer, Chief Executive's Department,  
Belfast City Council, City Hall, Freepost BEL4010, Belfast, BT1 5BR

Freephone: 0800 0855 412  
Minicom: 028 9027 0405  
Fax: 028 9027 0573

E.mail: [mannklerd@belfastcity.gov.uk](mailto:mannklerd@belfastcity.gov.uk)

It will also be available on the Council's website at  
[www.belfastcity.gov.uk](http://www.belfastcity.gov.uk)

- 11.2 The Council will also issue a press statement when the Scheme is approved by the Equality Commission and will advertise its availability in such a manner as to ensure equality of access which may include prominent advertisements in the press and direct mail shots to affected groups. Staff will be informed in the manner set out in paragraph 9.5.

## Complaints

- 12.1 The Council will monitor complaints that it has not fulfilled its statutory obligations and will seek to resolve such complaints bilaterally. It will aim to give a substantive response within 40 working days of receipt of a complaint.
- 12.2 When a complainant claims to have been directly affected by a failure of the Council to comply with this Equality Scheme and the complaint has not been resolved by the Council, s/he will be informed of the procedure for bringing such a complaint to the Equality Commission.
- 12.3 The Complaints Procedure developed by the Council to deal with complaints relating to the statutory duty, which sets out where and how complaints may be raised, assistance available to a complainant and a timetable for responding to complaints, is attached as Appendix 'D'. The Council will respond constructively to suggestions on how its complaints procedure may be improved and will endeavour to make the procedure comprehensible and accessible to all persons who wish to complain.

## Review of the Equality Scheme

- 13.1 The Council will conduct a comprehensive review of this Scheme within five years of its submission to the Equality Commission. The review will take account of any guidance issued by the Equality Commission relating to such reviews. The review will include an assessment of how the Council has complied with its Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the discharge of the Councils' functions. The Council will consult with those bodies listed at Appendix A before submission of the review to the Equality Commission and the review will be published in the Council's minutes.



## Summary Action Plan and Timetable

- 14.1 The following timetable summarises the measures which the Council proposes to take during the five years following the submission of the Equality Scheme to the Equality Commission.

Year 1	June 2000 - June 2001
Appoint Equality Officer	
Establish Equality Scheme Steering Group	
Awareness Training for Elected Members	
Awareness Training for Senior Staff	
Awareness Training on 4th Corporate Strategic Objective on Good Relations for all Council staff through a series of road-shows	
Tender for Corporate Training Video on Equality Scheme	
Produce 5 year Training Plan	
Initial screening of Council functions/policies	
Consultation on screening process	
Respond to comments on draft Scheme to the Equality Commission	
Research and audit of existing Good Relations activities	
Engage in Joined up Consultation exercise with other public authorities	
Research and audit of Councils consultation techniques	
Research and audit of existing monitoring systems	
Regular Reports to Chief Officers	
Management Team	
Quarterly Reports to Policy and Resources Committee on Progress of implementation	

## Summary Action Plan and Timetable

Publicise approval of Equality Scheme and availability	
Prepare Report on progress for inclusion in annual Report Report on progress to Equality Commission	
<b>Year 2</b>	<b>June 2001 - June 2002</b>
Produce targets and performance indicators for Section 75 obligations and integrate into Departmental and Service Business Plans Undertake Programme of Impact Assessment	
Produce Action Plan in respect of Good Relations duty Develop consultation strategy Establish monitoring system for complaints and impact of policies Review existing monitoring data	
Access existing arrangements for providing information in alternative formats and review	
Implementation of Training Plan for staff and Members	
Regular reports to COMT	
Quarterly reports of Policy and Resources Committee Prepare report on progress for Annual Report and Equality Commission	
<b>Year 3</b>	<b>June 2002 - June 2003</b>
Undertake Impact Assessments Implementation of Training Plan	
Report regularly to COMT Prepare report on progress for Annual Report and Equality Commission	

## Summary Action Plan and Timetable

Develop Consultation techniques	
Develop Monitoring techniques	
Review targets and performance	
indicator for implementation of the	
Scheme	
<b>Year 4</b>	<b>June 2003 - June 2004</b>
Undertake Impact Assessments	
Implementation of Training Plan	
Report regularly to COMT	
Prepare report on progress for Annual	
Report and Equality Commission	
Review targets and performance	
indicator for implementation of the	
Scheme	

## Summary Action Plan and Timetable

Year 5	June 2004 - June 2005
Undertake Impact Assessments	
Implementation of Training Plan	
Report regularly to COMT	
Prepare report on progress for Annual Report and Equality Commission Prepare comprehensive review of	
Equality Scheme in accordance with paragraph 13 Review targets and performance	
indicator for implementation of the Scheme	

Figure 1

## Belfast City Council Committees

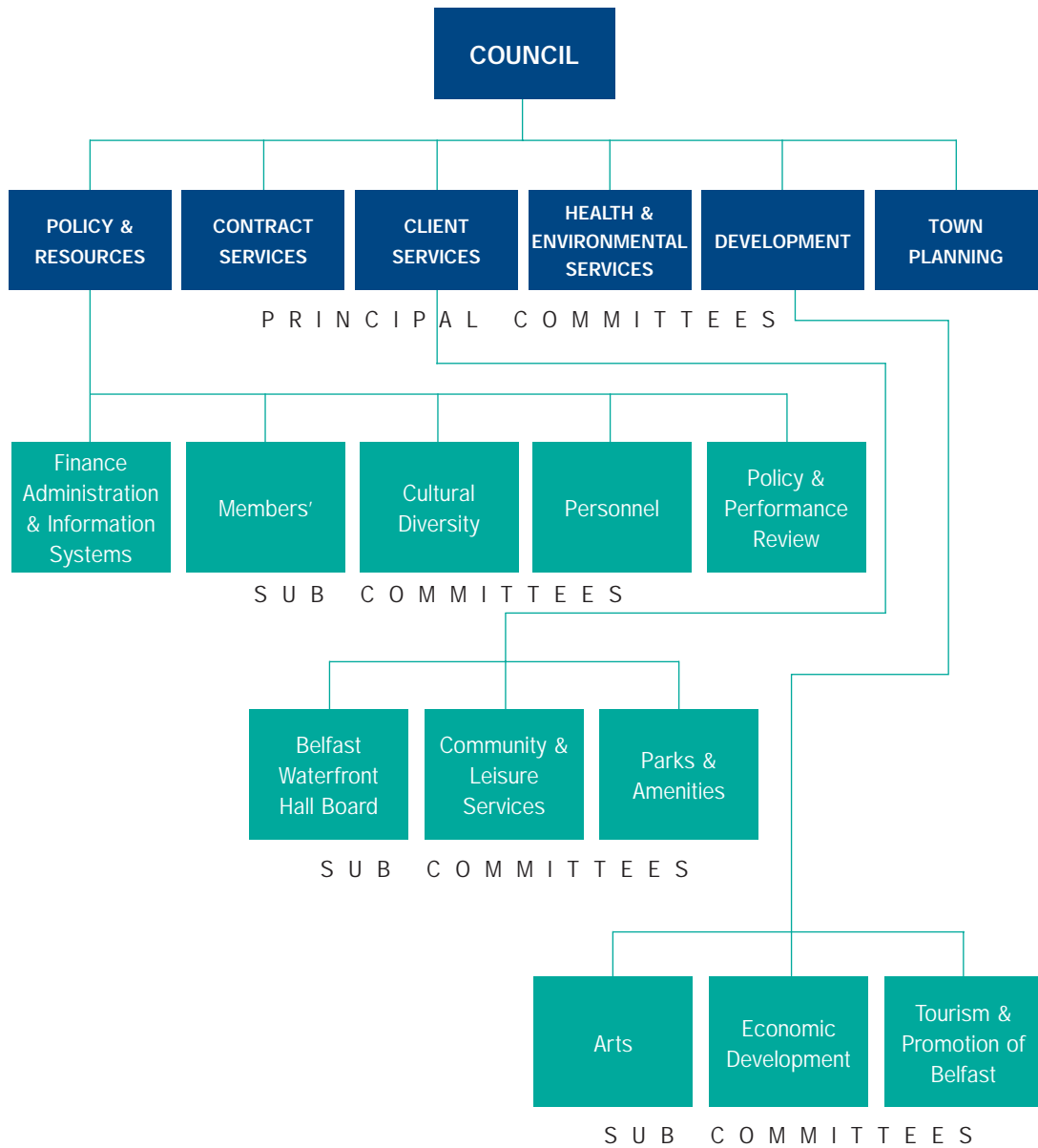
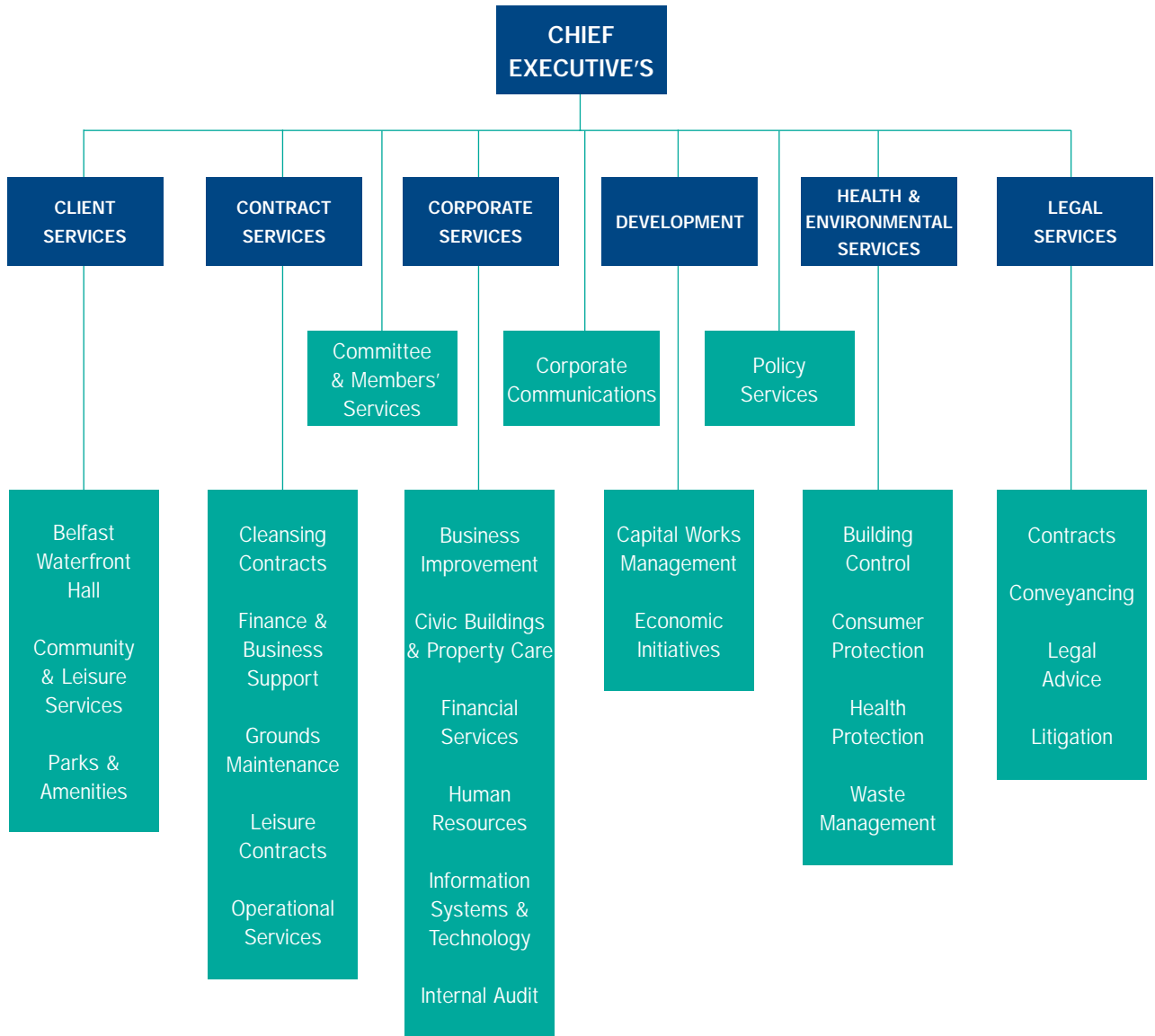


Figure 2

## Belfast City Council Departments



## Consultation List

123 House  
174 Mothers & Toddlers Club  
174 Trust  
174 Trust ACE Scheme  
1st Floor, Glen Villa  
Acorn Women's Group  
Age Concern - West Belfast  
Age Concern -East Belfast & Castlereagh  
Age Concern Northern Ireland  
Age Sector Reference Group  
Ainsworth Community Development Association  
Alexandra Community Association  
Alliance Party of Northern Ireland  
Amalgamated Engineering And Electrical Union  
Amalgamated Transport and General Workers Union  
Amber Community Development Association  
An Club Eachtra Adventure Club  
An Crann  
An Eochair Ex-Prisoner Support Group  
An Loiste Uir Prisoners Support Group  
Ancient Order of the Hibernians  
Andersonstown Community Forum  
Annadale Crescent Residents Association  
Annadale Young Women's Group  
Antrim Road Pre School Playgroup  
Antrim Road Youth Steering Group  
Apprentice Boys  
Aran Womens Group  
Ard Eoin Amach Agus Isteach  
Ardcarnet Youth Club  
Ardmonagh Family & Community Group  
Ardmonagh Womens Group  
Ardoyne Association  
Ardoyne Community Centre  
Ardoyne Fleadh Committee  
Ardoyne Gingerbread Group  
Ardoyne Parent Resource Centre  
Ardoyne Playscheme  
Ardoyne Women's Centre  
Ardoyne Womens Forum  
Ardoyne Womens Group  
Ardoyne Youth Club  
Artillery Women's Group  
Arts & Disability Forum

## Consultation List

Ashmore Community Action Group  
Avoniel Playcentre  
Baha'I Faith  
Ballymacarrett Parent & Toddler Group  
Ballymurphy Womens Support Group  
Ballnafeigh Community Development Association  
Ballnafeigh Community House Creche  
Ballnafeigh Resource Centre  
Ballnafeigh Women's Group  
Ballnafeigh Womens Group  
Ballnafeigh Young Adults Development Project  
Ballysillan Community Forum  
Ballysillan Drop In Centre  
Ballysillan/Ardoyne Community Group  
Ballysillan/Benview Play Centre  
Baptist Union of Ireland  
Barnardos Chinese Health Project  
Barnardos Chinese Lay Project  
Barnardos Northern Ireland  
Barnardos Parenting Matters Project  
Barnardos Tuar Ceatha Project  
Barnardos Victims of Violence  
Bawnmore Residents Association  
Beacon North  
Beechmount Community Project  
Beechmount Festival Committee  
Beechmount Youth Project  
BELB Area Project  
Belfast Cross Community Group  
Belfast Hebrew Congregation  
Belfast Islamic Centre  
Belfast Trades Council  
Belfast Travellers Education & Development Group  
Belfast Travellers Support Group  
Belfast Travellers Youth Projects  
Belfast Women's Aid  
Benview & Ballysillan Tenants Association  
Benview Community Centre  
Bible Society in Northern Ireland  
Black & Ethnic Minority Comm & Vol sector  
Black Mountain Action Group  
Black Mountain Gateway Group  
Blackie Community Groups Association  
Blind Centre for Northern Ireland

## Consultation List

Bloomfield Community Association  
Bone/Ballybone Women's Group  
Boys Brigade  
Brainwaves Northern Ireland  
Breakwater Youth Project  
Bridge Community Trust  
Bridge Womens Group  
British Deaf Association  
Brook Children Together  
Bryson Community Enterprise Ltd  
Bryson House  
Busscoil an tsleibhe Dhuidh  
Bytes Project  
Cana House  
Cara Friend  
Carer's Newington Day Centre  
Carers National Association  
Carrickhill Residents Association  
Carrduff Community Forum  
Cedar Trust  
Central Services Agency  
Child Care Northern Ireland  
Childrens Law Centre  
Chinese Chamber of Commerce  
Chinese Christian Fellowship  
Chinese Forum  
Chinese Welfare Association Northern Ireland  
Christian Action Research & Education  
Christian Brothers School  
Church of Ireland  
Citizens Advice Bureau - City Centre  
Citizens Advice Bureau - East Belfast  
Citizens Advice Bureau - North Belfast  
Citizens Advice Bureau - Shankill  
Citizens Advice Bureau - Springfield  
Citizens Advice Bureau - West Belfast  
Clara Park Tenants & Residents Association  
Clarawood Tenants & Residents Association  
Clonard Community Groups  
Clonard Mothers & Toddlers Group  
Clonard Residents Association  
Co-Operation Ireland  
Coalition on Sexual Orientation (CoSo)  
Coiste no n-larchimi

## Consultation List

Colin Glen Trust  
Columbanus House  
Committee on the Administration of Justice  
Community Classroom Project  
Community Facilitation Project  
Community Games  
Community of the Peace People  
Community Relations Council (CRC)  
Community Relations Training/Learning Consortium  
Concorde Community Centre  
Conway Community Enterprises  
Corner House  
Cornerstone Community  
Corpus Christi Services  
Council for the Adv Comm with Deaf People  
Council for the Homeless NI  
Counteract  
CRUSE Bereavement Care Belfast  
CRUSE Bereavement Care Northern Ireland  
Culturlann  
Dee Street Community Centre  
Democratic Unionist Party  
Disability Action Northern Ireland  
Disabled in Community Action  
Divis Community Centre Committee  
Divis Play Project Afterschools  
Donegall Moltke Housing Committee  
Donegall Pass Community Centre Committee  
Downtown Womens Group  
Duncairn Community Centre  
East Belfast Community Development Agency  
East Belfast Womens Development Project  
Educational Guidance Service for Adults  
Empire Community Centre  
Employers' Forum on Disability  
EPIC East  
EPIC North  
EPIC West Belfast  
Equality Coalition  
Equality Commission  
Euro Children  
Evangelical Alliance  
Evangelical Alliance  
Evangelical Alliance

## Consultation List

Evangelical Contribution on NI  
Ex Prisoners Interpretative Centre  
Falls Community Council  
Falls Forum  
Falls Womens Centre  
Falls Womens's Advice Centre  
Families in Contact  
Families in Contact  
Family & Racism Resource Centre  
Family Care Centre  
Family Trauma Centre  
Farset Youth & Community Development Limited  
Feile An Phobail  
Fernhill Ladies Organisation  
Finaghy Community Centre  
Fleming Fulton School  
Footprints Womens Centre  
Forbairt Feirste  
Fortwilliam Youth Centre  
Free Presbyterian Church  
Gae Lairn Project Prisoners Aid and Post Conflict  
Gaeloilinint  
Gallwally & Church Road Residents Association  
Gingerbread Northern Ireland  
Girl Guides  
Girls Brigade  
Glandore Youth Club  
Glanrosa Community Association  
Glen Community Centre  
Glen Parent & Youth Group  
Glen Parent Creche  
Glen Retired Men's Club  
Glen Road Community Centre  
Glen Women's Centre  
Glenbank Community Association  
Glencairn Community Development Association  
Glencairn Peoples Project  
Glenhall Housing Association  
Glenluce Quality Caring Centre  
Glenveagh Special School  
Glor na nGael  
GMB  
Greater Ballymurphy Home Co-op  
Greater Ballymurphy Women's Support Network

## Consultation List

Greater East Belfast Partnership  
Greater New Lodge Area Project  
Greater Shankill Community Council  
Greater Shankill Development Agency  
Greater Shankill Partnership  
Greater St James Ex-Prisoners Association  
Greater West Belfast Community Association  
Greater West Belfast Community Resource Centre  
Greenaway Women's Centre  
Grosvenor Community Centre  
Grosvenor Community Centre  
Grove Housing Association  
Grove Youth & Community Centre  
Guide Dogs For The Blind Association NI  
Habitat for Humanity Northern Ireland  
Hammer Community Centre  
Help The Aged Northern Ireland  
Highfield & District Community Liaison Group  
Highfield Action Group  
Highfield Community Advice Centre  
Highfield Community Centre  
Highfield Prisoners in Partnership  
Holy Trinity Centre  
Home Start UK  
Horn Drive Community Centre  
Indian Community Centre  
Inner East Youth Project  
Interact  
Intercom - Antrim Road  
Intercom - York Street  
Inverary Community Centre  
Inverary Community Centre User Committee  
Irish Council of Churches  
Irish Republican Socialist Party  
Italian Society  
Jamaica/Havana Residents Committee  
Jehovah's Witnesses  
John Paul Youth Club  
Kairos  
Kansas Residents Association  
Knock Contact Centre  
Knocknagoney Community Centre  
Laganside Corporation  
Lee Hestia Housing Association

## Consultation List

Lenadoon Community Forum  
Lesbian Line  
Lifeline  
Ligoniel Community Centre  
Ligoniel Family Centre  
Ligoniel Improvement Association  
Linc Resource Centre  
Link Up  
Lippen  
Lisburn Road Residents Association  
Local Government Staff Commission  
Loop River Play Centre  
Lower Antrim Road Women's Group  
Lower Falls Community Games  
Lower Lisburn Road Community Forum  
Lower Lisburn Road Senior Citizens Club  
Lower North Belfast Community Council  
Lower North Queens Resource Association  
Lower Oldpark Community Action Group  
Lower Ormeau Residents Association  
Manor Street Women's Group  
Manor Street/Cliftonville Community Group  
Markets Community Centre  
Meanscoil Feirste  
Melfort Residents Association  
Mencap Northern Ireland  
Merton Park Residents Group  
Methodist Church in Ireland  
Mitchel House School  
Morton Community Centre  
MSF  
Multi Cultural Resource Centre  
Multicultural Group-Windsor Women's Centre  
Multiple Sclerosis Society  
Mums On The Move  
Muscular Dystrophy Group Northern Ireland  
Naiscoil Ard Eoin  
NASUWT  
National Schizophrenia Fellowship  
Nativity Youth Club  
Neighbourhood Development Association  
New Horizons  
New Lodge Community Family Centre  
New Lodge Cultural Society

## Consultation List

New Lodge Forum  
Newhill Community Centre  
Newhill Youth & Community Centre  
Newtownards Road Womens Group  
NI Association of Citizen's Advice Bureau  
NI Women's European Platform  
NIACRO  
NIC-Irish Congress of Trade Unions  
North & West Belfast Health Trust  
North Belfast Communities in Action Project  
North Belfast Community Development Centre  
North Belfast Partnership Board  
North Belfast Play Forum  
North Belfast Senior Citizens Forum  
North Belfast Young Womens Network  
North Queen Community Centre  
North Queen Street Community Centre  
North Queen Street Playcentre  
Northern Ireland African Cultural Centre  
Northern Ireland Association For Mental Health  
Northern Ireland Chest Heart & Stroke Association  
Northern Ireland Council for Ethnic Minorities  
Northern Ireland Council for Voluntary Action  
Northern Ireland Deaf Youth Association  
Northern Ireland Disability Council  
Northern Ireland Filipino Association  
Northern Ireland Filipino Community in Action  
Northern Ireland Gay Rights Association  
Northern Ireland Human Rights Commission  
Northern Ireland Music Therapy Trust  
Northern Ireland Pensioners Convention  
Northern Ireland Public Service Alliance  
Northern Ireland Unionist Party  
Northern Ireland Voluntary Trust (NIVT)  
Northern Ireland Women's Coalition  
Northern Ireland Womens Aid Federation  
Northern Ireland Womens European Platform  
Oi Yin Chinese Women  
Oi-Kwan Chinese Women's Group  
Oliver Plunkett Community Development Association  
Olympia Community Centre  
Olympia Play Centre  
Opportunity Youth  
Orange Order

## Consultation List

Orchardville Society  
PAPCR East Belfast  
PAPCR North Belfast  
Parenting Matters  
Parents Advice Centre Northern Ireland  
Passionist Youth & Parent Resource Centre  
Pathway Project (Trinity Street Youth Office)  
PHAB Northern Ireland  
Play Resource Warehouse Limited  
Playboard  
Pobal  
PRAXIS  
Presbyterian Church  
Press for Change  
Prison Arts Foundation  
Prison Fellowship  
Prisoners Aid Networking Group  
Prisoners Aid Post Conflict Resettlement  
Probation Board for Northern Ireland  
Progressive Unionist Party  
Putting Children First  
Queerspace  
Relate Northern Ireland  
Relatives for Justice  
Relatives for the Disappeared  
Remember & Change Consortium  
RNIB  
Rock Street Residents Association  
Roden Street Community Development Group  
Roman Catholic Church  
Royal Hospital Trust  
Royal National Institute for Deaf People  
Saint James Youth & Sports Group  
Saint Luke's Family Centre  
Salvation Army Belfast Goodwill Community Centre  
Samaritans - Irish Regional Office  
Samaritans Belfast  
Sandy Row Community Centre  
Save The Children Fund  
Shadow Trust  
Shankill Stress & Trauma Group  
Shankill Stress Groupings  
Shankill Womens Centre  
Shankill Womens Forum

## Consultation List

Shelter Northern Ireland  
Shopmobility Belfast  
Short Strand Community Forum  
Short Strand Parent & Youth Group  
Sile na Gig  
Simon Community Northern Ireland  
Sinn Fein  
SIPTU  
Social Democratic and Labour Party  
Society For The Protection Of The Unborn Child  
South & East Belfast Health Trust  
South Belfast Partnership  
South West Belfast Community Forum  
Springhill Community House  
St James Community Forum  
St John Vianney Youth Centre  
St Paul's Reminiscent Group  
St Theresa's Community Project  
St Vincent's Centre  
Stadium Youth & Community Care  
Star Neighbourhood Centre  
Student Work Opportunities Placement  
Suffolk Community Centre  
Suffolk Friday Pensioners Club  
Suffolk Mothers & Toddlers  
Sunnyside Community Arts  
Survivors of Trauma  
Sussex Place Family Services  
Tar Anall  
Tar Isteach  
The Blackie Community Forum  
The Butterfly Club  
The Industrial Society  
The Rainbow Project  
Tra Ghearr Ex Prisoners Support Group  
Training & Employment Agency  
Traveller Movement Northern Ireland  
Treetops Child Bereavement Group  
Turf Lodge Community Games  
Turf Lodge Festival Committee  
Twinbrook Mother & Toddler Club  
Ulster Democratic Party  
Ulster Scots Heritage Council  
Ulster Scots Language Society

## Consultation List

Ulster Unionist Party  
Unicorn Consultancy  
UNISON  
United Kingdom Unionist Party  
University of Ulster  
Upper Andersonstown Community Forum  
Upper Springfield Development Trust  
Upper Springfield Resource Centre  
Victim Support Belfast North & West  
Victim Support Belfast South & East  
Victim Support Down  
Victims & Survivors of Troubles  
Voluntary Service Belfast  
Walkway Women's Centre  
WAVE  
We Care Third World Care  
West Belfast Access Group  
West Belfast Area Project  
West Belfast Community Festival  
West Belfast Cross Community Partnership  
West Belfast Economic Forum  
West Belfast Parent Youth Support Group  
West Belfast Partnership Board  
West Belfast Senior Citizens Forum  
West Belfast Youth Support Group  
West Kirk Community Project  
West Rock Parent & Youth Support Group  
Westland Community Group  
Westlink Women's Group  
Westside Project  
Whiterock Community Centre  
Whiterock Play Centre  
Wider Circle  
Windsor Womens Centre  
Wishing Well Centre  
Women Into Politics  
Women's Forum Northern Ireland  
Women's Group (Belfast Islamic Centre)  
Women's Information Group  
Women's News  
Women's Resource & Development Agency  
Women's Support Network  
Woodvale Community Centre  
Workers Party

## Consultation List

Wyndham Parent/Youth Outreach Group  
Young Enterprise Belfast  
Young Mens Christian Association  
Young People's Consultation  
Young Women's Project  
Youth Council Northern Ireland  
Youth Counselling and Information Service  
Youth Exchange Centre  
Youth for Christ Northern Ireland  
Youth for Truth  
Youth Hostel Association of Northern Ireland  
Youth Initiatives  
YouthLink Northern Ireland  
Youthnet

## Consultation List for Equality Impact Assessments

Age Concern Northern Ireland  
Alliance Party of Northern Ireland  
Amalgamated Engineering And Electrical Union  
Amalgamated Transport and General Workers Union  
Ardoyne Community Centre Committee  
Ardoyne Development Association  
Baha'I Faith  
Ballynafiegh Community Development Association  
Baptist Union of Ireland  
Barnardos  
Barnardos Tuar Ceatha Project  
Belfast Education & Library Board  
Belfast Hebrew Congregation  
Belfast Islamic Centre  
Belfast Trades Council  
Belfast Travellers Education & Development Group  
Belfast Travellers Support Group  
Blind Centre for Northern Ireland  
Boys Brigade  
Brainwaves Northern Ireland  
British Deaf Association  
Cara Friend  
Carer's Newington Day Centre  
Carers National Association  
Central Services Agency  
Child Care Northern Ireland  
Childrens Law Centre  
Chinese Chamber of Commerce  
Chinese Christian Fellowship  
Chinese Welfare Association Northern Ireland  
Church of Ireland  
Citizens Advice Bureau - City Centre  
Citizens Advice Bureau - East Belfast  
Citizens Advice Bureau - North Belfast  
Citizens Advice Bureau - Shankill  
Citizens Advice Bureau - Springfield  
Citizens Advice Bureau - West Belfast  
Clara Park Residents Association  
Co-Operation Ireland  
Coalition on Sexual Orientation (CoSo)  
Committee on the Administration of Justice  
Community Relations Council (CRC)  
Community Relations Training/Learning Consortium  
Concorde Community Centre Committee

## Consultation List for Equality Impact Assessments

Council for the Homeless NI  
Counteract  
Culturlann  
Dee Street Community Centre Committee  
Democratic Unionist Party  
Divis Community Centre Committee  
Disability Action Northern Ireland  
Donegall Pass Community Centre Committee  
Duncarin Community Centre Committee  
East Belfast Community Development Agency  
Employers' Forum on Disability  
Equality Coalition  
Equality Commission  
Evangelical Alliance  
Falls Community Council  
Falls Forum  
Falls Womens Centre  
Feile An Phobail  
Finaghy Community Centre Committee  
Fleming Fulton School  
Forbairt Feirste  
Free Presbyterian Church  
Gaeloilinint  
Gingerbread Northern Ireland  
Glen Road Community Centre Committee  
GMB  
Greater East Belfast Partnership  
Greater Shankill Community Council  
Greater West Belfast Community Association  
Hammer Community Centre Committee  
Help The Aged Northern Ireland  
Highfield Community Centre Committee  
Horn Drive Community Centre Committee  
Indian Community Centre  
Inner East Youth Project  
Inverary Community Centre Committee  
Irish Council of Churches  
Irish Republican Socialist Party  
Italian Society  
Knocknagoney Community Centre Committee  
Lee Hestia Association  
Lenadoon Community Forum  
Lesbian Line  
Ligoniel Community Centre Committee

## Consultation List for Equality Impact Assessments

Local Government Staff Commission  
Lower North Belfast Community Council  
Manufacturing, Science and Finance Union  
Markets Community Centre Committee  
Mencap Northern Ireland  
Methodist Church  
Morton Community Centre Committee  
Multi Cultural Resource Centre  
Multicultural Group-Windsor Women's Centre  
National Schizophrenia Fellowship  
Newtownards Road Womens Group  
North Belfast Community Development Centre  
North Queen Street Community Centre Committee  
NI Association of Citizen's Advice Bureau  
NI Women's European Platform  
NIACRO  
NIC-Irish Congress of Trade Unions  
North Belfast Partnership Board  
North Belfast Senior Citizens Forum  
Northern Ireland African Cultural Centre  
Northern Ireland Association For Mental Health  
Northern Ireland Council for Ethnic Minorities  
Northern Ireland Council for Voluntary Action  
Northern Ireland Deaf Youth Association  
Northern Ireland Disability Council  
Northern Ireland Filipino Association  
Northern Ireland Filipino Community in Action  
Northern Ireland Gay Rights Association  
Northern Ireland Human Rights Commission  
Northern Ireland Pensioners Convention  
Northern Ireland Public Service Alliance  
Northern Ireland Unionist Party  
Northern Ireland Voluntary Trust (NIVT)  
Northern Ireland Women's Coalition  
Northern Ireland Womens Aid Federation  
Northern Ireland Womens European Patform  
Oi Yin Chinese Women  
Oi-Kwan Chinese Women's Group  
Olympia Community Centre Committee  
Orchardville Society  
Parents Advice Centre Northern Ireland  
PHAB Northern Ireland  
Playboard  
Play Resource Warehouse

## Consultation List for Equality Impact Assessments

Pobal  
PRAXIS  
Presbyterian Church  
Press for Change  
Probation Board for Northern Ireland  
Progressive Unionist Party  
Putting Children First  
Queerspace  
Relate Northern Ireland  
RNIB  
Royal National Institute for Deaf People  
Samaritans Belfast  
Sandy Row Community Centre Committee  
Save The Children Fund  
Short Strand Community Forum  
Sikh Community Association  
Simon Community NI  
Sinn Fein  
SIPTU  
Social Democratic and Labour Party  
South West Belfast Community Forum  
St. James Community Forum  
Suffolk Community Centre Committee  
The Blackie Community Forum  
The Butterfly Club  
The Rainbow Project  
Traveller Movement Northern Ireland  
Ulster Democratic Party  
Ulster Scots Heritage Council  
Ulster Scots Language Society  
Ulster Unionist Party  
UNISON  
United Kingdom Unionist Party  
Upper Andersonstown Community Forum  
Upper Springfield Resource Centre  
Victim Support  
Walkway Womens Centre  
WAVE  
West Belfast Economic Forum  
West Belfast Partnership Board  
Whiterock Community Centre Committee  
Windsor Womens Centre  
Women Into Politics  
Women's Forum Northern Ireland

## Consultation List for Equality Impact Assessments

Women's Group Belfast Islamic Centre  
Women's Information Group  
Women's Resource & Development Agency  
Women's Support Network  
Woodvale Community Centre Committee  
Workers Party  
Youth Action  
Youth Council Northern Ireland  
Youth Counselling and Information Service  
Youth Exchange Centre  
Youth for Christ Northern Ireland  
Youth for Truth  
Youth Initiatives  
YouthLink Northern Ireland  
Youthnet

## Consultation on the Draft Equality Scheme

In accordance with the Guide to the Statutory Duties published by the Equality Commission, the Council consulted widely on its draft Equality Scheme.

A detailed report of the consultation process, including a summary of the points raised by consultees, was submitted to a Special Meeting of the Policy and Resources Committee on 27 June 2000. The Minutes of that meeting, which include the decisions taken by the Council in respect of the points raised by consultees, is attached.

The Minutes of the Special Meeting of the Policy and Resources Committee were submitted to the Council for approval at the meeting on 3 July 2000. The Minutes were adopted subject to the following amendment :

That the decision of the Policy and Resources Committee of 27 June, under the heading "Belfast City Council Draft Equality Scheme", to agree that, following approval of the Equality Scheme by the Northern Ireland Equality Commission, the Scheme be made available in the Irish language, be rejected and accordingly that the Council only agree to reproduce the Scheme in accordance with the Equality Commission Guidelines and also that the Director of Legal Services be not required to submit to a future meeting of the Committee a report on the feasibility of imposing an Equality Duty on those in the private sector to whom the Council might award contracts and a report on the legality of imposing a requirement on Council employees to disclose whether they were members of an oath-bound organisation.

# Consultation on the Draft Equality Scheme

## Policy and Resources Committee

Special Policy and Resources Committee,  
Tuesday, 27th June, 2000

### Consultation on Belfast City Council's Draft Equality Scheme Section 75 Northern Ireland Act 1998

#### 1 Introduction

- 1.1 Belfast City Council (the Council) will be submitting its Equality Scheme with the Equality Commission on the 4 July 2000.
- 1.2 It is expected by the Equality Commission, that the draft Equality Scheme will have been widely consulted on. This report outlines the measures undertaken by the Council to meet consultation requirements. It is proposed that this report will form an Appendix to the Equality Scheme and will be made available to all those consulted with during the consultation process.
- 1.3 The Council views consultation as integral to the whole process of mainstreaming. To achieve this the Council used a range of consultation method and techniques, some of which included letters, meetings with public, groups, individuals, consultative form, focus group, press releases, advertisements, Internet, direct invitation to groups and poster displayed at Council Premises. The Council has found the consultation process to be an immense learning process and one of great benefit, where an attempt was made to engage with groups and individuals to the best of our abilities. At the same time to ensure that the process was meaningful and representative. One of the most important factors to emerge is that of the 'multiple identities' of those affected by policy decisions. The Council views consultation as the beginning of an ongoing relationship.

## Consultation on the Draft Equality Scheme

### 2 Consultation Process

2.1 The draft Scheme and an executive summary was sent to all the consultees listed in Appendix 'A' of the Scheme, this resulted in a mailing to 450 organisations and groups in total. The letter sent with these items recognised the consultation burden placed on groups, identified ways of making representation to the Council, indicated the date for receipt of submissions, offered to meet with groups and offered alternatively formatted versions of the Scheme. A copy of the letter is appended as Appendix 'A'.

2.2 The original letter sent to groups indicated that the closing date for receipt of responses to the Council's draft Equality Scheme would be Friday, 2 June 2000. This date would have allowed an eight week consultation period. However, the Equality Scheme Working Group (ESWG) then took the decision to extend this consultation period by another two weeks, to the new closing date of Friday, 16 June 2000, thereby ensuring that consultees had ten weeks of consultation time.

2.3 Adverts were also placed in the following newspapers informing the public of the availability of the Council's draft Equality Scheme:

- Belfast Telegraph
- Newsletter
- Irish News

A copy of the advert is appended as Appendix 'B'.

2.4 To further promote the availability of its' draft Equality Scheme, the Council produced 200 A3 posters and 2000 leaflets. This material was available at all of the Councils' civic buildings and all of its' community, leisure and play centres.

2.5 The Council also sought to publicise the availability if its' draft Equality Scheme to people who are blind or visually impaired. To this end an interview was conducted with David Galway, from the Blind Centre NI for 'Talking Pages'. The interview examined, in detail, all aspects of Section 75 and the Council's draft Equality Scheme. This interview was then also distributed for circulation to all three 'Talking Newspapers' in Belfast, covering the North, South, West and East of the city.

2.6 An audit trail was kept of contact made by consultees in connection with the draft Equality Scheme. In total the Council was contacted a further fifty-nine times. The main reason for contacting the Council

## Consultation on the Draft Equality Scheme

was to receive further copies of the Scheme, or to submit written responses. The substance of detail for contacting the Council breaks down as follows:

### Reason for consultees contacting Belfast City Council between 10 April 2000 - 16 June 2000

Reason for contact	Number of requests
Extra copies of the Draft Equality Scheme	26
Would like to meet as part of the consultation process	2
To inform of changes to name or address (Appendix A)	4
To offer 'alternative format' services	1
Inform that written comments will be sent by 16 June 2000	5
To submit written comments on the DES	21
TOTAL number of times contacted	59

2.7 All requests for further copies of the draft Equality Scheme were responded to immediately and sent out by first class postage. Only two organisations responded to requests for meetings at this stage. Due to this initial lack of response and, also, appreciating that non-governmental organisations were overwhelmed with trying to respond to other equality schemes, the Council decided to contact groups directly. It was decided to utilise a two-pronged approach to facilitate face-to-face meetings.

2.8 The Council approached groups directly by telephone to ascertain whether they wished to meet to discuss the Scheme. At the same time the Council also took the opportunity of placing the draft Equality Scheme on the agenda of any face-to-face meetings with representatives of constituent groups.

2.9 Contact began to be established with umbrella and representative groups to offer the opportunity to meet with Council officials to discuss the draft Equality Scheme. The Council noted that groups were not only representative of one equality category, for example, a group of young people will not just be representative of the age

## Consultation on the Draft Equality Scheme

sector, but may also represent issues about gender, religion, political opinion, race, sexual orientation, dependents, marital status and/or disability. However, for the purposes of this report and to reflect the manner in which the Equality Commission will be contacting sample consultees, the consultation methodology is structured to reflect the equality constituencies.

- 2.10 Contact was established with the Northern Ireland Council for Ethnic Minorities, Chinese Welfare Association, Traveller Movement (NI) and the Belfast Travellers Sites Project (BTSP). The Council was informed that a coalition representing race issues had been formed. The race sector have established 4 working groups to lead responses to key public authorities. Traveller representative groups are also leading consultation meetings with District Councils. There was a specific request from BTSP to meet with the Council. A meeting was arranged and the Council were informed that BTSP would arrange to contact representatives from the race coalition interested in attending the meeting.
- 2.11 A meeting took place with representatives from the race sector on Thursday, 25 May 2000 at the offices of the BTSP. This consultation meeting was attended by Brian Hanna, Chief Executive, BCC and Deepa Mann-Kler, Research Officer, BCC. Representatives from the race coalition included Mary McMahon, Director, BTSP; Michael Mongan, BTSP and Caroline Coleman, Lee Hestia Housing Association. The meeting started at 3pm and ended at 5pm. It should be noted that the race sector are proposing to submit further written comments. A copy of the notes of the meeting are appended as Appendix 'C'.
- 2.12 Contact was established with the Coalition On Sexual Orientation (COSO) to set up a meeting. COSO is a coalition of groups representing sexual orientation issues and concerns. This was arranged for Friday, 9 June 2000 at 4pm in the offices of Rainbow. Danny Lambe, Policy Officer, BCC attended this meeting. COSO arranged a 'doubled-up' approach to consultation, where the Council and the health sector were present at the same time. Representatives from COSO included Adrian McCracken, Barry Fitzpatrick, Barbre Cook, Alex Bramin and Andrea Brown. While COSO is largely representative of people with a different sexual orientation, care was taken to ensure that a representative was present to speak about trans-gendered issues. A copy of the notes of the meeting are appended as Appendix 'D'.

## Consultation on the Draft Equality Scheme

2.13 Disability Action (DA) were contacted at the beginning of May. Kevin Pettigrew (from DA) has been allocated responsibility for replying to the Belfast City Council's draft Equality Scheme. DA are taking the lead, as an umbrella disability group in responding to equality schemes generally. DA informed the Council that they were unable to meet for further consultation at this stage as they did not have the human resources to facilitate this. However, DA were informed that through the Community Outreach Programme of the Human Resources section of the Council, a meeting had been arranged with representatives from several disabilities groups to discuss work experience placements. It had been felt that this would provide a useful opportunity to also discuss aspects of the Council's draft Equality Scheme. Subsequently Kevin Pettigrew was invited to this meeting which took place on the Wednesday, 31 May 2000 at 12pm in the Cecil Ward Building, Belfast City Council. Representatives from disability organisations included the following groups:

- The Orchardville Society
- Cedar Foundation Training Services
- Pathway Employment Services
- New Horizons
- Shadow Trust
- Fleming Fulton School
- Glenveagh Special School
- Mitchell House School
- SWOP
- North and West HSS Trust
- Royal Hospitals Trust
- St Vincent's Centre
- T&EA
- Disability Action

Representatives from the Council included Deepa Mann-Kler, Stanley Black, (Head Of Human Resources) and Jenny Watson, (Equal Opportunites). Individuals were provided with further copies of the draft Equality Scheme, executive summary leaflet and poster. Introduction to the Council scheme focused on the remit of Section 75, specific aspects of consultation, publication and alternative formats, screening and the next steps within the Council. A copy of the notes of the meeting are appended as Appendix 'E'.

2.14 Through Women Into Politics (WIP) a consultation session was held on Tuesday, 23 May 2000 at Downtown Women's Building. Both the BELB and the Council were invited to participate. Mary Bunting and

## Consultation on the Draft Equality Scheme

Joy Poots from the Equality Commission and Maggie Beirne from the CAJ and Joanne Vance from WIP also attended as speakers.

Community groups present on the day included:

- Womens Support Network
- Falls Community Council
- Green Womens Centre
- COSO
- Footprints Womens Centre
- Womens Information Group
- BTEDG
- WIP
- Irish Language Group
- Greater West Community Resource Centre

The groups listed above would have been representative of gender, dependents, marital status, sexual orientation, religious belief, political opinion and racial group. A copy of the notes of the meeting were provided by WIP and are appended as Appendix 'F'.

## Consultation on the Draft Equality Scheme

- 2.15 Contact was made with the Age Sector Reference Group (ASRG). The ASRG is a coalition representing the interests of older people. The Council was informed that these groups represent the rights of people who are older than fifty years of age. Direct contact took place with Seamus Lynch of 'Help The Aged' (NI) and with Age Concern to establish whether this coalition wanted to meet with the Council to discuss the draft Equality Scheme. The Council were informed that ASRG would be making a written submission and were currently unable to meet at this stage. The Council has received a written submission from the ASRG and has also received representation from groups at its' public consultation meetings.
- 2.16 The Council contacted BELB to try and link in with their consultation with young people. As a result, a focus group was held with young people on 13 June 2000 at 7pm at the YMCA, Wellington Place. The meeting was attended by Deepa Mann-Kler and Tommy O'Reilly, Community Development Worker, BCC. There were twenty young people at the meeting who were drawn from all parts of Belfast and were also representative of gender, religious belief and political opinion. The young people were aged between sixteen and twenty years of age. The notes of the meeting are appended as Appendix 'G'.
- 2.17 The Community Services Section of the Council facilitated a consultation meeting for children aged between six and eleven years of age, to discuss the Council's Play Policy. This was held on Saturday, 29 April 2000 at the Ulster Folk Museum. It was agreed that this would serve as a useful opportunity to discuss the Council's draft Equality Scheme with children. The events of this morning were videotaped and have been transcribed. The notes of the meeting are appended as Appendix 'H'.
- 2.18 The Council then also arranged a series of public consultation meetings to facilitate representation from individuals and community groups. Community groups are representative of a broad range of equality interests, some of which include gender, race, age, religion, political opinion, disability, sexual orientation, marital status and dependents. To this end members of the ESWG met with Community Development Workers from the Council to identify suitable dates, times and venues for meetings. A covering letter and an executive summary version of the draft Equality Scheme were then sent to over 900 community groups across the Belfast area. At the same time the Council arranged for adverts to be placed in the following newspapers announcing the forthcoming meetings:

## Consultation on the Draft Equality Scheme

- North Belfast Post
- South Belfast Post
- East Belfast Post
- West Belfast Post
- Irish News
- Newsletter
- Belfast Telegraph
- North Belfast News
- Andersonstown News
- Shankill Mirror

A copy of the letter and the advert are appended as Appendix 'I'.

- 2.19 Originally, seven public consultation meetings were scheduled during the week of 12 June - 16 June 2000. However, the Council then received a request to hold another public consultation to facilitate 'community groups in the Village area of Belfast. At very short notice, the Olympia Community Centre was booked. There was not enough time to publicise this event through newspapers, so the Council distributed letters through two local primary schools in the area. 450 letters were sent out at this stage. The following table indicates when these meetings took place and the number of people who attended.

## Consultation on the Draft Equality Scheme

### Venues for Public Consultation Meeting and Numbers of People attending

Venue	Date & Time	No. of People who attended
Duncairn Community Centre	12 June 2000 2.00pm - 4.00pm	1
Mount Conference Centre	13 June 2000 10.00am - 12.00pm	7
Ardoyne Community Centre	13 June 2000 2.00pm - 4.00pm	4
Falls Community Council	14 June 2000 10.00am - 12.00pm	10
Argyle Business Centre	14 June 2000 2.30pm - 4.30pm	0
Shaftesbury Recreation Centre	15 June 2000 10.30am - 12.30pm	0
Finaghy Community Centre	15 June 2000 2.30pm - 4.30pm	0
Olympia Community Centre	15 June 2000 2.00pm - 4.00pm	0

2.20 During the consultation phase the ESWG continued to meet, as they had done during the development of the draft Equality Scheme, in order to try and share feedback and to continue to develop thinking.

### 3 Summary Of Information Distributed By The Council

3.1 Throughout the consultation period the Council distributed a variety of information in relation to its' draft Equality Scheme. The following table summarises this information.

## Consultation on the Draft Equality Scheme

### Summary of the information distributed by the Council in relation to distributing its' draft Equality Scheme

Format of information	Quantity	Date Sent	Sent to
Letter	450	7 April 2000	Equality Scheme
	51	7 April 2000	Appendix A
	26	ongoing	Councillors As requested
Draft Equality Scheme	450	7 April 2000	Appendix A
	51	7 April 2000	Councillors
	26	ongoing	As requested
	1000	ongoing	general distribution
Executive Summary	450	7 April 2000	Appendix A
	51	7 April 2000	Councillors
	26	ongoing	As requested
	200	ongoing	general distribution
A3 Poster	200	26 April 2000	All Council buildings
Executive summary Leaflets	2000	26 April 2000	All Council buildings
Letter	900	2 June 2000	Community groups
	51	8 June 2000	Councillors
Executive Summary	900	2 June 2000	Community groups
Letter	450	14 June 2000	Schools
Equality Commission Guidelines and Leaflets	200	ongoing	Council staff and at consultation meetings

## Consultation on the Draft Equality Scheme

### 3.2 Alternative formats

In line with the Equality Commission guidelines the Council ensured that its' Scheme was available in alternative formats. The following table indicates the versions that the Scheme was available in and the number of requests made for that format. Although alternative formats were made available, as can be seen from the table below the Council received no requests for information in these formats.

#### Types of alternative formats available of the Council DES and the number of requests received

Alternative Format	No. of requests
Chinese	0
Audio cassette	0
Executive summary - plain English	0
Large print	0
Pictogram	0
Disc	0
TOTAL REQUESTS	0

3.3 To try and make the audio cassette version of the draft Equality Scheme more accessible to people - the Council has incorporated the interview conducted for 'Talking Pages'. It was hoped that an informal discussion of Section 75 and the Council's duties would encourage more people to listen to the cassette.

3.4 The Council also took care to monitor the method by which consultees contacted the Council and this is drawn up in the table below:

## Consultation on the Draft Equality Scheme

Method used by consultees to contact the Council

Method used to contact the Council	No. of times used
Telephone	31
Minicom	0
Textphone	0
In writing by post	27
E-mail	3
Website	787
Fax	4
TOTAL number of times contacted	852

\* In some instances consultees faxed and posted their submissions, thereby reflecting a higher than true incidence of responses.

### 4 Comments On The Draft Equality Scheme

- 4.1 The organisations which made written comments during the consultation process are listed in Appendix J. A report of the responses submitted to Council for decision is attached as Appendix K. This report outlines the substance of the responses made. A copy of all responses will be sent to the Equality Commission. The volume of responses makes copying and distribution in advance of a request impractical. However, a file containing all of the responses will be available for inspection by anyone who so requests, from the Head Of Policy Services, Chief Executive's Department, City Hall.
- 4.2 Some of the responses included in Appendix J could be classed as requests for further copies of the DES. Some offered a few comments on the draft Scheme and some have provided more of a detailed response. The Council welcomes all comments, however short or long.

## Consultation on the Draft Equality Scheme

### 5 Conclusion

- 5.1 The process undertaken by the Council by the Council to ensure meaningful consultation on its' draft Equality Scheme, attempted to ensure that groups representative of the nine categories referred to in Section 75 were made aware of the content of the Council's draft Scheme and of the process for submitting responses to it.
- 5.2 The timetable for comments on the draft Scheme was short as it was clear, at many consultation meetings, those present had not had sufficient time to examine any of the draft Equality Schemes which had been made available to groups.
- 5.3 As Belfast City Council has proposed, in its' draft Scheme, to consult on the Equality Scheme after its' first year of operation has been completed, there will be an opportunity to ensure that the consultation is through structures well-planned and quality assured."

## Functions of Belfast City Council, by Department

### CHIEF EXECUTIVE'S DEPARTMENT

Business Support  
Citizen's Charter  
Committee Services  
Corporate Complaints  
Corporate Strategy  
Elections  
Equality Scheme  
Lord Mayor's Support  
Members' Support  
Performance Management Strategy  
Public Relations  
Quality Systems Strategy  
Sustainable Development and Environmental Management

### CLIENT SERVICES DEPARTMENT

Access to the Countryside  
Belfast Castle / Malone House  
Belfast Waterfront Hall  
Business Support  
Cemeteries  
Community Centres (21)  
Crematorium  
Education and Conservation  
Landscape Planning and Development  
Leisure / Recreation Centres (14) (Specification and monitoring)  
Leisure Operations  
Parks and Open Spaces  
Play Centres (6)  
Play Development  
Playgrounds  
Playing Fields  
Recreation and Development  
Support for the Voluntary Sector and Advice Centres  
Templemore Swim Centre  
Travellers' Sites Management  
Ulster Hall / Group Theatre  
Zoological Gardens

## Functions of Belfast City Council, by Department

### CONTRACT SERVICES DEPARTMENT

Most of these services are provided by the Direct Service Organisations under Contract to other Council Departments.

Building Cleaning  
Building Services  
Burials  
Business Support  
Catering Services  
Central Stores  
Civic Amenity Sites, staffing of  
Fly Poster Removal  
Graffiti Removal  
Grounds Maintenance - Parks and Open Spaces  
Leisure Facilities Management - Indoor :  
    Bookings / Liaison with Outside Bodies / Programming  
    Special Events / Summer Schemes / Sports  
Development / Customer Care  
Leisure Facilities Management - Outdoor :  
    Bookings / Changing Accommodation / Customer Care  
Litter Bin Maintenance  
Park Ranger and Attendant Service  
Pavement Power Washing  
Playground Maintenance  
Portable Appliance Testing  
Public Convenience Cleaning  
Refuse Collection - Domestic  
Skip Emptying Service  
Special Collections - Bulky Household Waste  
Street Cleansing  
Vehicle and Plant Maintenance  
Waste Collection - Commercial

## Functions of Belfast City Council, by Department

### CORPORATE SERVICES DEPARTMENT

Best Value Support

Business Improvement Services

Business Support

Civic Buildings and Property Care :

Civic Buildings Management

Customer Contact

Energy Conservation

Insurance

Property Care

Registration of Births, Deaths and Marriages

Reprographics

Security

Financial Services

Human Resources :

Employee Counselling

Employee Development

Employee Relations

Employee Resourcing

Equal Opportunities

Health and Safety

Occupational Health

Policy, Planning and Research

Information Systems and Technology

IS Strategy

IS Package Implementation

IS Bespoke Development

Systems Integration

Project Management

Internet Development

IS Security and Contingency Planning

Volume Printing and Enveloping

IS Training

Helpline and Technical Support

Internal Audit

## Functions of Belfast City Council, by Department

### DEVELOPMENT DEPARTMENT

Arts Development and Promotion  
Belfast City Partnership Board  
Business Support  
Capital Works Management  
Development Strategy  
Economic Development  
Estates Management  
European Affairs  
Heritage Development and Promotion  
Major Events  
Markets Management  
Procurement and Purchasing  
Project Management  
Property Planning and Development  
Tourism Development and Promotion

### HEALTH & ENVIRONMENTAL SERVICES DEPARTMENT

Access for People with Disabilities  
Building Document Archives  
Building Regulations  
Building Technical Helpline and Training  
Business Support  
Cleansing Fleet - Purchase and Supply; maintenance (specification and monitoring)  
Communicable Diseases  
Conservation of Fuel and Power  
Consumer Advice  
Consumer Safety  
Dangerous Structures and Places  
Dog Control  
Education and Awareness - Environmental and Waste Management issues  
Environmental Trusts - Project Management of Approved Schemes  
Food Safety  
Flyposter and Graffiti Complaints - Works Ordering  
Health & Safety at Work Act Enforcement  
Health Promotion and Training  
Home Safety  
Housing & Public Health Act Enforcement  
Licensing of Buildings

## Functions of Belfast City Council, by Department

Litter and Waste Legislation Enforcement  
Litter Bins - Provision and Maintenance  
Litter Prevention, Control and Education  
Mortuary  
Pest Control  
Pollution Control  
Port Health  
Property Enquiries and Certificates  
Public Conveniences - Provision and Maintenance  
Recycling Centres /Civic Amenity Sites - Provision and Maintenance  
Recycling, Waste Minimisation and Education  
Refuse Collection (Contract specification and monitoring)  
Regulatory Services  
Street Cleansing (Contract specification and monitoring)  
Street Naming and Property Numbering  
Waste Disposal Facilities  
Waste Regulation, Enforcement and Licensing  
Wheeled Bins - Provision

### LEGAL SERVICES DEPARTMENT

Business Support  
Contracts /Property  
Conveyancing / Development  
Legal Advice  
Litigation / Prosecutions  
Employment Law

## Equality Scheme Complaints Procedure

### Definition of a complaint in relation to equality

A complaint, in respect of equality, is an expression of dissatisfaction made to Belfast City Council about its perceived failure to comply with the Council's Equality Scheme, which has been approved by the Equality Commission.

### The complaints procedure

This complaints procedure will be incorporated into the Council's existing procedures for dealing with complaints and will be made available throughout all Council premises to which the public have access. Information on the procedure or assistance in respect of making a complaint under the procedure may be obtained from :

Ms Deepa Mann-Kler, Equality Officer, Chief Executive's Department, Belfast City Council, City Hall, Freepost BEL4010, Belfast, BT1 5BR

Freephone:           0800 0855 412  
Minicom:             028 9027 0405  
Fax:                    028 9027 0573

E.mail to [mannklerd@belfastcity.gov.uk](mailto:mannklerd@belfastcity.gov.uk)

The complaints procedure for dealing with complaints relating to the statutory duties included in Section 75 of the Northern Ireland Act (1998) will be as follows:

## Equality Scheme Complaints Procedure

### Complainant

Written complaint or complaint articulated through the Equality Officer

Written reply to complainant acknowledging complaint, within 5 working days

The Director/appropriate officer(s) may have to contact complainant for more information

writes to inform Equality Officer of the outcome of the investigation within 40 working days of complaint being received, plus details of how to complain to the Equality Commission if complainant is dissatisfied with the outcome of Council's investigation

outcome of the

Written reply of outcome of internal investigation within 40 working days of complaint being received, plus details of how to complain to the Equality Commission if complainant is dissatisfied with the outcome of Council's investigation

### Belfast City Council

→ Chief Executive receives complaint and determines whether it is an equality complaint or a general complaint. Equality complaints forwarded to the Equality Officer, for action.

↓  
← Equality Officer passes on complaint to appropriate Director, and writes to complainant

↓  
← Director ensures Departmental investigation of complaint by appropriate officer(s), and Officer of the outcome of the investigation, within 30 working days. Director, or appropriate officer(s), to meet the Equality Officer if necessary.

Equality Officer informs the Chief Executive in writing of the outcome of the investigation

↓  
← Chief Executive writes to inform complainant of the outcome



## Notes



## Notes



