

Policy Document

EQUALITY SCHEME

May 2011

***Equality scheme for Northern Ireland Medical &
Dental Training Agency.***

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

***This document is available in a range of formats on request.
Please contact us with your requirements (see page 36 for
contact details).***

NIMDTA
Beechill House
42 Beechill Road
Belfast
BT8 7RL

Approved by the Equality Commission for Northern Ireland on 14 September
2011.

Foreword

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

In our equality scheme we set out how the Northern Ireland Medical Dental Training Agency (the Agency) proposes to fulfill the Section 75 statutory duties.

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

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

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

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

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

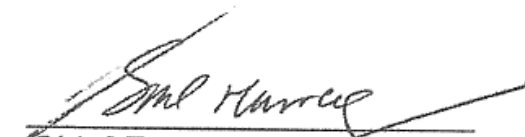
¹ See section 1.1 of our Equality Scheme.

statutory duties. It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

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



Acting Chair



Chief Executive

Date 23/6/11

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Chapter 1 Introduction

Section 75 of the Northern Ireland Act 1998

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

Section 75 (1)

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

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

Section 75 (2)

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

“Functions” include the “powers and duties” of a public authority².

This includes our employment and procurement functions.

Please see below under “Who we are and what we do” for a detailed explanation of our functions.

How we propose to fulfil the Section 75 duties in relation to the relevant functions of the Agency

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

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

1.3 The Agency is committed to the discharge of its Section 75 obligations in all parts of our organisation and we will commit the necessary available resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that our equality scheme can be implemented effectively.

Who we are and what we do

The public expect their doctors and dentists to be well trained, knowledgeable and skilled, and trust them to provide the highest standards of care throughout their professional lives. To help meet this expectation, postgraduate medical and dental education (PMDE) builds on the work of universities to ensure the provision of the highest standards of education and training for trainee doctors and dentists. In addition, organisations involved in PMDE facilitate established practitioners in maintaining their competence and performance, and continuing their professional and personal development. The education and training of doctors and dentists in Northern Ireland is the responsibility of the Northern Ireland Medical and Dental Training (the Agency). The location of its premises is Beechill House, 42 Beechill Road, Belfast.

- **Membership of the Agency**

The Agency was established by the Department of Health, Social Services and Public Safety (DHSSPS) under powers contained in the Health and Personal Social Services (Special Agencies) (Northern Ireland) Order 1990. The board of the Agency comprises a non-executive Chair and five non-executive members, (three lay members together with one from a medical background and the other from a dental background) appointed with the approval of the Minister, in accordance with the Code of Practice of the Commissioner for Public Appointments for Northern Ireland.

- **Role of the Agency**

The Agency's main responsibility is to facilitate the provision of high quality postgraduate and continuing medical and dental education within Northern Ireland, enabling healthcare to be

provided which compares favourably with the best in the United Kingdom.

The Agency unites the interests of the Queen's University, the medical and dental professions and Health & Social Care and is responsible for:

- organising, accrediting and reviewing educational and training activities for doctors and dentists;
- monitoring quality standards in medical and dental education and assessing the educational value of training posts;
- operating the appointment process for the selection of doctors/dentists to foundation, core and specialty training programmes
- managing the dental vocational training and general professional training schemes;
- managing foundation and specialty, including general practice, training programmes;
- implementing and developing a framework for regular assessment, appraisal and annual review of doctors and dentists in training;
- providing careers information and advice to those in training;
- providing support for doctors and dentists in difficulty and those with disabilities or special needs;
- advising on the needs of international medical and dental graduates training in Northern Ireland;
- facilitating the provision of less than full-time training opportunities and out of programme training and research ;
- administering the regional budgets for the training and study leave of doctors and dentists in the training grades;

- the provision of authoritative advice to the Department of Health, Social Services and Public Safety; and
- responding to wider changes in the regulation, supervision and quality assurance of medical and dental education and training.
- **Accountability**

The Agency is accountable to a variety of groups or individuals:

- to the general public to ensure doctors and dentists are effectively trained in order to provide patients with the highest standard of care;
- to doctors and dentists in training;
- to the Minister for the Department of Health, Social Services and Public Safety (DHSSPS) for the performance of its functions.

The Agency is responsible for the publication of an annual business plan setting out its objectives, targets and its use of public funds and will produce an annual report.

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

- 2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme, including our monitoring arrangements, assessment of impact of policies arrangements, consultation, publication, and complaints.

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

Responsibilities and reporting

- 2.2 We are committed to the fulfilment of our Section 75 obligations in all parts of our work.
- 2.3 Responsibility for the effective implementation of our equality scheme lies with the Administrative Director. The Administrative Director is accountable to the Agency's Board for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.
- 2.4 If you have any questions or comments regarding our equality scheme, please contact the Corporate Governance Manager at the details given below and we will respond to you as soon as possible:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL
phone: 028 9040 0000
textphone: 028 9079 5337
fax: 028 9079 8312
website: <http://www.nimmdta.gov.uk>
email: informationrequest@nimmdta.gov.uk

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

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

Progress on the delivery of Section 75 statutory duties will also be included in our Annual Report.

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

<http://www.nimmdta.gov.uk/equality>

or by contacting:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000
textphone: 028 9079 5337
fax: 028 9079 8312

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

website: <http://www.nimmdta.gov.uk>
email: informationrequest@nimmdta.gov.uk

- 2.9 The Agency liaises closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.
- 2.10 The Agency has in place further arrangements for taking forward implementation of its Equality Scheme:
- Participation on the HSC Organisations Equality Partnership Forum, convened by the Business Services Organisation.
 - Participation on the HSC Public & Patient Involvement Forum.
 - Quarterly reporting to Senior Management and the Board on progress against the Agency's Business Plan.
 - The Public and Patient Involvement Working Group that is working to ensure that these perspectives are represented across the work of the Agency.
 - Providing equality information to the General Medical Council (GMC).

Action plan/action measures

- 2.11 The Agency has developed an action plan to promote equality of opportunity and good relations. This action plan is available on the Agency's website at the following link:

<http://www.nimmdta.gov.uk/equality>

- 2.12 The action measures that will make up our action plan will be relevant to our functions. They will be developed and prioritised on the basis of an audit of inequalities. The audit of inequalities will gather and analyse information across the Section 75 categories⁴ to identify the inequalities that exist for our service users and those affected by our policies⁵.

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

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

- 2.13 Action measures will be specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures will include performance indicators and timescales for their achievement.
- 2.14 We will develop any action plans for a period of between one and five years in order to align them with our corporate and business planning cycles. Implementation of the action measures will be incorporated into our business planning process.
- 2.15 We will seek input from our stakeholders and consult on our action plan before we send it to the Equality Commission and thereafter when reviewing the plan as per 2.16 below.
- 2.16 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.
- 2.17 The Agency will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.
- 2.18 Once finalised, our action plan will be available on our website:

<http://www.nimdtg.gov.uk/equality>

or by contacting:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000
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fax: 028 9079 8312
website: <http://www.nimdtg.gov.uk>
email: informationrequest@nimdtg.gov.uk

If you require it in an alternative format please contact us on the details provided.

Chapter 3 Our arrangements for consulting

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

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

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

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

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

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

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

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

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

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

Information will be made available, on request, in alternative formats⁶, in a timely manner, usually ten working days (unless third party timescales dictate otherwise, for example specialist printers or translation providers). We will ensure that such consultees have equal time to respond.

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

- 3.2.4 Specific training is provided to those facilitating consultations to ensure that they have the necessary skills to communicate effectively with consultees.
- 3.2.5 To ensure effective consultation with consultees⁷ on Section 75 matters, the Agency will produce an accessible document outlining the functions of the organisation and the commitments in our Equality Scheme. In addition we will approach consultees with a proposal for the establishment of an Advisory Group. If screening of a particular policy or decision identifies any external stakeholders who may not have the ability to respond to consultation effectively we will engage with the individual(s) in the first instance to find out how to best facilitate their input to the consultation, and where this is not effective or appropriate we will make contact with relevant Section 75 representative groups to find out how best we can encourage their input.
- 3.2.6 The consultation period lasts for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented. We may continue consultation thereafter and will review the policy as part of our monitoring commitments⁸.

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

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

⁸ Please see below at 4.27 to 4.31 for details on monitoring.

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

<http://www.nimmdta.gov.uk/equality>

or by contacting:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000

textphone: 028 9079 5337

fax: 028 9079 8312

website: <http://www.nimmdta.gov.uk>

email: informationrequest@nimmdta.gov.uk

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

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. Please use the contact details at 3.3 above to provide the Agency with your contact details and have your areas of interest noted or have your name/details removed or amended. Please also inform us at this stage if you would like information sent to you in a particular format or language.

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

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

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

- 4.1 In the context of Section 75, 'policy' is very broadly defined and it covers all the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland. In respect of this equality scheme, the term policy is used for any proposed/amended/existing) strategy, policy initiative or practice and/or decision, whether written or unwritten and irrespective of the label given to it, eg, 'draft', 'pilot', 'high level' or 'sectoral'.
- 4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.
- 4.3 The Agency uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:
- the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*' and
 - on undertaking an equality impact assessment as detailed in the Commission's guidance '*Practical guidance on equality impact assessment (February 2005)*'.

Screening

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

consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.

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

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

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

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

This screening decision will be 'signed off' by the appropriate policy lead within the Agency.

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

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

4.12 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity and/or good relations categories, we may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, we will give details of the reasons for the decision taken. This screening decision will be 'signed off' by the appropriate policy lead within the Agency.

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

<http://www.nimmdta.gov.uk/equality>

or on request from:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000

textphone: 028 9079 5337

fax: 028 9079 8312

website: <http://www.nimmdta.gov.uk>

email: informationrequest@nimmdta.gov.uk

4.14 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.

4.15 Our screening reports are published quarterly [see below at 4.20 - 4.22 and 4.23 for details].

Equality impact assessment

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

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

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

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

What we publish

4.20 Screening reports

These are published quarterly. Screening reports detail:

- All policies screened by the Agency over the three month period
- A statement of the aim(s) of the policy/policies to which the assessment relates

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

4.21 Screening templates

For details on the availability of our screening templates please refer to 4.13.

4.22 Equality impact assessments

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

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

How we publish the information

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

Where we publish the information

- 4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on our website

<http://www.nimmdta.gov.uk/equality>

or by contacting:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000

textphone: 028 9079 5337

fax: 028 9079 8312

website: <http://www.nimmdta.gov.uk>

email: informationrequest@nimmdta.gov.uk

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

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

Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity (Schedule 9 4. (2) (c))

- 4.27 Monitoring can assist us to deliver better public services and continuous improvements. Monitoring Section 75 information involves the processing of sensitive personal data (data relating to the racial or ethnic origin of individuals, sexual orientation, political opinion, religious belief, etc). In order to carry out monitoring in a confidential and effective

manner, the Agency follows guidance from the Office of the Information Commissioner and the Equality Commission.

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

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

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

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

4.31 We review our EQIA monitoring information on an annual basis. Other monitoring information is reviewed on an annual basis, unless otherwise stipulated.

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

- 4.32 Schedule 9 4. (2) (d) requires us to publish the results of the monitoring of adverse impacts of policies we have adopted. However, we are committed to monitoring more broadly and the results of our policy monitoring are published as follows:
- 4.33 EQIA monitoring information is published as part of our Section 75 annual progress report [see 2.7]
- 4.34 Other monitoring information will be made available on our website with the exception of quantitative monitoring information that may otherwise compromise the identity of individuals (for example if only small numbers of people are involved).
- 4.35 All information published is accessible and can be made available in alternative formats on request. Please see below at 6.3 for details.

Chapter 5 Staff training

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

Commitment to staff training

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

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

Training objectives

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

Agency's equality scheme with the necessary skills and knowledge to do this work effectively.

Awareness raising and training arrangements

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

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all staff; ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff in the Agency will receive a briefing on this equality scheme within 6 months.
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff within the Agency who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation).
- Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.

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

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

Monitoring and evaluation

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

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

We will also monitor the number of staff trained, the equality profile of staff trained, as well as the job roles of staff trained with the exception of monitoring information that may otherwise compromise the identity of individuals (for example if only small numbers of people are involved).

Chapter 6 Our arrangements for ensuring and assessing public access to information and services we provide

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

- 6.1 The Agency is committed to ensuring that the information we disseminate and the services we provide are fully accessible to all parts of the community in Northern Ireland. We keep our arrangements under review to ensure that this remains the case.
- 6.2 We are aware that some groups will not have the same access to information as others.

In particular:

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

Access to Information

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

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

The Agency liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice. We will respond to requests for information in alternative formats in a timely

manner, usually within 20 working days (unless third party timescales dictate otherwise, e.g. translation providers).

For those not fluent in English, we have arrangements in place for accessing a regional contract for translation and interpreting services. We also have access to the Regional Interpreting Service for all Health and Social Care Organisations throughout Northern Ireland.

For children and young people we aim to produce information in a language and in a format that meet their needs. In such cases, we also seek to draw on the support of relevant organisations including Participation Network.

For people with learning disabilities we aim to produce information in Easy Read format.

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

Access to services

- 6.5 The Agency are committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories. The Agency also adheres to the relevant provisions of current anti-discrimination legislation.
- 6.6 We also ensure public access to our services through arrangements outside and inside our buildings such as providing signage, lowered reception desks and disabled access door controls.

Assessing public access to information and services

- 6.7 In line with our general arrangements for monitoring (see 4.31) we also monitor across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.
- 6.8 This includes monitoring and reviewing complaints information and soliciting feedback from users (such as through surveys and user fora).

Chapter 7 Timetable for measures we propose in this equality scheme

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

- 7.1 Appendix 4 outlines our timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into our business planning processes.
- 7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop, implement and deliver an action plan. Accordingly, this commitment it is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.11 – 2.18.

Chapter 8 Our complaints procedure

(Schedule 9 10.)

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

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

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

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000
textphone: 028 9079 5337
fax: 028 9079 8312
website: <http://www.nimdtg.gov.uk>
email: informationrequest@nimdtg.gov.uk

- 8.4 We will in the first instance acknowledge receipt of each complaint within two working days.
- 8.5 The Agency will carry out an internal investigation of the complaint and will respond substantively to the complainant within one (1) month of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of

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

- 8.6 During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.
- 8.7 In any subsequent investigation by the Equality Commission, the Agency will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

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

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

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

9.1 The Agency's equality scheme is available free of charge in print form and alternative formats from:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000

textphone: 028 9079 5337

fax: 028 9079 8312

website: <http://www.nimmdta.gov.uk>

email: informationrequest@nimmdta.gov.uk

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

<http://www.nimmdta.gov.uk/equality>

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

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner, usually within 20 working days (unless third party timescales dictate otherwise, e.g. translation providers).

- Our equality scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) to meet the needs of people with a disability, in minority languages to meet the needs of those not fluent in English and in a format and language that is accessible to children and young people.

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

<http://www.nimmdta.gov.uk/equality>

or contact:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000

textphone: 028 9079 5337

fax: 028 9079 8312

website: <http://www.nimmdta.gov.uk>

email: informationrequest@nimmdta.gov.uk

Chapter 10 Review of our equality scheme

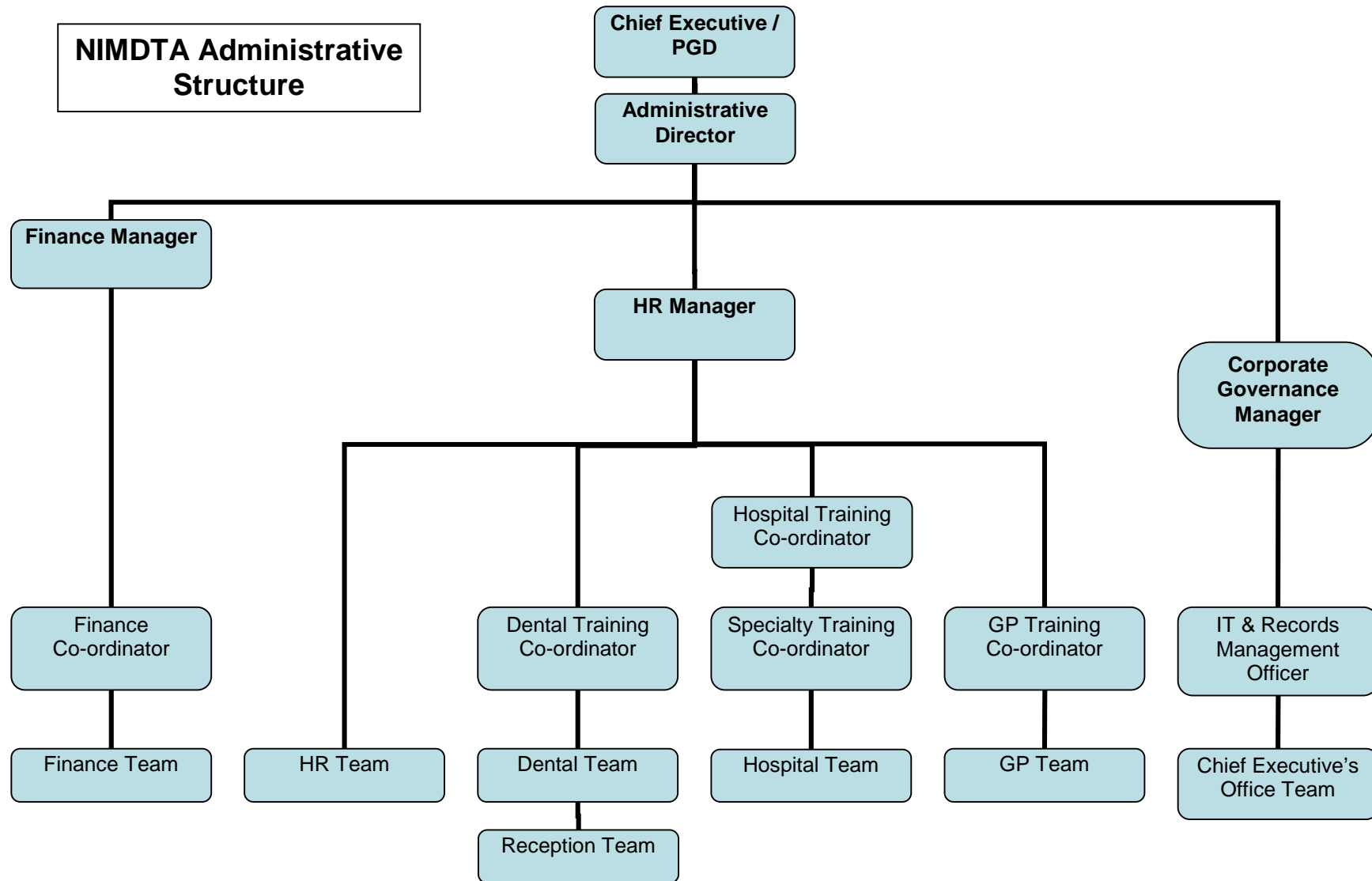
(Schedule 9 8. (3))

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

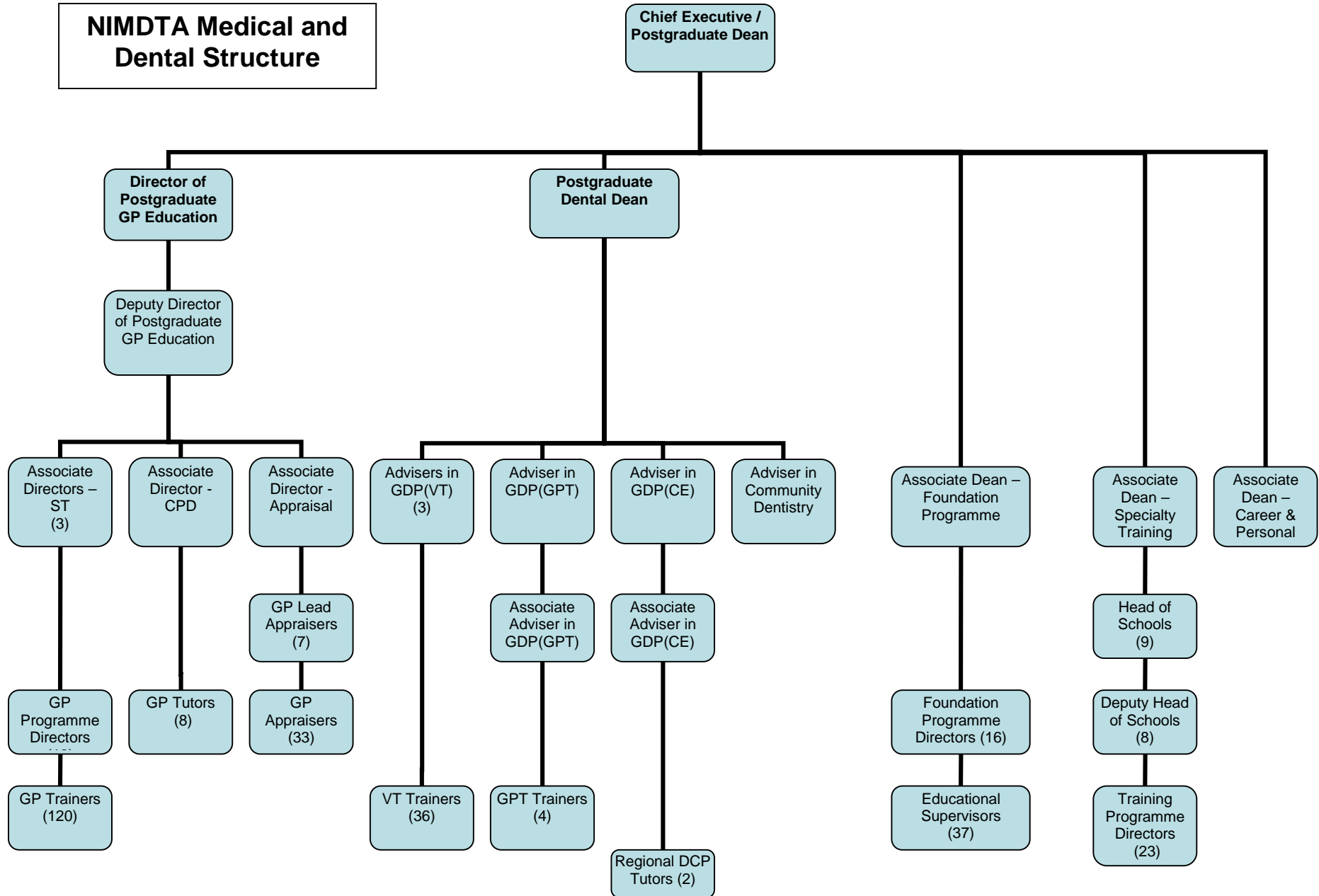
The review will evaluate the effectiveness of our scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions in Northern Ireland.

10.2 In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be made public by placing it on our website and by informing our consultees via email or post of its availability. It will also be sent to the Equality Commission.

Appendix 1 Organisational chart



NIMDTA Medical and Dental Structure



Appendix 2 Example groups relevant to the Section 75 categories for Northern Ireland purposes

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

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

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

¹¹ *ibid*

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

Consultation list
Organisation
Action Cancer
Action Mental Health
Action MS
ADOPT
Advice NI
Advocate for Older People
Afro-Community Support Organisation
Age Concern Help the Aged NI
Age Sector Platform
AIDs Helpline (NI)
Alliance Party of Northern Ireland
Al-Nisa Womens Group
Al-Nure Craigavon Asian Women's & Childrens
Alzheimer's Disease Society NI
An Munia Tober
Antrim Borough Council
ARC (NI)
Ards Borough Council
Armagh City and District Council
Armagh Phillipine Association
Armagh Travellers Support Group
Arthritis Care
Aspergers Network
Association of Chief Officers of Voluntary Associations
Autism Initiatives NI
Autism NI
Aware Defeat Depression
Ballymena Borough Council
Ballymena Community Forum
Ballymoney Borough Council
Banbridge District Council
Banbridge Youth Arts & Information Centre
Bangladesh Welfare Association
Barnardos
Belfast Carers Centre
Belfast City Council
Belfast Hebrew Congregation
Belfast HSC Trust
Belfast Islamic Centre
Belfast Jewish Community
Black Youth Network

Consultation list	
Organisation	
BMER Family Support Service Barnardos	
Britain's General Union (GMB)	
British Association of Occupational Therapists	
British Association of Social Workers (NI Office)	
British Deaf Association (NI)	
British Dental Association (NI) Branch	
British Dietetic Association	
British Medical Association	
British Orthodontic Society	
British Psychological Society	
British Red Cross	
Brook Northern Ireland Advisory Centre	
Bryson Group	
Bytes Project	
CAP (Changing Ageing Project)	
Cara-friend	
Carers Northern Ireland	
Carrickfergus Borough Council	
Castlereagh Borough Council	
CAUSE	
Centre for Voluntary Action Studies	
CFNI (Community Foundation NI)	
Chartered Society of Physiotherapy	
Chest, Heart and Stroke Association	
Chief Officers 3rd Sector	
Childline NI	
Children in Northern Ireland	
Children's Law Centre NI	
Chinese Lay Health Project Barnardos	
Chinese Welfare Association	
Church of Ireland	
Citizens Advice Regional Office	
Coleraine Borough Council	
Colin Glen Trust	
Committee on the Administration of Justice	
Community Development and Health Network	
Community NI	
Community Practitioners & Health Visitors Association	
Community Relations Council	
Community Work Education & Training Network	
Contact A Family	
Cookstown District Council	
Council for Ethnic Equality	
Craigavon Area Talking Newspaper	

Consultation list	
Organisation	
Craigavon Asian Women's & Children's Association	
Craigavon Borough Council	
Craigavon Ehtnic Minorities Support Group	
Craigavon Travellers' Support Committee	
Craigavon Vietnamese Group	
Crossroads Caring For Carers	
CRUSE	
Cystic Fibrosis Trust	
DARD (Department of Agriculture and Rural Development) Equality Branch	
Deaf Talkabout (Belfast Telegraph)	
Department for Regional Development	
Department of Culture, Arts and Leisure	
Department of Education - Strategy and Equality Unit	
Department of Employment and Learning	
Department of Enterprise, Trade and Investment	
Department of Finance and Personnel	
Department of Social Development	
Department of the Environment	
Derry City Council	
Derry Travellers' Support Group	
Derry Well Woman	
DHSSPS (Department of health, social services and public safety)	
Diabetes UK Northern Ireland	
Disability Action	
Down & Connor Family Ministry	
Down District Council	
Down's Syndrome Association	
Dungannon & South Tyrone Borough Council	
Dungannon Visually Impaired Club	
DUP	
Eagle Project	
Early Years Organisation	
East Belfast Community Development Agency	
Education and Skills Authority Implementation Team	
EGSA (Educational Guidance Service for Adults)	
Employers' Forum on Disability	
Enable NI	
Epilepsy Action	
Equality Coalition	
Equality Commission for Northern Ireland	
Extern	
Extra Care	
FACE - Inclusion Matters	
Falls Community Council	

Consultation list	
Organisation	
Family Planning Association NI	
Federation of Clinical Scientists	
Federation of Experts by Experience	
Fermanagh District Council	
Fermanagh Women's Network	
First Key	
Forum For Action On Substance Abuse	
Foyle Down's Syndrome Trust	
Foyle Friend	
Foyle Multi Cultural Forum	
Gay and Lesbian Youth Northern Ireland	
General Dental Council (NI)	
General Medical Council (NI)	
Gingerbread NI	
Glen Road Heights Women's Group	
Glencraig Camphill Community	
Green Party	
Guru Nanak Ji Sikh Community	
Headway	
Helm Housing	
Homeless Support Unit	
HSC Board	
ICO NI	
Include Youth	
Independent Health Care Providers	
Indian Community Centre	
Institute of Governance, QUB	
Integrated Services for Children and Young People	
Japan Society of NI	
Karen Mortlock Trust	
La Societa Italiana Irlanda Del Nord	
Larne Borough Council	
Latinoamerica Unida	
Law Society NI	
Lesbian Advocacy Services Initiative	
Lesbian Line	
Limavady Borough Council	
Lisburn City Council	
Macmillan Cancer Relief	
Magherafelt District Council	
Magherafelt Women's Group	
Mandarin Speakers Association	
Marie Curie Cancer Care	
MENCAP	

Consultation list	
Organisation	
Men's Advisory Project	
Men's Health Forum	
Mental Health Review Tribunal	
Methodist Church in Ireland	
Migrant Support Area	
Mind Yourself	
Mindwise	
Mindwise New Vision	
Mir Galleries Persian Cultural Centre	
Moyle District Council	
Multicultural Forum (Coleraine)	
Multi-Cultural Resource Centre	
Multiple Sclerosis Society	
Muscular Dystrophy Group	
National Autistic Society NI	
National Deaf Children's Society	
Nederlandse Vereniging in Noord Ireland	
Newry & Mourne District Council	
Newry & Mourne Senior Citizens' Forum	
Newry & Mourne Women	
Newry and Mourne Deaf Club	
Newry Interagency Consortium for Travellers	
Newtownabbey Borough Council	
NHS Confederation on Learning Disability	
NI Association For Mental Health	
NI Blood Transfusion Service	
NI Commissioner for Children and Young People	
NI Committee of Irish Congress of Trade Unions	
NI Council for the Homeless	
NI Federation of Housing Associations	
NI Fire & Rescue Service	
NI Guardian ad Litem Services Agency	
NI Health and Social Services Interpreting Service	
NI Hospice	
NI Housing Executive	
NI Human Rights Commission	
NI Local Government Association	
NI Practice & Education Council for Nursing and Midwifery	
NI Social Care Council	
NI Statistics and Research Agency	
NI Women's European Platform	
NI Youth Forum	
NIACRO (Northern Ireland Association for the Care and Resettlement of Offenders)	
NIAPN (Northern Ireland Anti-Poverty Network)	

Consultation list	
Organisation	
NIPSA	
North Down Borough Council	
North West Community Network	
North West Ethnic Communities Association	
North West Forum of People with Disabilities	
Northern Area Children and Young People's Committee	
Northern HSC Trust	
Northern Ireland Ambulance Service Trust	
Northern Ireland Council for Ethnic Minorities	
Northern Ireland Council for Voluntary Action	
Northern Ireland Deaf Youth Association	
Northern Ireland Filipino Community in Action	
Northern Ireland Gay Rights Association	
Northern Ireland ME Association	
Northern Ireland Muslim Family Association	
Northern Ireland Office	
Northern Ireland Office - Human Rights And Equality Unit	
Northern Ireland Pakistani Cultural Association	
Northern Ireland Volunteer Development Agency	
NSPCC	
NUS-USI Northern Ireland Student Centre	
OFMDFM (Office of the First minister and Deputy minister)	
Oi-Kwan Chinese Women's Group	
Oi-Yin Bangor Women's Group	
Older Peoples Advocate NI	
Omagh District Council	
Omagh Ethnic Minority Group	
Omagh Women's Area Network	
Orchardville Society	
Pakistani Community Welfare Association	
Parents Advice Centre	
Parents and Professionals and Autism	
Parents Education as Autism Therapists (PEAT)	
Parkinson's Disease Society	
Patient Client Council	
Pharmaceutical Society of NI	
Playboard	
Police Service of Northern Ireland	
Polish Association NI	
Positive Futures	
Praxis	
Presbyterian Church in Ireland	
Press for Change	
Princes Trust	

Consultation list	
Organisation	
Probation Board NI	
Progressive Unionist Party	
Prospects	
Public Health Agency	
Queen's University Belfast- Equal Opportunities Unit	
Queer Space	
Rainbow Project	
RCN	
Regulation & Quality Improvement Authority	
Relatives & Residents Associations	
RNIB	
RNID	
Royal College of GPs	
Royal College of Midwives	
Rural Development Council	
Sai Pak Community Group	
Salvation Army	
Samaritans Belfast	
SARN	
Save the Children	
Scouting Association NI	
SDLP	
SENSE NI	
Shelter	
Sikh Community Project	
Sikh Women and Childrens Association	
Simon Community	
Sinn Fein	
Socialist Party	
South Eastern Education & Library Board (SEELB)	
South Eastern HSC Trust	
South West Belfast Community Forum	
Southern HSC Trust	
Special EU Programs Body (SEUPB)	
Sperrin Lakeland Senior Citizens' Consortium	
Staff Commission for Education and Library Boards	
STEP (South Tyrone Empowerment Prog.)	
Strabane District Council	
Stroke Association	
Sustainable Northern Ireland Programme	
The Baha'i Council for Northern Ireland	
The Cedar Foundation	
The Commission for Victims and Survivors	
The Egyptian Society of Northern Ireland	

Consultation list	
Organisation	
The Guide Dogs for the Blind Association	
The HIV Support Centre	
The Northern Ireland Prison Service	
The Omnibus Partnership	
The Orchard Social Club for Visually Impaired People	
The Society of Chiropractors & Podiatrists	
The Society of Radiographers	
The Women's Centre	
Threshold	
Tiny Life	
Training for Women Network	
Trauma Advisory Panel	
Traveller and Gay	
Triangle Housing Association Ltd	
Ulster Cancer Foundation	
Ulster Chemists Association	
Ulster Quaker Service Committee	
Ulster Scots Agency	
Ulster Unionist Party	
Ulster-Scots Heritage Council	
Unison	
UNITE	
University of the 3rd Age	
University of Ulster	
Victim Support	
Vietnamese Association	
Voice of Young People in Care	
Voluntary Service Bureau	
Wah Hep Chinese Community Association	
WAVE Trauma Centre	
West Belfast Partnership	
Western Equality & Human Rights Office	
Women Of The World	
Women's Aid Federation NI	
Women's Forum NI	
Women's Information Group	
Women's Resource and Development Agency	
Women's Support Network	
Workers Educational Association	
Young Carers' Project	
Youth Action NI	
Youth Council for Northern Ireland	
Youthnet	

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

Measure	Lead responsibility	Timetable
<i>Section 75 Annual Progress Report [2.7]</i>	<i>Chief Executive/Postgraduate Dean and Administrative Director</i>	<i>31 August (annually)</i>
<i>Action plan</i>		
<i>Consultation on draft action plan [2.15]</i>	<i>Corporate Governance Manager</i>	<i>April 2011</i>
<i>Finalised action plan published [2.18]</i>	<i>Chief Executive</i>	<i>May 2011</i>
<i>Arrangements for monitoring progress in place [2.16]</i>	<i>Administrative Director and Corporate Governance Manager</i>	<i>May 2011</i>
<i>Consultation list reviewed and updated [3.4]</i>	<i>Equality Manager of Business Services Organisation</i>	<i>Nov 2010 and ongoing</i>
<i>Screening timetable [4.4]</i>	<i>Senior Managers</i>	<i>ongoing</i>
<i>Screening Reports [4.15]</i>	<i>Corporate Governance Manager</i>	<i>quarterly from May 2011</i>
<i>EQIA timetable [4.16] rolling (based on screening outcomes)</i>	<i>Corporate Governance Manager</i>	<i>ongoing</i>
<i>Monitoring</i>		
<i>Review of monitoring information [4.31]</i>	<i>Senior Managers</i>	<i>annually</i>
<i>Publication of monitoring information [4.33;4.34]</i>	<i>Senior Managers</i>	<i>annually</i>

<i>Training</i>		
<i>Development of summary scheme [5.4]</i>	<i>Corporate Governance Manager</i>	<i>within 6 months of scheme approval</i>
<i>Development of overall training programme [5.5]</i>	<i>Corporate Governance Manager and Senior Managers</i>	<i>annually</i>
<i>Focussed training [5.6]</i>	<i>Corporate Governance Manager</i>	<i>annually</i>
<i>Update training [5.7]</i>	<i>Corporate Governance Manager</i>	<i>ongoing</i>
<i>Evaluation of training</i>	<i>Corporate Governance Manager</i>	<i>ongoing</i>
<i>Assessing access to information and services [6.9]</i>	<i>Senior Managers</i>	<i>annually</i>
<i>Communication of equality scheme [9.3]</i>	<i>Chief Executive</i>	<i>within 6 months of scheme approval</i>
<i>Notification of consultees [9.3]</i>	<i>Chief Executive</i>	<i>within 6 months of scheme approval</i>
<i>Review of equality scheme [10.1]</i>	<i>Chief Executive</i>	<i>within 5 years after approval</i>

Appendix 5 Glossary of terms

Action plan

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

Audit of inequalities

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

Consultation

In the context of Section 75, consultation is the process of asking those affected by a policy (ie, service users, staff, the general public) for their views on how the policy could be implemented more effectively to promote equality of opportunity across the 9 categories. Different circumstances will call for different types of consultation. Consultations could, for example, include meetings, focus groups, surveys and questionnaires.

Equality impact assessment

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

Equality of opportunity

The prevention, elimination or regulation of discrimination between people on grounds of characteristics including sex, marital status,

age, disability, religious belief, political opinion, dependants, race and sexual orientation.

The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be taken to secure equality of opportunity between the categories identified under Section 75.

Equality scheme

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

Good relations

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

Inequality

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

Mainstreaming equality

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

Monitoring

Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories. Monitoring must be sensitive to the issues associated with human rights and privacy. Public authorities should seek advice from consultees and Section 75 representative groups when setting up monitoring systems.

Monitoring consists of the collection of relevant information and evaluation of policies. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy screening.

Northern Ireland Act

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

Policy

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

Screening

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

Section 75

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

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

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

Appendix 6 Equality Action Plan

(NOTE: The Equality Plan does not form part of the approved Equality Scheme)

Our Equality Action Plan will be inserted here when it has been agreed by the Board, following the conclusion of the consultation period.

Appendix 7 Your Views

We would welcome your views on our equality scheme, which is based on a model scheme issued by the Equality Commission.

We are happy to receive your comments by letter, by email or in another format. If you prefer to provide your comments in person please do not hesitate to get in touch and we will be happy to meet with you. We have included a number of questions below to give you an idea of the areas on which we are interested in hearing your views. Alternatively we would welcome your general comments on our Equality Scheme.

- What are your views on the proposed arrangements for assessing our compliance with the Section 75 duties?
- What are your views on the proposed arrangements for consulting?
- What are your views on the proposed arrangements for assessing, monitoring and publishing the impact of policies?
- What are your views on the proposed arrangements for staff training?
- What are your views on the proposed arrangements for ensuring and assessing public access to information and services we provide?
- Do you have any other comments?

Please note that our Equality Scheme has to be submitted to the Equality Commission by 1st May 2011.

Please tick if you are:

Responding on behalf of an organisation?

or

Responding as an individual?

Please let us know which equality or good relations area(s) you have experience in?

Equality	Please tick:	Good relations	Please tick:
Age		Political opinion	
Gender		Racial Group	
Dependants		Religion and Belief	
Disability			
Marital status			
Political opinion/Trade union			
Racial Group			
Religion and belief			
Sexual Orientation			

Please provide:

Your name:

Your Organisation: (if relevant)

Your contact details: including your address, telephone and email address.

Please send your comments by 28th April 2011 to:

Corporate Governance Manager
Northern Ireland Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

phone: 028 9040 0000
textphone: 028 9079 5337
fax: 028 9079 8312
website: <http://www.nimmdta.gov.uk>

email: informationrequest@nimdta.gov.uk

Thank you

A report of feedback received as part of this consultation will be made available. Please note that we will under Freedom of Information Act (2000) make public any responses received. Summary responses will be published. In limited circumstances we will consider requests for confidentiality but this cannot be guaranteed.