



## **Further Education Sector**

# **NORTH WEST INSTITUTE OF FURTHER AND HIGHER EDUCATION**

**78 – 80 STRAND ROAD LONDONDERRY BT48 7AL**

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## **EQUALITY SCHEME**

**Section 75 and Schedule 9  
of the  
Northern Ireland Act 1998**

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**November 2002**

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## **FOREWORD**

### **EQUALITY SCHEME FOR THE NORTH WEST INSTITUTE OF FURTHER AND HIGHER EDUCATION**

#### **Foreword by the Chairperson (and co-signed by the Director)**

By virtue of Section 75 of the Northern Ireland Act 1998 (the Act) the North West Institute in carrying out all its functions, powers and duties relating to Northern Ireland is required to have due regard to the need to promote equality of opportunity –

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

Without prejudice to its obligations at the above paragraph, the Institute shall, in carrying out its functions relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group. The Institute shall include the promotion of good relations as part of the corporate planning process.

This Equality Scheme outlines how the Institute intends to meet these obligations over the coming years in carrying out all its functions, powers and duties relating to Northern Ireland.

The priority attached to the scheme is also reflected through the North West Institute's commitment to the following:-

- 1 The Institute is committed to the fulfilment to its Section 75 obligations throughout the organisation and will allocate the resources necessary, in

terms of people, time and money, to ensure that the statutory duties are complied with and that the scheme is drawn up and implemented effectively and on time.

- 2 Putting in place internal arrangements to ensure that the duties are effectively complied with and for monitoring and reviewing progress;
- 3 Introducing a planned programme of communication and training on the Scheme.

As the Chairperson and Director we are pleased to present the Institute's Equality Scheme. The proposals contained in this Scheme are important not only as a commitment to our statutory obligations under the Northern Ireland Act but also as an effective plan for mainstreaming equality issues within our policy decision-making and implementation, thus ensuring that they are central to departmental policy decision-making within the Institute.

Consultation with those in the community who are affected by our policies, functions and duties are central to the successful operation of the Scheme and we welcome this opportunity for them to contribute to the Institute's decision-making process.

The Institute is committed in the Scheme to promoting equality of opportunity in a number of ways:

- (a) Designated Equality Co-ordinator
- (b) Equality Inter-departmental Working Group
- (c) Equality Reference Group
- (d) Good Relations Reference Group
- (e) Colleges Equality Co-ordinators Forum
- (f) Development of a Community Relations Strategy
- (g) Effective consultation method
- (h) Development of an external college equality group
- (i) Necessary resources

- (j) Making available information in a range of formats
- (k) Effective communications and training programme
- (l) Sectoral S75 Stakeholders Development Group

This Equality Scheme was issued in draft form for consultation prior to its submission to the Equality Commission. The Institute wishes to thank all interested parties who have contributed in a meaningful way to the consultation process.

The Scheme is available on disk, in large print and can be made available in Braille, in minority languages (for those who are not fluent in English) or on an audiocassette by contacting the Institute at the address above. The Scheme is also available on the Institute's website - [www.nwifhe.ac.uk](http://www.nwifhe.ac.uk)

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*Mr J Buchanan*  
*Chairperson*

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*Mr P Gallagher*  
*Director*

## 1. Introduction

1.1 Section 75 of the Northern Ireland Act 1998 ("the Act") requires the North West Institute of Further and Higher Education, in carrying out all its functions, powers and duties 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 or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

1.2 In addition, without prejudice to its obligation above, the North West Institute shall, in carrying out all its functions and duties have:

Regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

1.3 The North West Institute is committed to the fulfilment of its Section 75 obligations in all parts of its organisation. It is committed to allocating necessary resources (in terms of time, people and money) to ensure that the statutory duties are complied with and that the Equality Scheme is drawn up and implemented effectively and on time.

1.4 Schedule 9 to the Act requires the North West Institute to set out how it proposes to fulfil the duties imposed by Section 75. This document is intended to fulfil that statutory requirement.

- 1.5 For the purposes of this Scheme the term 'policy' has been deemed to include all the ways in which the North West Institute carries out or proposes to carry out its duties and functions both statutory and non-statutory, written and unwritten.
- 1.6 The North West Institute acknowledges that there may be difficulties in defining policies and in particular where policies cut across different functions or involve other public authorities. Where the North West Institute has lead responsibility for a policy, which requires close co-operation with, or is operationalised by, other public authorities, it will ensure that there is active participation by all authorities in any equality impact assessment.

Where the North West Institute is required to implement a policy that has been formulated by another public authority then the implications of that policy on equality of opportunity and good relations will be addressed in partnership with the source organisation for that policy.

The Institute would expect that all such policies formulated by another public authority would be subject to the necessary consultation screening and impact assessment as outlined in Section 75. The responsibility for this process shall lie with the source organisation for that policy. If the North West Institute were concerned that a policy had the potential to adversely impact on one of the five categories it would liaise with the source organisation and the Equality Commission.

- 1.7 Officers of the Institute will include implementation of the statutory obligations in performance plans, both individual and collective.
- 1.8 The North West Institute will ensure that implementation of the Section 75 obligation is supported effectively with necessary resources of people, time and money so that the statutory duties are complied with and that the Equality Scheme can be drawn up and

implemented effectively and on time. This will include resources for communicating to and training its staff on the requirements of the statutory obligations and how they can be implemented.

1.9 The Institute recognises that the concept of good relations can vary in their organisational response. The Institute also recognises the importance and value of good relations and that full mainstreaming of this can only occur and be implemented on the basis of equality. It will therefore follow that full equality will only come if there are good relations, and indeed good community relations. To progress work in this area Colleges have adapted a Sectoral approach following guidance from the Community Relations Council and have now developed a programme for its implementation. Through this process the North West Institute of Further and Higher Education are committed to working with representatives and groups from the three areas covered by this duty.

#### 1.10 Functional Areas of the Institute

The functions of the Institute relate to the following areas:

Curriculum

Student Services

Finance

Estates

Human Resource & Staffing

To give effect to its functions the Institute engages in a range of corporate activities which include the recruitment of staff, the maintenance of the Institute's estate, the delivery and development of services and the procurement of services, goods and equipment.

## **2. The Institute - its Role, Function and Policies**

2.1 The North West Institute aims to:

- ◆ encourage and facilitate participation in education;
- ◆ provide a wide choice of high quality learning opportunities for people aged over sixteen of varying abilities and backgrounds;
- ◆ meet efficiently the needs of corporate clients and public organisations for training services and consultancy;
- ◆ enable those who study and work within the Institute to achieve success, fulfilment and progress.

2.2 In performance of the aforementioned roles the North West Institute carries out functions in the following areas:

- ◆ The acquisition and maintenance of premises and equipment to provide suitable accommodation and facilities in which the learning experience can take place.
- ◆ The recruitment and ongoing staff development of suitably qualified and experienced staff to deliver the underpinning knowledge associated with the courses offered and to support this learning process.
- ◆ The recruitment of students onto courses designed to meet their specific needs.

2.2.1 To support and implement the above functions/services the North West Institute operates within policy guidelines laid down by the Department of Employment and Learning and according to policies as agreed with trades unions from time to time.

### **3. Organisational Structure**

- 3.1 The North West Institute is an incorporated Institute of Further and Higher Education, which is governed by a Board of Governors, appointed to serve a term of 4 years. The Governors are drawn from business, industry and/or any profession, co-opted members, Western Education and Library Board representatives as well as from among staff and students of the Institute. There are a number of specialist sub-committees of the Board of Governors to deal with specific areas such as Staffing, Audit (See Appendix 1).
- 3.2 The Director of the Institute as the Accounting Officer and Chairperson, is responsible for the operational management of the Institute and is responsible for providing strategic advice to the Board of Governors and its sub-committees.
- 3.3 The North West Institute has currently 4 Academic Departments and a Staff and Student Services Department, supported by a number of business support departments within the organisation. The three Deputy Directors oversee the Finance, Estates, Curriculum, Human Resources, Administration, MIS and Marketing aspects of the Institute's work. (See attached Organisational Chart - Appendix 2).
- 3.4 The North West Institute is committed to the fulfilment of its Section 75 obligations in all parts of its organisation. Overall responsibility rests with the Board of Governors. Operational responsibility lies with the Director and he is responsible for the implementation of administrative arrangements to ensure that the Section 75 duties are complied with.
- 3.5 Mrs Kate Duffy has been appointed Equality Scheme Co-ordinator for the Institute and will be supported by an Equality Working Group

with representatives drawn from staff at different levels and with different functions within the Institute (including the Director). The North West Institute will endeavour to have representatives from the affected groups. The Co-ordinator and the Equality Working Group will consult with representatives of the affected groups and shall have the responsibility of ensuring that the Institute's Equality Scheme is developed, implemented and regularly reviewed and evaluated and that reports are presented to the Governing Body at least four times per year, detailing progress towards meeting the statutory obligations outlined in Section 75.

The Institute is responsible for ensuring compliance with the Statutory Duties and in doing this has established an interdepartmental working group. This is chaired by the Deputy Director, Business Services and Development. The Institute has appointed Mrs Kate Duffy as Equality Co-ordinator and she will be the first point of contact on the scheme. Mrs Duffy is contactable through the Human Resource Department, North West Institute of Further and Higher Education, 78 – 80 Strand Road, Londonderry, BT48 7AL. She can be contacted by telephone at 02871 276060 or via email at [Kate.duffy@nwifhe.ac.uk](mailto:Kate.duffy@nwifhe.ac.uk).

**The Interdepartmental Working Group membership is:**

Equality Co-ordinator (i.e. Human Resource Manager)  
Deputy Director Business Services & Development (Chair)  
Director  
Deputy Director Curriculum & Life Long Learning  
Deputy Director Technological Development  
Head of Business, Administration & Hospitality Department  
Head of Staff & Student Services Department  
Estates Manager  
Lecturer (Continuing Education & The Arts Department)  
MIS Manager

## NIPSA Trade Union Representative

The involvement of senior staff on the interdepartmental working group reflects the utmost importance of mainstreaming equality within the Institute. This group provides input into the implementation of the Equality Scheme and will monitor progress in relation to outcomes. Please note that membership on this group may change in light of different issues arising.

It is anticipated that smaller working groups, or forums will be established from the Interdepartmental Working Group in order to focus on specific areas, these may include, communication and training. This will provide further interdepartmental working.

- 3.6 As part of the corporate planning process, objectives and targets relating to the statutory duties will be built into the corporate and annual operating plans. Progress on meeting objectives including those relating to statutory duties will be monitored and reported upon by the Co-ordinator to the Institute on a quarterly basis. Officers of the Institute will include implementation of the statutory obligations in performance plans, both individual and collective.
- 3.7 The North West Institute has specific administrative arrangements for the operation of the Scheme which includes the following points of contact:
- ◆ Point of contact for the Equality Commission – Mrs Kate Duffy, Human Resource Manager, Telephone Number: (028) 71276060
  - ◆ Point of contact for complainants – Mrs Kate Duffy, Human Resource Manager, Telephone Number: (028) 71276060 (Paragraph 13.1 refers)

- ◆ Information on the Institute's equality working group to co-ordinate the implementation of Section 75 obligations.  
(See Appendix 4).

3.8 The Co-ordinator has a responsibility to the Director to ensure that the Institute fully complies with the Scheme. Each member of staff is responsible to the Director for ensuring that he/she fully complies with the Scheme. The Co-ordinator has:-

- (a) an advisory role ensuring priorities are identified;
- (b) a priority setting role in conjunction with the Director and the Governing body;
- (c) a duty to keep the Institute's Director regularly informed of progress and problems in the implementation of statutory duties;
- (d) to ensure that complaints are addressed in accordance with Institute arrangements.

Responsibility for the implementation of the Scheme rests with the Institute's Director.

3.9 As and when required the Institute will purchase services to assist the Equality Co-ordinator in carrying out the statutory responsibilities. For example the Institute may need to purchase research services when conducting impact assessments.

3.10 Where a policy under consideration by the Institute is likely to impact upon equality of opportunity, it must be subject to a full impact assessment. In addition any policy likely to impact on good relations will also be considered. The Equality Co-ordinator

supported by the Equality Working Group has responsibility for ensuring that the screening process had been carried out and for reporting to the Institute's Director on the procedure.

3.11 The Institute will:-

- a. conduct an annual review of progress made in relation to compliance with the Scheme and statutory duties, including the duty to promote good relations;
- b. forward a report of this review to the Equality Commission;
- c. liaise with the Equality Commission with a view to ensuring that such progress is maintained;
- d. Details of progress each year will be contained in the Institute's annual report, which will be made public.

#### **4. Arrangements for Assessing Compliance with Section 75**

##### **Duties**

4.1 The North West Institute will assess over an 8-year period how each of its policies and the policy areas can contribute to the promotion of equality of opportunity. It will also consider how each policy contributes to the promotion of good relations within the terms of Section 75 of the Act. This will be done through equality impact assessments and the timetable at Paragraph 5.4 will be followed. Each equality impact assessment for functions or policies will include a section on promotion of good relations. Equality impact assessments will be carried out in accordance with Annex 1 of the Equality Commission's Guidelines. The organisations indicated at Appendix 3 will be consulted on these equality impact assessments. The Community Relations Council will also be consulted specifically in relation to the section in each policy statement, which deals with

good relations.

The Institute have now designed a Sectoral response towards the concept of “Good Relations”. This programme may be obtained from the Institute’s Equality Co-ordinator.

- 4.2 The North West Institute is committed to conducting an annual review of progress, which has been made in implementing the arrangements specified in this scheme and in complying with the statutory duties. The Institute will liaise with the Equality Commission with a view to ensuring that such progress is maintained. This review will be sent to the Equality Commission to assist it in compiling the Commission’s Annual Report, as required by sub-para 5(1)(b) of Schedule 8 of the Act. A report of progress will also be included in the Institute’s annual report which is publicly available.
- 4.3 The North West Institute will consult as appropriate with the Equality Commission on issues, which it believes to be relevant to the fulfilment of Section 75 obligations. In relation to promoting good relations the North West Institute will consult with the Community Relations Council. It will respond constructively to proposals from those bodies relating to its compliance with Section 75 obligations.
- 4.4 The North West Institute will monitor complaints that it has not fulfilled its statutory obligations and will address immediately issues arising from the monitoring. The Institute is committed to adhering to the complaints procedure outlined in Section 13 of this scheme. The Institute will adhere to other procedures that address issues connected with Equality of Opportunity.
- 4.5 The North West Institute will review this Scheme within five years of its submission to the Equality Commission. This review will include an assessment of how the North West Institute has complied with its

Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the policy areas. The North West Institute will consult with those bodies listed at Appendix 3 before submission of the review to the Equality Commission.

## **5. Approach to be Adapted to Screening and Time-tabling**

5.1 In fulfilling its statutory obligations, the North West Institute intends to adopt a four-stage approach:

- Stage 1 Screening of policies
- Stage 2 Timetable for setting priorities
- Stage 3 Consultation on the proposed screening exercise
- Stage 4 Report on the screening exercise

### **Stage 1 - Screening of Policies**

5.2 The North West Institute intends to screen its policies in order to determine which would require a fuller equality analysis in the form of an impact assessment. Policies will be identified under each of the functional areas identified at 1.9.

Institute policies were defined as policies which have been formulated, agreed, implemented and reviewed by Institute management or on behalf of the Institute at Sectoral level by ANIC. The full range of policies reviewed can be found in the Institute's Screening Report. The report also identifies those policies not screened in.

The Institute took the Commission's advice in relation to screening and adopted a two stage approach. Stage 1 involved the Institute identifying all of its policies and undertaking an initial screening exercise against four criteria outlined below. The Institute then collated a report of this information. Views of all those in Appendix 3

and anyone else with a legitimate interest in the Institute's screening process were sought. Stage 2 involved the Institute consulting on the views given as a result of Stage 1. The North West Institute of Further and Higher Education submitted its screening report to the Equality Commission on 12 April 2002.

5.3 The purpose of screening is to identify those policies, which are likely to have an impact on equality of opportunity so that they can be prioritised for impact assessment. The North West Institute will systematically review each policy in terms of the nine categories listed at Section 75 of the Act. For each policy the criteria detailed below will be considered:

- Is there any evidence of higher or lower participation or uptake by different groups?
- Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy issue?
- Is there an opportunity to better promote equality of opportunity or better community relations by altering policy or practice, or working with others in Government or in the larger community?
- Have consultations with relevant groups, organisations or individuals within groups indicated that particular policies, functions or duties create problems that are specific to them?

If the answer to any of these questions is positive then consideration will be given as to whether the policy will be subject to an equality impact assessment procedure. Where it is found that there is insufficient data to reach an opinion then additional information will be sought to inform the decision-making process.

## **Stage 2 – Timetable for Setting Priorities**

5.4 The screening process (as outlined in Stage 1) has led to the establishment of a timetable for conducting equality impact assessments over the next eight years on the North West Institute's duties and functions.

The North West Institute will prioritise its policy review programme on the basis of

- Relevance to social need
- Effect on people's daily lives
- Effect on economic, social and human rights
- Synchronisation with lead partner

5.5 The North West Institute will adopt a timetable over an eight-year period.

## **6. Equality Impact Assessments**

6.1 The North West Institute intends to carry out equality impact assessments to seek to identify the impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity. Each equality impact assessment for functions or policies will include a section on promotion of good relations. Equality Impact Assessments will be carried out in accordance with Annex 1 of the Equality Commission's Guidelines.

6.2 The methodology which the North West Institute will use for an equality impact assessment is summarised in Appendix 6.

- 6.3 The timetable will be reviewed on an annual basis to accommodate changes as indicated by altered circumstances, or through the consultation process.
- 6.4 New policies may be developed during the eight-year period, which cannot be specified at this time. Any new policies will be screened for fuller impact assessment using the criteria identified in 5.3.
- 6.5 The timetable at Appendix 5 indicates the programme of EQIA, policy review and new policy formulation over the next 8 year period. The timetable will be reviewed on an annual basis to accommodate changes as indicated by altered circumstances, or through the consultation process.

## **7. Consultation**

- 7.1 Paragraph 4(2)(a) and (b) of the Schedule of the Act requires the Institute to state, in its Scheme, the Institute's arrangements for consulting on matters to which equality of opportunity promotional duty, or a good relations promotional duty, is likely to be relevant (including details of the persons to be consulted). That statement is set out in this chapter.
- 7.2 The Institute will consult with the Equality Commission and the Community Relations Council, as appropriate, on any issue, which it believes to be relevant to the fulfilment of its statutory obligations and it will take account of any proposals from those bodies arising from such consultation.
- 7.3 As an integral part of the detailed equality impact assessment the Institute will consult with those listed in Appendix 3 and with local Trade Union representatives. This list is not exhaustive and may

be amended in the light of experience. The Institute will work with representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views.

7.4 In addition to consultation of equality impact assessments, the Institute may also from time to time have a need to consult on matters to which an equality of opportunity promotional duty or a good relations promotional duty is likely to be relevant. In these circumstances the Institute will consult with those listed in Appendix 3.

7.5 Consultation will commence as early as possible to allow adequate time for groups to consult among themselves. The Institute will aim to provide a period of response of at least two months. However, there may be circumstances when this time scale is not feasible for example in circumstances of considerable urgency. Such circumstances will be monitored, kept under review, justified very clearly and detailed in the Institute's Annual Review to the Equality Commission. The Institute will also be sensitive to the different needs and customs of consultees.

7.6 In consulting on any matter to which this scheme relates, the Institute may also use any of the following methods:

- Letter
- Attitude surveys of service users and potential service users
- Press releases and advertisements
- Internet
- Public Meetings
- Standing or ad hoc consultative fora
- Consultative panels
- Direct invitation to groups
- Questionnaires.

7.7 The Institute acknowledges the importance of full participation in any meetings that are held as part of the consultation process. In organising such meetings the Institute will give specific consideration to the following:

- (a) time of day when meeting is held;
- (b) the appropriateness of the venue and in particular whether it can be accessed by those with disabilities;
- (c) accessibility of the language and the format of information, and whether a signer is necessary;
- (d) the provision of childcare;
- (e) how the meeting is to be run.

7.8 The Institute will provide relevant quantitative and qualitative data, where available, in order to facilitate meaningful consultation. Any specially commissioned research for impact assessments will be made available to all consultees or any other interested party.

7.9 The Institute will adopt specific approaches in its consultation with young people and those with learning disabilities directing such consultation through schools, the youth service and projects engaging young people being educated otherwise than at school throughout its area. The Institute will take account of the Youth Council for Northern Ireland's guidance on consulting with young people. The Institute will give due consideration on how best to consult with people with learning disabilities. An Equality Working Group including senior officers has been established to prepare guidance on this issue.

7.10 The Institute will ensure that there are no barriers to the consultation process. Information will be available on request in accessible formats such as Braille, disk and audiocassette and in

minority languages to meet the needs of those who are not fluent in English. The Institute will ensure that systems are put in place to make information available in accessible formats and in a timely fashion. Previously, requests for information in an alternative format were dealt with on an individual basis. An Inter-Departmental Working Group is being established to address the provision of a system for providing information in alternative formats. The Working Group will review arrangements for providing information in alternative formats.

## **8. Monitoring**

8.1 Knowledge of the uptake of services provided by the North West Institute 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 Institute will establish a system to monitor the impact of policies in order to identify their effects on relevant groups. This will be reviewed on an annual basis and the results will be widely and openly published. Within one year of approval of this Scheme, the North West Institute will assess the extent of existing monitoring and the scope of extending it.

In addition to the value of any further information required for assessing progress towards equality of opportunity, this review will take into account the following factors:-

- resource implications;
- readiness of the public to supply information;
- availability of proxy measures (supplementary information).

8.2 If monitoring and evaluation indicate that a policy results in a greater adverse impact than predicted, the Institute will ensure that the policy is reviewed having taken into account the views of other

parties affected by the policy. In addition, if opportunities arise which would allow for greater equality of opportunity to be promoted, the Institute will ensure that the policy is revised.

- 8.3 The Institute is committed that in making any decision with respect to a policy adopted or proposed to be adopted by it that the Institute will take into account any equality impact assessment and consultation carried out in relation to the policy.
- 8.4 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 should be taken, wherever possible, to mitigate such anticipated adverse impact (Appendix 6). The North West Institute may, in these circumstances, commission special monitoring to confirm the extent of the adverse impact and/or the success of any mitigating measures. The North West Institute will involve representatives of the effected groups specified in appendix 3.
- 8.5 Information collected in this special monitoring would be taken into account in any future review of the policy.

- 8.6 The North West Institute will seek to co-operate closely with the NI Statistics and Research Agency (NISRA) in its review of existing monitoring arrangements and its consideration of special monitoring of anticipated adverse impacts.

## **9. Publication of Assessments and Monitoring**

- 9.1 The North West Institute will make publicly available the outcome of any equality impact assessment and of any monitoring undertaken in relation to Section 7. This material will be accessible on the North West Institute's website at [www.nwifhe.ac.uk](http://www.nwifhe.ac.uk). It will also be available in printed form and in alternative formats (as outlined in 9.3) from Mrs Kate Duffy, Human Resource Manager/Equality Co-ordinator, North West Institute of Further and Higher Education, 78 – 80 Strand Road, Londonderry, BT48 7AL.
- 9.2 The North West Institute will inform the general public about the availability of this material through a variety of mechanisms, including press releases also publications and media associated with the Section 75 categories. It will also directly inform bodies listed at the appropriate sections of Appendix 3 when this material is available. The Institute will give consideration as to how best to communicate this to young people and people with learning disabilities.

The published documentation on an equality impact assessment will include:

- the aims of the function, policy or duties;
- details of any consideration given by the Institute to measures which might mitigate any adverse impact of that policy on the promotion of equality of opportunity;
- associated available monitoring data;

- details of any consideration given by the Institute to alternative policies which might better achieve the promotion of equality of opportunity.

9.3 Such information will be made available on request in accessible formats such as Braille, disk and audiocassette and in minority languages to meet the needs of those who are not fluent in English. The Institute will ensure that systems are put in place to ensure that such information is available in accessible formats in a timely fashion.

## **10. Training**

10.1 The North West Institute will ensure that all staff receive training on Section 75 obligations, the requirements of this Equality Scheme and arrangements for equality impact assessment, appropriate to their grade and responsibilities.

10.2 The Institute is committed to the development and provision of an effective communication and training programme on the content of the Equality Scheme.

10.3 Within two years of the approval of the Scheme, all staff and Governing Body members will be trained. All new staff will be trained on the requirements of Section 75 and this Equality Scheme in their induction training.

10.4 The North West Institute will make available copies of this Scheme to all Governing Body members and staff.

10.5 Paragraph 4(2)(e) of Schedule 9 of the Act requires the Institute to state in its Scheme its arrangements for training. That statement is contained in this chapter.

10.6 Training will play a major part in the implementation of this Scheme.  
In particular:

1. Such training will emphasise the Institute's commitment to the effective implementation of the Scheme.
2. Such training will contribute to an understanding by participants of their personal responsibility (in the context of the carrying out of the duties of their particular post) to assist in the effective implementation of this Scheme.
3. Training for those Institute staff engaged in the consultation process will be developed in consultation with the representatives of the groups belonging to the categories outlined in Appendix 7.

Training will be provided both for Governing Body Members and for staff. Training on this Scheme will be integrated within the general training programme of the Institute.

Although the content and method of each course will obviously vary in the light of the particular role and function of each set of course participants, the over-riding objective will be the same. That objective is to ensure that the Institute fully and effectively implements this Scheme and that the Institute's staff are fully aware of their responsibilities in that context.

Following the receipt of further guidance on training, the Institute will be drawing up a planned programme of its delivery as per the Equality Commission's published Guidelines and advice.

The key objectives of this training plan will be:

- (1) To prepare a detailed training plan for all of the Institute's staff over the eight-year period to which the Equality Scheme refers to achieve the objectives outlined below.
- (2) To raise awareness of current anti-discrimination legislation in Northern Ireland, including the provisions of Section 75, Schedule 9 and Section 76 of the Northern Ireland Act 1998. This should include an explanation of the duties and their implications for all employees.
- (3) To provide the employees involved in the screening of policies with the necessary skills and knowledge to do this work effectively.
- (4) To provide the employees involved in the consultation processes with the necessary skills and knowledge to do this work effectively.
- (5) To provide the employees involved in the implementation and monitoring of the effective implementation of the Institute's Equality Scheme to do this work effectively.
- (6) To provide more focused training for staff in management roles and other specialist staff.
- (7) To evaluate the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives.
- (8) To provide the employees involved in the equality impact assessment of policies with the necessary skills and knowledge to do this work effectively.

- (9) To provide the employees who deal with complaints in relation to the implementation of the Institute's Scheme, with the necessary skills and knowledge to investigate and monitor complaints effectively.
- (10) The Institute will involve the affected groups in the development of training provision.
- (11) The Institute will evaluate the effectiveness of training and will develop appropriate evaluation methodologies in relation to awareness and skills based training.
- (12) In terms of a planned programme for the delivery of training the Institute will initiate and develop a planned programme for all staff and Governing Body members addressing obligations relating to Section 75, for example duties, screening, monitoring and complaints.

10.7 Institute staff and Governing Body members will be trained.

**Training will cover the following**

- Awareness training in equality and the equality scheme
- Information regarding the legislation and enforcement
- Understanding the role of the Equality Commission
- The timetable for implementation
- Awareness training in regard to policy change
- Specialist training on equality impact assessments
- Complaints procedures

## **Training Statement**

The Institute are committed to the ongoing training and development of its staff. We are also committed to working towards the principles of Equality, Equity and Diversity for all employees and students.

In order to develop and implement training on equality, the Institute will establish a sub group of the Equality Working Group, comprising the Institute Equality Co-ordinator, representatives from Senior Management, staff representatives and will incorporate representatives from Trade Unions and from groups from the defined groups both internal and external to the Institute.

Their remit will include awareness raising, a review of training needs, the consideration and/or development of a resource pack to be used on delivering training in Equality. This will include discussion and involvement of representatives from the defined groupings in training within the Institute.

## **Time Table for Training**

The Institute has approximately 768 staff and will commit resources to ensure that all staff are properly trained to fulfil the requirements of the Statutory Duties. Taking account of the number of staff involved, the Institute aims to complete training within the shortest timescale possible. A proposed timetable for training is outlined, however this may be subject to change in light of experience and practice.

### **YEAR ONE**

Development of Training – July to September 2002

New Boards of Governors Training – September 2002

Development of a training resource pack – November 2002

## **YEAR TWO**

Roll out training programme to Senior Managers, Supervisory grades and Staff

## **YEAR THREE**

Continue to roll forward and complete the training programme on equality awareness to remaining staff.

The induction training will run simultaneously from year one through three and on a continuing basis thereafter.

## **Communication in relation to the Equality Scheme**

Communication is vital for informing students and staff of progress on the implementation of the Equality Scheme. It is recognised that involvement from staff and students will be a major factor in helping to provide comment and create a sense of ownership in driving forward the implementation of the Equality Scheme.

The Institute places a high priority on recognising that effective communication is critical to an organisation's development. Methods for informing staff of the statutory duty, and the respects in which it will impact on their work and service delivery will include the following:

### **Staff**

- Staff Meetings
- In-house newsletters
- Staff Notice Boards
- Inter-departmental meetings

- Networking Groups
- Formal Presentations
- Use of e-mail
- Training Sessions
- Induction Programmes
- Annual Reports
- Business Plans
- Strategic Plans

In communicating the scheme to staff the Institute will utilise the above methods. The Institute will also issue a copy of the Equality Scheme accompanied by a covering letter from the Director emphasising their commitment to the scheme and the effective implementation of the statutory duties.

#### **Students**

- Written Information
- Trade Unions
- Notice Boards
- Displays
- Annual Report
- Student Handbook
- Student Enrolment forms

## **11. Public Access to Information and Services**

11.1 The North West Institute 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 Institute. There are three particular areas of concern:

- people with sensory and learning disabilities may have particular difficulties with information in print;
- members of groups, whose first language is not English, may have difficulties with information provided only in English;
- some local newspapers are read predominantly by members of only one community.

11.2 In disseminating information through the local press, the North West Institute will ensure that press statements and public advertisements are accessible to both main communities.

11.3 The North West Institute will assess its arrangements for providing information in Braille, large print, audiocassette and in minority ethnic language formats with a view to ensuring future accessibility.

11.4 The North West Institute 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.

11.5 In all Institute premises open to the public, the North West Institute will seek to promote equality of opportunity and good relations within the terms of Section 75 of the Act. All Institute premises will promote a welcome and harmonious environment. The North West Institute will adhere to the relevant provisions of the Disability Discrimination Act 1995.

11.6 The North West Institute will ensure that the Scheme will be made available at Institute library locations and at reception areas on request.

## **12. Publication of the Scheme**

12.1 Following submission to the Equality Commission, the North West Institute's Equality Scheme will be made available in print form and accessible formats as described in 11.3 and by providing a copy to the groups mentioned in Appendix 3 (this will include any further revisions of scheme). It can also be accessed on the North West Institute's Internet website at [www.nwifhe.ac.uk](http://www.nwifhe.ac.uk). A press statement will be issued following approval of the Scheme.

## **13. Complaints – Non Compliance**

13.1 When a person believes that he/she has been directly affected by a failure of the North West Institute to comply with this Scheme, he/she should, in the first instance, bring a complaint to the attention of Mrs Kate Duffy, Human Resource Manager/Equality Co-ordinator or a Deputy Director. The North West Institute will carry out an internal initial investigation of the complaint and will undertake to respond to the complainant within one month. The North West Institute will ensure all complaints are handled sensitively. A copy of the Section 75 non compliance policy is currently available from the Institute's Equality Co-ordinator. Further dissemination of this new policy is being considered.

13.2 In responding to the complainant, the North West Institute will inform him/her of the procedure for pursuing the complaint further with the Equality Commission, as set out in Paragraph 10 of Schedule 9 to the Northern Ireland Act 1998 or of any other procedures which are relevant to the nature of the complaint. The North West Institute will respond at all times in the format preferred by the complainant and take account of complainant needs. The North West Institute will respond at all times in the format preferred by the complainant and take account of complainant needs.

- 13.3 In any subsequent investigation by the Equality Commission, the North West Institute will co-operate fully, providing access to any relevant documentation that the Commission may require. Similarly, the North West Institute will co-operate fully with any investigation by the Equality Commission under sub-paragraph 11(1)(b) of Schedule 9 to the Northern Ireland Act 1998 or with any other investigating authority.
- 13.4 Complaints not resolved in accordance with Section 75 non compliance policy must be submitted to the Equality Commission within twelve months from the day on which the complainant first knew of the matters alleged. Complaints under any other procedure should be in accordance with the limits applicable to that procedure.
- 13.5 Following an investigation of a complaint the North West Institute will take corrective action where necessary.

#### **14. Review of the Scheme**

- 14.1 Within 5 years of submitting this Scheme to the Equality Commission, the North West Institute will conduct a formal review of the Scheme to evaluate its effectiveness in meeting the statutory duties.

This review will include an assessment of how the North West Institute has complied with its Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the direct services and key policies. The North West Institute will consult with those bodies listed at Appendix 3, before submission of the review to the Equality Commission. This review

will be carried out in accordance with any guidance provided by the Equality Commission.

## **15. Summary Timetable**

15.1 The following timetable summarises the measures, which the North West Institute proposes to take during the eight years following the launch of this Scheme.

### **Year One    October 2001 - March 2002**

- Screening of all existing policies (October 2001 - February 2002) Appendix 5
- Submission to the Equality Commission of Report on Screening exercise
- Review of monitoring arrangements
- Review of arrangements for providing information to the public
- Timetable for equality impact assessment of policies – to be determined after screening and any new policies. (See Section 9)
- Training of staff
- Good relations work will commence
- Preparation of annual review of progress will be sent to the Equality Commission
- Preparation and submission of scheme

### **Year Two    April 2002 – March 2003**

- Training of staff
- Equality impact assessment commences
- Implementation of good relations continues
- Implementation of Scheme continues
- Submission of Annual Report to Equality Commission.

**Year Three April 2003 – March 2004**

- Training for all staff completed
- Implementation of Scheme continues
- Implementation of good relations continues
- Equality impact assessment continues
- Submission of Annual Report to Equality Commission.

**Year Four April 2004 – March 2005**

- Implementation of Scheme continues
- Implementation of good relations continues
- Equality impact assessment continues
- Submission of Annual Report to Equality Commission.

**Year Five April 2005 – March 2006**

- Implementation of Scheme continues
- Implementation of good relations continues
- Equality impact assessment continues
- Submission of 5-year review to Equality Commission.

**Year Six April 2006 – March 2007**

- Implementation of Scheme continues
- Implementation of good relations continues
- Equality impact assessment continues
- Submission of Annual Report to Equality Commission

### **Year Seven April 2007 – March 2008**

- Implementation of Scheme continues
- Implementation of good relations continues
- Equality impact assessment continues
- Submission of Annual Report to Equality Commission

### **Year Eight April 2008 – March 2009**

- Implementation of Scheme continues
- Implementation of good relations continues
- Equality impact assessment continues
- Submission of Annual Report to Equality Commission

Throughout the 8year period the North West Institute will also take account of the desirability to promote good relations between persons of different religious beliefs, political opinion or racial groups. This will form part of the ongoing commitment to promote good relations.

See Appendix 5 timetable for EQIA policy review and new policies proposed for the next eight years.

**Appendix 1: The Institute's Sub-Committees**

**Appendix 2: The Institute's Organisational Chart**

**Appendix 3: List of Consultees**

**Appendix 4: Diagram of Equality Delivery Mechanisms**

**Appendix 5: Proposed timetable for EQIA, Policy Review & New Policies**

**Appendix 6: Methodology for Equality Impact Assessment**

**Appendix 7: Main Groups Affected by Section 75**

**Appendix 8: Glossary of Terms**

**Appendix 9: Report on Consultation**

## **INSTITUTE'S SUB-COMMITTEES**

### **Finance and General Purposes Committee**

The Committee shall, subject to the provisions of the Articles of Government for Institutes of Further Education, determine and advise the Governing Body on such matters as the Governing Body may, from time to time, remit to it, including in particular, matters relating to the estimates, budget and presentation of the accounts of the Institute.

### **Audit Committee**

The Audit Committee is authorised by the Governing Body to investigate any activity within its terms of reference and all staff and members of the Governing Body are required to co-operate with the Committee. The Committee shall provide a channel of communication from the Institute's auditors, which is not controlled by Institute management. In particular, it shall ensure that the internal control systems, including audit activities of the Institute are monitored actively, independently and objectively.

### **Staffing Committee**

It shall be the responsibility of the Staffing Committee, on behalf of the Governing Body:

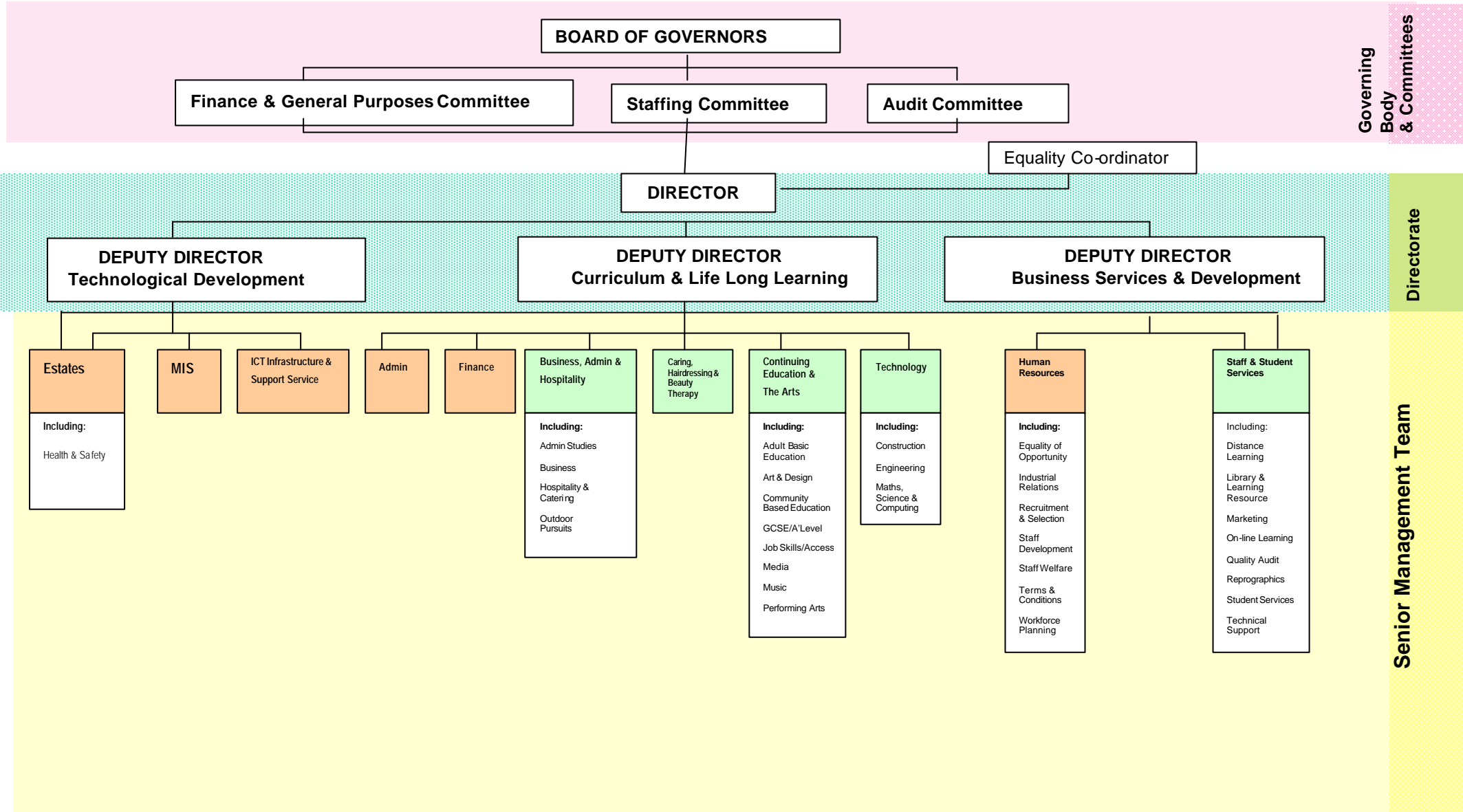
- (a) to draw up standard arrangements, for the approval of the Governing Body, for the recruitment, appointment and promotion of staff, other than senior staff;
- (b) to ensure that each member of staff shall serve under a contract of employment with the Governing Body;

- (c) upon the occurrence of a vacancy or expected vacancy in the staffing (other than in a post for a member of the senior staff), to set in train the standard procedures; and
- (d) to ensure that all procedures and their application in relation to the recruitment, appointment, promotion and remuneration of staff shall comply with industrial relations and equal opportunity legislation.

**Temporary Committees**

The Governing Body may, from time to time, set up other committees of itself which are of a temporary ad hoc nature; but any committee which is for other than a short-term need, shall only be established after appropriate amendment to the Articles of Government for Institutes of Further Education approved by the Department.

NORTH WEST INSTITUTE OF FURTHER AND HIGHER EDUCATION



STRUCTURE INCLUDING MANAGEMENT LINKS AND FUNCTIONAL ROLES



**List of Consultees\***

The following is a list of those public authorities, voluntary, community, trade union and other groups who the North West Institute considers may have an interest in the work of the Institute. The Institute has sought to identify as many groups as possible but recognises that the list is not exhaustive and may be amended in the light of experience. If your group has not been included and you wish to be considered for inclusion please contact the Institute's Equality Co-ordinator.

Age Concern Northern Ireland

Alliance Party

Al-Nur Craigavon Asian Association

Altnagelvin Hospital H&SS Trust

Alzheimers Disease Society

Amalgamated Electrical and Engineering Union (AEEU)

Amalgamated Transport and General Workers Union (AT&GWU)

Association for Spina Bifida and Hydrocephalus

Association of Teachers and Lecturers

Baptist Union of Ireland

Barnardos

Belfast City Council

Belfast Hebrew Congregation

Belfast Islamic Centre

British Red Cross Society

Business in the Community

Cancer Research Campaign

Carafriend

Care for Northern Ireland

CCEA

Central Council for Education and Training in Social Work

Centre for Independent Living

Child Care Northern Ireland

Child Poverty Action Group

Children in Crossfire

Children's Law Centre

Chinese Chamber of Commerce

Chinese Welfare Association

Church of Ireland

CITB

Citizens Advice Bureau

City and Guilds

Clondermot High School

Coalition of Sexual Orientation (COSO)

Committee on the Administration of Justice

Congregational Union of Ireland

Council for Catholic Maintained Schools

Counteract

Democratic Unionist Party

Department of Culture, Arts and Leisure

Department of Education for Northern Ireland

Department of Employment and Learning

Derry City Council

Disability Action

ECDL

Edexcel

Elim Pentecostal

Equality 2000

Equality Commission NI

ETC

Faughan Valley High School  
Foyle and Londonderry College  
Foyle Friends (Derry)  
Foyle H&SS Trust  
Foyle Women's Aid  
Free Presbyterian Church of Ulster

Gaeloiliuin  
Gingerbread Northern Ireland  
GLYNI  
GMB

Help the Aged, Northern Ireland  
HND Students Council  
Housing Executive

Indian Community Centre  
Irish National Teachers Organisation (INTO)  
Italian Society

LCCI  
Lesbian Line  
Library Association

Manufacturing, Science and Finance (MSF)  
MENCAP (Royal Society for Mentally Handicapped Children and Adults)  
Men's Action Network  
Methodist Church in Ireland  
Multi-Cultural Group – Windsor Women's Centre  
Multi-Cultural Resource Centre

National Association of School Teachers & Union of Women Teachers  
(NASUWT)  
National Association of Social Workers in Education  
National Association of Teachers in Further and Higher Education (NATFHE)  
National Union of Students  
NIACRO  
NIGRA (Northern Ireland Gay Rights Association)  
NIPPA  
Northern Ireland African Cultural Centre  
Northern Ireland Association for Mental Health  
Northern Ireland Association of Youth Service Officers  
Northern Ireland Council for Ethnic Minorities (NICEM)  
Northern Ireland Council for Integrated Education  
Northern Ireland Council for Voluntary Action (NICVA)  
Northern Ireland Deaf Youth Association  
Northern Ireland Filipino Association  
Northern Ireland Human Rights Commission (NIHRC)  
Northern Ireland Mediation Network  
Northern Ireland Public Service Alliance (NIPSA)  
Northern Ireland Unionist Party  
Northern Ireland Voluntary Trust  
Northern Ireland Women's Aid Federation  
Northern Ireland Women's Coalition  
Northern Ireland Youth Forum  
NSPCC  
NWIFHE Liaison Forum

OCR  
Oi Kwan Chinese Women Group (Belfast Base)

PHAB Northern Ireland  
PRAXIS  
Presbyterian Church in Ireland

Probation Board for Northern Ireland  
Progressive Unionist Party  
Putting Children First  
Rainbow Project  
Relate  
Roman Catholic Church  
Royal National Institute of Deaf People (NI)  
Royal National Institute for the Blind (NI)

Save the Children  
Sinn Fein  
Skill NI  
Social Democratic Labour Party  
Society of St Vincent de Paul  
Staff Commission for Education and Library Boards  
St Colman's High School  
St Columb's Park Reconciliation Group  
STEER  
Strabane District Council

Talking Hands  
Templemore Secondary School  
The Cedar Foundation  
The Community Relations Council  
The Volunteer Development Agency  
The Women's Centre  
Thornhill College  
Training and Employment Agency  
Traveller Movement Northern Ireland

Ulster Democratic Party  
Ulster Teachers Union (UTU)  
Ulster – Scotch Leid Societie

Ulster Unionist Assembly Party  
Ulster Unionist Party  
Union of Construction, Allied Trades & Technicians (UCATT)  
Unison  
United Kingdom Unionist Party  
University of Ulster

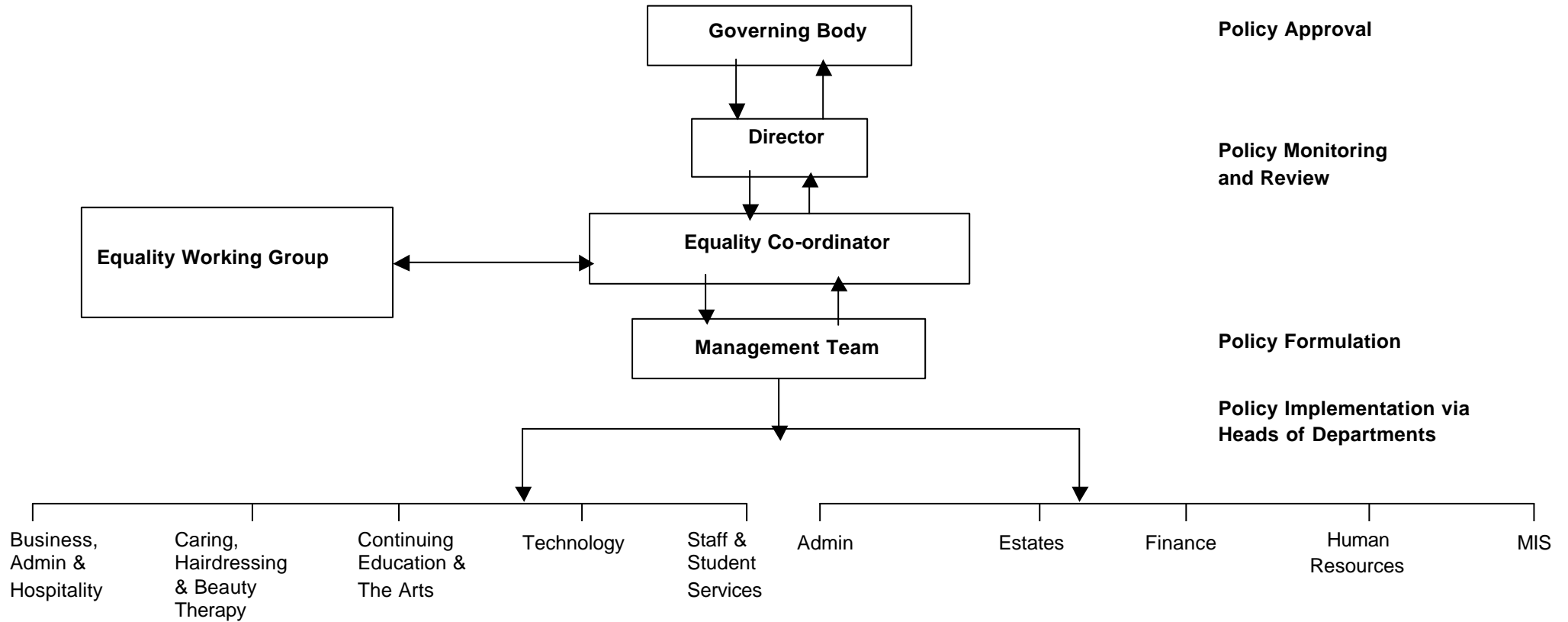
Waterside Women's Centre  
West Belfast Economic Forum  
Western Education and Library Board  
Western Health & Social Services Board  
Women's Forum Northern Ireland  
Women's Resource and Development Agency (WRDA)  
Women's Support Network

Youth Action Northern Ireland  
Youth Council for Northern Ireland  
Youth Link Northern Ireland  
Youthnet

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\* This list is not exhaustive and may be amended in the light of experience

**DIAGRAM TO SHOW EQUALITY DELIVERY MECHANISM**



## Proposed Timetable for EQIA and Policy Review

YEAR	EQIA	POLICY REVIEW	NEW POLICY
2002-2003		1. Transport 2. Induction	1. Cultural Diversity 2. Community Relations 3. Race Relations 4. Section 75 Complaints – non compliance 5. General Complaints
2003-2004	1. Pay Structures 2. Access Funds 3. Fees	1. Community Education 2. Curriculum/LLL	1. Disability
2004-2005	1. Recruitment and Selection 2. Health Promotion 3. Promotions 4. Support for Student With disabilities	1. Equal Opportunities 2. Staff Appraisal	1. Student Bullying
2005-2006	1. Admissions /Enrolments	1. Staff Development 2. Family Friendly 3. Managing leave and attendance	
2006-2007		1. Student Charter 2. Student Guidance Counselling	1. Communication
2007-2008	1. Purchasing and Procurement 2. Monitoring Composition		
2008-2009	1. Visual Display of Materials	1. Marketing 2. Childcare	

## **METHODOLOGY FOR AN EQUALITY IMPACT ASSESSMENT**

Having screened its policies (as outlined in Stage 1) the North West Institute will determine which policies will be included for a fuller impact assessment and will determine a timetable for carrying out impact assessments (as outlined in Stage 2). When undertaking impact assessments, the North West Institute will follow the process set out below:

### **1 Available Data**

The North West Institute will examine any data it already has and any market research already undertaken.

### **2 Comparative Data**

The North West Institute will examine any comparative data, including data from other Institutes in NI and the UK and other organisations providing similar services. Where resources are available the North West Institute may commission appropriate data.

### **3 Consultation**

The North West Institute will consult with those listed at Appendix 3 and will make available any relevant documents, materials and public submissions.

#### **4 Impact Assessments**

The North West Institute will examine the following questions in relation to policy / service:

- Is there direct discrimination?
- Is there an adverse impact in terms of the rights, resources, participation or values and norms?
- If not unlawful, is the difference justified (e.g. affirmative action)?
- Is there equality of opportunity?

#### **5 Alternatives**

The North West Institute will consider all alternative policies and if appropriate alternative sources of data available.

#### **6 Mitigation of adverse impact**

The North West Institute will consider how it might mitigate the adverse impact and promote equality of opportunity.

**MAIN GROUPS IDENTIFIED AS RELEVANT TO THE SECTION 75 CATEGORIES FOR  
NORTHERN IRELAND PURPOSES\***

<b><u>Category</u></b>	<b><u>Main Groups</u></b>
Religious belief	Protestants; Catholics; people of other religious beliefs; people of no religious belief
Political opinion	Unionists generally; Nationalists generally; members/supporters of any political party
Racial group	White people; Chinese; Irish Travellers; Indians; Pakistanis; Bangladeshis; Black Africans; Black Caribbean people; people of mixed ethnic group
'Men and women generally'	Men (including boys); women (including girls); trans-gendered people
Marital status	Married people; unmarried people; divorced or separated people; widowed people
Age	For most purposes, the main categories are: children under 18; people aged between 18 and 65. However the definition of age groups will need to be sensitive to the policy under consideration. For

example, for some employment policies,  
children under 16 could be distinguished from  
people of working age

'Persons with a disability'	Persons with a physical, sensory, mental or learning disability as defined in sections 1 and 2 and Schedules 1 and 2 of the Disability Discrimination Act 1995
'Persons with dependants'	Persons with primary responsibility for the care of a child; persons with personal responsibility for the care of a person with a disability; persons with primary responsibility for the care of a dependant elderly person
Sexual orientation	Heterosexuals; bisexuals; gays; lesbians

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\* This list is not exhaustive but may be amended or added to as appropriate.

## GLOSSARY OF TERMS

### **An Adverse Impact**

means that some people are worse off or suffer more because of an action or a policy – it does not have the same affect on everyone.

### **Complaints Procedure**

means the way complaints have to be made and sorted out – they are like the rules of the game.

### **Due Regard**

means to make an effort.

### **Equality**

is not just about treating everyone the same, but making sure that no-one suffers or is disadvantaged when it comes to getting what they need.

### **Equality of Opportunity**

means making sure that everyone has the same chance to gain.

### **Equality Commission**

the organisation in charge of equality in Northern Ireland.

### **Impact Assessment**

is a judgement about how an action or a policy affects people.

### **Implementation**

means putting things into place – making it happen.

### **Policy**

means a written record of what kinds of things you are going to do and how you are going to do them.

**Public Body**

includes government departments like the Department of Employment and Learning and public bodies such as the Police, Health and Social Services Trusts, Education and Library Boards, District Councils, Sports Council, Housing Executive and the General Consumer Council.

**Section 75 (S75) Northern Ireland Act 1998**

means the area of the law that is about equality.

**Screening**

means that the public body will look carefully at a policy to see whether it might unfairly treat or affect some people more than others.

**Statutory duty**

what the state or government says must happen.

October 2001

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**NORTH WEST INSTITUTE OF FURTHER AND HIGHER  
EDUCATION**

**REPORT ON CONSULTATION**

## **C O N T E N T S**

### **Part 1    METHODOLOGY**

- 1.0      Project Management
- 2.0      Identification of Consultees
- 3.0      Consultation
- 4.0      General Comments / Further Comments
- 5.0      Outcome of the Consultation process

### **Part 2    COMMENTS AND AMENDMENTS/REVISIONS**

- 1.0      Scheme sections including comments, amendments, and revisions

### **APPENDICES**

- 1.0      Questionnaire on consultation / engagement
- 2.0      Copies of Agendas from meetings held
- 3.0      Example of minutes from consultative meetings
- 4.0      Copies of Public Meeting Advertisements
- 5.0      Team Brief
- 5.0      Minutes of Equality Working Group meeting
- 6.0      Consultee organisations that attended meetings and made comment on the Equality Scheme

## **Part 1 METHODOLOGY**

### **1.0 Project Management**

- 1.1 The consultation process was jointly managed by Mrs K Duffy North West Institute of Further and Higher Education and Miss M Miskelly Equality Scheme Development Officer for the Association of Northern Ireland Colleges. The process was broken into two distinct strands:
  1. Consultation carried out by the Institute
  2. Consultation carried out by the Further Education Sector in conjunction with the Association of NI Colleges.
- 1.2 The North West Institute managed the process of consultation at a local level, and the Association of Northern Ireland Colleges managed, in conjunction with each of the Equality Co-ordinators from each of the 16 Further Education colleges formed a partnership in order to consult at a generic level.
- 1.3 Each college has an appointed Equality representative; hereafter they shall be referred to as the 'Equality Co-ordinator'. Each Equality Co-ordinator is drawn from 16 of the Further Education Colleges/Institutes across Northern Ireland and has formed a working group to include all the 16 Colleges. Hereafter this group will be referred to as the 'Equality Working Group'.

### **2.0 Identification of Consultees**

- 2.1 The process of identifying consultees was a two-fold exercise. In the first instance the Association of NI Colleges following guidance from the Equality Commission NI and also in following the 'Guide to Statutory Duties' listings drew up a generic list of consultees for all colleges.

Each individual college carried out stage two of this process by identifying groups within their locality. These two stages formed the basis of the North West Institute's consultation list.

2.2 The list is not exhaustive, and following advertisements and meetings with consultees, other names/organisations have been added.

2.3 Any other interested parties will be added onto the list of consultees throughout the process of implementation of Section 75.

### **3.0 Consultation**

3.1 Consultations were carried out with relevant representative bodies detailed in [*Appendix 3 of the Equality Scheme*]

3.2 Consultations were carried out by primarily circulating to all consultees a questionnaire to ascertain which method of consultation [or all methods] they would like to engage in with us. The questionnaire used can be viewed in [Appendix 1].

3.3 From this collected data, meetings were arranged over an eight-week period through the method of engagement that those groups expressed. [Examples of agendas from meetings held can be viewed at Appendix 2], [Examples of minutes from meetings held can be viewed in Appendix 3].

3.4 Meetings were held between the 28<sup>th</sup> July to 28<sup>th</sup> September 2001. The organisations that took part in the consultation exercise on our Equality Schemes can be viewed in [Appendix 6].

3.5 Consultees were advised of the need to consult on the North West Institute's Equality Scheme, which, through its implementation

may have a significant impact on equality of opportunity amongst the following categories:

- Persons of different religious beliefs
- Persons of different political opinion
- Persons of different racial groups
- Persons of different ages
- Persons of different marital status
- Persons of different sexual orientation
- Men and Women generally
- Persons with a disability and persons without
- Persons with dependants and persons without

3.6 Throughout consultation the North West Institute kept staff informed and involved in this process [Appendix 5].

3.7 Consultee organisations were sent a copy of our revised equality scheme and invited to comment.

#### **4.0 General Comments / Further Comments**

4.1 From consultations, some groups made a mix of comments relating to the Equality Scheme, the anticipated screening process and general comments. Any general comments, or comments around screening shall be included in our screening report as these can be dealt with in the context of our next consultation exercise and screening.

#### **5.0 Outcome of the Consultation process**

5.1 Comments from consultations are identified in Part 2 of this document along with the key reasons why decisions were taken by the college to implement the changes suggested by consultees, and justifications as to why changes have not been made at this time.

5.2 Part two of this document deals with comments arising from consultation. Comments have been assigned to the section of the Equality scheme that they refer to, and the source from which the comment was derived is also noted. The origin of a comment could derive from any one of the following:

- Outcome of Consultations through Public Meetings
- Outcome of Consultations through Generic Meetings at ANIC

## **PART 2 COMMENTS AND AMENDMENTS/REVISIONS**

**AREA: FOREWORD**

**Suggested Change:** Scheme will include both signatures

**Organisation requesting change:** NATFHE

**Outcome:** Scheme changed accordingly

**Reason:** -

**Origin of Comment:** Generic meeting at ANIC

**AREA: 1 INTRODUCTION**

**Suggested Change:** All policies implemented in Institute overseen by Institute

**Organisation requesting change:** T&G & Disability Action

**Outcome:** All policies will be considered at stage 2

**Reason:** -

**Origin of Comment:** Written response

**AREA: 2 THE INSTITUTE , ITS ROLE, FUNCTION AND POLICIES**

**Suggested Change:**

**Organisation requesting change:**

**Outcome:**

**Reason:**

**Origin of Comment:**

**AREA: 3 ORGANISATIONAL STRUCTURE**

**Suggested Change:** Name members of the Equality Working Group

**Organisation requesting change:** Disability Action

**Outcome:** Relevant changes will be made

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 3 ORGANISATIONAL STRUCTURE**

**Suggested Change:** Include representatives from affected groups in promotion of Equality of Opportunity

**Organisation requesting change:** Disability Action

**Outcome:** Paragraph 3.5 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 3 ORGANISATIONAL STRUCTURE**

**Suggested Change:** Change 3.8(b) to “a priority setting role in conjunction with the Director and the Governing Body”

**Organisation requesting change:** NATFHE

**Outcome:** Amended accordingly

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 3 ORGANISATIONAL STRUCTURE**

**Suggested Change:** Change 3.10 from “Significant Impact” to “likely to impact upon Equality of Opportunity or good relations”

**Organisation requesting change:** NATFHE & Disability Action

**Outcome:** Paragraph 3.10 amended

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 3 ORGANISATIONAL STRUCTURE**

**Suggested Change:** Provide clear procedure to judge impact

**Organisation requesting change:** ATGWU

**Outcome:** -

**Reason:** Paragraph 5.3 refers

**Origin of Comment:** Written response

**AREA: 3 ORGANISATIONAL STRUCTURE**

**Suggested Change:** Include a textphone number for the point of contact

**Organisation requesting change:** Disability Action

**Outcome:** Relevant changes will be made at a later stage

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 3 ORGANISATIONAL STRUCTURE**

**Suggested Change:** Accept data from representative groups

**Organisation requesting change:** Disability Action

**Outcome:** Already provided for

**Reason:** Appendix 5 paragraph 2 refers

**Origin of Comment:** Written response

**AREA: 4 ARRANGEMENTS FOR ASSESSING COMPLIANCE WITH SECTION 75**

**Suggested Change:** Separate Primary and Secondary responsibility

**Organisation requesting change:** The Women Centre

**Outcome:** Amended paragraph 4.1 and 4.3

**Reason:** Reflect more accurately legislative status

**Origin of Comment:** Written response/Public Meetings

**AREA: 4 ARRANGEMENTS FOR ASSESSING COMPLIANCE WITH SECTION 75**

**Suggested Change:** Para 4.2 To include that a copy of the College's Annual Review will be made publicly available

**Organisation requesting change:** NATFHE

**Outcome:** Scheme amended accordingly

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 4 ARRANGEMENTS FOR ASSESSING COMPLIANCE WITH SECTION 75**

**Suggested Change:** Para 4.4 To include that the college will adhere also to other procedures that address issues connected with Equality of Opportunity

**Organisation requesting change:** NATFHE

**Outcome:** Scheme amended accordingly

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 4 ARRANGEMENTS FOR ASSESSING COMPLIANCE WITH SECTION 75**

**Suggested Change:** Include timetable for staff training

**Organisation requesting change:** AEEU & INTO

**Outcome:** -

**Reason:** Paragraph 15.1

**Origin of Comment:** Written response

**AREA: 4 ARRANGEMENTS FOR ASSESSING COMPLIANCE WITH SECTION 75**

**Suggested Change:** 5 year not appropriate timescale

**Organisation requesting change:** Disability Action

**Outcome:** Already provided for

**Reason:** Policies will be prioritised over 5 year period

**Origin of Comment:** Written response

**AREA: 5 APPROACH TO BE ADAPTED TO SCREENING AND TIMETABLING**

**Suggested Change:**

**Organisation requesting change:**

**Outcome:**

**Reason:**

**Origin of Comment:**

**AREA: 5 SCREENING OF POLICIES**

**Suggested Change:** Include Trade Unions in screening of policies and provide more detail of process

**Organisation requesting change:** AEEU & INTO

**Outcome:** -

**Reason:** Paragraphs 5.2 & 5.3 refers

**Origin of Comment:** Written response

**AREA: 5 SCREENING OF POLICIES**

**Suggested Change:** Para 6.2 To remove the word 'significant' from the second line

**Organisation requesting change:** NATFHE

**Outcome:** Amended accordingly

**Reason:** -

**Origin of Comment:** Written response

**AREA: 5 TIMETABLING FOR SETTING PRIORITIES**

**Suggested Change:**

**Organisation requesting change:**

**Outcome:**

**Reason:**

**Origin of Comment:**

**AREA: 5 CONSULTATION ON THE PROPOSED SCREENING EXERCISE**

**Suggested Change:** Include local Trade Union representatives

**Organisation requesting change:** AEEU & INTO

**Outcome:** Amended paragraph 7.3 and include NWIFHE Liaison Forum in Appendix 3

**Reason:** -

**Origin of Comment:** Written response

**AREA: 5 REPORT ON THE SCREENING EXERCISE**

**Suggested Change:** Ensure screening extended beyond numerical analysis

**Organisation requesting change:** AEEU & INTO

**Outcome:** -

**Reason:** Appendix 5 refers

**Origin of Comment:** Written response

**AREA: 6 EQUALITY IMPACT ASSESSMENTS**

**Suggested Change:** Express more fully arrangements for impact assessments

**Organisation requesting change:** CITB

**Outcome:** Changes will be made as necessary in line with the Commission's Guidelines to Impact Assessment

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 6 EQUALITY IMPACT ASSESSMENTS**

**Suggested Change:** Promote Equality of Opportunity rather than just avoid discrimination

**Organisation requesting change:** Disability Action

**Outcome:** -

**Reason:** Appendix 5, point 4, bullet point 4 refers

**Origin of Comment:** Written response

**AREA: 7 CONSULTATION**

**Suggested Change:** Screening decision to involve recognised Trade Unions

**Organisation requesting change:** AEEU & INTO

**Outcome:** Paragraph 7.3 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 7 CONSULTATION**

**Suggested Change:** Give assurance no decision will be implemented until consultation is completed

**Organisation requesting change:** AEEU & INTO

**Outcome:** -

**Reason:** Implicit in Section 7

**Origin of Comment:** Written response

**AREA: 7 CONSULTATION**

**Suggested Change:** Access to data relative to decision-making and policy

**Organisation requesting change:** AEEU & INTO

**Outcome:** -

**Reason:** Paragraph 7.8 refers

**Origin of Comment:** Written response

**AREA: 7 CONSULTATION**

**Suggested Change:** Include representatives of people with learning difficulties

**Organisation requesting change:** Disability Action

**Outcome:** -

**Reason:** Paragraph 7.9 refers

**Origin of Comment:** Written response

**AREA: 7 CONSULTATION**

**Suggested Change:** Expand consultation to public bodies, voluntary, community groups, Trade Union and groups with a legitimate interest

**Organisation requesting change:** Disability Action

**Outcome:** -

**Reason:** Appendix 3 refers

**Origin of Comment:** Written response

**AREA: 7 CONSULTATION**

**Suggested Change:** Change 'appropriateness' to 'accessibility'

**Organisation requesting change:** Disability Action

**Outcome:** -

**Reason:** Refers to both appropriateness and accessibility

**Origin of Comment:** Written response

**AREA: 8 MONITORING**

**Suggested Change:** Include "having taken into account the views of other parties affected by that policy"

**Organisation requesting change:** NATFHE

**Outcome:** Scheme amended accordingly

**Reason:** -

**Origin of Comment:** Written response

**AREA: 8 MONITORING**

**Suggested Change:** Make commitment to allocation of resources.

**Organisation requesting change:** Disability Action

**Outcome:** -

**Reason:** Paragraph 1.3 refers

**Origin of Comment:** Written response

**AREA: 8 MONITORING**

**Suggested Change:** Undertaking to involve representative groups when an adverse impact is identified

**Organisation requesting change:** ATGWU

**Outcome:** Paragraph 8.4 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 9 PUBLICATION OF ASSESSMENTS AND MONITORING**

**Suggested Change:** Publication of impact assessment

**Organisation requesting change:** AEEU & INTO

**Outcome:** -

**Reason:** Paragraph 9.2 refers

**Origin of Comment:**

**AREA: 10 TRAINING**

**Suggested Change:** Extended to involve all staff temporary and permanent

**Organisation requesting change:** AEEU & INTO

**Outcome:** -

**Reason:** Paragraph 10.1 refers

**Origin of Comment:** Written response

**AREA: 10 TRAINING**

**Suggested Change:** All new staff trained not informed

**Organisation requesting change:** Disability Action

**Outcome:** Paragraph 10.3 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 10 TRAINING**

**Suggested Change:** Include representatives of all categories in Equality Working Group

**Organisation requesting change:** Disability Action

**Outcome:** Will be amended to include membership where possible

**Reason:** -

**Origin of Comment:** Written response

**AREA: 11 PUBLIC ACCESS TO INFORMATION AND SERVICES**

**Suggested Change:** Include those with hearing impairments in list of groups whose first language is not English

**Organisation requesting change:** Disability Action

**Outcome:** Amended by removing reference to minority ethnic groups paragraph 11.1

**Reason:** -

**Origin of Comment:** Written response

**AREA: 11 PUBLIC ACCESS TO INFORMATION AND SERVICES**

**Suggested Change:** That comment be made that the scheme will be made available to all staff and users of the College at the reception area of each of the College's premises.

**Organisation requesting change:** NATFHE

**Outcome:** Paragraph 11.6 amended

**Reason:** -

**Origin of Comment:** Written Response

**AREA: 11 PUBLIC ACCESS TO INFORMATION AND SERVICES**

**Suggested Change:** Include specialist press

**Organisation requesting change:** Disability Action

**Outcome:** -

**Reason:** Press, Website and other formats can be requested, paragraph 11.3

**Origin of Comment:** Written response

**AREA: 11 PUBLIC ACCESS TO INFORMATION AND SERVICES**

**Suggested Change:** Website accessible to persons with disability

**Organisation requesting change:** Disability Action

**Outcome:** -

**Reason:** To be addressed by Equality Working Group

**Origin of Comment:** Written response

**AREA: 12 PUBLICATION OF THE SCHEME**

**Suggested Change:** Include availability of revised scheme for future

**Organisation requesting change:** AEEU & INTO

**Outcome:** Paragraph 12.1 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 13 COMPLAINTS**

**Suggested Change:** First Para. At the end of the sentence add “or other responsible person within the College such as a Head of Department, Director, Deputy Director or Head of Personnel”

**Organisation requesting change:** NATFHE

**Outcome:** Amended to include a Deputy Director

**Reason:** -

**Origin of Comment:** Written response

**AREA: 13 COMPLAINTS**

**Suggested Change:** Second Para. Add “or of any other procedures which apply relevant to the nature of the complaint”

**Organisation requesting change:** NATFHE

**Outcome:** Paragraph 13.2 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 13 COMPLAINTS**

**Suggested Change:** Third Para. Add “or with any other investigating authority”

**Organisation requesting change:** NATFHE

**Outcome:** Paragraph 13.3 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 13 COMPLAINTS**

**Suggested Change:** Fourth Para. Add “Complaints under any other procedure should be in accordance with the limits applicable to that procedure”

**Organisation requesting change:** NATFHE

**Outcome:** Paragraph 13.4 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 13 COMPLAINTS**

**Suggested Change:** Sensitive handling of complaints

**Organisation requesting change:** AEEU & INTO

**Outcome:** Paragraph 13.1 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 13 COMPLAINTS**

**Suggested Change:** Provide support to complainants

**Organisation requesting change:** Disability Action

**Outcome:** Paragraph 13.2 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 13 COMPLAINTS**

**Suggested Change:** Include what will happen if complaint is upheld

**Organisation requesting change:** ATGWU

**Outcome:** Paragraph 13.5 amended

**Reason:** -

**Origin of Comment:** Written response

**AREA: 14 REVIEW OF SCHEME**

**Suggested Change:**

**Organisation requesting change:**

**Outcome:**

**Reason:**

**Origin of Comment:**

**AREA: 15 SUMMARY TIMETABLE**

**Suggested Change:**

**Organisation requesting change:**

**Outcome:**

**Reason:**

**Origin of Comment:**

**AREA: APPENDIX 2**

**Suggested Change:** Include Equality Coordinator in organisation chart

**Organisation requesting change:** AEEU & INTO

**Outcome:** Amended appendix 2

**Reason:** -

**Origin of Comment:** Written response

**AREA: APPENDIX 5**

**Suggested Change:** Consider alternative policies

**Organisation requesting change:** Disability Action

**Outcome:** Amended Appendix 5, point 5

**Reason:** -

**Origin of Comment:** Written response

**AREA: APPENDIX 6**

**Suggested Change:** Include 'mental' in definition of Disability Discrimination Act

**Organisation requesting change:** Disability Action

**Outcome:** Amended Appendix 6

**Reason:** -

**Origin of Comment:** Written response

**AREA: GENERAL / OVERALL COMMENTS**

**Suggested Change:** The size of text should be either 12 or 14 in size. The font should be in aerial and spacing should be 1.5

**Organisation requesting change:** Skill NI

**Outcome:** Scheme amended

**Reason:** -

**Origin of Comment:** Consultation through generic meeting at ANIC

**AREA: GENERAL / OVERALL COMMENTS**

**Suggested Change:** Any use of logos or graphics on the Scheme should be distinguishable in terms of their contrast from the background of the document. Changes should be made to any scheme that contains logos, which are complementary to the background, in order to make the information/logo more distinguishable for people with any degree of visual impairment.

**Organisation requesting change:** RNIB

**Outcome:** Scheme amended

**Reason:** -

**Origin of Comment:** Consultation through one to one discussion

**AREA: GENERAL / OVERALL COMMENTS**

**Suggested Change:** Colleges to set up reference groups comprising outside agencies and student representatives to give guidance and advise to college

**Organisation requesting change:** Skill NI

**Outcome:** Will be taken into consideration as a proactive measure

**Reason:** -

**Origin of Comment:** Consultation through generic meeting at ANIC

**AREA: GENERAL / OVERALL COMMENTS**

**Suggested Change:** Colleges to consider including graphics within their final scheme as at present the schemes could present difficulties for those with literary difficulties.

**Organisation requesting change:** Skill NI

**Outcome:** Will be taken into consideration before the final scheme completion

**Reason:** -

**Origin of Comment:** Consultation through generic meeting at ANIC

**Consultation Reply Slip**

**SECTION 1 – ENGAGEMENT PROCESS**

Please complete one or more of the following sections:

1 We may wish to make a written response to your Scheme.

2 We may wish to meet with North West Institute of Further and Higher Education  
To discuss in greater detail our organisation’s needs in relation to the document.

If so, please list three dates that would suit you after receipt of the Scheme on  
3 August 2001.

\_\_\_\_\_

3 We may wish to attend a public consultation meeting, which we will be informed  
of in due course.

**We do not wish to make a response at this stage.**

**Please contact Kate Duffy on 028 7127 6060 if you require additional facilities:**

**SECTION 2 – CONSULTATION REQUIREMENTS**

**To participate fully in the consultation process I need:**

1. **Interpretation support (please specify)**

Sign Language

A minority ethnic language

If so, please specify \_\_\_\_\_

2. **Specific Access facilities (please specify)**

.....

.....

3. **Any other needs (please specify)**

.....

.....

North West Institute of Further and Higher Education will make every effort to ensure that all consultees have full access to information and every opportunity to provide feedback.

**Alternative Format**

If you will need any information in another format please let us know.

.....  
.....

Organisation Name .....

Contact Name .....

Contact telephone / e-mail .....

**FURTHER EDUCATION SECTOR**

**STAGE 1: CONSULTATION ON EQUALITY SCHEMES**

**1. PRESENTATION ON SECTION 75**

What is Section 75? (Presentation by Maria Miskelly – Equality Scheme Development Officer).

We are grateful for the opportunity to consult with you on our Equality Schemes. To ease this process we have attached for your attention a glossary of terms in relation to Section 75. We hope that consultation with you will help us on three levels, these are:

1. To improve the decision-making process, by ensuring that decisions are soundly based on evidence, that they take account of the views and experience of those affected by them, that innovative and creative options are considered and that new arrangements are workable.
2. That everyone concerned feels that they have had their say, or at least that their interests have been taken into account.
3. That our consultations are as wide as circumstances permit.

**2. GUIDELINE QUESTIONS FOR CONSULTEES**

1. Please identify the areas within the Scheme, which in your opinion create problems or difficulties from an equality perspective.
2. What area(s) would you identify as needing to be addressed?
3. Would any form of partnership with your organisation/group be useful in developing our scheme further?

**Stage One Consultation with Trade Unions  
24<sup>th</sup> September 2001 at ANIC premises**

**Present:**

**Equality Co-ordinators:**

**Trade Union representatives: Alan Elliott – GMB, Tom Mc Kee – NASUWT, Jim Mc Keown – NATFHE, Allen Heasley – NIPSA, Audrey Dynes – NIPSA, Moss Dineen – NIPSA, Maria Miskelly – ANIC, Ann Henry - ANIC**

Apologies: Ann-Marie O’Kane, Fermanagh College

Ms Miskelly welcomed the Co-ordinators and Union representatives to the First Stage of the Consultation exercise on equality schemes. A handout, which included guideline questions for consultees, had been prepared. Ms Miskelly explained that the consultation process finished on 28<sup>th</sup> September when a report would be drawn up. The screening exercise would commence on 15<sup>th</sup> October, concluding in February 2002. The Commission hoped for approval around March 2002. Ms Miskelly explained that NIHCC would be joining the UU equality scheme. She invited discussion and questions.

Ms Miskelly said that each college had been designated individually but because of similarities in college policies, a framework document had been prepared and sent to the Commission. The Commission approved this when some amendments were made. This was then circulated, colleges adapting it to meet their individual needs. A list of generic consultees was drawn up following Commission guidance. Ms Miskelly explained that consultation meetings with Disability groups, and Sexual Orientation groups had already taken place. Further meetings would include Age, and Women’s groups. Ms Miskelly explained how the public consultation meetings were set up to accommodate groups. She noted 109 consultees were generic to all colleges and approximately 40 were specific to the locality of each college.

Mr McKee, GMB, referred to the list of consultees. Some listed post-primary schools and others did not.

Ms Miskelly explained the selection of local consultees and went on to say that some colleges had invited local groups to become part of the process but for a variety of reasons some groups had declined. However, she did stipulate that the consultee lists were not exhaustive.

Ms Miskelly said that in August 2001 a programme of training for Equality Co-ordinators within each college had commenced. She went on to say that training had been provided by organisations from the nine affected categories. She said there were 15 training sessions in total and this process was to aid Co-ordinators understand the issues involved and for the dissemination of knowledge to be effective throughout the colleges. Departmental working groups, the specifications and remit of an equality officer had been detailed. She explained progress with Section 75, Human Rights leaflets and the work put

in place regarding sexual orientation and said there would be continued collaboration with 9 affected areas. Trade Unions would be welcome in that capacity also. Ms Miskelly spoke of the Informational Equality Groups, which operated as a reference group and said that presently there were approximately 6 representatives across the groups of the 9 categories.

Mr Heasley asked if copies of the Equality and Human Rights leaflets were available to Unions, as he would welcome copies.

Ms Miskelly explained that this was not possible at present, as there had to be a context to place these in. However, it would be useful to have an input from the Unions with these and other areas in the future.

Mr McKeown commented as follows: -

(i) Equality Scheme: signatures/implementation/responsibility

It was important that the College Directors and Chair of Governing Bodies signed equality schemes. All the schemes seemed to be downloading responsibility to the Equality Scheme Co-ordinators. He had no difficulty in the Co-ordinator monitoring the scheme etc but he/she was an employee and could not be expected to take on the responsibility of a governing body. The Principal/Director was responsible for implementation and the governing body had overall responsibility.

(ii) Good Relations

Community Relations Council was fair but did not take into account Counteract. Local groups should be consulted and Counteract.

(iii) List of Consultees

Not a great deal of thought had been given to local groups. Co-ordinators seemed to use the same contacts.

(iv) Points of Complaint

Needed to be broader. Management role should also have responsibility for points of complaint. Personal contact very important.

(v) Promoting Harmony

Would like to see stronger references to Colleges promoting harmony. No displays, no emblems and if issues arose, colleges would deal with it.

(vi) Complaints Procedure

Colleges had already harassment policies in place so there was more than one route to this.

Ms Miskelly replied to Mr McKeown's comments. She explained that few Directors were available during the holidays when the schemes had to be signed. However, in future the schemes would be signed by Directors and Chairs of Governing Bodies.

Mr McKee gave a reminder that the Good Friday agreement stated that the Equality would be at the centre of the organisation.

Ms Miskelly explained that each co-ordinator was in a facilitating role. She discussed the work being carried out on this at present with the working groups and that 3 programmes of training for all staff were being developed by each of the colleges.

Mr McKee advised that training must be carried out in normal working hours and Ms Miskelly replied that this would be the case.

Ms Miskelly referred to Mr McKeown's earlier comments and explained all contact with Counteract to the present date, highlighting the training provided up to now and planned involvement in the future. It was probable that Counteract would provide training on harassment. The logistics of the spread of campuses had been examined. Maria said that in other organisations that Counteract had taken issues far beyond Section 75.

Ms Miskelly referred to local groups. She explained the relationships with them and those that were ongoing with colleges.

Ms Rushe said that Directors and Principals had to be told that ultimate responsibility lay with them. At a recent Board of Directors meeting a presentation had been made reinforcing equality and that it was here to stay.

Ms Miskelly said that there would be a meeting with the Equality Commission next week regarding the best way forward. She said that in relation to screening that she was considering using a matrix; to keep the inclusiveness of all colleges; functional areas that each policy would fit into. Contact had been made with DEL regarding their screening exercise. New policies could be impact assessed by them in relation to Further Education. There was discussion regarding the 3 functional areas: Human Resources, Curriculum and Estates & Finance that colleges would be adapting for screening.

Mr McKee said that he would welcome awareness training within working hours. Within the school sector there had been ignorance and apathy amongst staff.

Mr Kinley asked for Mr McKeown's thoughts regarding the scheme being presented as a sector rather than individually.

Mr McKeown said that there should be a centralised approach on behalf of education. However, the locality, type of student, where they came from mattered. Students in certain areas would pass by one college and go to another. There were problems with sectarianism etc. Legislation required each college to be an employer in their own right.

Mr McKee agreed with a separate scheme in each of the colleges.

Mr McKeown referred to impact assessment and how it would be measured, as there would be serious problems.

Ms Miskelly explained the contact with QUB regarding the screening and impact assessment processes. She said at present some areas will remain grey areas for monitoring and another form of monitoring may have to be used i.e. qualitative.

Mr McKee brought up the matter of protection and impact assessment. A discussion took place around this.

Ms Rushe asked if Union would endorse the Equality leaflet.

Mr McKeown replied that all of the colleges had referred to working groups in their schemes but very few could say who they were. There was a legal obligation on colleges to consult with a wide range of people. After some discussion as to why it was not a good idea for unions to join working groups, Mr McKeown said that he was happy to be consulted and to give views but at the end of the day it was a college responsibility and not a union one.

Informational equality groups were discussed. Ms Miskelly would speak to Mr McKeown regarding the protocol regarding NATFHE joining this.

If the Union wished to meet with colleges separately or take part in training days they would be welcome. They would be welcome to examine any document being developed.

**ACTION:** Ms Miskelly will follow up future liaison with NATFHE.

The meeting came to a close.

**24<sup>th</sup> September 2001**  
**ah.mydocs/maria/consultation notes/Unions**



**NORTH WEST INSTITUTE OF FURTHER  
AND HIGHER EDUCATION**

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**EQUALITY CONSULTATION PUBLIC MEETING**

**THURSDAY 20 SEPTEMBER 2001 at 5.30 pm**

You are cordially invited to our Equality Consultation public meeting. You will have the opportunity to meet with representatives of the Institute's Directorate and the Equality Co-ordinator. We will welcome queries or comments about our equality scheme and we will facilitate requests for further information if required.

**The meeting will take place in:**

**The Lecture Theatre  
Northland Building  
North West Institute of Further and Higher Education  
78 – 80 Strand Road  
Londonderry  
BT48 7AL**

**On**

**Thursday 20 September 2001 at 5.30 pm**

Should you require any arrangements in order to facilitate your full participation please contact Mrs Kate Duffy, Equality Co-ordinator, North West Institute of Further and Higher Education.

**NORTH WEST INSTITUTE OF FURTHER AND HIGHER EDUCATION**

**HUMAN RESOURCE DEPARTMENT**

**TEAM BRIEF**

**1 OCTOBER 2001**

**STAFF FUN DAY**

The Institute wish to thank all staff who either contributed to or attended the Fun Day in June 2001. Questionnaires completed on the day are currently being analysed and the results and way forward will be shared with staff in due course.

**NICSSA SPORT AND LEISURE**

In response to issues raised by staff the Institute are considering membership of the NICSSA Sports and Leisure organisation. Representatives from NICSSA will be coming to Institute sites during October 2001 to market membership. Staff are encouraged to talk to representatives and ascertain if they wish to become members. Membership fees are approximately £4.00 per month and entitle staff to a range of benefits including discounted insurance, holidays, sports and leisure breaks, high street stores, sports and leisure activities etc.

**EQUALITY SCHEME**

The Institute is currently consulting on its Equality Scheme. The final Scheme will be submitted to the Equality Commission prior to 13 October 2001. If staff wish to contribute to the consultation process they can obtain copies of the Scheme from the Human Resource reception.

All staff should be aware of their responsibility in relation to section 75 of the Northern Ireland Act which stipulates that:

The North West Institute of Further and Higher Education in carrying out all its functions, powers and duties relating to Northern Ireland, 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; and

between persons with dependants and persons without.

In addition, without prejudice to its obligation above, the North West Institute shall, in carrying out all its functions and duties have:

Regard to the desirability or promoting good relations between persons of different religious belief, political opinion or racial group.

**Queries can be addressed by the Head of Department.**

## **PERMANENT LECTURERS**

Permanent Lecturers appointed since 1 February 1997 with previous part-time service can apply to the Department of Education to have previous part-time service re-calculated. This is due to an amended criterion which is applicable retrospectively to 1 February 1997 and may benefit some staff. Staff are required to apply directly to Teacher Pay and Administration Branch stating Circular CEF 2001/9.

## **ESTATES**

### **Christchurch**

Hairdressing have relocated to new accommodation at the refurbished Christchurch site. The accommodation includes 3 new Hairdressing Salons and ancillary accommodation. In addition a new third level Beauty Salon has been provided to compliment the existing Beauty Accommodation at Limavady Road. This third level Salon encompasses a Ten Bed Salon, Sauna, Steam Room, and a Hydrotherapy bath.

**MINUTES OF A MEETING OF THE NORTH WEST INSTITUTE OF FURTHER AND HIGHER EDUCATION EQUALITY WORKING GROUP HELD IN THE BOARDROOM OF THE INSTITUTE ON MONDAY 15 OCTOBER 2001 AT 12.15 PM.**

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**Present:** Mr C Morrison (in the Chair)  
Mrs K Duffy  
Mrs V Goodman  
Mr T Mahon  
Mrs D McElwee  
Mr S Murphy

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- 1 Mrs Duffy presented the Equality Scheme and drew attention to comments received during the consultation process. The group agreed relevant amendments to the Scheme.
  
- 2 Mrs Duffy presented a draft consultation paper, which was agreed by the group.  
  
Members agreed Mrs Duffy would contact the general secretary of both NISPA and NATFHE and request 4 additional members of staff to join the Equality Working Group.  
  
Mrs Duffy indicated she would contact representative groups of the 9 categories listed in Section 75 and set up a consultation group that could be consulted on a regular basis to keep the Equality Working Group informed of issues and concerns in relation to Section 75 legislation.
  
- 3 Members agreed that this group would meet bimonthly and Mrs Duffy would arrange.

The meeting terminated at 1.05 pm

**ORGANISATIONS THAT TOOK PART IN CONSULTATION STAGE 1**

- **Amalgamated Engineering and Electrical Union**
- **Barnardos**
- **CAJ**
- **Disability Action**
- **Equality Commission**
- **GMB**
- **Irish National Teachers Organisation**
- **MAN**
- **MENCAP**
- **NASUWT**
- **NATHFE**
- **NIPSA**
- **SKILL**
- **STEER**
- **The Womens Centre**
- **Trade and General Workers Union**
- **West Belfast Economic Forum**