

Equality Scheme

Section 75, Schedule 9 – Northern Ireland Act (1998)

September 2007

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FOREWORD

The South Eastern Trust has pleasure in providing you with a copy of its Equality Scheme. This Scheme is the culmination of a period of intense work by Trust staff with individuals and representative groups who participated in the consultation process. The Scheme was originally submitted to the Equality Commission in July 2001 and approved in 2002. It has been modified to reflect the creation of the new South Eastern Trust in April 2007.

The Good Friday Agreement emphasised the need to promote equality of opportunity and good relations; these duties were enshrined in the Northern Ireland Act (1998). The Trust is committed to the effective implementation of this Statutory Duty which came into operation on 1 January 2000. The organisation welcomes the opportunity to further develop work already taking place in areas of:

- Equality of Opportunity
- Participation
- Partnership
- Inclusiveness
- Good Relations

The Scheme is important because it documents a course of specific measures for the more effective mainstreaming of equality issues into the organisation; its purpose is to actively promote equality of opportunity in all its functions, powers and duties. In addition to this, the Scheme incorporates measures for the promotion of good relations.

Although the issues of promoting equality of opportunity and good relations are complex and will take time to address, the Trust believes that the production of this Equality Scheme is a positive step in an evolving process. This process will be further developed as screening and Equality Impact Assessments become more central to our decision making. As part of its commitment to the Statutory Duty, the Trust has completed a number of Equality Impact Assessments.

The priority attached to the implementation of this Scheme is reflected in the Trust's commitment to all necessary resources for the effective implementation of these Statutory Duties. The Trust has already made a significant financial commitment in the drafting, consulting and implementation of the Scheme. The Trust has also introduced new internal arrangements for ensuring that the Statutory Duty is effectively implemented and has established an Equality Steering Group chaired by the Director of Planning, Information & Performance Management with membership of senior staff from throughout the Trust. The Organisation has produced an Equality Action Plan for 2007/08 (See Appendix B) which outlines key targets for this year.

The Trust is committed to pursuing open, timely and inclusive consultation with staff, service users and all those with an interest in the activities of the Trust. As part of this process the Trust has produced a Scheme which not only complies with the legislation and guidance produced the Equality Commission, but reflects the views of consultees.

The Trust welcomes the opportunity to further promote equality of opportunity, participation, partnership, inclusion and good relations and we are confident that staff will progress this Scheme in an innovative and collaborative manner, thus enabling the Trust to better meet the needs of each member of the community it serves. We would encourage you to read the document carefully and invite you to participate in constructive dialogue so that we can deliver services that meet the health and social care needs of our diverse community.

John Compton
Chief Executive

Denise Fitzsimons
Chairman

EXECUTIVE SUMMARY

This Equality Scheme demonstrates how the South Eastern Trust will implement the Statutory Duties imposed by Section 75 of the Northern Ireland Act (1998) which came into effect on 1 January 2000.

This legislation places a duty on Trusts to have “**due regard**” to promoting 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.

The Trust is also committed to have “**regard**” to the desirability of promoting good relations between persons of different:

- religious belief;
- political opinion;
- racial group.

It is important to note that the equality duty has greater weight in law than the good relations duty, although both must be taken into account by the Trust in its decision making processes. The equality duty requires the Trust to actively promote equality of opportunity, not just avoid discrimination.

The purpose of the Scheme is to demonstrate the measures the Trust will take to implement this legalisation. This Scheme is designed to conform in content and form to the Guidance produced by Equality Commission and the key principles identified.

The Equality Commission Guidance identifies, as a minimum, 12 key elements which have been included in this Scheme.

KEY ELEMENTS OF AN EQUALITY SCHEME

1. A statement specifying the purpose of the Scheme and the Trust's commitment to the Statutory Duty.
2. The Trust's arrangements for assessing its compliance with the Section 75 duties and for consulting on matters to which a duty under that section is likely to be relevant.
3. The Trust's arrangement for assessing and consulting on the impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity.
4. The Trust's arrangements for monitoring any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.
5. The Trust's arrangements for publishing the results of Equality Impact Assessments and monitoring of any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.

This must include a commitment to including in the published results of an Equality Impact Assessment (EQIA);

- a statement of the aims of the policy to which the assessment relates;
- details of any consideration given by the authority to measures which might reduce any adverse impact of that policy on the promotion of equality of opportunity;
- details of any consideration given by the authority to alternative policies which might better achieve the promotion of equality of opportunity.

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6. A commitment that in making any decision with respect to a policy adopted or proposed to be adopted by it, that the Trust shall take into account any Equality Impact Assessment and consultation carried out in relation to the policy.
 7. The Trust's arrangements for training staff.
 8. The Trust's arrangements for ensuring and assessing public access to information and to services provided by the Trust.
 9. The Trust's timetable for measures proposed in the Scheme.
 10. Details of how the Scheme will be published,
 11. The Trust's arrangements for dealing with complaints arising from possible failure to comply with the Scheme.
 12. A commitment to conduct a review of the Scheme within 5 years of its submission to the Equality Commission and to forwarding a report of this review to the Equality Commission.

Two key areas in the process of promoting equality of opportunity are:

1. Screening
2. Equality Impact Assessments

The purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that the greatest resources can be devoted to these. These policies can be both written and unwritten. If through screening, a policy appears to affect any / all of the 9 categories in a negative way, the policy will be considered for an Equality Impact Assessment.

Equality Impact Assessments involve a consideration of the following 7 key factors:-

1. Available data, information and research.
2. The assessment of impact
3. Measures which might lessen this impact, for example, is there another way of doing this which might better promote equality of opportunity?
4. Consultation with interested groups and individuals.
5. Decision by the Trust.
6. Publication of the results of the Equality Impact Assessment to interested groups.
7. Monitoring this process for change and publishing the results of the monitoring.

Central to these processes is effective consultation. The Trust is committed to open, timely and inclusive consultation. This Scheme is part of a developing process through which equality of opportunity will be further mainstreamed into the life of the Trust. These developments will allow decision-making to become more open and clear.

The development of the consultation, screening and Equality Impact Assessment processes will further influence the development of this Equality Scheme. The Trust is committed to taking all necessary steps, to ensure the successful implementation of the Statutory Duty and making available necessary resources to address its duties.

The legislation presents a challenge to all public authorities. The Trust recognises this is an evolving process and will continue to be amended in the light of experience and practice.

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

- Designated Equality staff
- Equality Steering Group
- Development of a Community Relations Strategy
- Effective consultation methods
- Development of a User Involvement Policy
- Necessary resources
- Making available information in a range of formats
- Effective communication and training programmes.

1.0. Background

The South Eastern Health & Social Care Trust (hereinafter known as 'The Trust') was established on 1st August 2006 and became operational on 1st April 2007 and is one of five Trusts within Northern Ireland. The Trust was created from the previous Down Lisburn and Ulster Community and Hospitals Trusts.

The Trust is an integrated organisation, incorporating acute hospital services and community health and social services. It serves a population of approximately 400,000 people and has a budget of approximately £400m.

The Trust covers the local government districts of Ards, North Down, Down and Lisburn. The main hospital bases are: Ards Community Hospital, Bangor Community Hospital, Downe Hospital, Downshire Hospital, Lagan Valley Hospital and the Ulster Hospital. Community bases are located in many local towns and villages from Moira in the West to Portaferry in the East and from Bangor in the North to Newcastle in the South. Currently the Trust Headquarters are based at Thompson House Hospital, Magheralave Road, Lisburn, BT28 3BP, Telephone 028 9266 9111.

The population is diverse in religious, political, cultural, social, demographic and racial terms. The Trust acknowledges the challenges this diversity presents; it is committed to promoting a partnership approach to meet these challenges and to ensuring that equality of opportunity is actively promoted in those categories covered by Section 75.

The Trust employs in the region of 10,000 staff across a range of disciplines as follows:

- Admin & Clerical
- Ancillary & General
- Maintenance
- Medical & Dental
- Nurses & Midwives

-
- Professional & Technical
 - Social Work

The Trust is split into a number of Directorates as follows:

- Adult Services
- Children's Services & Social Work
- Finance & Estates
- Hospital Services
- Human Resources & Corporate Affairs
- Medical
- Planning, Information & Performance Management
- Primary Care, Elderly & Nursing

The Trust's Core Values

These Core Values have evolved from the guiding principles of the two legacy Trusts. The South Eastern Trust will demonstrate the following Core Values in its delivery of health and social care:-

- We will contribute to the health and well-being of the population we service.
- We will be clear, straightforward and open in all that we do.
- We will provide services which are safe, professionally sound, ever improving and innovative.
- We will provide services which are convenient, flexible, easy to use and easy to understand.

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- We will be responsive to the needs of service users.
 - We will be person centred in our approach, respecting individuality and choice.
 - We will develop and support our staff to help them to achieve their full potential.

1.1 Introductory Statement

Statement specifying the purpose of the Scheme, the public authority's commitment to the statutory duty and description of the internal arrangements for ensuring that the duty is effectively implemented.

- 1.2 The Trust is committed to promoting equality of opportunity and good community relations as outlined in Section 75 of the Northern Ireland Act (1998). The Trust reconfirms its commitment to complying with the relevant codes of practice on equality of opportunity. This Scheme demonstrates the Trust's commitment to the legislation and how it will fulfil all its functions, power and duties and to comply with Section 75 of the Northern Ireland Act (1998).

The Scheme outlines developments which will further mainstream equality into the life of the Trust. The Trust is committed to the allocation of necessary resources in terms of people, time and money to ensure that the Statutory Duty is complied with and this Equality Scheme can be implemented successfully. This Scheme has been endorsed by the Chairman and Chief Executive of the Trust and has been fully supported both by senior managers of the Trust and non-executive Board Members. Staff are committed to progressing this work in an innovative, collaborative and inclusive manner.

1.3 The Northern Ireland Act (1998)

Section 75 of the Northern Ireland Act (1998) hereinafter known as “The Act”, places an emphasis on the promotion of equality of opportunity. This requires the South Eastern Trust, in carrying out its functions, 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.

The legislation covers 9 categories but these should not be seen as uni-dimensional, for example, a man could be Chinese and have two dependants. It would be wrong, therefore, to assume that everyone fits neatly into one of the above categories as people have multiple identities. This legislation also covers new areas of equality:

- Persons of different age (young and old)
- Persons of different sexual orientation
- Persons with dependants and persons without.

In addition, without prejudice to its obligations above, the Trust shall, in carrying out its functions, have **regard** to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

In legal terms, **due regard** and **regard** carry different legal weighting with the former being more substantial in law.

The Trust is cognisant of the differing emphasis in the 1998 Act between these two duties. The Trust recognises that good relations in any organisation can only be developed on the basis of equality, and full equality will only come if there are good relations. To progress work in the area of good relations, the Trust is committed to a programme of work in promoting good relations which will start with a Good Relations Strategy. This will follow the guidance released by the Community Relations Council. The Trust is committed to working with the Community Relations Council and representatives and groups from the three areas covered by this duty.

Schedule 9 of the Act requires the Trust to set out in an Equality Scheme how it proposes to fulfil the duties imposed by Section 75. This document is intended to fulfil that statutory requirement. The Trust undertakes to meet the commitments set out in this Equality Scheme.

The Act also permits an affirmative or positive action approach.

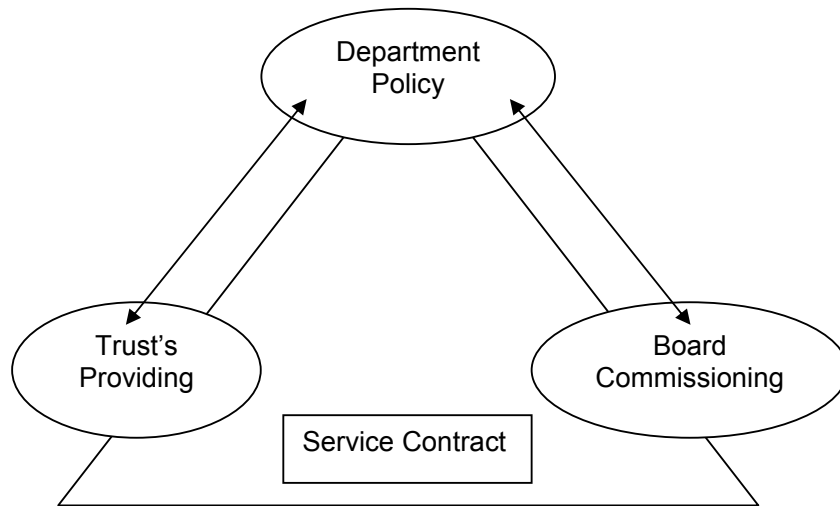
1.4 (a) Establishment of the Trust

Because of the complexities associated with the Health Service and in order to place the Scheme in context for South Eastern Trust, the document will outline information on the Trust, how it was established, lines of accountability and responsibility, core functions and management arrangements.

(b) Statutory Accountability – Department, Boards and Trusts

The Department of Health, Social Services and Public Safety (DHSSPSNI)

The Health Services in Northern Ireland operates in three main levels, Departmental, Board and Trusts.



The Department of Health Social Services and Public Safety (DHSSPS) has a statutory duty to secure the provision of Health and Social Services for the population of Northern Ireland and uses statutory powers to delegate functions to Boards and Trusts, who are accountable to the Department and to legislative bodies eg the Northern Ireland Assembly and Parliament.

The DHSSPS is responsible for policy, legislation and the overall strategic management of the service. This body is responsible for directing the service, ensuring national policies are implemented and for the effective stewardship of DHSSPS resources.

Boards

There are four Health and Social Services Boards. They are commissioners of services and are responsible for assessing need and deciding what services should be commissioned by providers.

The Health and Personal Social Services (NI) Order 1991 describes the functions of Boards as:

“...the establishment of key objectives to meet the health and social needs of their populations, and the development of policies and priorities to meet those objectives.

Boards will discharge responsibilities on behalf of the Department, as its agents, and within the strategic framework set by Government and available resources.”

The Department Guidance issued on 22 March 1991 defined the three main functions of Boards as:-

- (i) “to assess the needs of the population they serve, to develop a strategy for meeting those needs, and to appraise options for the most efficient and effective implementation of the strategy;
- (ii) To negotiate contracts to purchase health and social care services, the establishment of quality standards and monitoring both the extent that contracts are adhered to in practice and the extent to which the purchased services are achieving agreed strategies and giving value for money;
- (iii) To make sure systems are in place to ensure propriety of expenditure and appropriateness of professional standards both within directly managed units and within the Board’s Headquarters.”

The **Trust** as a provider of services enters into contractual agreements with purchasers. Its principal purchaser is the Eastern Health and Social Services Board. The Trust also holds Service Level Agreements with the Southern Health and Social Services Board, the Northern Health and Social Services Board and Commissioning Groups. The Trust also subcontracts some of its services to other providers.

Trusts assume responsibility for ownership and management of hospitals or other establishments or facilities as defined in the Establishment Order and are accountable to the Department for:

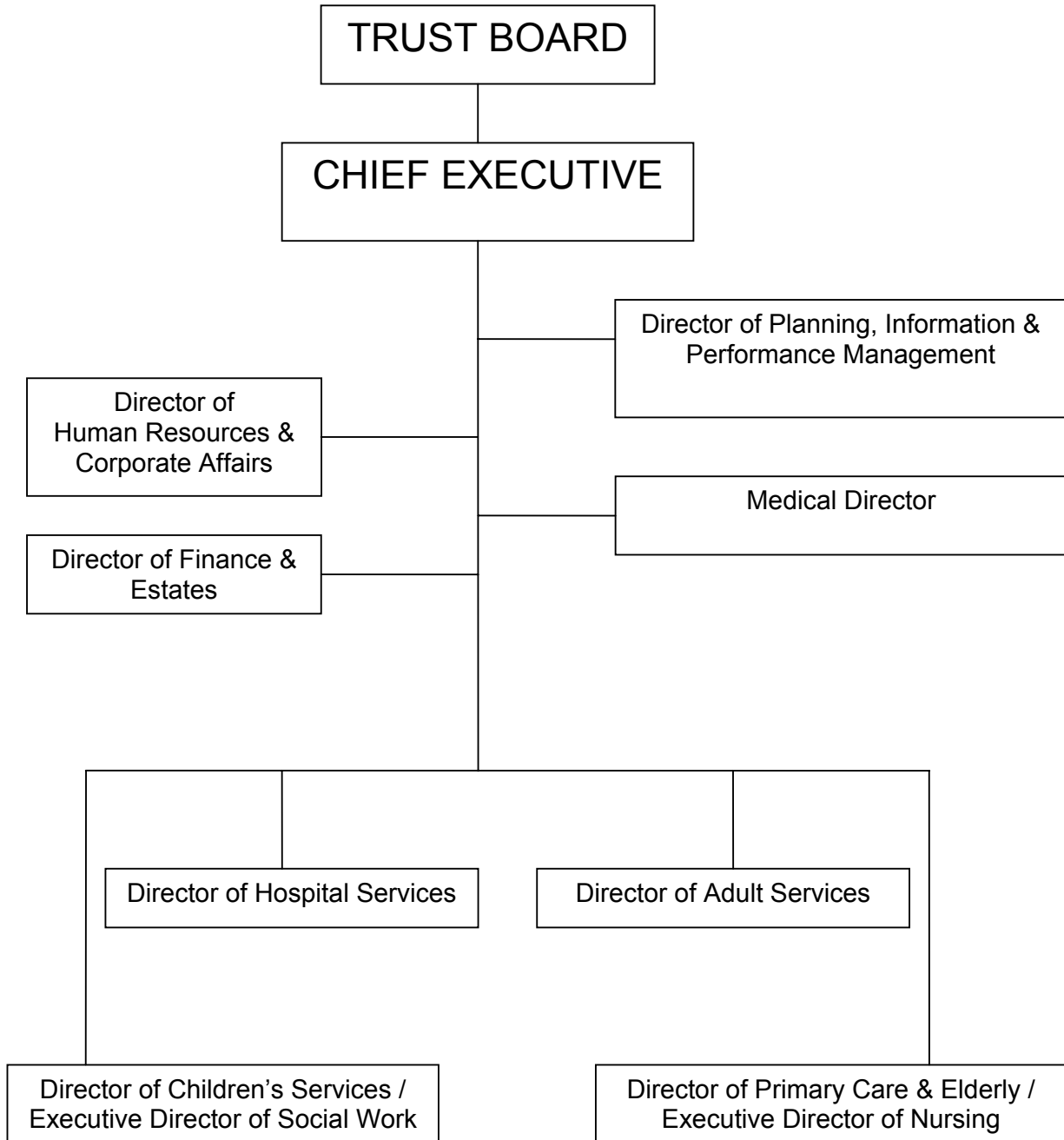
- breaking even financially
- ensuring a rate of return at 6%
- living within their external finances (EFL)

In conducting its business the Trust is required to receive policies and fully engage with external organisations. These policies imposed or adopted by the Trust can take various forms eg Regional Plans, Strategies, Circulars and Directives.

Trust policies are also influenced by other forms of decision and policy making which are outside their direct control, such as from professional bodies. When the Trust is adopting and implementing a policy which is formulated by another body, the Trust will engage in a partnership approach with that other body to ensure that the policy adopted and implemented by the Trust complies with Section 75 of the Northern Ireland Act (1998). It will also inform that other body of the Trust's legal responsibilities in relation to the Act.

1.4 Trust Management Arrangements

Chart A outlines the Organisational Framework for South Eastern Trust



As previously stated the Trust is subject to policy and decision making which takes place outside its boundaries. However, within the Trust there are several bodies or groups which are involved in policy formulation. These groups are as follows.

The Trust Board

Policies are developed and endorsed through the Trust Board. Currently the number of Directors is 17 of which eight (including the Chairman) are Non-Executive Directors. The five Executive Directors must include the Chief Executive, the Chief Finance Officer, a Medical or Dental Practitioner, a Registered Nurse or Registered Midwife, and a person holding a recognised qualification in Social Work (refer to Chart B).

Executive Management Team

The Executive Management Team is comprised of all Directors (refer to the organisational Chart A). The Executive Management Team assumes a major role in relation to the strategic development of the organisation and interprets Departmental policy for the organisation and in turn identifies areas for local policy development which are generally endorsed at this level.

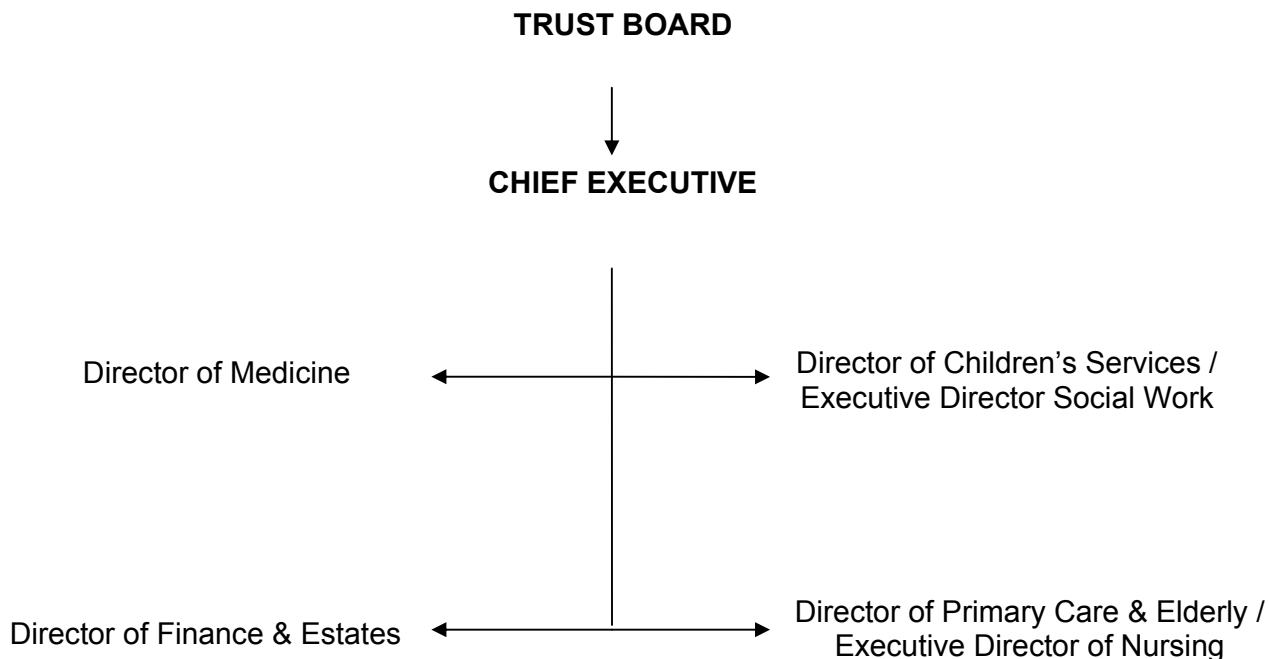
Directorate Level

The Trust delivers its service and manages its staff through the main Directorates as outlined in Chart A.

Joint Council

This is a group comprising senior managers and members of Trade Unions and Professional Bodies who represent staff in the Trust. In relation to policy development, a policies subgroup progresses work largely in the sphere of Human Resources.

CHART B – TRUST BOARD



Trust Board Membership

Chairman	Mrs Denise Fitzsimons
Non Executive Directors	Mr Peter Davison
	Mr John Trethowan
	Mr Nigel Mansley
	Ms Deepa Mann-Kler
	Ms Francesca Graham
	Mr Donal Flanagan
	Mr Dermot O'Hara
Chief Executive	Mr John Compton
Director of Finance	Mr Paul Cummings
Acting Medical Director	Dr Charlie Martyn
Director of Nursing	Ms Charlotte McArdle
Director of Social Work	Mrs Kate Thompson

The Directors of Hospital Services, Planning, Information & Performance Management, Human Resources and Corporate Affairs and Adult Services also attend the Trust Board meetings.

1.7 The Trust's Functions, Powers and Duties

The Trust accepts the Equality Commission definition of functions as being a broad definition to include duties and responsibilities.

The primary purpose of the Equality Scheme is “to show how the public authority proposes to fulfil the duties imposed by Section 75 in relation to all functions “relating to Northern Ireland”. Functions according to Section 98(1) of the Act “includes powers and duties” and is of wide importance and embraces a wide range of activities.

The duties imposed by Section 75 on the Trust are that (in carrying out its functions relating to Northern Ireland) it must have due regard to the need to promote Equality of Opportunity across the nine identified categories and also to have regard to the desirability of promoting good relations between the three relevant categories.

The South Eastern Health and Social Care Trust (the Trust) was established on the 1st August 2006 and became operational on 1st April 2007 under the Eastern Health and Social Services (Establishment) Order (Northern Ireland) 2006. The South Eastern Health and Social Care Trust replaces the following two Trusts:-

- Down Lisburn Health & Social Services Trust
- Ulster Community & Hospitals Trust

The Trust is established for the purposes of:-

- Having managerial responsibility for its staff;
- Ownership of its accommodation and;
- The delivery of services it provides.

The Trust's functions (which the Department considers appropriate in relation to the provision of services by the Trust for one or more relevant bodies) shall be:

-
- a) to own and manage hospital accommodation and associated premises;
 - b) to manage community based Health and Personal Social Services

1.8 Code of Accountability

The Code of Accountability is the means and process by which Health & Social Care organisations comply with the duties and responsibilities conferred on them by DHSSPS.

Key Functions of Trust Board

There are six key functions for which Trust Boards are held accountable:

- (i) to set the strategic direction of the organisation within the overall policies and priorities of the Health & Social Care Organisation, define its annual and longer term objectives and agree plans to achieve them;
- (ii) to ensure that high standards of corporate governance and personal behaviour are maintained in the conduct of the business of the whole organisation;
- (iii) to oversee the delivery of planned results by monitoring performance against objectives and ensuring corrective action is taken when necessary;
- (iv) to ensure financial stewardship through value for money, financial control and financial planning and strategy;
- (v) to appoint, appraise and remunerate senior executives;
- (vi) to ensure there is effective dialogue between the organisation and the local community on its plans and performance and that these are responsive to the community's needs.

The Trust has other functions which attract major policies. These include:

- Employment
- Procurement – covering the contracting out or buying of services plus the purchasing of equipment and facilities for service provision.
- Service provision.

In addition to the duties and responsibilities outlined under this order, the Trust has duties and responsibilities delegated under other legislation eg the Children (NI) Order 1995

1.9a Internal Arrangements for Implementation of the Statutory Duties

The Trust has introduced new internal arrangements for ensuring that the Statutory Duties are effectively implemented.

The Trust Board is responsible for ensuring compliance with the Statutory Duties and in doing this has established an Equality Steering Group. This is currently chaired by Mr John Simpson, the Director of Planning, Information & Performance Management, who has assumed overall responsibility for Section 75 implementation. The Trust currently has two designated Equality staff:

- Ms Suzanne McCartney, Level 2, Laganside House, Lagan Valley Hospital, Lisburn, Co Antrim, BT28 1JP Tel 028 9266 5141 Ext 2604, email address: Suzanne.mccartney@setrust.hscni.net
- Mrs Susan Thompson, 3 Church Street, Newtownards, Tel 028 9151 2177, email address: susan.thompson@setrust.hscni.net

The Equality Steering Group Membership includes:

Mr John Compton, Chief Executive

Mr John Simpson, Director of Planning, Information & Performance Management

Mr Paul Cummings, Director, Finance & Estates

Mr Eamonn Molloy, Director, Human Resources & Corporate Affairs

Mrs Kate Thompson, Director, Children's Services

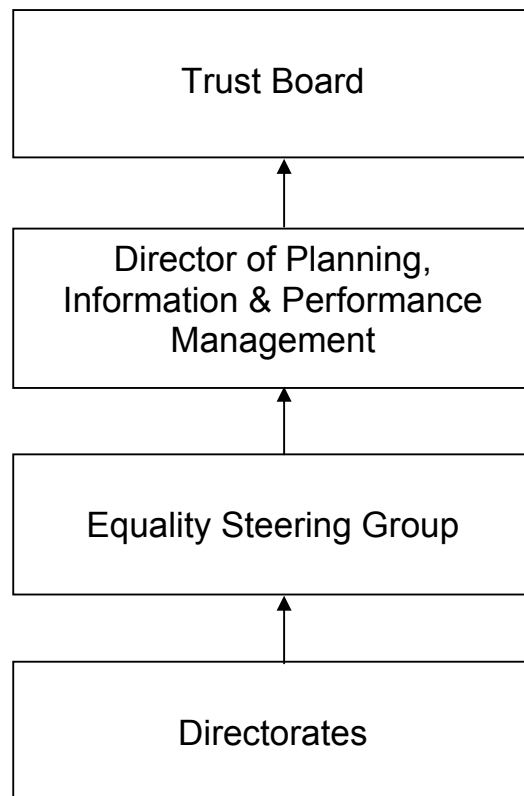
Ms Charlotte McArdle, Director, Primary Care & Elderly

Director, Adult Services

Mr Seamus McGoran, Director Hospital Services

Equality Managers

The commitment and involvement of senior staff to membership of the Steering Group reflects the importance attached to mainstreaming equality by the Trust. This Group provides input into the development of the Equality Scheme and will monitor progress in relation to targets and objectives. Each Directorate will report back to the Steering Group on progress towards achieving targets laid down by the Scheme.



However, membership of this group will be dynamic, changing in response to different issues. The Trust is committed to involving service users and their representatives in this group and providing a balanced involvement between the various representative groups covered by the legislation.

It is anticipated that working groups will be established from the Equality Steering Group looking at specific areas, for example, communication and training and employment. This will provide further opportunities for cross-sectoral working.

The Trust Board will receive quarterly reports on progress with regard to Section 75 responsibilities.

1.9b Communication and Training

The Trust is committed to the delivery and development of a planned programme of communication and training on the Equality Scheme. This is detailed in Section 7 of the Scheme.

2.0 Details of Internal Arrangements for Monitoring and Reviewing Organisational and Individual Performance on the Implementation of Section 75 Duties

The Trust recognises that for equality of opportunity to be successfully mainstreamed into the organisation it must be incorporated into the planning process of the organisation including corporate, annual operational plans and individual staff objectives. The Trust has reviewed their existing organisational framework and will direct much of this work through the Corporate Planning process.

2.1 Corporate Plan

The Corporate Strategic Plan is supported by an Annual Trust Delivery Plan which is submitted to DHSSPS. These plans set out the Trust's strategic and operational objectives and are subject to influence and direction from the DHSSPS. Each year the Trust reviews its performance in the current year and sets targets for subsequent years. Screening and Equality Impact Assessments are integral to these targets.

The planning process demonstrates the Trust's commitment to ensuring that services are delivered and developed within the context of the key principles identified by government. At the time of the approval of this Scheme these included:-

- Equality
- Promoting Health and Well Being
- Quality
- A Local Focus
- Partnership
- Efficiency
- Openness and Accountability

The Trust recognises the importance of mainstreaming equality of opportunity into the key targets of each Directorate.

As part of its Corporate Planning Process, the Trust sets corporate objectives, targets and monitors progress relating to the Statutory Duty. Screening and Equality Impact Assessments have helped identify key objectives for each Directorate. Progress on meeting objectives is monitored by the Equality Steering Group and is reported to the Trust Board on a quarterly basis. A formal report of progress will be included in the Trust's Annual Report which is available to the public. Plans have been developed to open up the corporate planning process by enhancing staff and user involvement. The Equality Action Plan 2007/08 outlines key targets for the Trust. (Appendix B).

2.2 Best Value

At the time of the approval of this Scheme, the Trust was engaged in Best Value Initiatives. This approach was one of the key elements of the government's modernisation programme. The elements of this approach are:

- Challenge – whether a service is necessary, appropriate or the most effective
- Consult – the service users in local communities
- Compare – performance with other providers
- Compete – deliver value for money services
- Co-ordinate – with other departments, agencies and providers.

This was a five year programme; in the first year, this approach was applied to the procurement of domiciliary services and support services. This initiative was subject to the screening exercise.

2.3 Monitoring

Annual Review

The Trust will prepare an Annual Statement on the progress which has been made toward implementing the arrangements specified on this Equality Scheme and complying with Statutory Duties. The Trust is committed to liaising with the Equality Commission with a view to ensuring that such progress is maintained. This

statement will be sent to the Equality Commission to assist in compiling its own Annual Report. This review will be distributed widely.

This report, in addition to the Corporate Planning process will assist the Trust in monitoring progress on meeting objectives. In addition to this annual review the Trust will include quarterly reporting to the Trust Board and Executive Management Team on progress towards meeting objectives relating to the Statutory Duty. The Equality Steering Group meetings will also provide a monitoring function. The Trust undertakes to include a formal report of progress on the Statutory Duty in its Annual Report.

The Trust undertakes to review the key principles of the organisation in relation to the Statutory Duties.

2.4 Individual Staff Objectives

The Trust will set individual objectives for all staff. These will be monitored through the appraisal process / performance review.

The Learning and Development Board has been advised of the need to reflect the Statutory Duty in training programmes.

Job descriptions have been modified to reflect the requirements of the Statutory Duty.

2.5 Consultation

The Trust is committed to the principle of timely, open and inclusive consultation. This will begin as early as possible and will aim to ensure that there are adequate opportunities for interested parties to present and exchange information. "Consultation is a process of dialogue that leads to a decision" (Audit Commission). It is an important mechanism by which individuals and groups can participate in policy making. The Trust is committed to a new and more inclusive approach to consultation. This will relate to all matters relevant to its duties under Section 75, the Scheme itself, the screening of its policies and any Equality Impact

Assessments arising. The Trust welcomes the input from interested parties, recognising their expertise and has worked to ensure that this Scheme represents their views.

In assessing the impact of policies on local people, communication is a critical part of the consultation process.

The areas covered are:-

- Informing the community of which policies are being assessed
- Inviting Comment
- Sharing relevant information and documentation
- Feeding back on the process.

Central to an effective process and meaningful consultation must be the sharing of relevant information and documentation with consultees. The Trust considers it particularly important that sufficient, timely and appropriate information is provided to enable all affected groups and individuals to consider the full implications of proposals and it will take steps to ensure this occurs, including the provision of any consultant reports. The Trust commits itself to consult on the following key areas:

- On matters to which a duty under Section 75 is likely to be relevant.
- On the impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity.
- On the Equality Scheme itself.
- As appropriate with the Equality Commission and Community Relations Council on issues relevant to the fulfilment of its obligations under Section 75.
- With those directly affected by a policy, including statutory bodies, voluntary, community and trade union groups as well as groups represented by the Section 75 categories whether or not they have a direct economic or

personal interest. This consultation should begin at as early a stage as possible. These groups will be consulted during the screening and Equality Impact Assessment stages.

Consultation is viewed by South Eastern Trust as an integral part of the policy process. The Trust has established a strong network of community involvement in service planning and provision through such structures as:

- Liaison Groups
- Focus Groups

In consulting on any matter to which this Scheme refers, the Trust undertakes to employ a variety of methods including:

- Invitation to comment in writing;
- Questionnaires and opinion surveys;
- Briefing sessions with umbrella groups;
- Press advertisements / releases;
- Discussion Papers;
- Focus Groups;
- Meetings Face to face
 Small Group
 Public Meetings;
- Consultative forums;
- Specific consultation sessions for groups where confidentiality is an issue;
- User panels;
- Internet discussions;
- Taped sessions;
- Information in libraries and GP surgeries.

The Trust will take necessary steps to encourage full participation. The Trust has a User Involvement Policy. This incorporates measures to encourage full participation and was drafted in partnership with representative and user groups. The Trust recognises the expertise of representatives and user groups in this

process. The organisation also recognises that different groups have different needs and customs. Attention will be given to the consultation process to ensure inclusiveness in eg the conduct of the meeting, the accessibility and appropriateness of the venue, time of event, consultation methods, requirement for the use of a signer, childcare facilities, refreshments and use of appropriate language. This may require pre consultation discussions with groups to ensure that the consultation methods match their requirements and that there are clear objectives for the consultation process.

The value of pre-consultation sessions is acknowledged by the Trust in terms of capacity building for some groups. Information will be made available in accessible formats. The need for an outreach approach, using, for example, established groups, will be utilised by the Trust as a means of enhancing inclusivity and targeting disadvantaged groups. The Trust will endeavour to meet the information needs of its population through using a variety of formats, for example, use of audio-cassette, disc, Braille, through interpreter services, audio-visual materials, the translation of documents for those not fluent in English and a Plain English version. The Trust will also ensure that all barriers to proper consultation will be removed and that systems are in place to ensure that information is available in accessible formats and in a timely fashion.

Particular challenges will exist in consulting with groups such as young people and those with learning disabilities. The Trust is fortunate that it has a number of skilled and experienced staff in the Directorates who are skilled at communicating with clients and carers and have a number of User Involvement Initiatives in place. These can be utilised for consulting on the Statutory Duties.

In relation to young people, the Trust has considerable staff expertise in consulting with children and young people. These have been recognised by such initiatives as the award of Charter Marks. The Trust is aware that different approaches are suitable for different age groups. We have already entered into discussions with the University of Ulster to facilitate this specialist work. Consultation methods will be planned with staff, representative groups and the young people themselves and use a variety of suitable approaches and materials.

The Trust recognises that the quality of the consultation exercise will impact on its effectiveness. The Trust has a number of staff skilled in consultation processes and it will engage the services of these staff in this process. It will also engage the services of consultants and representatives of groups identified under Section 75 for specialist training for staff who will be engaged in consultation.

The consultation process in the Trust will be enhanced by several developments:-

1. Greater involvement for service users and staff in the corporate planning process and Best Value Initiatives.
2. The development of “Community Consultation Panels” in partnership with the Eastern Health and Social Services Council, the two Primary Care Commissioning Pilots and the Service First Office. This development involves approximately 600 – 800 users of the Trust’s services who participate at various levels in the consultation process. Participants are invited to comment on issues around equality of opportunity and good community relations and advice is currently being sought in relation to monitoring to ensure that these panels sufficiently reflect the designated categories.
3. Use of internet / intranet
4. User involvement policy.

In consulting with other bodies the Trust will provide a period of response of two months. However, there may be exceptional circumstances when this timescale is not adhered to. These occurrences will be monitored, kept under review, justified and will be reported on in the Trusts’ annual review to the Equality Commission.

The Trust recognises the value of proper consultation for improving the quality and effectiveness of services, and acknowledges the difficulties inherent in the process. In undertaking consultation the following issues can emerge:

- Ensuring that the range or cross-section of people is sufficiently broad.

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- Consultees may disagree and interpreting results can be problematic.
 - What consultees prefer must be balanced against issues such as resources and statutory requirements.
 - Direct community consultation must be balanced with the Trust's decision-making role.

However, the Trust remains committed to ensuring that consultations on the Statutory Duties are developed through an effective programme using a variety of consultation techniques. The Trust acknowledges that effective consultation will lead to effective participation.

The Scheme has been sent to groups, organisations and bodies identified by the Trust as having a particular interest / involvement / impact on the work of the Trust. The Trust has also followed the guidance provided by the Equality Commission in relation to consultee lists and other groups, for example, the Northern Ireland Council for Voluntary Action. The Trust recognises that the list is not exhaustive and will review it annually in order to give new groups the opportunity to be included in this listing. This list will be amended in the light of experience.

The Trust has previously included a report on the Consultation process detailing whom they have consulted with in relation to the draft Equality Scheme. This included the substance of the comments received and the response by the Trust to those comments. Feedback to consultees took a variety of forms, including written responses and specific feedback sessions / meetings.

Appendix A contains a list of organisations and bodies consulted on this Scheme.

3.0 The Authority's Arrangements for Assessing and Consulting on the Impact of Policies Adopted or Proposed to be Adopted on the Promotion of Equality of Opportunity.

For the purpose of this Scheme, the Trust has followed the Equality Commission Guidelines and defines a policy as “a course or principle of action adopted or proposed by a Government Party, business or individual”. Policies are therefore ways in which the Trust carries out or proposes to carry out its functions relating to Northern Ireland.

In this context, policies are viewed as all existing and proposed policies which impact on staff and on patient / client care and will include amongst others policies, strategies, protocols, practices, processes, procedures, circulars, guidelines, codes of practice, programmes, rules or Schemes, or standards. Policies may be written or unwritten and include informal policies, such as custom and practice procedures. In terms of good practice Trust personnel have been asked to identify areas where there is a need for a written policy to reflect practice. This development should assist in a more systematic approach to the screening process and enhance both access to information and the manageability of the Scheme.

The South Eastern Trust will, in keeping with the Equality Commission Guidelines, not restrict the policies that will be screened to those which are aimed specifically at equality of opportunity. The Trust has previously screened all existing policies and new policies will be subject to the screening process.

South Eastern Trust, like other public bodies, is subject to levels of decision making and policy making, which originate outside of their organisations. The Trust acknowledges when they adopt a policy from another source that the local adaptation will be subject to the Statutory Duties.

It is the Trust's view that, whilst it is committed to screening all its proposed policies, that new policies proposed by other public authorities must be equality proofed at source. This must be done in partnership with key stakeholders, including this organisation. The Trust is committed to working with other organisations who have a responsibility for policy development and legislation.

3.1 Main Policy Areas

There is a close linkage between “functions” in Section 75 of the Act and “policy” in Schedule 9. This is reflected in the organisation of the Trust in which the functions of the Trust clearly reflect main policy areas. Some of the Trust’s policies, for example, Human Resources, apply to all areas, others, such as nursing policies, only apply to nursing staff. The major policies areas are detailed below:

Human Resources & Corporate Affairs

Primary Care & Elderly

Children’s Services

Adult Services

Hospital Services

Planning, Information & Performance Management

Finance & Estates

In addition there are also many professional groups such as Nursing, Social Work, Allied Health Professionals, Psychology and Medical services which cross many of these functions and attract a body of policies associated with their professional practice. These were included in the screening process.

The Trust is committed to ensuring that in making any decision with respect to a policy adopted or proposed to be adopted, the Trust will take into account any Equality Impact Assessment and consultation carried out in relation to the policy. Policies for which the Trust is responsible will be subject to screening and if necessary referred for full Equality Impact Assessment.

Policies are held centrally in the Corporate Affairs Department. However, in order to further facilitate the Statutory Duty requirements the Trust has noted the suggestion within the guidelines on the development of a policy unit.

3.2 Screening

Screening is the process by which the Trust will decide which policies will be subject to a full Equality Impact Assessment and how these will be prioritised.

The purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be devoted to these. It requires a systematic review / audit of all existing and proposed new policies.

In the screening process, Trust staff are mindful of the Equality Commission's broad definition of the term policy to include – "all the ways in which the Trust carries out or proposes to carry out its functions relating to Northern Ireland". In line with Equality Commission guidelines the Trust has already undertaken a comprehensive screening exercise during 2000 – 01.

The Trust took a fresh look at all areas of existing policy, recognising that the screening process must include a broad approach, not merely policies aimed specifically at equality of opportunity. The Trust acknowledged that some policies may appear to be devoid of equality of opportunity implications but did not assume that areas which have been immune from challenge in the past would not have equality of opportunity implications.

In collating information about policies, the Trust differentiated between ongoing policies and new policies which were proposed for adoption during the period of the Scheme. Trust staff endeavoured to identify practice areas which might benefit from the introduction of a written policy. The same criteria was applied to proposed new policies as to existing policies in terms of Equality Impact Assessments. In conducting the screening exercise the Trust adopted the following process which advocated a two-stage approach to screening:-

Stage one of the process included

- Drafting a list of all the Trust's existing and proposed policies, with a brief synopsis describing each. This was circulated to all those included in the Trust's consultee list. As well as facilitating the screening process, the circulation of this list proved useful in the identification of gaps in policy areas. Consultees were able to request a copy of the full policy or policies of specific interest to them. A copy of the Trust's Screening Tool was included in this documentation.
- Accompanying this information was a timetable giving details of pre-consultation sessions when interested groups or individuals could meet with Trust staff to receive a fuller explanation of the policies. The timetable also included a detailed schedule of the screening exercise.
- The process included a 2 month consultation period. Consultees made comments on the policies in writing but many actively participated in the screening exercise by attending a series of meetings arranged and facilitated by the Trust. These meetings encouraged a more inclusive and effective approach to consultation.

In conducting the screening exercise and in keeping with the Commission's guidance, the following criteria was applied to each policy:

1. Is there any evidence of higher or lower participation or uptake by different groups?
2. Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy issue?
3. Is there an opportunity to better promote equality of opportunity or better community relations by altering the policy or working with others in government or in the larger community?

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

NB The Trust acknowledged that lack of evidence did not necessarily indicate that there were no problems with participation levels.

If the answer to any of these four questions was positive, consideration was given to whether to subject the policy to the Equality Impact Assessment procedure.

Stage Two – Consultation on Equality Impact Assessment Timetable

As part of the two-stage approach to consultation on screening and Equality Impact Assessments, the Trust participated in a Region-wide consultation on the Equality Impact Assessment Timetable. This approach was supported by the then Minister for Health.

3.3 Prioritisation

Policies that were screened and had implications for Equality of opportunity were then prioritised in terms of the Equality Impact Assessment timetable. This included both Regional and Local policies. This timetable was subject to 2 months consultation and a revised timetable was agreed by the DHSSPS, Boards and Trusts. The Trust was represented on the Regional Equality Steering Group which agreed the prioritisation of the policies. The factors considered relevant to prioritisation were as follows:

- How the policy or procedure affects the daily life of individuals / group(s)?
- Identification of areas of unmet need and targeting health and social need.
- Factors which impact on economic, social and human rights.

This list was not intended to be exhaustive, other factors did emerge following the consultation process and were subject to review in light of information obtained through the consultation process.

As previously stated, the Trust consulted on the screening and Equality Impact Assessment timetable and a copy of both these processes including details of consultations was contained in the first annual report to the Equality Commission in July 2001. This report detailed which policies were to be subject to Equality Impact Assessment, the timetable for Equality Impact Assessments and those policies which had been suggested by consultees as appropriate for Equality Impact Assessment but which had not been included in the timetable and the reasons why they were excluded.

Joint Working

As part of Screening and Equality Impact Assessment processes the Trust continues to encourage collaboration and co-operation with other groups or bodies. A partnership approach with service users, their representatives and public authorities facilitates more effective working.

In progressing Screening and Equality Impact Assessment the Trust will seek to work in close partnership with DHSSPS, Commissioners, Local Government, Section 75 organisations, service users and other stakeholders. This process will be facilitated by the Trust representation on the DHSSPS Equality Steering Group. The Trust looks forward to working in a collaborative manner with these organisations, other statutory bodies and interested groups to ensure the effective implementation of the Statutory Duties throughout the Health and Social Care Sector.

3.4 Arrangement for Consultation on the Likely Impact of Policies

The Trust recognises that consultation on the likely impact of policies is integral to this Scheme. Consultation will take place with those directly affected by the policy to be assessed, whether they have a direct economic or personal interest or not, relevant interest groups, the Equality Commission, other public bodies, voluntary bodies, community bodies, trade unions and the groups and organisations already consulted with and listed in Appendix A of this Scheme. Consultation will be conducted in accordance with the guiding principles on consultation. Any Equality

Impact Assessment will be conducted in accordance with the Equality Commission Guidance for implementing Section 75 of the Northern Ireland Act (1998).

3.5 Timetable for Equality Impact Assessments

As previously stated, a timetable for Equality Impact Assessments was developed as part of the screening process and was subjected to consultation. This timetable was included in the authority's first Annual Report to the Equality Commission. It is recognised that a partnership approach to Equality Impact Assessments is beneficial. Collaborative working continues to have an impact on the timetabling of policies for further Equality Impact Assessment. The Trust acknowledges that the DHSSPS will assume a lead role on many of these Regional Equality Impact Assessments. However, the Trust is also responsible for carrying out Equality Impact Assessments in response to local Trust issues. The Trust will, in conducting any Equality Impact Assessment, comply with the guidance and requirements contained in the Equality Commission's Guidance for Implementing Section 75 of the Northern Ireland Act (1998).

4.0 The Authority's Arrangements for Monitoring any Adverse Impact of Policies Adopted by the Authority on the Promotion of Equality of Opportunity

Knowledge of the uptake of services provided by the Trust and the impact of these policies on the different groups within the Section 75 categories is of assistance in assessing progress towards equality of opportunity.

The Trust has audited existing monitoring processes and continues to assess their requirements in relation to the Statutory Duties.

5.0 The Authority's Arrangements for Publishing the Results of Equality Impact Assessments and of Monitoring of any Adverse Impact of Policies Adopted by the Authority on the Promotion of Equality of Opportunity

The Trust is committed to effective communication with the public. The Trust is committed to publishing results of any Equality Impact Assessments and monitoring of adverse impact of policies carried out.

This will include:

- A statement of the aims of the policy to which the assessment relates.
- Details of any consideration given by the authority to measures which might mitigate any adverse impact of that policy on the promotion of 'equality of opportunity'
- Details of any consideration given by the authority to alternative policies which might better achieve the promotion of equality of opportunity.
- Provision of information to all interested groups. This information will be provided using a similar format to that used for publishing the Scheme as outlined in Section 8 eg Annual Report, Annual Review and Direct Mail Shot.

6.0 The Trust confirms its commitment to the requirement that when making decisions with respect to a policy adopted or proposed to be adopted by it, that it will take into account any Equality Impact Assessment and consultation carried out in relation to the policy. If the monitoring and evaluation show that the policy results in a greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, the Trust will ensure that the policy is revised.

7.0 The Authority's Arrangements for Training Staff on Issues Relevant to the Duties

The Trust will continue to develop and provide an effective Communication and Training Programme on the Equality Scheme for all staff. This will include developing and carrying out training in association with people working with and from the Section 75 groups. The objectives of this Communication and Training Plan covered a five year period and included the following:

- Raise awareness of current equality legislation in Northern Ireland including the provisions of Section 75, Schedule 9 and Section 76 of the Northern Ireland Act 1998 and outline their duties and responsibilities under the legislation.
- Provide those employees involved in the screening of policies with the necessary skills and knowledge to undertake their work effectively.
- Provide those employees involved in the Equality Impact Assessment of policies with the necessary skills and knowledge to undertake their work effectively.
- Provide those employees who deal with complaints in relation to the implementation of the Trust's Scheme with the necessary skills and knowledge to investigate and monitor complaints effectively.
- Provide those employees involved in the consultation process with the necessary skills and knowledge to do this work effectively.
- Provide those employees involved in the implementation and monitoring of the effective implementation of the Trust's Equality Scheme with the skills and knowledge to do this effectively.

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- Evaluate the extent to which all participants in this Training Programme have acquired the necessary skills and knowledge to achieve the previous objectives.

The Trust will in its Annual Review report on the extent to which the above objectives have been achieved.

7.1 Communication in Respect of the Equality Scheme

Communication is vital in keeping service users and staff up to date. It is recognised that empowerment of patients, clients and carers has and continues to be a major vehicle for driving service change. To ensure equality of opportunity, the Trust recognises that the provision of information must be in a format which is accessible and easily understood.

The Trust places a high priority on recognising that effective communication is critical to an organisation's development

Methods available for informing staff of developments, such as the Statutory Duty, which have an impact on their work and service delivery include the following:

Staff

- Staff Updates
- In-house magazine / Newsletters
- Coverage in the Media
- Special Events
- Staff Notice Boards
- Directorate Liaison meetings
- Networking Groups
- Surveys
- Departmental meetings
- Formal Presentations
- Use of E-mail

-
- Team Briefings
 - Training Sessions
 - Induction Programmes
 - Staff Handbooks
 - Annual Reports
 - Business Plans

The Trust issued a copy of the Trust's Equality Scheme accompanied by a covering letter from the Chairman / Chief Executive emphasising their commitment to the Scheme and the effective implementation of the Statutory Duties. In communicating the Scheme to staff, the Trust utilised appropriate elements of the above methods.

Patients and Clients

- Written Information
- Face to Face Communication
- Facility Signage
- Carers' Forums, Support Groups
- Posters, Displays, Touring "Roadshows"
- Local Press, TV and Radio
- The Annual Report
- Complaints Reports
- Quality Surveys
- In-house magazine for patients

The Trust Website further facilitates this work with staff and service users.

It is the stated intention of those charged with implementing the Statutory Duties to use the communication methods available to them in order to maximize the benefits of effective communication and remove barriers to communication. This is particularly important for some groups eg those who are not fluent in English, those with Learning Disabilities and children or young people. The Trust is fortunate to

have trained staff and good working relations with key groups which will help facilitate this work.

7.2 Training for Equality

The Equality legislation required the Trust to develop a Training Strategy to ensure that all staff receive an effective communication and training programme on their responsibilities under the Statutory Duty. More focused training for staff in managerial roles and other specialist staff, such as Trainers, those involved in research and data collection, Equality Officers, Policy Developers, Service Designers and monitoring and evaluation staff was provided. The Trust made available places and actively encouraged the participation in any training programme of individuals from groups affected by the legislation to ensure there is real awareness amongst staff regarding the issues affecting the group. Training on Equality Schemes and Section 75 responsibilities is included in Induction Training.

7.3 Training Plan

All staff are required to receive awareness training in equality. The objectives of the Training Plan are referred to on Page 33 Section 7.0. All staff will be advised of the Trust Equality Scheme and encouraged to participate in awareness training to ensure that they are conversant with their role in the implementation of the Scheme. The Trust issued a Press Release when the Scheme was approved by the Equality Commission. In relation to staff, the Chief Executive will continue to actively promote the Training Plan through written communications with staff and through regular and scheduled meetings with staff at all levels as well as with the public. In addition, the Scheme was published on the Trust's Internet and Intranet sites.

Trust staff also received the following training:-

7.3.1 Trust Board Members and Executive Management Team

- 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 re Screening and Equality Impact Assessments and input from the categories of groups affected
 - Complaints procedures
 - Consultation skills
 - Anti-discrimination training
 - Racial Awareness training
 - Good Relations training

7.3.2 Senior Managers / Senior Professionals

- Awareness training in relation to Equality and the Equality Scheme
- Awareness training in relation to policy change
- Information regarding the legislation and enforcement
- The role of the Equality Commission
- The timetable for implementation
- Complaints procedures
- Specialist training in Screening, Equality Impact Assessments, 5 yearly reviews
- Consultation skills
- Anti-discrimination training
- Good Relations training
- Racial Awareness training

7.3.3 Staff / Practitioners

- Awareness training in relation to equality and the Equality Scheme
- Awareness training in respect of policy change
- Information regarding the legislation and enforcement
- The role of the Equality Commission
- Complaints procedures
- Procedures for Screening, Equality Impact Assessments and 5 yearly reviews
- Consultation skills
- Anti-discrimination training
- Good Relations training
- Racial Awareness training
- Specialist training involving input from the categories covered by this legislation

7.3.4 Trainers

- Specialist training involving input from the categories covered by this legislation
- The Equality legislation
- The Equality Scheme
- Resource materials
- Equality training
- Anti-discrimination training
- Good Relations training
- Racial Awareness training
- Consultation Skills
- Specialist training re screening and Equality Impact Assessments.

7.4 Timetable

The legislation became effective from 1 January 2000. The timetable for the introduction of Equality Schemes was scheduled for July 2000. Awareness training was implemented by the Equality Manager in 2000. The Executive Management Team and Non-Executive Directors have received training on the Equality Scheme. Thereafter, Senior Managers and Managers were trained prior to the end of October 2001. Staff continue to receive awareness training on their role in relation to Section 75.

7.5 Training Policy Statement

The Trust is committed to the ongoing training and development of its staff. The Trust is committed to the principle of Equality of Opportunity for all patients, clients and staff and in this regard the declared intention of the Trust is to recruit and train staff to respect the contribution which the Section 75 groups have to make towards society and in particular the delivery of health and social care.

In order to develop and implement training on equality, the Trust established an Equality Training Group comprising the Equality Manager, representatives from Senior Management, Director and Deputy Director of Human Resources, staff representatives, representatives from Trade Unions and representatives from the Section 75 groups both internal and external to the Trust. Their remit included awareness raising, a review of the training agenda, the consideration and development of a resource pack used in delivering training on Equality. It included discussion and involvement of representatives from the Section 75 groupings in training within the Trust.

7.6 Timetable for Training

The Trust employs in the region of 10,000 staff and has committed resources to ensure that all staff are properly trained to fulfil the requirements of the Statutory Duties. The Trust aims to complete this within the shortest timescale that can be

achieved taking account of the number of staff involved. The broad timetable for training was:-

Year 1

- Senior Management Team – June 2001
- Development of a training resource pack – October 2001
- Training Human Resource Staff, Trade Union Staff and implementation of equality to the Induction Procedures by October 2001

Year 2

Roll out the training programme to Senior Managers, Supervisory Grades and staff.

Years 3 - 5

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

The Induction Training ran simultaneously. The Trust in meeting its obligation to train staff adhered to the training objectives outlined in Section 7.0 of the Equality Scheme and a system was established to evaluate the effectiveness of training.

8.0 The Authority's Arrangements for Ensuring and Assessing Public Access to Information and to Services Provided by the Authority

Public Access to Information

The Trust will ensure that the information it disseminates and the services it provides are delivered in a transparent and accessible manner through the use of accessible formats and in a timely fashion. The Trust is committed to making available all qualitative, quantitative, other information and documentation including consultant reports to the public. The Trust is committed to ensuring that all statements or public advertisements will promote equality of opportunity.

8.1 The Trust is committed to communicating effectively with the public utilising the press and broadcast media and producing its own material. It will:-

- Provide information in simple, easy to understand language. The use of Plain English is encouraged in all Trust literature and a number of publications have been "Crystal Marked". The provision of Executive Summaries, which can be translated into other formats will also facilitate this process.
- Provide oral information for anyone who cannot read.
- Provide information to those who are not fluent in English.
- Provide information to take account of Special Needs. The Trust is conscious of the emphasis placed on communicating effectively in the Equality Commission Guidance and is committed to working with Trust staff, representative groups, skilled facilitators, clients and carers to encourage fuller participation from Special Needs Interest Groups.
- Ensure that information in terms of media coverage is provided as widely as possible. The Trust will utilise local weekly newspapers in its area to ensure

information is available across its local communities, as well as using the Belfast Telegraph, the Irish News and the Newsletter.

- 8.2** The Trust recognises the importance of producing information in accessible formats. The Trust will meet the information needs of its users through utilising a variety of formats. These include the use of audio-cassettes, Braille, disc, email, through interpreter services and the translation of documents into minority languages. An important element of this will be the provision of Executive Summaries and Plain English versions. The development of the Trust website further facilitates this process. On approval of this Scheme by the Equality Commission, the Trust produced an Executive Summary. This was circulated widely in Trust premises, General Practitioner surgeries, public buildings and other premises throughout the locality.
- 8.3** The Trust will develop links into the special interest press, especially representative of the groups classified in Section 75, who have expressed difficulties with issues around confidentiality and / or access to information. The Trust will also use direct mail shots and information will be made available in the Trust Annual Report and Annual Review to the Equality Commission.
- 8.4** If the Trust becomes aware that despite the methods of dissemination proposed/ suggested, group(s) are still experiencing difficulties in gaining access to the Scheme, the Trust will, in consultation with the affected group(s), address this problem. The Trust has minicom / textphone services in many premises and an audit of this system has taken place in partnership with the British Deaf Association. The Trust will inform the general public regarding the availability of information in accessible formats. This will include publications and media associated with Section 75 categories.
- 8.5** The Trust is engaged in an ongoing process of addressing physical access to Trust facilities. This work is co-ordinated by the Disability Advisory Group and involves representatives from interested groups. The Trust has implemented an Action Plan which addressed public access issues and staff have received specialist training in this area. This work will be ongoing to enable the Trust to satisfy its responsibility in

relation to physical adjustment to premises required by the Disability Discrimination Act 1995 which applied from 1 October 2004.

8.6 The Trust will introduce monitoring processes in relation to access to information and services to ensure equality of opportunity. Groups will be involved in this monitoring process. The Trust is committed to working in partnership and this will be directed through the Equality Steering Group. The Trust is also committed to working with representative groups and using publications such as NICEM Race Audit and the EHSSB Racial Equality Standards Audit to audit the provision of information within the Trust.

9.0 The Authority's Timetable for Measures Proposed in the Scheme

The Trust's timetable is included in Appendix B and C and includes the original Action Plan for the approved Equality Scheme and the Equality Action Plan 2007/08.

This timetable may be subject to change in light of developments in the DHSSPS environment.

10.0 Details of how the Scheme will be Published

The Trust is committed to using a variety of methods to ensure that this Scheme is widely circulated to all interested parties and produced in a manner which will ensure equality of access. The methods employed included press releases, advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75. The Equality Scheme is available to Trust staff and all those with an interest in the Organisation.

The Trust published details about the approval of the Equality Scheme through local weekly newspapers and follow the format outlined in Section 8. The Trust commits itself to producing this information in accessible formats and in a timely fashion.

11.0 The Authority's Arrangements for Dealing with Complaints Arising from a Failure to Comply with the Scheme

Complaints

The Trust has a well developed complaints / comments procedure and involved users' representatives in its development. Children were also involved directly in the complaints procedure in relation to the Children (NI) Order 1995. The procedure is flexible, supportive and provides for home visits and use of interpreters where required. These procedures have received Crystal Mark accreditation. The Trust will use this framework to respond to any complaints raised about this Statutory Duty and ensure the complaints procedure is accessible to those who wish to make comment on any issue regarding equality.

As with all other complaints, whether individual or representative, the Trust will aim to resolve such complaints bilaterally and at as early a stage as possible. It will aim to give a substantive response to complaints within 20 working days. When a complainant remains dissatisfied, s/he will be advised of the procedure for bringing such a complaint to the Equality Commission, that is within 12 months from the day on which the complainant first knew of the matters alleged.

The existing monitoring system will be adjusted to record complaints which are specific to the Statutory Duty. All complaints will be recorded, retained and monitored and reported to the Trust Board on a quarterly basis.

Complaints should initially be brought to the attention of either

- The Complaints Manager, Corporate Affairs, Level 5, Lisburn Health Centre (telephone 028 9255 5181)
- Or
- The Complaints Manager, .Ulster Hospital, Dundonald, BT16 1RH (telephone 028 9056 1427)

12.0 The Trust is committed to conducting a Review of the Scheme within five years of its submission to the Equality Commission and to forwarding a Report of this review to the Equality Commission

The Trust reviewed this Scheme within five years of its approval by the Equality Commission. This review included an assessment of how the Trust has complied with its Section 75 obligations and how equality of opportunity and good relations had been advanced in relation to functions, powers and duties. A report of the outcome of this review was forwarded to the Equality Commission and conform in form and content to the guidance issued by them in this respect. The Trust consulted with those individuals or bodies outlined in Appendix A before submission of the review.

13.0 Conclusion

The Trust recognises the substantial changes introduced by the Northern Ireland Act 1998. The Trust remains committed to ensuring that the promotion of equality of opportunity and good relations remains core to the way it develops and equality is mainstreamed into the policy, design and decision making processes. The Trust recognises the importance of partnership and inter-agency working to this process.

This Equality Scheme is part of an evolving and dynamic process and its contents may be subject to change which results from ongoing dialogue and consultation. The Scheme will be amended in the light of experience and practice.

It has been the objective of the Trust to produce an Equality Scheme which accurately reflects the needs of the organisation, its staff, service users and their representatives.

Appendix A - Consultation List

This list is not exhaustive and will be revised in light of experience.

ACOVO		
Action Cancer		
Action Mental Health		
Action MS		
Afro-Asian Residents Group NI		
Age Concern		
Age Concern User Group		
Alliance Party NI		
Alzheimer's Society NI		
Amalgamated Transport and General Workers Union		
AMICUS Trade Union		
An Munia Tober		
Ardglass & District Health Support Group		
Ards Borough Council	Mayor	Councillor Robin Drysdale
	Deputy	Councillor Jim Fletcher
		Councillor Angus Carson
		Councillor Jonathon Bell
		Councillor Joe Boyle
		Alderman Margaret Craig
		Councillor Colville Elliott
		Alderman George Ennis
		Councillor Ronnie Ferguson
		Alderman Robert Gibson
		Councillor Hamilton Gregory
		Councillor Tom Hamilton
		Councillor Jeffrey Magill
		Councillor Jim McBriar
		Councillor Alan McDowell
		Councillor William Montgomery
		Councillor Mervyn Oswald
		Councillor David Smyth
		Councillor Terence Williams
Ards Citizen's Advise Bureau		
Artscaire		
Assembly Members		
	East Belfast	Wallace Browne
		Robin Newton
		Reg Empey
		Naomi Long
		Dawn Purvis
	Lagan Valley	Paul Butler
		Jonathan Craig
		Trevor Lunn
		Basil McCrea
		Edwin Poots

North Down	Leslie Cree Alex Eaton Stephen Farry Peter Weir Brian Wilson
South Down	P J Bradley Willie Clarke John McCallister Margaret Ritchie Caitriona Ruane Jim Wells
Strangford	Simon Hamilton Kieran McCarthy Michelle McIlveen David McNarry Jim Shannon

Assembly Health Committee
 Association of Clinical Biochemists
 Asthma UK
 ATGWU
 Ballymote Centre
 Ballynahinch Economic Development
 Ballynahinch Regeneration Committee
 Ballynahinch / Drumaness / Spa Community Group
 Bangor Citizens Advice Bureau
 Barnardos
 Barnardos, Tuar Caetha / Community Project
 Beeches Management Centre
 Belfast Baha'i Community
 Belfast City Council
 Belfast Health & Social Care Trust
 BIH Housing Association Limited
 Belfast Islamic Centre
 Belfast Islamic Centre Women's Grop
 Belfast Travellers Education and Development Group
 Blind Centre for NI
 Business in the Community (NI)
 British Association of Social Workers
 British Deaf Association (NI)
 British Diabetic Association
 British Epilepsy Association
 British Medical Association
 British Orthoptics Society
 Bryson House
 C.A.U.S.E for Mental Health
 Camphill Community
 Cara Friend
 Carers National Association Northern Ireland

Caring for Carers NI Ltd
Castlereagh Borough Council (East)

Councillor David Drysdale
Councillor Judith Cochrane
Councillor Tommy Jeffers
Councillor Gareth Robinson
Councillor Jim White
Councillor Charlie Tosh

Castlewellan Regeneration Limited
Central Services Agency
Centre for Independent Living
Council for Catholic Maintained Schools (CCMS)
Challenge
Chartered Society of Physiotherapy
Chest, Heart and Stroke Association
Child Care (Northern Ireland)
Children Community Holidays
Children's Project NI Limited
Children's Law Centre
Children's Project NI Ltd
Chinese Welfare Association
Church of Ireland
Citizens Advice Bureau
Coalition on Sexual Orientation
Colleges of Further and Higher Education
Community Development Health Network
Committee on the Administration of Justice
Community Relations Council
Community Relations Network and Training Consortium
Contact a Family (Northern Ireland)
Counteract
Credit Unions Ltd
Crossgar and District Community Association
Crossroads
Cruise Bereavement Care
Datalink Reprographics Ltd
Democratic Unionist Party
Department of Education (NI)
DHSSPS
Disability Action
Disability Network Scheme
Domestic Violence Forum
Down Advocacy Movement
Down Cardiac Support
Down Community Forum
Down District Council

Chairman
Vice

Councillor Edward Rea
Councillor Colin McGrath
Councillor Peter Bowles
Councillor Robert Burgess
Councillor Peter Craig
Councillor Dermot Curran
Councillor William Dick

Councillor John Doris
Councillor Peter Fitzpatrick
Councillor Anne Marie McAleenan
Councillor Éamonn Mac Con Midhe
Councillor Hugh McDowell
Councillor Carmel O'Boyle
Councillor Eamonn O'Neill
Councillor Patrick Toman
Councillor Michael Coogan
Councillor Liam Johnston
Councillor Bill Corry
Councillor William Walker
Councillor Desmond Patterson

Down District Health Committee
Down District Volunteer Bureau
Down Community Health Committee
Down Residential Project
Down Syndrome Association
Downpatrick Inter-Church Project
Dunlewey Substance Advice Centre
East Belfast Community Development Agency
East Down Rural Community Network
Eastern Health and Social Services Council
Egyptian Association
Enbarc Programme
Equality Commission for Northern Ireland
Equality Forum NI
Extern
Family Planning Association (NI)
First Key (NI)
Flying Horse Residents' Association
FOLD Housing Association
Footprints Women's Centre
Friends of Ardview House
Friends of Downshire
Friends of Drumlough House
Friends of Grove House
Friends of Laurelhill House
Friends of Lindsay House
Friends of Seymour House
Friends of St John's House
Friends of Struell Lodge
Friends of Thompson House
Gateway Club
Gay and Lesbian Group Northern Ireland
General Practitioners
Gingerbread
Gingerbread Northern Ireland
Give and Take
Glasvey Residents Association
Glenavy Community Association
Glenavy Community Support Group

Glencraig Camphill Community
GMB
Greater Twinbrook and Poleglass Community Forum
Green Party
Guardian Ad Litem Agency
Headway
Health Promotion Agency for Northern Ireland
Hearts of Down
Help the Aged Northern Ireland
Hill Street Residents Association
Hillhall Residents Association
Holywood Citizen's Advice Bureau
Homestart
Hospital Chaplins
Indian Community Centre
Irish Congress of Trade Unions
Japan Society of NI
Karen Mortlock Trust
La Societa Italiana Irlanda Del Nord
Lagan Valley Hospital Liaison Group
Lagmore Residents Association
Lesbian Line
Lisburn Borough Council

Mayor
Deputy

James Tinsley
Ronnie Crawford
Councillor Betty Campbell
Councillor Allan Ewart
Councillor William Ward
Councillor Angela Nelson
Councillor Brian Heading
Councillor Samuel Baker
Councillor Matthew McDermott
Councillor Margaret Tolerton
Councillor Thomas Beckett
Alderman Cecil Calvert
Alderman Jim Dillon MBE
Councillor Peter O'Hagan
Councillor David Archer
Councillor Bill Gardiner-Watson
Councillor Paul Givan
Councillor William Leathem
Alderman Seamus Close OBE
Alderman Ivan Davis OBE
Councillor Andrew Ewing
Councillor Jennifer Palmer
Alderman Paul Porter

Lisburn Community Network
Lisburn Disabled Association
Lisburn Inter-Church Project
Lisburn Welfare Rights Group
Lisburn Women's Centre
Lisburn Women's Aid

Lisburn Women's Initiative
Local Government Staff Commission for Northern Ireland
Maternity Services Liaison Committee (Downe and LVH)
Members of Parliament Mr Eddie McGrady MP (South Down)
 Lady Sylvia Hermon MP (North Down)
 Mrs Iris Robinson, MP, MLA (Strangford)
 Mr Jeffrey Donaldson, MP, MLA (Lagan Valley)
 Mr Peter Robinson, MP, MLA (East Belfast)

MENCAP
Mental Health Alliance
Mental Health Commission
Methodist Church
Milltown Community Trust
Model Farm Regeneration Group
M S Society
Multi Cultural Resource Centre
National Board for Nursing, Midwifery and Health Visiting (NI)
National Schizophrenia Fellowship
New Beginnings Lone Parent Group
New Horizons
Newcastle Community Development Association
Newcastle Inter-Church Community Project
Newry and Mourne Women
NI Ambulance Service
NI Blood Transfusion Service
NI Confederation of Mental Health
NI Hospice
NI Housing Executive
NI Music Therapy Turst
NI Public Service Alliance
NI Unionist Party
NIACRO
NIPPA
North Down & Ards Childcare Partnership
North Down & Ards Domestic Violence Forum
North Down & Ards Women's Aid
North Down Borough Council

Mayor	Stephen Farry
Deputy	Wesley Irvine
	Alderman Ruby Cooling
	Councillor Harry Dunlop
	Councillor Roberta Dunlop
	Councillor John Montgomery
	Councillor Alan Chambers
	Alderman Marsden Fitzsimons
	Councillor Ian Henry
	Councillor Austen Lennon
	Councillor Alan Graham
	Councillor Tony Hill
	Councillor Alan Leslie
	Councillor James McKerrow
	Councillor Marion Smith

Councillor Anne Wilson
Councillor David Alderdice
Alderman Gordon Dunne
Alderman Ellie McKay
Councillor Ian Parsley
Councillor Diana Peacocke

Northern Health and Social Care Trust
Northern Health and Social Services Council
Northern Ireland African Cultural Centre
Northern Ireland Anti-Poverty Network
Northern Ireland Association for Mental Health
Northern Ireland Committee – Irish Congress of Trade Unions (NIC-ICTU)
Northern Ireland Council for Ethnic Minorities
Northern Ireland Council for Voluntary Action (NICVA)
Northern Ireland Human Rights Commission
Northern Ireland Statistics and Research Agency (NISRA)
Northern Ireland Women’s Aid Federation
NSPCC
The Prince’s Trust Volunteers
Oaklee Housing Association Ltd
Office of the First Minister & Deputy First Minister - Equality Unit
Old Warren Community Association
Old Warren Youth Initiative
Ombudsman
Pakistani Community Association
PAPA
Parents Group – Lisburn Assessment and Resource Centre
Parents Group – Society for People with Learning Difficulties (Lisburn and Downpatrick)
People for People (NI)
Playboard (NI)
PSNI
Positive Futures
Praxis Care Group
Presbyterian Church
Press for Change
Probation Board (NI)
Progressive Unionist Party
Prospects, Lisburn
Putting Children First
Queen’s University Belfast
Rainbow Project
Resident’s Groups
Rethink Severe Mental Illness
Roman Catholic Church
Royal British Legion
Royal College of General Practitioners
Royal College of Midwives
Royal College of Nursing
Royal College of Psychiatrists
Royal National Institute for Deaf People (RNID Northern Ireland)
Royal National Institute for the Blind (RNIB Northern Ireland)
Rural Community Network

SANDS
Save the Children
Sense NI
Shop Mobility, Ards
Shop Mobility, Bangor
Simon Community
Sinn Fein
Social Democratic and Labour Party
Society of Chiropodists
Society of Radiographers
South Eastern Trust Carers Forum on Learning Disabilities
Southern Health and Social Services Council
South Eastern Health & Social Care Trust
 Chairman
 Chief Executive
 Members of Trust Board
 Directors
 Public Relations
Southern Health and Social Care Trust
Speech Matters
St Dymphna's Residents Association
St Luke's Family Centre
St Luke's Women's Group
St Vincent de Paul
Staff Commission for Education and Library Board
Staff Side Representatives
Talking Newspaper Association, Lisburn / Downpatrick
TAMBA
The Cedar Foundation
The Guide Dogs for the Blind Association
The HIV Support Centre
The Long Term Advocacy Service
The Omnibus Partnership
UK Unionist Party
Ulster Cancer Foundation
Ulster Democratic Party
Ulster Unionist Party
Ulster-Scots Heritage Council
Union of Construction, Allied Trades and Technicians
Unison
University of Ulster
Upfront Group
Venture International
Voice of Young People in Care
Voluntary Services Belfast
Voluntary Services Downpatrick
Voluntary Services Lisburn
Volunteer Development Agency
West Belfast Economic Forum
Western Health and Social Care Trust
Western Health and Social Services Council
Women's Aid

Women's Forum Northern Ireland
Women's Information Centre, Twinbrook
Women's Information Group
Women's Resource and Development Agency (WRDA)
Women's Support Network
Worker's Party
Worldwide Women
YMCA
Youth Council for Northern Ireland
Youth Initiatives

Appendix B – Equality Action Plan 2007/08

Target	Measures	Date	Current Position
Ensure Effective Internal Management Arrangements for implementation of the Statutory Duties	1. Review Trust structures to ensure Equality staff are in a position to mainstream these Duties.	Ongoing	Director of Planning & Performance currently providing lead role to this function.
	2. Review of management arrangements to ensure that adequate resources are available in terms of people, time and money to ensure the effective discharge of these Duties.	Ongoing	Equality Managers from two legacy Trusts in position and working collaboratively. Structures to be agreed.
	3. Ensure top level commitment of Trust Board and Executive Management Team.	Ongoing	
	4. Ensure Equality and Human Rights targets and objectives are mainstreamed into Annual Operational Plans, Corporate Strategies and the Business Planning process.	Ongoing	Director of Planning & Performance – Lead Role.
	5. Ensure Equality and Human Rights targets and objectives are mainstreamed into Job Descriptions, Performance targets and the appraisal process.	Ongoing	
	6. Establish South Eastern Trust Equality Steering Group.	Autumn 2007	Equality Managers relating to Legacy Trust Equality Steering Groups.
	7. Continue to work in partnership with other organisations eg Eastern Equality & Human Rights Best Practice Forum.		Forum continues to meet bi-monthly.
	8. Ensure that there are effective internal reporting arrangements to monitor progress eg regular reporting to Executive Management Team and Trust Board.	Ongoing	Lead Director and Equality Managers providing updates and presentations to Trust Board and EMT.

Appendix B – Equality Action Plan 2007/08

Target	Measures	Date	Current Position
Trust Equality Scheme	1. Adopt a legacy Trust Equality Scheme	June 2007	Down Lisburn Trust Scheme adopted.
	2. Amend the adopted Scheme to reflect South Eastern Trust arrangements and structures.	September 2007	Scheme currently being revised.
	3. Participate in Equality Commission (NI) Effectiveness Review of Section 75.	August 2007	Equality Manager attending Consultation Session in July 2007 and drafting response.
	4. Following the publication of Equality Commission (NI) Revised Guidance on Section 75, draft a new Equality Scheme.	New Scheme anticipated Autumn 2008	
Screening & Equality Impact Assessment	1. Review existing and new Policies / Decisions.	Ongoing	Equality Screening incorporated into processes.
	2. Carry out local Screening and Equality Impact Assessments as required. Ensure effective consultation is integral to these processes.	Ongoing	Equality Screening and EQIA continuing.
	3. Harmonise existing Screening Tools.	Ongoing	Influenced by Regionally agreed Tool.
	4. Ensure Trust representative on Regional Screening Group.	June 2007 onwards	Equality Manager represented on Group. Meetings in June and July.
	5. Collaborate with the DHSSPSNI in the Regional Equality Impact Assessment and Screening Programme.	Ongoing involvement	
	6. Ensure staff participating in these processes have received training.	Ongoing	Equality and Human Rights training continues at Induction.

Appendix B – Equality Action Plan 2007/08

Target	Measures	Date	Current Position
Consultation and Engagement	1. Key role in implementing HPSS Guidance on Strengthening Personal and Public Involvement (PPI) in Health and Social Care (HSC).	Ongoing	Trust Public Involvement Strategy to be developed
	2. Review existing consultation mechanisms, identifying good practice and create an up-to-date consultation list.	Ongoing	Collaborative work in progress
	3. Identify and tackle barriers to user involvement.	Ongoing	Trust Public Involvement Strategy to be developed.
	4. Continue to build capacity to ensure successful contribution by users of our service.	Ongoing	
	5. Continue to build user involvement into Corporate Strategies and organisational structures.	Ongoing	
	6. Seek to target consultation more effectively.	Ongoing	
	7. Collaborate with other Health Trusts to ensure successful consultation on, for example, Disability Action Plans.	Ongoing	Updating of consultation list in progress
Information Provision, Access to Information and Services	1. Harmonise existing policies / guidance for Staff on eg Interpreting	Ongoing	
	2. Manage interpreting and translation requirements	Ongoing	Being managed by existing Equality Managers.

Appendix B – Equality Action Plan 2007/08

Target	Measures	Date	Current Position
Information Provision, Access to Information and Services (Cont)	3. Complete audit of interpreting services. Discuss outcomes and recommendations with key stakeholders eg NIHSS Interpreting Service.	June 2007	Report being finalised.
	4. Contribute to the establishment of a regional contract for interpreting services and participate in monitoring tenders in relation to translation and interpreters	Ongoing	Equality Manager member of Tender Group.
	5. Participate in Regional Stakeholder Group re interpreting.	June 2007 onwards	
	6. Incorporate accessibility issues into Disability Action Plan.	September 2007	Disability Action Plan currently being drafted.
	7. Continue to contribute to HPSS Regional Accessible Information Group.	Ongoing	
Communication and Training	1. Review existing training arrangements and harmonise materials.	Ongoing	Structures under review.
	2. Develop new training inventory to meet the needs of Knowledge Skills Framework	Ongoing	
	3. Ensure Equality and Human Rights continue to be mandatory training.	Ongoing	Induction Training on Equality and Human Rights has been standardised.
	4. Offer specialist training in regard to Equality, Human Rights and Good Relations eg EQIA and Screening.	Ongoing	

Appendix B – Equality Action Plan 2007/08

Target	Measures	Date	Current Position
Communication and Training (Cont)	5. Promote further training on interpreting and translation	Ongoing	Contact made with NIHSS Interpreting Services for further training – in response to Audit findings.
	6. Promote Regional initiatives such as E-learning packages	Ongoing	
	7. Work with other Organisations such as DHSSPNSI, Human Rights Commission and Disability Action's Centre on Human Rights for Disabled People in the creation of a Human Rights "Tool-kit" for staff.	Ongoing	
	8. Utilize the media, corporate information and internet / intranet, to ensure regular inclusion of Equality and Human Rights issues.	Ongoing	
	9. Key involvement in corporate Communication Strategy.	Ongoing	
Monitoring	1. Provide monitoring reports to Equality Commission (NI) on Equality Impact Assessments.	Ongoing	Reports included in Annual Progress Report.
	2. Follow new Guidance as released by Equality Commission (NI).	Ongoing	
	3. Assess and update monitoring arrangements within the South Eastern Trust.	Ongoing	

Appendix B – Equality Action Plan 2007/08

Target	Measures	Date	Current Position
Monitoring (Cont)	4. Prepare and consult on Annual Progress Report. Submit to Equality Commission NI.	August 2007	August Report from South Eastern Trust will contain two separate reports from Legacy Trusts.
Good Relations	1. Revise Chief Executive’s statement on Good Relations to reflect new Trust Structure for Trust and circulate throughout South Eastern Trust.	March 2008	
	2. Progress work of Diversity in Action Forums	Ongoing	Lisburn & Downpatrick Groups continue to meet monthly.
	3. Implement recommendations from Mapping Exercise of Migrant Workers in the Down District.	March 2008	Action Plan agreed by June 2007.
	4. Carry out further mapping exercises into BME and migrant workers.	Ongoing	Plans to commence work in Lisburn over summer months once funding agreed.
	5. Plan local initiative to further Good Relations Duty eg Good Relations week.	Spring 2008	
	6. Implement DHSSPSNI Strategy on Promoting Equality, Good Relations and Human Rights.	Ongoing	Strategy nearing completion

Appendix B – Equality Action Plan 2007/08

Target	Measures	Date	Current Position
Complaints	1. Harmonise complaints procedure system in relation to Section 75. Monitor complaints.	Ongoing	Managed on two sites.
Disability Action Plan	1. Ensure Trust is represented on Regional Trusts Disability Action Plan Group.	May 2007	Trust working collaboratively with four other Trusts. Draft Plan available August 2007. Circulated within South Eastern Trust for comment.
	2. Draft and consult on Disability Action Plan.	May – Nov 2007	
	3. Submit approved 3 year Disability Action Plan to Equality Commission (NI) by December 2007.	December 2007	

Appendix C

ACTION PLAN FOR IMPLEMENTATION OF THE EQUALITY SCHEME 2001 / 2006

DUTY	ACTION
CONSULTATION	User Involvement Policy – June 2001 Improve links with groups Update consultation lists – 6 monthly reviews
COMMUNITY RELATIONS	Training Community Relations Strategy – June 2001
SCREENING	Design Screening Tool – July / August 2000 Policy Lists – July – September 2000 Screening Programme Consultation – 2 months
EQUALITY IMPACT ASSESSMENTS	Prioritisation and timetables – Consultation commences 2001
MONITORING	Trust Board – Quarterly Report EMT – Quarterly Report Equality Steering Group Complaints – Quarterly Report to the Trust Board Business Plan – Annual Trust Annual Report Annual Review Five Yearly Review
TRAINING	Awareness commenced Training Pack – Year 1 Training the Trainers – Year 1 Timetable followed