

Chief Executive's Statement

I wish to affirm Council's total commitment to fulfilling the obligations placed upon it by Section 75 of the Northern Ireland Act 1998 and therefore the Council's Equality Scheme relates to all its functions, powers and duties relating to Northern Ireland.

Council will make available necessary resources (in terms of people, training, time and money) to ensure that the Equality Scheme can be drawn up and implemented effectively, and on time. Council will also strive to create an environment where equality of opportunity and good relations are actively promoted.

Council will put in place effective internal arrangements, including monitoring and the reviewing of progress, to ensure that the duties are effectively complied with.

The progress made on implementation of the Scheme will then be reported to the Commission on an annual basis and will also be reported in the Council's Annual Report, under the Council's Managing Diversity corporate aim.

Cllr F R H Marks
Mayor of Antrim

Samuel J Magee MBE JP BA
Chief Executive

1. Introduction

1.1 Section 75 of the Northern Ireland Act 1998 ('the Act') requires each Council, in carrying out its functions, to have due regard to the need to actively promote equality of opportunity:

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

1.2 In addition, without prejudice to its obligations above, Antrim Borough Council ("the Council") shall in carrying out its functions, have regard to the promotion of good relations between persons of different religious belief, political opinion or racial group.

Council's commitment to the promotion of good relations has been evidenced in Council's delivery of a community relations programme over the past ten years and in its commitment to equality, outlined in the 'managing diversity' strategic aim of its corporate strategy.

Council corporate is committed to effective service delivery within the context of the principles of equity, respect and interdependence and will screen policies and review all services in a manner that promotes the "good relations" duty and will adopt such policies that are necessary to ensure compliance. This will be done by:

- Screening all policies for good relations
- Including good relations assessment in all impact assessments
- The provision of good relations training for all staff and councillors
- Conducting attitudinal surveys, both internal and external, to enable policy and delivery adjustments to be made, where required, in the delivery of equality and good relations
- The development and maintenance of relations with groups representative of ethnic minorities
- Ensuring the promotion of good relations is central to Council's ongoing community relations programme the mission statement of which is: "To develop mutual understanding, respect for cultural traditions, the principle of interdependence and positive cross community contact"

Further regard will be given in screening and impact assessment to delivery of equality and good relations in compliance with current and future legislation, including the forthcoming implementation of the Human Rights Act.

- 1.3 The Council is committed to the fulfilment of its Section 75 obligations in all parts of its organisation, as demonstrated by the Chief Executive's commitment given in the opening section of the Scheme
- 1.4 This Equality Scheme sets out how the Council proposes to fulfil the duties imposed by Section 75 and Schedule 9 of the Act.

2. Organisational Structure

- 2.1 The Council consists of 19 elected representatives, elected for a four-year period who meet monthly in full session and more frequently in four standing committees namely:

- ❑ Development and Leisure Services
- ❑ Environmental Services
- ❑ Public Service Liaison
- ❑ Strategy and Resources

Supporting these committees are the various departments of the Council. The work of all committees is included in this Scheme and exemptions from the need to create separate Equality Schemes for each committee has been granted.

- 2.2 The Chief Executive oversees the work of the departments through the Corporate Management Team, which together with the Elected Members create the corporate body of the Council.
- 2.3 The Chief Executive is responsible for the strategic direction and advice to the Council, for the day to day management of services and the longer term planning and allocation of resources.
- 2.4 The Council has three departments, each of which is headed by a Director.
- Corporate Services is responsible for financial matters including annual budgets and management accounting, and is also responsible for human resources, general administration, registration and reports to the Strategy and Resources Committee of the Council;
 - Development and Leisure Services is responsible for leisure and amenities, recreation, economic development, tourism, community development, community relations, community safety, administration of the partnership, arts and Antrim Borough heritage and reports to the Development and Leisure Services Committee of the Council;
 - Environmental Services is responsible for:
 - environmental health issues including food hygiene, licensing and health and safety;

- DSO (refuse and street cleaning), DSO (grounds maintenance and ancillary works), cemeteries, education awareness, Local Agenda 21 and waste management;
- building services, enforcing building regulations, public entertainment, petroleum regulations, cinema and amusement licensing, building maintenance;

and reports to the Environmental Services Committee and also to the Public Services Liaison Committee on certain issues.

- 2.5 Statutory responsibility for the effective implementation of the Equality Scheme lies with Council. The Chief Executive, Mr S J Magee, will be responsible for the oversight of the implementation of administrative arrangements. He can be contacted at:

The Chief Executive's Department
 Antrim Borough Council
 The Steeple
 Antrim
 BT41 1BJ

Tel: 02894 463113

The Chief Executive is also the Chair of the Equality Steering Group, established to oversee the Council's statutory duties. This steering group is comprised of the Chief Executive, the Senior Management Team, one Elected Member of each political party represented on Council, and representatives of trade unions present in the workplace (Membership attached at Appendix 5).

To enable more efficient monitoring and evaluation the Equality Scheme has been embedded in the Council's 'Managing Diversity' corporate aim. An organisational reporting structure for the Equality Scheme is attached (see Appendix 1). Therefore objectives and targets relating to the statutory obligations are embedded in the Corporate Plan and are carried through into annual operational plans and staff objectives. The implementation of the Scheme and progress on meeting objectives will therefore be overseen by the Chair of the 'Managing Diversity' Corporate Team reporting to the Chief Executive / Senior Management Team on a quarterly basis.

3. The Council - its role, functions and policies

- 3.1 The Council performs five principal roles within its local area and district:

- the direct provision of a number of services and facilities;
- the promotion of the arts, tourism, community and economic development, and community relations;
- the regulation and licensing of certain activities relating to environmental health, consumer protection and public safety;

- a representative role on a number of bodies and boards including education and health;
- a consultative role in relation to functions conducted by other Government bodies and agencies on issues such as planning, water, sewerage, roads and housing.

3.2 In the performance of the above roles, the Council carries out functions in the following areas:

- the provision of facilities for recreational, social and cultural activities including leisure centres, community centres, arts centre, golf course, motor sports centre, parks, open spaces, sports grounds and places of entertainment;
- street cleansing;
- waste collection and re-cycling;
- the provision and maintenance of burial grounds;
- the provision of grant aid to support the arts and heritage, community development, community relations and the promotion of tourism and economic development;
- the administration and regulation of certain matters relating to the environment, public health and public safety including building control, food safety, statutory nuisance, dangerous buildings, air pollution, noise pollution, dog control, consumer protection and health and safety;
- the licensing and regulation of street trading, places of entertainment, amusement centres, sex establishments, societies' lotteries, cinemas and petroleum storage;
- the making of Bye-laws and regulation of same.

3.3 To enable the Council to provide the above services and perform its other functions, the Council must levy an annual rate and has the power to:

- acquire and dispose of land;
- borrow money;
- employ staff;
- procure goods and services.

3.4 To support and implement the above statutory functions and provision of services and facilities, the Council has adopted a number of policies. (see Appendix 2)

3.5 The Council will screen its existing functional responsibilities, policies and implied policies in the manner set out at Section 6.

4. Arrangements for assessing compliance with Section 75 duties

4.1 The Council will assess throughout the period how each of its policies can contribute to the promotion of equality of opportunity and the promotion of good relations within the terms of Section 75 of the Act. This will be done through equality impact assessments (see Paragraph 9. below) and the timetable at paragraph 7.2 will be followed. Each equality impact assessment for functions or policies will include a section on the promotion of good relations and compliance with Human Rights legislation. The organisations indicated at Appendix 3 will be

consulted on these equality impact assessments. (Consultation conducted on the draft Equality Scheme is outlined in Appendix 6).

The following organisations will also be consulted specifically in relation to the section of each policy assessment, which deals with good relations:

- Community Relations Council;
- Co-operation Ireland;
- Counteract.

- 4.2 Council will conduct an annual review of progress made in implementing the arrangements specified in the Scheme and in complying with the statutory duties. This will include a report on limitations and progress relating to all functions and areas of work within Council. This statement will then be sent to the Equality Commission to assist it in compiling the Commission's Annual Report, as required by sub-para 5(1)(b) of Schedule 8 to the Act. On an ongoing basis, Council will liaise with the Commission to ensure that progress is maintained.
- 4.3 The Council will consult with the Equality Commission and the Community Relations Council on issues relevant to the fulfilment of the Section 75 obligations. It will respond constructively to proposals from those bodies relating to its compliance with the Section 75 obligations.
- 4.4 The Council will monitor complaints that it has not fulfilled its statutory obligations and will seek to resolve such complaints bilaterally. Complaints should be addressed, in writing, to the Chief Executive, who is the Chair of the Equality Steering Group. The Senior Management Team, in consultation with the Equality Steering Group, will consider all complaints and Council will aim to give a substantive response to complaints within one month. When a complainant claims to have been directly affected by a failure of the Council to comply with this Scheme, he/she will be informed of the procedure for bringing such a complaint to the Equality Commission. The complaints procedure will be made accessible to all sections of the community.
- 4.5 The Council will review this Scheme within five years of its submission to the Equality Commission. This review will include an assessment of how the Council has complied with its Section 75 obligations and how equality of opportunity and good relations have been advanced in relation to the direct services and key policies. The Council will consult with those bodies listed at Appendix 3 before submission of the review to the Equality Commission.

5. Approach to be adopted to screening and time-tabling

- 5.1 In fulfilling its statutory obligations, the Council will adopt a three-stage approach:

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|---------|--------------------------------------------------------------------------------------|
| Stage 1 | Screening of policies |
| Stage 2 | Timetable for setting priorities |
| Stage 3 | Open consultation and preparation of the screening report to the Equality Commission |

6. Stage 1 Screening of policies

- 6.1 The Council has screened its policies in order to determine which of these would require a fuller equality analysis in the form of an impact assessment. The impact assessment will be conducted by the Council's 'Managing Diversity' Team and verified by the Equality Steering Group, which is chaired by the Chief Executive and includes representatives of all trade unions present in the workforce.
- 6.2 The screening criteria which the Council has used and will use in future are:
- Is there any evidence, or other reason to believe, that there is higher or lower participation or uptake by different persons of the services to which the policy applies?
 - Is there any evidence that different people groups have different needs, experiences, issues and priorities in relation to the particular policy issue?
 - Is there an opportunity to better promote equality of opportunity or better relations and compliance with human rights legislation by altering the policy or working with others in Government or in the wider community?
 - Have consultations with relevant groups, organisations or individuals indicated that particular policies create problems which are specific to them?
 - Is there any evidence to suggest that policies, procedures or service delivery mechanism do not promote good relations?
- 6.3 The Council has subjected all of its policies, which are detailed in Appendix 2, to the screening criteria. The groups detailed in Appendix 3 were consulted on the methodology used for screening and are in the process of being consulted on the results of the screening exercise. The Council has designated for detailed impact assessment those, which score positively against any of the criteria, set out in paragraph 6.2 above.
- 6.4 The Council will collate such data as is required to support the effective screening of policies.
- 6.5 The Council will, throughout the screening process, conduct open, effective and meaningful consultation. The results of all consultation will be considered, and where feasible, amendments to the outcome of the screening will then be made.

7 Stage 2 Timetable for setting priorities

- 7.1 Having screened its policies as outlined in Stage 1 and defined which policies it believes should be subjected to full impact assessment, the Council will prioritise these in order to establish a meaningful timetable.
- 7.2 The Council would propose to prioritise these impact assessments based upon its Best Value Programme. The Best Value Programme is a government initiative designed to ensure the delivery of Best Value services to ratepayers. As such, Council is committed to the need to promote equality and good relation as "best value". Such an approach will ensure a cost effective and comprehensive review of the policies in question.

Having reviewed the Best Value Programme schedule and considered whether it would be suitable for the Equality Scheme, Council is satisfied that the renegotiated Best Value review schedule represents an effective timetable. Therefore, (subject to their being no due need to bring forward an assessment, particularly in the area of community development), those policies identified at Stage 1 for full impact assessment, will be dealt with under the following timetable:-

Year 1: April 2001 – October 2001

Absenteeism;
Building Maintenance;
Consumer Protection;
Enforcement (Dog and Litter Control);
Events and Festivals;
Insurance;
Licensing;
Public Conveniences;
Recycling;
Waste Disposal.

Year 2: November 2001 – September 2002

Allen Park Golf Centre;
Budgetary Control;
Countryside Recreation;
Health and Safety (Council Services);
Income and Debtors;
Personnel and Training;
Project Management;
Purchasing, Creditors and Payments;
Refuse Collection/Street Cleansing;

Servicing Council;
Waste Management Regulations.

Year 3: October 2002 – August 2003

Antrim Leisure (Antrim Forum);
Arts and Heritage;
Best Value;
Building Regulations;
Business Shop;
Cemeteries;
Economic Development;
Grounds Maintenance;
Health and Safety (Commercial Premises);
Management Accounting;
Other Financial Services (1st tranche);
Parks and Playing Fields;
Payroll;
Sports Development;
Sustainability;
Tourism.

Year 4: September 2003 – July 2004

Business Support;
Children's Play Areas;
Community Centres;
Community Development;
Community Relations;
DSO Accounting;
Food Safety;
Other Financial Services – Tranche 2;
Nutts Corner Motor Sports Centre;
Property Services;
Statutory Accounts.

Year 5: August 2004 – June 2005

Environmental protection;
General Environmental Health;
Internal Audit;
Other Financial Services – 3rd Tranche;

Registration;
Treasury and Banking.

- 7.3 The Council intends to work to this timetable unless it determines, independently or through consultation, policies which should be acted upon immediately.
- 7.4 During the period of twelve months following commencement of this Scheme, the Council currently anticipates that the following new policies will require equality impact assessments:
- (i) customer complaints
 - (ii) development of new Council offices;
 - (iii) energy policy;
 - (iv) harassment;
 - (v) single status
 - (vi) sustainability policy;
 - (vii) translation policy.
- 7.5 Other new policies may be developed during the five-year period, which cannot yet be specified. Any new policies will be screened for fuller impact assessment using the criteria identified at paragraph 6.2.

8. Stage 3 Consultation and submission of screening report to the Equality Commission

- 8.1 Having completed Stages 1 and 2 the Council is consulting with the organisations listed at Appendix 3 on the result of the screening and the timetabling / prioritisation exercise. Having taken account of the consultation exercise, the Council will then prepare a report on screening which will be forwarded to the Equality Commission as part of its annual review. Stage 3 will be carried out within a further 3 month period.
- 8.2 Therefore, after submitting its Scheme to the Equality Commission, the Council will submit a screening report, which will contain the policies, which will be subjected to a full impact assessment, and the time-tabling which will be adopted. The report on the screening exercise will detail the policies considered by those consulted as appropriate for impact assessment but which Council has excluded, and why.

9. Equality impact assessments

- 9.1 The Council will carry out equality impact assessments to seek to identify whether, within each relevant Section 75 category, the policy under consideration creates impact or has the potential to enhance equality of opportunity. The Council will ensure that in adopting new policies, it will take into account any equality impact assessment and consultation carried out in relation to that policy. The impact assessments will be conducted by the Council's Managing Diversity Team and verified by the Equality Steering Group, which is chaired by the Chief

Executive and includes representatives of all trade unions present in the workforce.

- 9.2 Further details of the methodology, which will be used for an equality impact assessment, are set out in Appendix 4. Impact assessments will be carried out in accordance with Annex 1 of the Equality Commission guidelines.

10. Consultation

- 10.1 The Council will consult as early as possible on the draft Scheme, screening, impact assessment and any relevant matters relating to the duties. The consultation will include the public, trade unions, relevant public sector and non-governmental organisations (NGOs) and affected groups (whether or not they have a direct economic or personal interest) and will be done in a timely, accessible, open and inclusive manner. (These are listed at Appendix 3 with additional groupings being added on an ongoing basis to ensure as wide a consultation as possible). Council will ensure, where possible, that any barriers to effective consultation are removed. Information will be made available on request in accessible formats such as Braille, disc and audiocassette and in minority languages to meet the needs of those who are not fluent in English. Every effort will be used to employ consultation methods, which ensure maximum participation is possible for all consultees. Where meetings are held, Council will consider 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 run, the use of appropriate language, and whether a signer is necessary. Specific consideration will be given as to how best to communicate information to young people (including the adoption of “youthproofing recommendation”), those with learning disabilities and those who have sensory disabilities.
- 10.2 In addition to consultation on equality impact assessments, the Council will also, from time to time, have a need to consult on legislation, strategies, reviews and other plans. The bodies listed at Appendix 3 will be included in relevant consultations of these kinds.
- 10.3 In consulting NGOs, the Council will aim to provide a period of response of at least two months. However there may be circumstances when this timescale is not feasible, for example, in order to ensure continuity of the provision of services in an emergency. Such occurrences will be monitored, kept under review, justified very clearly and reported on in the Council’s annual review of progress which is sent to the Commission.
- 10.4 Specific training will be given to staff engaged in consultation exercises so that they have the necessary skills to communicate with those being consulted. This training will be done in consultation with the affected groups.
- 10.5 Council will work with representative groups and individuals of the Section 75 categories in order to identify how best to obtain their views. This may involve face to face meetings, advisory groups, surveys, consultative panels, internet discussions, citizens juries and other innovative ways of consulting, as there will

be different groups and it will be important to establish the basis for dialogue and engagement during the life of the Scheme.

- 10.6 Council 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.
- 10.7 All qualitative, quantitative data and other documentation including consultants' reports will be made available for consultations and to the Commission.

11. Monitoring

- 11.1 Knowledge of the uptake of services provided by the Council and the impact of its policies on the different groups within the Section 75 categories will be of assistance in assessing progress towards equality of opportunity. Within one year of approval of this Scheme, the Council will assess the extent of existing monitoring and extend it as shown to be necessary. In addition to the value of any further information required for assessing progress towards equality of opportunity, this review will also take into account the following factors:
- readiness of the public to supply information;
 - availability of proxy measures (e.g. postcode analysis).
- 11.2 In some cases, an equality impact assessment may identify an anticipated differential adverse impact on particular groups within the Section 75 categories. Assuming that no alternative policy is feasible, steps will be taken, wherever possible, to mitigate such anticipated adverse impact. The Council may, in these circumstances, commission special monitoring to confirm the extent of the adverse impact and/or the success of any mitigating measures. Information collected in this special monitoring would be taken into account in any future review of the policy.
- 11.3 The Council will seek to co-operate closely with the NI Statistics and Research Agency (NISRA) in its review of existing monitoring arrangements and its consideration of special monitoring of anticipated adverse impacts.
- 11.4 Other data sources the Council may use include:
- Information from other Councils in NI and UK;
 - Census;
 - Labour Force Survey;
 - Continuous Household Survey;
 - Pressure group data;
 - Statutory agencies;
 - Deprivation studies (Robson Index) and other appropriate indices;
 - Published research reports;
 - Community views.
- 11.5 Council is committed to monitoring on an annual basis as part of its commitment to the Equality Scheme. This will include performance review of staff, teams and structures in regard to their implementation of the Scheme.
- 11.6 A system will be established to monitor the impact of policies, in order to identify their effects on the relevant groups. This will be reviewed on an annual basis and the results will be published to all consultees in accessible formats and made available to the Commission.

If 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 the Council will ensure that the policy is revised.

12. Publication of Assessments and Monitoring

- 12.1 The Council will make publicly available the outcome of any equality impact assessment and of any monitoring undertaken in relation to Section 11 above. This material, in summary form, will be accessible at the Council's website at www.antrim.gov.uk. It will also be made available in a timely way in printed form, in minorities languages, in braille, in large print or on audio cassette by request to the Council's offices at The Steeple, Steeple Road, Antrim, BT41 1BJ or by phoning on **028 9446 3113**. (A text phone will be made available). The Council will inform the general public about the availability of information relating to impact assessments through press releases, including publications and media associated with the Section 75 categories, e.g. talking newspapers and publications in languages other than English.

The Council will take into account how best to communicate this information to young people and those with learning disabilities.

- 12.2 All published information on equality impact assessments will include:
- the aims of the policy to which the assessment relates
 - details of any consideration given to measures which might mitigate any adverse impact of that policy on the promotion of equality of opportunity
 - details of any consideration given to alternative policies which might better achieve the promotion of equality of opportunity

13. Training

- 13.1 The Council will make necessary resources available to ensure that all staff receive training, on the Section 75 obligations, the requirements of this Equality Scheme, good relations, human rights and the arrangements for equality impact assessment. This training will, not only detail the requirement of the legislation, but endeavour to create a culture of equality and good relation. All staff will be given a copy of the Council's approved Equality Scheme.
- 13.2 Within two years of the approval of the Scheme, all staff and Elected Members will be trained. All new staff and newly elected, or co-opted Elected Members, will be informed of the requirements of Section 75 and this Equality Scheme in their induction training. The need to work to create an equality and good relations ethos in the workplace will be written into the job descriptions of all senior management posts. Training to be delivered will include:
- A programme of training for all staff in regard Section 75 obligations and how this must be adopted into working practices

- ❑ A programme of training to enable all staff to contribute to the provision of equality culture in Council
- ❑ A programme of training to enable staff to gain an understanding of the inequalities that have faced all nine sectors referred to in the legislation
- ❑ A programme of training for all staff involved in the delivery of screening, impact assessment and policy writing
- ❑ A programme of training for all staff in regard to the good relations duty and in regard to how to promote a good relations culture in council

It is the intention of Council to contract the services of key agencies in the delivery of these training programmes and delivery agencies will include; Local Government Training Branch, The Equality Commission, collective organisations representing the nine sectoral areas, CRC, Counteract, Research and Evaluation Services.

The training will be delivered in a meaningful way, suitable to the needs of the staff/Elected Members present and will include seminars, guidance notes, discussions and practical exercises. All training will be delivered in a manner to ensure that staff and Elected Members apply the commitments of the Scheme fully. Training on all aspects of the Scheme will be incorporated in the staff and Elected Members induction programme.

13.3 The Council will issue a summary of the Scheme to all staff, copies of the full Scheme to all management and supervisory staff and the duty to implement and comply with the council's Equality Scheme will be written into the job description of all senior managers. The full Scheme will also be made available to all staff.

13.4 Council will:

Prepare a detailed training plan for all of the Council's staff over the 5 year period of the Equality Scheme, which will aim to achieve the objectives outlined below.

- Raise awareness of current anti-discrimination legislation in Northern Ireland, including the provisions of Section 75, Schedule 9 and Section 76 of the Northern Ireland Act 1998. This will include an explanation of the duties and their implications for all employees.
- Provide those employees involved in the screening of policies with the necessary skills and knowledge to do this work effectively.
- Provide those employees involved in the equality impact assessment of policies with the necessary skills and knowledge to do this work effectively.
- Provide those employees who deal with complaints in relation to the implementation of the Council's Scheme, with the necessary skills and knowledge to investigate and monitor complaints effectively.
- Provide those employees involved in the consultation processes 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 Council's Equality Scheme with the necessary skills and knowledge to do this work effectively.

- Evaluate the extent to which all participants in this training programme have acquired the necessary skills and knowledge to achieve each of the objectives.
- Provide a full annual schedule of trainers and training to the Commission with an evaluation of training delivered.

14. Public Access to Information and Services

14.1 The Council is committed to effective communication with the public. It recognises, however, that there is a risk that some sections of the public will not enjoy equality of opportunity in accessing information provided by the Council. Therefore provision will be made for information to be provided in other formats where there is request from:

- people with sensory and learning disabilities who may have particular difficulties with information in print;
- members of ethnic minority groups, who are not fluent in the English language

Where there is a request to provide information in other formats, this will be done in a timely manner. Thereby, Council will make information available in consultation with affected groups, to ensure the highest level of inclusivity in any policy-making decision.

14.2 In disseminating information through the local press, the Council will ensure that press statements and public advertisements are accessible to both main communities. This is done through the Council's Public Relations Officer with the approval of the Chief Executive.

14.3 The Council will undertake an immediate assessment of its arrangements for providing information in braille, large print, audio cassette, signed video cassette and minority ethnic language formats. The assessment will take account of the likely demand for information in such formats across its direct services and key policies. An assessment of the arrangement for providing information in accessible format will be conducted regularly with reports forwarded to the Commission. The assessment and the recommendation report will be produced in consultation with the representative groups.

14.4 The Mayor and Chief Executive will communicate internally and externally their commitment to the implementation of the Equality Scheme utilising methods as outlined in Section 10.5.

14.5 The Council intends that all of its services are fully accessible to all Borough residents. Equality impact assessments will highlight any factors, which indirectly discriminate by making a particular service less accessible to particular groups.

14.6 In locating future offices, leisure and community centres, intended to be open to the public, the Council will seek to promote equality of opportunity and good relations within the terms of Section 75 of the Act. All public offices, leisure and community centres will promote a welcoming and harmonious environment. The

Council will adhere to the relevant provisions of the Disability Discrimination Act 1995.

15. Publication of the Scheme

- 15.1** Following submission to the Equality Commission, this Scheme will be available on request from the Council's office at The Steeple, Steeple Road, Antrim, BT41 1BJ. It can also be accessed on the Council's website at www.antrim.gov.uk. A copy of the approved Scheme will be sent to all consultees and the publishing of the Scheme will be advertised in a prominent manner. The Scheme will be made available on request in accessible formats such as Braille, disc and audiocassette and in minority languages to meet the needs of those who are not fluent in English.
- 15.2** As previously stated the Council will give specific consideration to how it communicates information to young people and those with learning difficulties.
- 15.3** Following approval of the Scheme by the Equality Commission, a further version (revised if necessary) will be available at the same location and website address. The Council will issue a press statement in local, regional and sector specific press when the Equality Commission approves the Scheme.

16. Summary Action Plan and Timetable

- 16.1** The following timetable summarises the measures, which the Council proposes to take during the five years following the commencement of the Scheme:

Year 1 April 2001 – October 2001

Screening of policies with consultation (July 2000 – September 2000)

Consultation and submission of revised Scheme to the Equality Commission (Stage 3) (October 2000 – December 2000)

Equality impact assessments (including consultation) of policies in relation to:

- Absenteeism;
- Building Maintenance;
- Consumer Protection;
- Enforcement (Dog and Litter Control);
- Events and Festivals;
- Insurance;
- Licensing;
- Public Conveniences;
- Recycling;
- Waste Disposal.

Review of monitoring arrangements.

Review of arrangements for providing information to the public.

Training of staff

Council will conduct an annual review of progress made in implementing the arrangements specified in the Scheme and in complying with the statutory duties. This will include a report on the steps taken to promote equality of opportunity, of the screening process and of the progress made on the promotion of equality, which will be sent to the Equality Commission.

Year 2 November 2001 – September 2002

Equality impact assessments (including consultation) of policies in relation to:

- Allen Park Golf Centre;
- Budgetary Control;
- Countryside Recreation;
- Health and Safety (Council Services);
- Income and Debtors;
- Personnel and Training;
- Project Management;
- Purchasing, Creditors and Payments;
- Refuse Collection/Street Cleaning;
- Servicing Council;
- Waste Management Regulations.

Training for all staff completed.

Council will conduct an annual review of progress made in implementing the arrangements specified in the Scheme and in complying with the statutory duties. This will include a report on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

Year 3 October 2002 – August 2003

Equality impact assessments (including consultation) of policies in relation to:

- Antrim Leisure (Antrim Forum);
- Arts and Heritage;
- Best Value;
- Building Regulations;
- Business Shop;
- Cemeteries;
- Economic Development;
- Grounds Maintenance;
- Health and Safety (Commercial Premises);
- Management Accounting;
- Other Financial Services (1st tranche);
- Parks and Playing Fields;

- Payroll;
- Sports Development;
- Sustainability;
- Tourism.

Update on training for staff and training for new staff members

Council will conduct an annual review of progress made in implementing the arrangements specified in the Scheme and in complying with the statutory duties. This will include a report on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

Year 4 September 2003 – July 2004

Equality impact assessments (including consultation) of policies in relation to:

- Business Support;
- Children's Play Areas;
- Community Centres;
- Community Development;
- Community Relations;
- DSO Accounting;
- Food Safety;
- Other Financial Services – Tranche 2;
- Nutts Corner Motor Sports Centre;
- Property Services;
- Statutory Accounts,

Update on training for staff and training for new staff members

Council will conduct an annual review of progress made in implementing the arrangements specified in the Scheme and in complying with the statutory duties. This will include a report on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.

Year 5 August 2004 – June 2005

Equality impact assessments (including consultation) of policies in relation to:

- Environmental protection;
- General Environmental Health;
- Internal Audit;
- Other Financial Services – 3rd Tranche;
- Registration;
- Treasury and Banking.

Update on training for staff and training for new staff members

Review of the Equality Scheme

Council will conduct an annual review of progress made in implementing the arrangements specified in the Scheme and in complying with the statutory duties. This will include a report on the steps taken to promote equality of opportunity which will be sent to the Equality Commission.