



**EQUALITY SCHEME FOR
NORTHERN IRELAND SCREEN**

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

*This document is available in a range of formats on request.
Please contact us with your requirements (see page 1 for
contact details).*

Northern Ireland Screen
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21 Alfred Street,
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www.northernirelandscreen.co.uk

Contact details

All comments, requests and queries about anything in this document should be addressed to:

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Foreword

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

In our equality scheme we set out how Northern Ireland Screen proposes to fulfill the Section 75 statutory duties.

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

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

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

We, the Chairman and Chief Executive Officer of Northern Ireland Screen, are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our equality scheme.

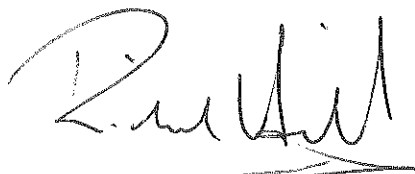
We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our equality scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to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

¹ See section 1.1 of our Equality Scheme.

affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

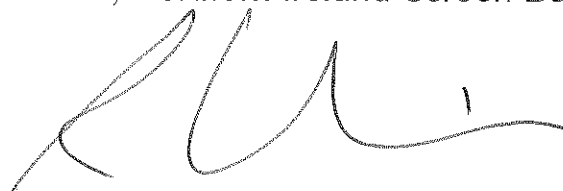
On behalf of Northern Ireland Screen and our staff we are pleased to support and endorse this equality scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 and Equality Commission guidelines.

Signed:



Rick Hill
Chairman, Northern Ireland Screen Board

Signed:



Richard Williams
Chief Executive Officer

Date: 29th October 2012.

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Please note: Foreword and Appendices 3 and 4 form part of this equality scheme.

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1 Introduction

Section 75 of the Northern Ireland Act 1998

1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires Northern Ireland Screen to comply with two statutory duties:

Section 75 (1)

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

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

Section 75 (2)

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

“Functions” include the “powers and duties” of a public authority². This includes our employment and procurement functions. Please see below under “Who we are and what we do” for a detailed explanation of our functions.

How we propose to fulfill the Section 75 duties in relation to the relevant functions of Northern Ireland Screen

1.2 Schedule 9 4. (1) of the Act requires Northern Ireland Screen as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This equality scheme is intended to fulfil that statutory requirement. It is both a statement of our arrangements for fulfilling the Section 75 statutory duties and our plan for their implementation.

1.3 We are committed to the discharge of our Section 75 obligations in all parts of our organisation and we will commit the necessary resources in terms of people, time and money to ensure

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

that the Section 75 statutory duties are complied with and that our equality scheme can be implemented effectively.

Who we are and what we do

1.4 Northern Ireland Screen is a company limited by guarantee, governed by a Board of 13 directors. It is the government-backed lead agency in Northern Ireland for the film, television and digital content industry, funded by Invest NI and part financed by the European Regional Development Fund and the Department of Culture, Arts and Leisure. Northern Ireland Screen also administers Lottery funding for film in Northern Ireland on behalf of the Arts Council. There are currently 25 employees based in Belfast.

1.5 In support of the mission, *to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland*, Northern Ireland Screen provides focused intervention in 8 key areas –

Production and development – making effective use of public funds to support the development and production of film, television and digital content in Northern Ireland and encouraging private sector investment in the industry.

Irish and Ulster-Scots languages – funding high quality cultural TV programmes in both languages and fostering the independent production sectors in Northern Ireland.

Education – providing a range of learning opportunities so that growing numbers of young people in Northern Ireland can enjoy, understand and explore the world of film and moving image.

Heritage – promoting access to the audiovisual heritage of Northern Ireland by exploiting digital film technologies and developing the Digital Film Archive, both for enhanced public access to the moving image history of Northern Ireland and as a creative learning tool.

Exhibition – maximising public sector resources and private sector expertise that can be made available to the specialist film exhibitors and festivals in Northern Ireland, to enable

them to make a significant contribution to film culture and moving image education and training.

Skills development and training – ensuring that the skills development and training needs of companies and freelancers in the film and television industry in Northern Ireland are met and ensuring that producers engage local trainees when and where appropriate.

Business development – maximising the public sector resources and private sector expertise that can be made available to production companies based in Northern Ireland to develop sustainable businesses.

Marketing and information – developing and maintaining a marketing strategy and information service to promote Northern Ireland as a production location, its product and talent and facilities and services, as well as complementing and assisting in maximising the impacts of all its activities and contributing to delivering each of its objectives.

Chapter 2 Our arrangements for assessing our compliance with the section 75 duties (Schedule 9 4. (2) (a))

2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme, i.e.

- arrangements for consulting on all aspects of the implementation of our equality duties – see Chapter 3;
- arrangements for assessing the impact of policies – see Chapter 4 paras. 4.1-4.20;
- arrangements for publishing the results of assessments – see Chapter 4 paras. 4.21-4.28;
- arrangements for monitoring the impact of policies – see Chapter 4 paras. 4.29-4.34;
- arrangements for publishing the results of monitoring – see Chapter 4 paras. 4.35-4.38;
- arrangements for ensuring and assessing public access to information and services we provide – see Chapter 6;
- arrangements for dealing with complaints– see Chapter 8.

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

Responsibilities and reporting

2.2 We are committed to the fulfilment of our Section 75 obligations in all parts of our work.

2.3 Responsibility for the effective implementation of our equality scheme lies with the Chief Executive Officer (CEO). The CEO is accountable to the Board of Northern Ireland Screen for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission. The Chief Executive makes regular reports to the Board on the implementation of the equality scheme.

2.4 If you have any questions or comments regarding our equality scheme, please contact in the first instance the Operations Manager at the address given below and we will respond to you as soon as possible:

Name Elsie Brown
Title Operations Manager
Address Northern Ireland Screen, Alfred House,
21 Alfred Street, Belfast BT2 8ED

Telephone 028 9023 2444
Fax 028 9023 9918
Textphone 028 9052 7668
SMS 077 1700 4953

e mail elsie@northernirelandscreen.co.uk

2.5 Since the adoption of our first equality scheme in 2004, we have regularly included objectives and targets relating to the statutory duties in our strategic and operational business plans. We will continue this practice and integrate appropriate objectives and targets relating to this equality scheme into our strategic and operational business plans³.

2.6 Employees' job descriptions and performance plans reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme, where relevant. The personal performance plans are subject to appraisal in the annual performance review.

2.7 Northern Ireland Screen prepares an annual report on the progress we have made on implementing the arrangements set out in this equality scheme to discharge our Section 75 statutory duties (Section 75 annual progress report). The Section 75 annual progress report will be sent to the Equality Commission by 31 August each year and will follow any guidance on annual reporting issued by the Equality Commission. Progress on the delivery of Section 75 statutory duties will also be included in our annual review.

2.8 The latest Section 75 annual progress report is available on our website:

www.northernirelandscreen.co.uk

³ See Appendix 4 'Timetable for measures proposed' and section 2.10 of this equality scheme.

or by contacting:

Name	Elsie Brown
Title	Operations Manager
Address	<u>Northern Ireland Screen</u> , Alfred House, 21 Alfred Street, Belfast BT2 8ED
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e mail	elsie@northernirelandscreen.co.uk

2.9 We liaise closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

Action plan/action measures

2.10 Northern Ireland Screen has developed an action plan to promote equality of opportunity and good relations. This action plan is set out in Appendix 6 to this equality scheme.

2.11 The action measures that make up our action plan are relevant to our functions. They have been developed and prioritised on the basis of an audit of inequalities. The audit of inequalities gathered and analysed information across the Section 75 categories⁴ to identify the inequalities that exist for our service users and those affected by our policies⁵.

2.12 The action measures are specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures include performance indicators and timescales for their achievement.

2.13 The action measures set out in Appendix 6 will be implemented over the remaining period of the current corporate strategy, i.e. 2012-14. We will then review the audit of inequalities and the action plan at the same time as we develop our new strategy in order to align them with our corporate planning cycle.

⁴ See section 1.1 of this equality scheme for a list of these categories.

⁵ See section 4.1 of this equality scheme for a definition of policies.

Implementation of the action measures will be incorporated into our business planning process on an annual basis from 2013-14 onwards.

2.14 We have sought input from our stakeholders and consulted on our action plan before sending it to the Equality Commission and the results are set out in Appendix 7. We will seek input from our stakeholders and consult on our audit of inequalities and action plan when reviewing them as per 2.16 below.

2.15 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.

2.16 Northern Ireland Screen will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.

2.17 Once finalised, our action plan will be available by contacting:

Name	Elsie Brown
Title	Operations Manager
Address	<u>Northern Ireland Screen</u> , Alfred House, 21 Alfred Street, Belfast BT2 8ED
Telephone	028 9023 2444
Fax	028 9023 9918
Textphone	028 9052 7668
SMS	077 1700 4953
e mail	<u>elsie@northernirelandscreen.co.uk</u>

2.18 If you require our action plan in an alternative format please contact us on the details provided.

Chapter 3

Our arrangements for consulting

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

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

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

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

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

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

3.2.3 Consultation with all stakeholders will begin as early as possible in the policy development process. Where appropriate, we will consult with stakeholders in advance of preparing screening or EQIA documents in order to obtain their

preliminary views. We will engage with affected individuals and representative groups to identify how best to consult or engage with them. We will ask our consultees what their preferred consultation methods are and will give consideration to these. Methods of consultation could include:

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

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

3.2.4 We will consider the accessibility and format of every method of consultation we use in order to remove barriers to the consultation process. Specific consideration will be given as to how best to communicate with children and young people, people with disabilities (in particular people with learning disabilities) and minority ethnic communities. We take account of existing and developing good practice, including the Equality Commission's guidance *Let's Talk Let's Listen – Guidance for public authorities on consulting and involving children and young people (2008)* and the *NI Standards for Children and Young People's Participation in Public Decision Making* (the Ask First standards). The Ask First standards, developed by the Participation Network established by the OFMDFM in 2007, provide useful guidance for establishing effective direct engagement mechanisms, as well as a benchmark for measuring effectiveness;

3.2.5 Information will be made available, on request, in alternative formats⁶, in a timely manner, usually within four to

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

six weeks. We will ensure that such consultees have equal time to respond.

3.2.6 Specific training is provided to those facilitating consultations to ensure that they have the necessary skills to communicate effectively with consultees.

3.2.7 To ensure effective consultation with consultees⁷ on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme by undertaking the following:

- we will issue our equality scheme to all consultees within one month of approval by the Equality Commission;
- we will keep our consultees informed on our progress in implementing this equality scheme by drawing attention to annual monitoring reports and the annual progress report and to any other documentation we issue as a consequence of the equality scheme;
- we will ensure that consultees are provided with appropriate information on our role, our approach to the Section 75 statutory duties and the commitments in this equality scheme in all consultation documentation and at all consultation meetings;
- we will consult with our stakeholders and consultees about additional methods of raising awareness of the commitments in this equality scheme.

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

⁷ Please see Appendix 3 for a list of our consultees.

monitoring commitments⁸. Where, under these exceptional circumstances, we must implement a policy immediately, as it is beyond our authority's control, we may consult after implementation of the policy, in order to ensure that any impacts of the policy are considered.

3.2.9 If a consultation exercise is to take place over a period when consultees are less able to respond, for example, over the summer or Christmas break, or if the policy under consideration is particularly complex, we will give consideration to the feasibility of allowing a longer period for the consultation.

3.2.10 We are conscious of the fact that affected individuals and representative groups may have different needs. We will take appropriate measures to ensure full participation in any meetings that are held. We will consider for example the time of day, the appropriateness of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and/or interpreter is necessary, and whether the provision of childcare and support for other carers is required.

3.2.11 We make all relevant information available to consultees in appropriate formats to ensure meaningful consultation. This includes detailed information on the policy proposal being consulted upon and any relevant quantitative and qualitative data.

3.2.12 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy.

3.2.13 We provide feedback to consultees in a timely manner. A feedback report is prepared which includes summary information on the policy consulted upon, a summary of consultees' comments and a summary of our consideration of and response to consultees' input. The feedback is provided in formats suitable to consultees. (Please see also 6.3).

⁸ Please see below at 4.29 to 4.38 for details on monitoring.

3.3 A list of our consultees is included in this equality scheme at Appendix 3. It can also be obtained from our website:

www.northernirelandscreen.co.uk

or by contacting:

Name	Elsie Brown
Title	Operations Manager
Address	Northern Ireland Screen, Alfred House, 21 Alfred Street, Belfast BT2 8ED

Telephone	028 9023 2444
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SMS	077 1700 4953
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e mail	elsie@northernirelandscreen.co.uk
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3.4 Our consultation list is not exhaustive and is reviewed on an annual basis to ensure it remains relevant to our functions and policies.

3.5 We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. Please contact:

Name	Elsie Brown
Title	Operations Manager
Address	<u>Northern Ireland Screen</u> , Alfred House, 21 Alfred Street, Belfast BT2 8ED

Telephone	028 9023 2444
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Fax	028 9023 9918
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Textphone	028 9052 7668
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SMS	077 1700 4953
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e mail	elsie@northernirelandscreen.co.uk
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to provide your contact details and have your areas of interest noted or have your name/details removed or amended. Please also inform us at this stage if you would like information sent to you in a particular format or language.

Chapter 4 Our arrangements for assessing, monitoring and publishing the impact of policies

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

Our arrangements for assessing the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity (Schedule 9 4. (2) (b))

4.1 In the context of Section 75, 'policy' is very broadly defined and it covers all the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland. In respect of this equality scheme, the term policy is used for any (proposed/ amended/existing) strategy, policy initiative or practice and/or decision, whether written or unwritten and irrespective of the label given to it, eg, 'draft', 'pilot', 'high level' or 'sectoral'.

4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.

4.3 Northern Ireland Screen uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:

- the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*' and
- on undertaking an equality impact assessment as detailed in the Commission's guidance '*Practical guidance on equality impact assessment (February 2005)*'.

Screening

4.4 The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations.

4.5 Screening is completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

4.6 The lead role in the screening of a policy is taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible we will include key stakeholders in the screening process.

4.7 The following questions are applied to all our policies as part of the screening process:

- What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)
- Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
- To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)
- Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

4.8 In order to answer the screening questions, we gather all relevant information and data, both qualitative and quantitative. In taking this evidence into account we consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.

4.9 Completion of screening, taking into account our consideration of the answers to all four screening questions set out in 4.7 above, will lead to one of the following three outcomes:

1. the policy has been 'screened in' for equality impact assessment
2. the policy has been 'screened out' with mitigation⁹ or an alternative policy proposed to be adopted
3. the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.

4.10 If our screening concludes that the likely impact of a policy is 'minor' in respect of one, or more, of the equality of opportunity and/or good relations categories, we may on occasion decide to proceed with an equality impact assessment, depending on the policy. If an EQIA is not to be conducted we will nonetheless consider measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations.

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

4.12 This screening decision will be 'signed off' by the appropriate policy lead within Northern Ireland Screen.

4.13 If our screening concludes that the likely impact of a policy is 'major' in respect of one, or more, of the equality of opportunity and/or good relations categories, we will normally subject the policy to an equality impact assessment. This screening decision will be 'signed off' by the appropriate policy lead within Northern Ireland Screen.

4.14 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity and/or good relations categories, we may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of

⁹ Mitigation – Where an assessment (screening in this case) reveals that a particular policy has an adverse impact on equality of opportunity and / or good relations, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories.

opportunity or good relations, we will give details of the reasons for the decision taken. This screening decision will be 'signed off' by the appropriate policy lead within Northern Ireland Screen.

4.15 As soon as possible following the completion of the screening process, the screening template, signed off and approved by the senior manager responsible for the policy, will be made available on our website:

www.northernirelandscreen.co.uk

and may be obtained by contacting:

Name	Elsie Brown
Title	Operations Manager
Address	<u>Northern Ireland Screen</u> , Alfred House, 21 Alfred Street, Belfast BT2 8ED

Telephone	028 9023 2444
Fax	028 9023 9918
Textphone	028 9052 7668
SMS	077 1700 4953

e mail elsie@northernirelandscreen.co.uk

4.16 We will inform consultees of the availability of the screening template as soon as it is posted on our website. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.

4.17 Our screening reports are published quarterly [see below at 4.22 for details].

Equality impact assessment

4.18 An equality impact assessment (EQIA) is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of that policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.

4.19 Once a policy is screened and screening has identified that an equality impact assessment is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The equality impact assessment will be carried out as part of the policy development process, before the policy is implemented.

4.20 Any equality impact assessment will be subject to consultation at the appropriate stage(s). (For details see above Chapter 3 “Our Arrangements for Consulting”).

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

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

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

What we publish

4.22 **Screening reports** are published quarterly. Screening reports detail:

- All policies screened by Northern Ireland Screen over the three month period
- A statement of the aim(s) of the policy/policies to which the assessment(s) relates
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- Screening decisions, i.e:
 - whether the policy has been ‘screened in’ for equality impact assessment.
 - whether the policy has been ‘screened out’ with mitigation or an alternative policy proposed to be adopted.
 - whether the policy has been ‘screened out’ without mitigation or an alternative policy proposed to be adopted.
- Where applicable, a timetable for conducting equality impact assessments

- A link to the completed screening template(s) on our website.

4.23 For details on the availability of our **screening templates** please refer to 4.15.

4.24 **Equality impact assessment reports** are published once the impact assessment has been completed. These reports include:

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

How we publish the information

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

Where we publish the information

4.26 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on our website: www.northernirelandscreen.co.uk and by contacting:

Name	Elsie Brown
Title	Operations Manager
Address	Northern Ireland Screen, Alfred House, 21 Alfred Street, Belfast BT2 8ED
Telephone	028 9023 2444
Fax	028 9023 9918
Textphone	028 9052 7668
SMS	077 1700 4953
e mail	elsie@northernirelandscreen.co.uk

4.27 In addition to the above, screening reports (electronic link or hard copy on request if more suitable for recipients) which include all policies screened over a 3 month period are also sent directly to all consultees on a quarterly basis.

4.28 We will inform the general public about the availability of this material through communications such as press releases where appropriate.

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

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

4.29 Monitoring can assist us to deliver better public services and continuous improvements. Monitoring Section 75 information involves the processing of sensitive personal data (data relating to the racial or ethnic origin of individuals, sexual orientation, political opinion, religious belief, etc). In order to carry out monitoring in a confidential and effective manner, Northern Ireland Screen follows guidance from the Office of the Information Commissioner and the Equality Commission.

4.30 We monitor any adverse impact on the promotion of equality of opportunity of policies we have adopted. We are also committed to monitoring more broadly to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.

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

- The collection, collation and analysis of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis
- The collection, collation and analysis of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis
- An audit of existing information systems within one year of approval of this equality scheme, to identify the extent of current monitoring and take action to address any gaps in

order to have the necessary information on which to base decisions

- Undertaking or commissioning new data if necessary.

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

4.33 We review our EQIA monitoring information on an annual basis. Other monitoring information is also reviewed on an annual basis.

4.34 We work closely with the Department of Culture, Arts and Leisure (DCAL) Research and Statistics Branch to identify additional sources of monitoring information. All such information will be taken into account when we review our audit of inequalities and our equality action plan.

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

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

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

4.37 Other monitoring information is evaluated on an annual basis and published in a separate report; a summary is also included in our Section 75 annual progress report. Both reports can be accessed on our website:

www.northernirelandscreen.co.uk

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

Chapter 5 Staff training (Schedule 9 4.(2) (e))

Commitment to staff training

5.1 We recognise that awareness raising and training play a crucial role in the effective implementation of our Section 75 duties.

5.2 Our Chief Executive Officer wishes to positively communicate the commitment of Northern Ireland Screen to the Section 75 statutory duties, both internally and externally. To this end we have introduced an effective communication and training programme for all staff and will ensure that our commitment to the Section 75 statutory duties is made clear in all relevant publications.

Training objectives

5.3 Northern Ireland Screen has drawn up a detailed training plan for its staff which aims to achieve the following objectives:

- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme;
- to provide those staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively;
- to provide those staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively;
- to provide those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively;
- to provide those staff involved in the implementation and monitoring of the effective implementation of the Northern Ireland Screen equality scheme with the necessary skills and knowledge to do this work effectively.

Awareness raising and training arrangements

5.4 The following arrangements are in place to ensure all our staff and Board members are aware of and understand our equality obligations.

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all staff and ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff of Northern Ireland Screen will receive a briefing on this equality scheme within 2 months of approval of the scheme.
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff within Northern Ireland Screen who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation).
- Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups, including those with ASD.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.

5.5 Training and awareness raising programmes will, where relevant, be developed in association with the appropriate Section 75 groups and our staff. In order to share resources and expertise, Northern Ireland Screen will, where possible, work closely with other bodies and agencies in the development and delivery of training.

Monitoring and evaluation

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

- We evaluate the extent to which all participants in this training programme have acquired the necessary skills

and knowledge to achieve each of the above objectives. Staff attending training courses are required to complete a post course evaluation questionnaire, the results of which are analysed and a summary report produced. The post course evaluation also informs the regular course reviews and courses are revised accordingly, where appropriate

- The extent to which training objectives have been met is reported on as part of the Section 75 annual progress report, which is sent to the Equality Commission.

Chapter 6 Our arrangements for ensuring and assessing public access to information and services we provide (Schedule 9 4. (2) (f))

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

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

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

Access to information

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

6.4 Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY), large print or minority languages to meet the needs of those for whom English is not their first language. We will respond to requests for information in alternative formats in a timely manner, usually within 4-6 weeks.

6.5 Northern Ireland Screen liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice. We make use of the DCAL *Guide to Making Information Accessible* which advises on providing information to all Section 75 groups, including children and young people, people with a learning difficulty and minority ethnic groups. We also monitor our website content on an

ongoing basis to ensure the widest possible access to information online.

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

Access to services

6.7 Northern Ireland Screen is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories. Northern Ireland Screen also adheres to the relevant provisions of current anti-discrimination legislation.

6.8 Northern Ireland Screen intends that all of its services are fully accessible to all parts of the community. Our arrangements for assessing the equality impacts of policies (including screening and equality impact assessments) will highlight any factors which create differential impact by making a service linked to a particular policy less accessible to particular groups.

Assessing public access to information and services

6.9 We monitor biennially across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.

6.10 This monitoring includes consideration of all complaints and issues raised with Northern Ireland Screen regarding access to information and services and takes account of the review by DCAL of the *Guide to Making Information Accessible*. A report, including an action plan, is prepared and published on our website: www.northernirelandscreen.co.uk

Chapter 7 Timetable for measures we propose in this equality scheme

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

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

7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. For information on these action measures please see above at 2.10 – 2.18.

Chapter 8 Our complaints procedure (Schedule 9 10.)

8.1 Northern Ireland Screen is responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.

8.2 Schedule 9 paragraph 10 of the Act refers to complaints. A person can make a complaint to a public authority if the complainant believes he or she may have been directly affected by an alleged failure of the authority to comply with its approved equality scheme.

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

8.4 A person wishing to make a complaint that Northern Ireland Screen has failed to comply with its approved equality scheme should contact the Operations Manager at the address set out below. Northern Ireland Screen will make every effort to provide any reasonable assistance required to enable a group or individual to submit a complaint (e.g. interpreter support, specialist transport costs, advocacy services).

Name	Elsie Brown
Title	Operations Manager
Address	<u>Northern Ireland Screen</u> , Alfred House, 21 Alfred Street, Belfast BT2 8ED

Telephone	028 9023 2444
Fax	028 9023 9918
Textphone	028 9052 7668
SMS	077 1700 4953

e mail	<u>elsie@northernirelandscreen.co.uk</u>
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8.5 We will in the first instance acknowledge receipt of each complaint within 3 working days.

8.6 The Operations Manager will carry out an internal investigation of the complaint and will respond substantively to the complainant within one (1) month of the date of receiving the letter

of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended to two (2) months. In those circumstances, the complainant will be advised of the extended period within one month of making the complaint.

8.7 During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.

8.8 In any subsequent investigation by the Equality Commission, Northern Ireland Screen will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

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

8.10 Northern Ireland Screen will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

Chapter 9 Publication of our equality scheme (Schedule 9 4. (3) (c))

9.1 Northern Ireland Screen's equality scheme is available free of charge in print form and alternative formats from:

Name Elsie Brown
Title Operations Manager
Address Northern Ireland Screen, Alfred House,
21 Alfred Street, Belfast BT2 8ED

Telephone 028 9023 2444
Fax 028 9023 9918
Textphone 028 9052 7668
SMS 077 1700 4953

e mail elsie@northernirelandscreen.co.uk

9.2 Our equality scheme is also available on our website:
www.northernirelandscreen.co.uk

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

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner, usually within 4-6 weeks.
- Our equality scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.

- A summary of the scheme will be prepared and circulated to Section 75 groups representing children and young people, people with disabilities and minority ethnic communities. This summary will be available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.

9.4 For a list of our stakeholders and consultees please see Appendix 3 of the equality scheme, visit our website: www.northernirelandscreen.co.uk

or contact:

Name	Elsie Brown
Title	Operations Manager
Address	Northern Ireland Screen, Alfred House, 21 Alfred Street, Belfast BT2 8ED
Telephone	028 9023 2444
Fax	028 9023 9918
Textphone	028 9052 7668
SMS	077 1700 4953
e mail	elsie@northernirelandscreen.co.uk

Chapter 10 Review of our equality scheme (Schedule 9 8. (3))

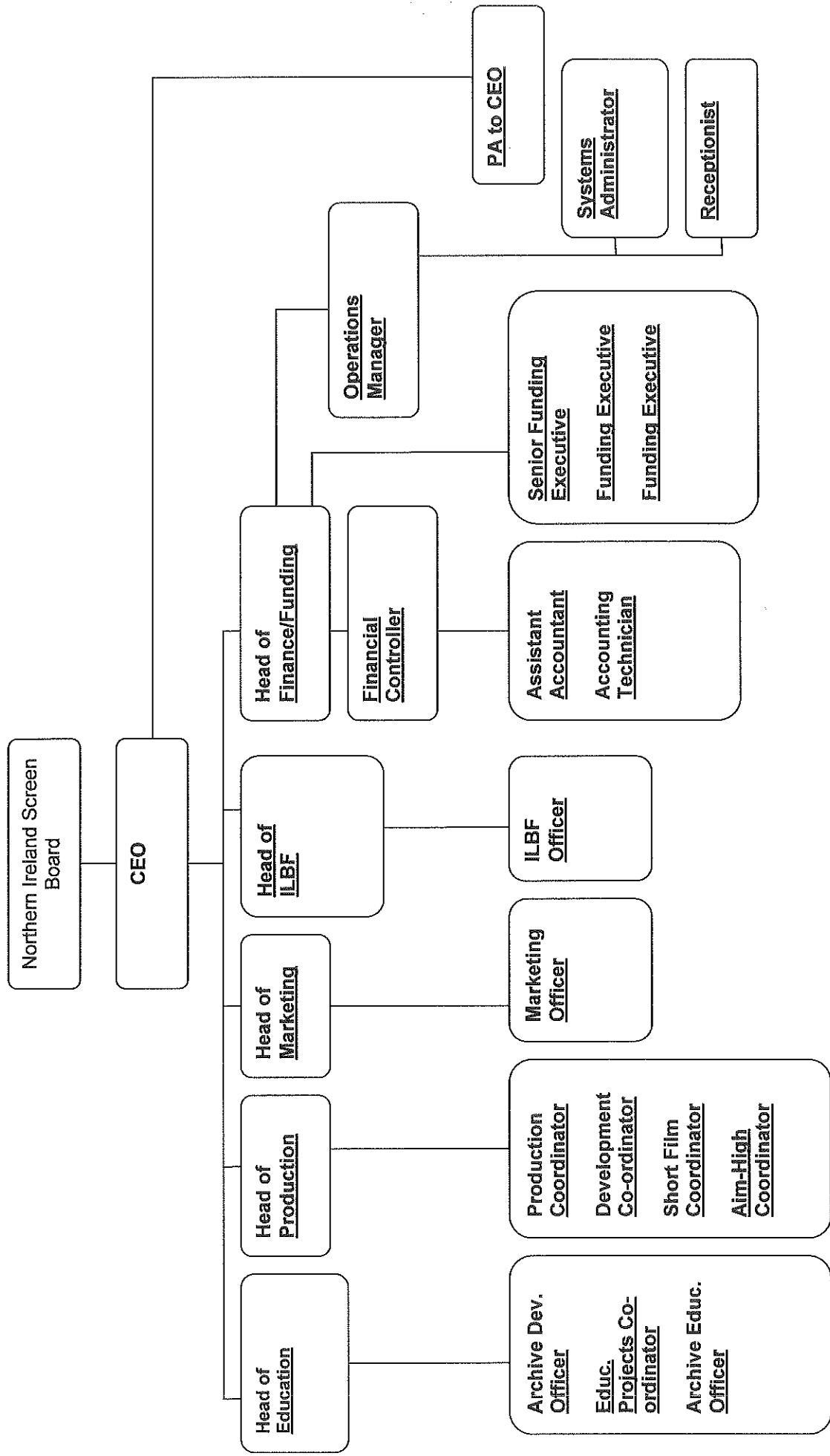
10.1 As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 we will conduct a thorough review of this equality scheme. This review will take place either within five years of submission of this equality scheme to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles. The Northern Ireland Screen strategy is published every 3-5 years and we would therefore seek to review the equality scheme when preparing the new strategy.

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

10.3 In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be sent to the Equality Commission and will be made public by publishing it on our website: www.northernirelandscreen.co.uk

10.4 We will also notify our stakeholders and consultees of the availability of the report and will respond to requests for the report in alternative formats in a timely manner, usually within 4-6 weeks.

Appendix 1 Organisational chart (October 2012)



Appendix 2 Example groups relevant to the Section 75 categories for Northern Ireland purposes
Please note, this list is for illustration purposes only, it is not exhaustive.

Category	Example groups
Religious belief	Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths. For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i> ¹⁰ . Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “ <i>similar philosophical belief</i> ”.
Political opinion ¹¹	Nationalist generally; Unionists generally; members/supporters of other political parties.
Racial group	Black people; Chinese; Indians; Pakistanis; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Transsexual people; women (including girls).
Marital status	Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people.
Age	Children and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.
Persons with dependants	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person.
Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.

¹⁰ See Section 98 of the Northern Ireland Act 1998, which states: “*In this Act...“political opinion” and “religious belief” shall be construed in accordance with Article 2(3) and (4) of the Fair Employment & Treatment (NI) Order 1998.*”

¹¹ *ibid*

Appendix 3 List of consultees (Schedule 9 4. (2) (a))

Note: This list is indicative and not exhaustive and is reviewed on an annual basis to ensure it remains relevant to the functions and policies of Northern Ireland Screen.

1. Action Mental Health
2. Action MS NI
3. Age NI
4. An Munia Tober
5. Arts Council NI
6. Association of Chief Officers of Voluntary Associations
7. Association for Spina Bifida and Hydrocephalus
8. Autism NI
9. Barnardo's NI
10. BBC NI
11. BECTU
12. British Deaf Association NI
13. British Diabetic Association
14. Carafriend
15. Carers NI
16. Cedar Foundation
17. Child Poverty Action Group
18. Children's Law Centre
19. Chinese Welfare Association NI Ltd
20. Committee on the Administration of Justice
21. Community Development & Health Network NI
22. Community Relations Council
23. Department of Culture, Arts and Leisure
24. Disability Action
25. Downs Syndrome Association
26. Employers Forum on Disability
27. Equality Commission for NI
28. Family Planning Association NI
29. Foyle Friend
30. Foyle Women's Information Network
31. Gay and Lesbian Youth NI
32. Gingerbread NI
33. Invest NI
34. Lesbian Line
35. Local Government Staff Commission

36. MENCAP (Royal Society for Mentally Handicapped Children & Adults)
37. Mindwise
38. Multi-Cultural Resource Centre
39. National Society for the Prevention of Cruelty to Children
40. National Union of Students/Union of Students in Ireland NI Student Centre
41. NI African Cultural Centre
42. NI Anti-Poverty Network
43. NI Association for Mental Health
44. NI Chest Heart and Stroke
45. NI Committee, Irish Congress of Trade Unions
46. NI Council for Ethnic Minorities
47. NI Council for Voluntary Action
48. NI Gay Rights Association
49. NI Human Rights Commission
50. NI Union of Supported Employment
51. NI Women's Aid Federation
52. NI Women's European Platform
53. NI Youth Forum
54. North West Forum of People with Disabilities (Derry)
55. Orchardville Society
56. PHAB NI
57. Producers Alliance for Cinema and Television (PACT)
58. Putting Children First
59. Queer Space
60. Relate
61. Royal National Institute for the Blind
62. Royal National Institute for Deaf People
63. Rural Community Network NI
64. Rural Development Council
65. Save the Children
66. Sense NI
67. Staff Commission for Education and Library Boards
68. Sperrin Lakeland Senior Citizens Consortium
69. The Rainbow Project
70. Ulster Scots Heritage Council
71. Ulster Television
72. Women's Forum NI
73. Women's Resource and Development Agency
74. Women's Support Network
75. Youth Council for NI
76. Youthnet

Appendix 4 Timetable for measures proposed (Schedule 9 4.(3) (b))

Note: All actions are the responsibility of the Operations Manager.

	Theme	Action measures	Equality Scheme ref.	Next target date	Frequency
1	Development of the equality scheme	1.1 Consult on draft equality scheme and draft equality action plan	para 2.14	Jul-Sep 2012	Once only
		1.2 Finalise equality scheme and equality action plan	-	Oct 2012	Once only
		1.3 Submit to Equality Commission for approval	-	Oct 2012	Once only
		1.4 Prepare summary version of equality scheme	para 5.4	Following Commission approval	Once only
2	Publication of equality scheme	2.1 Publish on Northern Ireland Screen website	para 9.3	Following Commission approval	Once only
		2.2 Inform consultees of availability of scheme	para 9.3	Following Commission approval	Once only
		2.3 Brief staff and Board Members	para 5.4	Nov 2012	Once only
		2.4 Inform public of availability of scheme	para 9.3	Following Commission approval	Once only

Theme	Action measures	Equality Scheme ref.	Next target date	Frequency	
3	Target setting				
		3.1 Integrate targets into annual operational business plan	para 2.5	Mar 2013	Annually
4	Annual review of progress	3.2 Integrate targets into corporate strategy	para 2.5	Mar 2014	Every 3-5 years
		4.1 Conduct review of progress and prepare annual report	para 2.7	Jul 2013	Annually
		4.2 Submit report to Equality Commission	para 2.7	Aug 2013	Annually
		4.3 Publish report on Northern Ireland Screen website	para 2.8	Aug 2013	Annually
		4.4 Notify consultees of availability	para 2.8	Aug 2013	Annually
5	List of consultees	4.5 Include reference in Northern Ireland Screen annual review	para 2.7	Sep 2013	Annually
		5.1 Update list of consultees and publish on Northern Ireland Screen website	para 3.4	Aug 2013	Annually
6	Assessment of policies	6.1 Screen all new policies and revisions of existing policies	para 4.5		As appropriate
		6.2 Publish screening templates on Northern Ireland Screen website	para 4.15		On completion

Theme	Action measures	Equality Scheme ref.	Next target date	Frequency	
	6.3	Publish quarterly screening reports and notify consultees	para 4.22	Jan 2013	Quarterly
	6.4	Conduct EQIAs as required	para 4.19		As appropriate
	6.5	Publish EQIA reports on Northern Ireland Screen website	para 4.26		On completion of EQIA
	6.6	Notify consultees and public of results of EQIAs	para 4.28		On completion of EQIA
	7.1	Review monitoring information and prepare report	para 4.37	Jun 2013	Annually
	7.2	Publish report on Northern Ireland Screen website	para 4.37	Aug 2013	Annually
7	7.3	Include results in annual progress report	para 4.37	Aug 2013	Annually

Theme	Action measures	Equality Scheme ref.	Next target date	Frequency		
8	Staff training	8.1	Make equality scheme and summary version available to all staff	para 5.4	Following Commission approval	Once only
		8.2	Provide briefing for all staff on this equality scheme	para 5.4	Following Commission approval	Once only
		8.3	Update induction materials	para 5.4	Following Commission approval	As required
		8.4	Implement training programme	para 5.4	Nov 2012	Annually
9	Access to information and services	9.1	Review arrangements for ensuring access to information and services	para 6.10	Jun 2013	Biennially
		9.2	Prepare report and action plan	para 6.10	Jul 2013	Biennially
		9.3	Publish on Northern Ireland Screen website	para 6.10	Aug 2013	Biennially
10	Review of the equality scheme	10.1	Conduct review of equality scheme and prepare review report	para 10.1	Mar 2014	Every 3-5 years
		10.2	Submit review report to Equality Commission	para 10.3	Apr 2014	Every 3-5 years

Theme		Action measures		Equality Scheme ref.	Next target date	Frequency
		10.3	Publish report on Northern Ireland Screen website	para 10.3	Apr 2014	every 3-5 years
		10.4	Notify consultees of availability	para 10.4	Apr 2014	Every 3-5 years
11	Equality Action Plan	11.1	Implement action measures set out in Appendix 6	para 2.13		As appropriate
		11.2	Review audit of inequalities and equality action plan	para 2.13	Mar 2014	Every 3-5 years
		11.3	Consult on review of audit of inequalities and equality action plan	para. 2.16	Mar 2014	Every 3-5 years
		11.4	Integrate revised targets into 3-5 year strategy	para 2.13	Mar 2014	Every 3-5 years

Appendix 5 Glossary of terms

Audit of inequalities

An audit of inequalities is a systematic review and analysis of inequalities which exist for service users and those affected by a public authority's policies. An audit can be used by a public authority to inform its work in relation to the Section 75 equality and good relations duties. It can also enable public authorities to assess progress on the implementation of the Section 75 statutory duties, as it provides baseline information on existing inequalities relevant to a public authority's functions.

Consultation

In the context of Section 75, consultation is the process of asking those affected by a policy (i.e. service users, staff, the general public) for their views on how the policy could be implemented more effectively to promote equality of opportunity across the nine categories. Different circumstances will call for different types of consultation. Consultations could, for example, include meetings, focus groups, surveys and questionnaires.

Equality action plan

A plan which sets out actions a public authority will take to implement its Section 75 statutory duties. It is a mechanism for the realisation of measures to achieve equality outcomes for the Section 75 equality and good relations categories.

Equality impact assessment

The mechanism underpinning Section 75, where existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for the relevant Section 75 categories. Equality impact assessments require the analysis of both quantitative and qualitative data.

Equality of opportunity

The prevention, elimination or regulation of discrimination between people on grounds of characteristics including sex, marital status, age, disability, religious belief, political opinion, dependants, race and sexual orientation.

The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be

taken to secure equality of opportunity between the categories identified under Section 75.

Equality scheme

A document which outlines a public authority's arrangements for complying with its Section 75 obligations. An equality scheme must include an outline of the public authority's arrangements for carrying out consultations, screening, equality impact assessments, monitoring, training and arrangements for ensuring access to information and services.

Good relations

Although not defined in the legislation, the Equality Commission has agreed the following working definition of good relations: 'the growth of relations and structures for Northern Ireland that acknowledge the religious, political and racial context of this society, and that seek to promote respect, equity and trust, and embrace diversity in all its forms'.

Inequality

Where something an organisation does has a differential or unfair impact on anyone in any of the groups listed in **Section 75** definition below.

Mainstreaming

The integration of equal opportunities principles, strategies and practices into the every day work of public authorities from the outset. In other words, mainstreaming is the process of ensuring that equality considerations are built into the policy development process from the beginning, rather than being bolted on at the end. Mainstreaming can help improve methods of working by increasing a public authority's accountability, responsiveness to need and relations with the public. It can bring added value at many levels.

Monitoring

Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories. Monitoring consists of the collection of relevant information and evaluation of policies. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy screening.

Northern Ireland Act

The Northern Ireland Act, implementing the Good Friday Agreement, received Royal Assent on 19 November 1998. Section 75 of the Act created the statutory equality duties.

Policy

The formal and informal decisions a public authority makes in relation to carrying out its duties. Defined in the New Oxford English Dictionary as 'a course or principle of action adopted or proposed by a government party, business or individual'. In the context of Section 75, the term *policies* covers all the ways in which a public authority carries out or proposes to carry out its functions relating to Northern Ireland. Policies include unwritten as well as written policies.

Screening

The procedure for identifying which policies will be subject to equality impact assessment, and how these equality impact assessments will be prioritised. The purpose of screening is to identify the policies which are likely to have a minor/major impact on equality of opportunity so that greatest resources can be devoted to improving these policies. Screening requires a systematic review of existing and proposed policies.

Section 75

Section 75 of the Northern Ireland Act provides that each public authority is required, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:-

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

Without prejudice to these obligations, each public authority in carrying out its functions relating to Northern Ireland must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Appendix 6 Action plan/action measures

Action measures	Desired outcomes	Performance indicators	Timescale	Ref. in Driving Global Growth
1. Increase the percentage of local crew attached to each project to 70% and senior crew ('Heads of Department') to 60%	Increased employment of local people	% of local crew employed	By March 2014	para 5.21
2. Create an annual new entrant scheme and give priority to production based training, e.g. work shadowing and mentoring	Increased employment of local people	Creation of scheme No. of applicants Success rate of trainees	By March 2014	para 5.34
3. Create opportunities for Northern Ireland film-makers to gain access to financiers, sales agents and distribution outlets	Increased opportunities for local companies	No. opportunities created Success rate of NI film makers	By March 2014	para 5.21
4. Attract greater number of applicants from under-represented groups to skills development courses	Increased participation by groups such as people from a BME background, people with disabilities and people with dependants	No. of trainees from under-represented groups	By March 2014	-

Action measures	Desired outcomes	Performance indicators	Timescale	Ref. in <i>Driving Global Growth</i>
5. Continue to fund the exhibition community to collectively grow their audiences	Increased participation across S75 groups	To be identified as part of Action Measure 12	By March 2014	para 5.46
6. Continue to develop the Digital Film Archive and endeavour to increase, through the training of third parties, the provision of outreach workshops using the DFA	Increased access to DFA Increased participation in outreach workshops	To be identified as part of Action Measure 12	By March 2014	para. 5.53
7. Work with the exhibition community to improve monitoring of those who attend events and identify ways to increase attendance from under-represented groups	Increased attendance by under-represented groups	To be identified as part of the action measure	By March 2014	-
8. Increase support for the Creative Learning Centres and extend the partnership with the Department of Education to integrate the work of the centres into mainstream education	Increased attendance at Creative Learning Centre courses	To be identified as part of Action Measure 12	By March 2014	para 5.45

Action measures	Desired outcomes	Performance indicators	Timescale	Ref. in Driving Global Growth
9. Support Cinemagic and the Nerve Centre to expand the After School Film Clubs	Increase in number of schools participating	No of schools, sub-divided by school type and management type	By March 2014	para 5.45
10. Review current monitoring systems, identify any gaps and take action to address them	Better information on participation/attendance by S75 categories	Breadth of monitoring information	By March 2013	-
11. Annual workshop for Northern Ireland Screen officers on key inequalities in NI	Increased awareness of key inequalities in NI	Self evaluation by officers	Annually from October 2012	-
12. Review audit of inequalities and update Equality Action Plan as part of the development of the new corporate strategy	Identify additional action measures required	Publication of updated audit and Action Plan	By March 2014	-

Appendix 7 Results of consultation on draft Equality Scheme and Action Plan

The draft Northern Ireland Screen Equality Scheme and Action Plan was made available to the consultees listed in Appendix 3 over a 12 week period from July to September 2012. Responses were received from three organisations (Autism NI, CAJ and Disability Action) and the comments relating to the Equality Scheme are summarised below together with the actions taken as a result. Disability Action also made some general comments on the format and presentation of the audit of inequalities and the equality action plan; these comments have been noted and will be taken into account, where appropriate, when the documents are updated in 2013-14.

Received from	Comments	Action taken
Autism NI	Autism NI drew attention to the fact that the Autism Act (NI) 2011 extends the definition of "impairment" in the Disability Discrimination Act 1995 (in its application to Northern Ireland) to include inability to take part in normal social interaction and form social relationships. They suggested that Northern Ireland Screen should update its awareness raising to take account of the needs of people with ASD (autism spectrum disorders), especially in relation to the social and communication barriers they face in accessing public services and facilities.	Paragraph 5.4 of the Equality Scheme, which deals with arrangements to ensure all staff and Board members are aware of and understand our equality obligations has been revised to include those with ASD in relation to training on issues experienced by the range of Section 75 groups.

Received from	Comments	Action taken
<p>Committee on the Administration of Justice (CAJ)</p>	<p>CAJ suggested that it would be helpful if consultees were informed when screening forms are posted on the website for the following reasons:</p> <ul style="list-style-type: none"> (a) after 3 months a policy might be implemented and alternative measures more difficult to apply; (b) where 'no' or 'minor' impact is found, civil society might have specialist knowledge of unforeseen equality impacts; (c) it is impossible to review the websites of all designated public authorities daily or even weekly. 	<p>Paragraph 4.16 of the Equality Scheme has been revised to include a commitment to informing consultees of the availability of a screening template as soon as it is posted on our website.</p>
	<p>CAJ recommended that Northern Ireland Screen should continue to publish and consult on its audit of inequalities in the future so that newly emerging inequalities are taken into account and any data gaps addressed.</p>	<p>Paragraph 2.14 of the Equality Scheme has been revised to make it clear that we will seek input from our stakeholders and consult on our audit of inequalities and action plan when reviewing them. We have also inserted a corresponding action into the timetable for measures proposed in Appendix 4.</p>

Received from	Comments	Action taken
CAJ cont'd	CAJ recommended that the equality scheme should include an explanation of the relationship between the equality duty and the good relations duty.	Although we have not made any amendments to the Equality Scheme as a result of this comment, we commit to explaining the relationship between the equality duty and the good relations duty as part of all training and awareness raising programmes.
Disability Action	<p>Disability Action requested that the word 'available' be removed from paragraph 1.3 so that the wording reflected the commitment in the Foreword.</p> <p>Disability Action suggested that the scheme should include a commitment to consulting on the audit of inequalities and screening of policies.</p>	<p>Paragraph 1.3 of the Equality Scheme has been revised to remove the word 'available'.</p> <p>Please see the response to the comments from CAJ set out above.</p>
	Disability Action expressed concern with regard to targeted consultation as set out in paragraph 3.2.2. They suggested that this approach to consultation should be monitored and reviewed to ensure that it is open and accountable to all representative and affected individuals.	Paragraph 3.4 of the Equality Scheme makes it clear that the consultation list will be reviewed on an annual basis and we will ensure that any targeted consultation which has taken place during the previous 12 months is reviewed as part of this process.

Received from	Comments	Action taken
Disability Action cont'd	<p>Disability Action expressed concern about the timeframe of 4-6 weeks for the provision of documents in alternative formats as set out in paragraph 3.2.5.</p>	<p>This timeframe is only a guide and we will, of course, make alternative formats available as quickly as possible. Some formats, such as large print, can be made available in a short period of time; however, translations which have to be commissioned from external specialists can take 4-6 weeks to obtain.</p>
	<p>Disability Action suggested that the Equality Scheme should contain a commitment to ensuring that consultation periods do not take place over holiday periods.</p>	<p>We consider that it would be difficult to implement such a commitment because of the deadlines sometimes imposed on Northern Ireland Screen for the development of policies, particular in relation to funding programmes. However, the Equality Scheme does contain a commitment in paragraph 3.2.9 to giving consideration to the feasibility of allowing a longer period for consultation where the period includes a holiday.</p>
	<p>Disability Action suggested that the Equality Scheme should make direct reference to our attitude towards and plans for pre-consultation.</p>	<p>Paragraph 3.2.3 of the Equality Scheme has been revised to include a commitment to consulting with stakeholders, where appropriate, in</p>

Received from	Comments	Action taken
Disability Action cont'd		advance of preparing screening or EQIA documents to obtain their preliminary views.
	Disability Action recommended that policy and decision makers should receive general training on Section 75 and specific training on each of the 9 categories listed.	Paragraph 5.4 contains a commitment to providing training, where appropriate, to ensure staff are aware of the issues experienced by the range of Section 75 groups.
	Disability Action suggested that Northern Ireland Screen should establish a process and provide training to enable decisions on the likely impact of a policy on equality of opportunity to be made consistently and with informed reasoning throughout the organisation.	Northern Ireland Screen is a small organisation and, in practical terms, the Operations Manager will be involved in all screening decisions. This officer will therefore ensure consistency of approach.
	Disability Action suggested that consultees should be informed as soon as possible of the availability of screening outcomes.	Please see the response to the comments from CAJ set out above.
	Disability Action suggested that Northern Ireland Screen should commit to involving Section 75 representative groups as early in the screening process as possible.	Please see the response above relating to paragraph 3.2.3 and Disability Actions' suggestion on pre-consultation.

Received from	Comments	Action taken
Disability Action cont'd	Disability Action recommended that all Section 75 training should be reviewed and updated .	The focused training for key staff within Northern Ireland Screen who are directly engaged in taking forward the implementation of our equality scheme commitments (referred to in paragraph 5.4) will be updated to take account of all the commitments in this Equality Scheme.
	Disability Action suggested that the complaints procedure should outline how Northern Ireland Screen will support an individual to bring a complaint.	Paragraph 8.4 of the Equality Scheme has been revised to make it clear that Northern Ireland Screen will make every effort to provide any reasonable assistance required to enable a group or individual to submit a complaint (e.g. interpreter support, specialist transport costs, advocacy services).
	Disability Action suggested that the complaints procedure should be fully accessible and proactively disseminated to those affected by the Section 75 duties.	Paragraph 9.3 of the Equality Scheme sets out our arrangements for its publication in a timely manner to ensure equality of access. As part of the process of publication we will draw attention to the complaints procedure.

Received from	Comments	Action taken
Disability Action cont'd	Disability Action asked for clarity on whether the summary of the Equality Scheme (referred to in bullet point 4 of paragraph 9.3 will be available in Easy Read format.	Bullet point 4 of paragraph 9.3 has been revised to make it clear that the summary of the scheme will also be available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.