

REVISED EQUALITY SCHEME FOR NORTHERN IRELAND SCREEN

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

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

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Contact details

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

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Foreword

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

Since 2004, Northern Ireland Screen has had an Equality Scheme in place setting out proposals for fulfilling the Section 75 statutory duties. The Scheme has now been further reviewed to ensure it is relevant and up to date for 2024 and the foreseeable future.

The Northern Ireland Screen Board and Corporate Management Team are committed to having an Equality Scheme that effectively brings about positive outcomes each of the nine equality dimensions.

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

Northern Ireland Screen will develop and deliver a programme of communication and training with the aim of ensuring that all our employees 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 from our consultees on the Section 75 statutory duties and our commitments in our Equality Scheme.

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

In keeping with previous versions of our Equality Scheme, this revised Scheme continues to offer a complaint mechanism for any individual directly impacted by what may be a failure on the part of Northern Ireland Screen to comply with the Scheme.

¹ See section 1.1 of our Equality Scheme.

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

Signed:

*David Sterling
Chairman, Northern Ireland Screen Board*

Signed:

*Richard Williams
Chief Executive Officer, Northern Ireland Screen*

Date:

DRAFT

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Please note: Foreword and Appendices 3 and 4 form part of this Equality Scheme.

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1 Introduction

Section 75 of the Northern Ireland Act 1998

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

Section 75 (1)

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

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

Section 75 (2)

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

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

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

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

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

1.3 Northern Ireland Screen are committed to the discharge of our Section 75 obligations in all parts of our organisation and we will allocate the necessary 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. We also realise the important role that the community, the voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented.

Who we are and what we do

1.4 Northern Ireland Screen is the national screen agency for Northern Ireland. We are committed to maximising the economic, cultural and educational value of the screen industries for the benefit of Northern Ireland. This goal is pursued through our mission to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland.

The organisation is funded by the Department for the Economy (DfE), the Department for Communities (DfC), the British Film Institute (BFI) as a conduit for the Department of Culture, Media and Sport, and the Arts Council of Northern Ireland, as a Lottery distributor.

Our mission, vision and values

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

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

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

Education – providing a range of learning opportunities so that growing numbers of young people in Northern Ireland

can enjoy, understand and explore the world of film and moving image.

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

Exhibition – maximising public sector resources and private sector expertise that can be made available to the specialist film exhibitors and festivals in Northern Ireland, to enable them to make a significant contribution to film culture and moving image education and training.

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

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

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

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

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

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

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

Responsibilities and reporting

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

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

2.4 If you have any questions or comments regarding our Equality Scheme, please contact in the first instance the Human Resources

Manager at the address given below and she will respond to you as soon as possible:

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast, BT2 8ED
Telephone	02890 232444
Email	judith@northernirelandscreen.co.uk

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

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

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

2.8 The latest Section 75 Annual Progress Report is available on our website:

www.northernirelandscreen.co.uk

or by contacting:

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

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2.9 Northern Ireland Screen liaise closely with the Equality Commission to ensure that progress on the implementation of our Equality Scheme is maintained.

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

2.11 The action measures that make up our action plan are relevant to our functions. They have been developed and prioritised on the basis of an audit of inequalities. The audit of inequalities gathered and analysed information across the Section 75 categories⁴ to identify the inequalities that exist for our service users and those affected by our policies⁵. The audit of inequalities is a living document that will be amended as continued evidence is gathered on newly identified inequalities.

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

2.13 The action measures set out in Appendix 6 will be implemented over the remaining period of the current corporate strategy, i.e. 2019-22. We will then review the audit of inequalities and the action plan at the same time as we develop our new strategy in order to align them with our corporate planning cycle. Implementation of the action measures will be incorporated into our business planning process on an annual basis from 2024 – 2029 onwards.

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.

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

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

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

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

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast, BT2 8ED
Telephone	02890 232444
Email	judith@northernirelandscreen.co.uk

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

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 Northern Ireland Screen 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 Northern Ireland Screen 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)*': also the Commission's '*An Outline Guide@ (February 2012)*'; and the Commission's '*Budgets and Section 75: a short guide*' (2015)):

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 employees and their trades unions and such other groups who have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

3.2.2 For formal consultation exercises, 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 consultees' resources, we will take a targeted approach to consultation for those consultees that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance. This may include for example regional or local consultations, sectoral or thematic consultation etc.

3.2.3 Consultation with all stakeholders will begin as early as possible in the policy development process. Where appropriate, we will consult with stakeholders in advance of preparing screening or EQIA documents in order to obtain their preliminary views. We will engage with affected individuals and representative groups to identify how best to consult or engage with them. We will ask our consultees what their preferred consultation methods are and will give consideration to these. Methods of consultation could include:

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

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

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

3.2.5 Information will be made available, on request, in alternative formats⁶, in a timely manner, usually within four to six weeks. We will ensure that such consultees have equal time to respond.

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

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

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

3.2.8 The consultation period lasts for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide

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

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

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.

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

3.2.10 Northern Ireland Screen 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 accessibility of the venue, in particular whether it can be accessed by those with disabilities, how the meeting is to be conducted, the use of appropriate language, whether a signer and/or interpreter is necessary, and whether the provision of childcare and support for other carers is required.

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

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

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

3.2.13 We are committed to providing feedback to consultees in a timely manner. Following a formal consultation exercise, 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 revised Equality Scheme at Appendix 3. It can also be obtained from our website:

www.northernirelandscreen.co.uk

or by contacting:

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast, BT2 8ED
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Email	judith@northernirelandscreen.co.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.

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

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast, BT2 8ED
Telephone	02890 232444
Email	judith@northernirelandscreen.co.uk

to provide your contact details and have your areas of interest noted or have your name/details removed or amended. Please also inform us at this stage if you would like information sent to you in a particular format or language.

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

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

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

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

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

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

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

Screening

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

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

4.6 The lead role in the screening of a policy is taken by the policy lead/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 employees 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; or
3. the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.

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

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

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

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

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.

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

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

www.northernirelandscreen.co.uk

and may be obtained by contacting:

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast, BT2 8ED
Telephone	02890 232444
Email	judith@northernirelandscreen.co.uk

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

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

Equality Impact Assessment

4.18 An Equality Impact Assessment (EQIA) is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of that policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate

the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.

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

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

Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity (Schedule 9 4. (2) (d); Schedule 9 9. (1))

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

What we publish

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

- All policies screened by Northern Ireland Screen over the three-month period;
- A statement of the aim(s) of the policy/policies to which the assessment(s) relates;
- Consideration given to measures which might mitigate any adverse impact;
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- Screening decisions, i.e.:
 - whether the policy has been ‘screened in’ for Equality Impact Assessment;
 - whether the policy has been ‘screened out’ with mitigation or an alternative policy proposed to be adopted; or

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

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

4.24 Equality Impact Assessment Reports are published once the EQIA 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; and
- Future monitoring plans.

How we publish the information

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

Where we publish the information

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

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast, BT2 8ED
Telephone	02890 232444

Email judith@northernirelandscreen.co.uk

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

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

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

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

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

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

- The collection, collation and analysis of existing relevant primary and secondary 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; and

- Undertaking or commissioning new data if necessary.

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

4.33 Northern Ireland Screen review their EQIA monitoring information on an annual basis. Other monitoring information is also reviewed on an annual basis.

4.34 Northern Ireland Screen work closely with the Department for the Economy and Northern Ireland Statistics and Research Agency (NISRA) to identify additional sources of monitoring information. All such information will be taken into account when we review our audit of inequalities and our equality action plan.

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

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

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

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

www.northernirelandscreen.co.uk

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

Chapter 5 Employee training

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

Commitment to employee training

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

5.2 Our Chief Executive Officer wishes to positively communicate the commitment of Northern Ireland Screen to the Section 75 statutory duties, both internally and externally.

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

Training objectives

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

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

Scheme with the necessary skills and knowledge to do this work effectively.

Awareness raising and training arrangements

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

- Northern Ireland Screen will develop a summary of this Equality Scheme and make it widely available;
- We will provide access to copies of the full Equality Scheme for all employees and ensure that any queries or questions of clarification from employees are addressed effectively;
- Employees of Northern Ireland Screen will receive a briefing on this Equality Scheme within 2 months of approval of the scheme;
- The Section 75 statutory duties form part of induction training for new employees;
- Focused training is provided for key employees within Northern Ireland Screen who are directly engaged in taking forward the implementation of our Equality Scheme commitments (for example those involved in research and data collection, policy development, service design, conducting Equality Impact Assessments, consultation, monitoring and evaluation);
- Where appropriate, training will be provided to ensure employees are aware of the issues experienced by the range of Section 75 groups, including those with ASD; and
- When appropriate and on an ongoing basis, arrangements will be made to ensure employees 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 employees. In order to share resources and expertise, Northern Ireland Screen will, where possible, work closely with other bodies and agencies in the development and delivery of training.

Monitoring and evaluation

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

- Northern Ireland Screen will 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. Employees attending training courses are required to complete a post course evaluation questionnaire, the results of which are analysed, and a summary report produced. The post course evaluation also informs the regular course reviews and courses are revised accordingly, where appropriate.
- The extent to which training objectives have been met is reported on as part of the Section 75 annual progress report, which is sent to the Equality Commission.

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

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

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

6.2 Northern Ireland Screen 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; and
- 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, Northern Ireland Screen will provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met, we will ensure a reasonable alternative is provided.

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

6.5 Northern Ireland Screen liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice. We make use of the Equality Commission website which advises on providing

information to all Section 75 groups, including children and young people, people with a learning difficulty and minority ethnic groups. We also monitor our website content on an ongoing basis to ensure the widest possible access to information online.

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

Access to services

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

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

Assessing public access to information and services

6.9 Northern Ireland Screen monitor biennially across all their functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.

6.10 This monitoring includes consideration of all complaints and issues raised with Northern Ireland Screen regarding access to information and services and takes account of the review by the Equality Commission website. A report, including an action plan, is prepared and published on our website:

www.northernirelandscreen.co.uk

Chapter 7 Timetable for measures we propose in this Equality Scheme

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

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

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

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Chapter 8 Our complaints procedure

(Schedule 9 10.)

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

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

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

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

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast, BT2 8ED
Telephone	02890 232444
Email	judith@northernirelandscreen.co.uk

8.5 Northern Ireland Screen will in the first instance acknowledge receipt of each complaint within 3 working days.

8.6 The Human Resources Manager will carry out an internal investigation of the complaint and will respond substantively to the complainant within one (1) month of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended to two (2) months. In those

circumstances, the complainant will be advised of the extended period within one month of making the complaint.

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

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

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

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

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Chapter 9 Publication of our Equality Scheme

(Schedule 9 4. (3) (c))

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

Name Judith Workman
Title Human Resources Manager
Address Northern Ireland Screen, 3rd Floor Alfred House,
21 Alfred Street, Belfast, BT2 8ED

Telephone 02890 232444
Email judith@northernirelandscreen.co.uk

9.2 Our Equality Scheme is also available on our website:

www.northernirelandscreen.co.uk

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

- Northern Ireland Screen 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.
- Northern Ireland Screen will email a link to our approved Equality Scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the Scheme is available on request. We will respond to requests for the Equality Scheme in alternative formats in a timely manner, usually within 4-6 weeks.
- Our Equality Scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.

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

9.4 For a list of our stakeholders and consultees please see Appendix 3 of the Equality Scheme or visit our website:

www.northernirelandscreen.co.uk

or contact:

Name	Judith Workman
Title	Human Resources Manager
Address	Northern Ireland Screen, 3 rd Floor Alfred House, 21 Alfred Street, Belfast. BT2 8ED
Telephone	02890 232444
Email	judith@northernirelandscreen.co.uk

Chapter 10 Review of our Equality Scheme

(Schedule 9 8. (3))

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

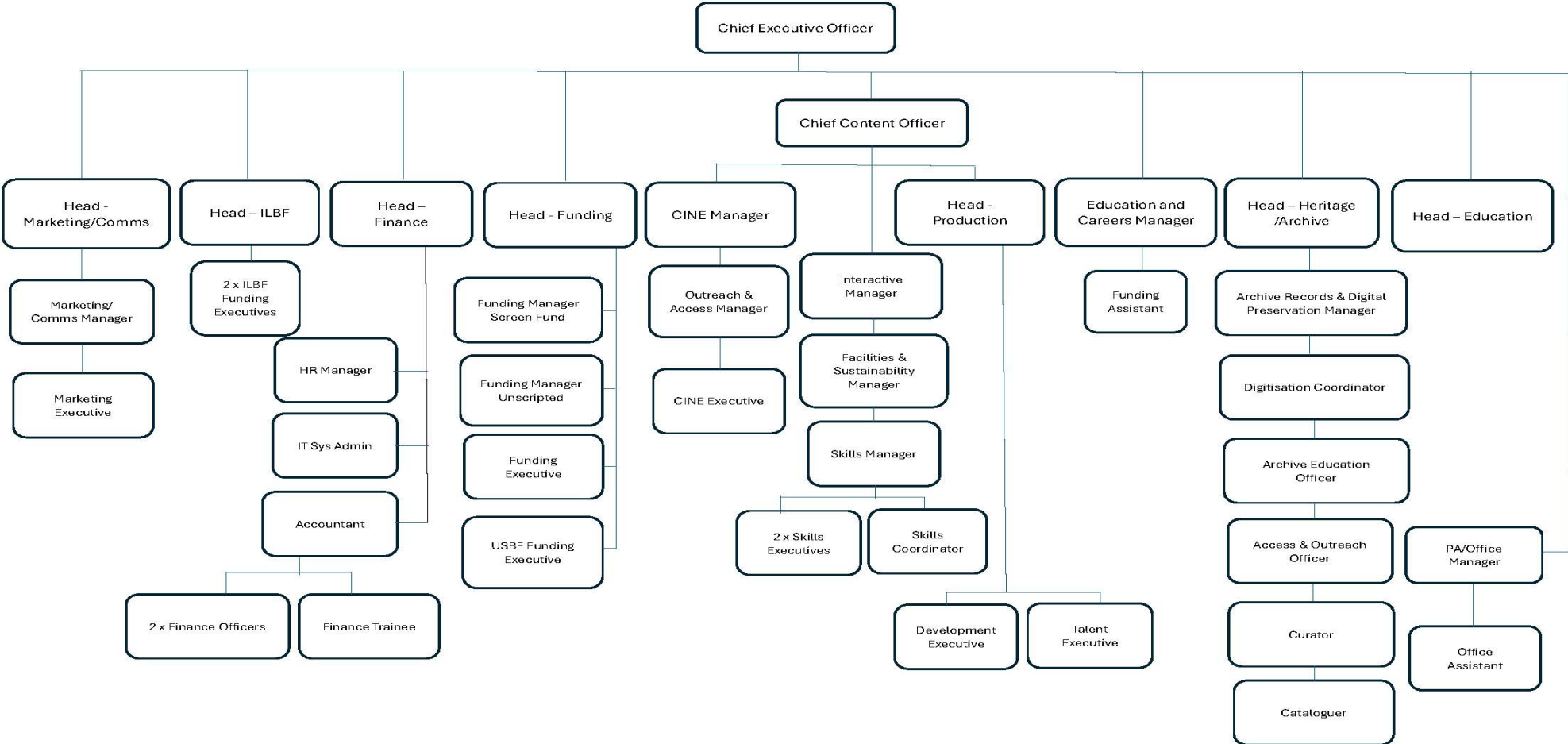
10.2 The review will evaluate the effectiveness of our Scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions in Northern Ireland.

10.3 In undertaking this review Northern Ireland Screen will follow any guidance issued by the Equality Commission. A report of this review will be sent to the Equality Commission and will be made public by publishing it on our website:

www.northernirelandscreen.co.uk

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

Appendix 1 Organisational chart (August 2024)



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	Protestant; Catholic; people of other Christian denomination; Hindu; Jewish; Muslims, people of no religious belief; Buddhist; 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; Bangladeshis; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Trans-sexual 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, young people under 18; people aged between 18-65; people over 65.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995 (DDA).
Persons with dependants	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person.
Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.

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

¹¹ *ibid*

Appendix 3 List of consultees

(Schedule 9 4. (2) (a))

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

If there is an organisation, group or individual that you feel might be able to contribute as a stakeholder consultee of Northern Ireland Screen, please let us know.

Action for Children	Action on Elder Abuse NI	Action on Hearing Loss
Action Mental Health	Action MS NI	Advice NI
African and Caribbean Support NI	Age NI	Age Sector Platform
Alliance Party of NI	Altram	Amma Centre
Anaka Women's Collective, Belfast	Animation Ireland	Animation UK
An Munia Tober	Antrim and Newtownabbey Borough Council	Ards and North Down Borough Council
Armagh City, Banbridge and Craigavon Borough Council	Arts & Business Northern Ireland	Arts Council NI
Association of Baptist Churches in Ireland	Association for Spina Bifida and Hydrocephalus	Autism NI
Aware NI	Barnardo's NI	BBC NI
BECTU	Belfast City Council	Belfast Film Festival
Belfast Healthy Cities	Belfast Interface Projects	Belfast Jewish Community
Belfast Unemployed Resource Centre	BeU Support Group, Belfast	British Council
British Deaf Association NI	British Diabetic Association	British Film Institute (BFI)
Bryson Charitable Group	Bryson Inter-Cultural	Carafriend
Carers NI	Causeway Coast and Glens Borough Council	CCEA
Cedar Foundation	Chief Officers 3rd Sector (CO3)	Children in Northern Ireland (CiNI)
Child Poverty Action Group	Children's Law Centre	Chinese Welfare Association NI Ltd
Church of Ireland	Cinemagic	Clanrye Group, Newry
Comhairle na Gaelscolaíochta	Commissioner for Older People for Northern Ireland	Committee on the Administration of Justice
Community Development &	Community Foundation for	Community NI

Health Network NI	Northern Ireland	
Community Relations Council	Confederation of Community Groups	Conradh na Gaeilge
Co-operation Ireland	Council for Maintained Schools	Craigavon Travellers Support Committee
Democratic Unionist Party	Department of Tourism, Culture, Arts, Gaeltacht, Sports & Media	Department for Communities
Department for the Economy	Disability Action	Derry City and Strabane District Council
Diabetes UK NI	Diocese of Down & Connor	Disability Sport NI
Downs Syndrome Association	East Belfast Community Development Agency	Eastside Arts
Employers Forum on Disability	Equality Commission for NI	Express Yourself Social Café, Belfast
Extern	Falls Community Council	Fermanagh and Omagh District Council
Foras na Gaeilge	Foyle Friend	Foyle Women's Aid
Guide Dogs for the Blind Association	Hands That Talk	Here NI
Heritage Lottery Fund	ImageNation NI	Imtac
Include Youth	Indian Community Centre	Into Film
Irish Church Missions	Join Her	Law Centre (NI)
Leonard Cheshire Disability	Marie Curie	MENCAP (Royal Society for Mentally Handicapped Children & Adults)
Men's Action Network (MAN)	Men's Aid	Methodist Church in Ireland
Mid-Ulster Women's Aid	Mindwise	Motor Neurone Disease Association
Multi-Ethnic Sports and Culture Northern Ireland (MSCNI)	National Autistic Society Northern Ireland	National Children's Bureau NI
National Society for the Prevention of Cruelty to Children	Nerve Centre	Newry, Mourne and Down District Council
NIACRO	NIUSE	NI Association for Mental Health
Northern Ireland Blind Sports	NI Chest Heart and Stroke	Northern Ireland Dyslexia Centre
Northern Ireland ME Association	Northern Ireland Rural Women's Network	NI Women's Aid Federation
NI Women's European Platform	NI Youth Forum	North West Forum of People with Disabilities (Derry)
NOW Group	Orchardville Society	PACT

Praxis Care	Presbyterian Church in Ireland	Press for Change
Progressive Unionist Party	PSNI Lisnasharragh Equality and Diversity Unit	QFT
Queer Space	Relate	Royal National Institute for the Blind
Royal Black Institution	Royal National Institute for Deaf People	RTE
Rural Community Network NI	Rural Support	ScreenSkills
Selkies Portaferry	Sense NI	Sinn Féin
Skainos East Belfast Mission	Social Democratic and Labour Party	South West Age Partnership (SWAP)
Special Olympics Ulster	Specialisterne	SPUDS, Portadown
Stepping Stones	TG4	The National Deaf Children's Society
The Rainbow Project	Traditional Unionist Voice	Triangle for Employment Services
Triangle Housing Association	UKIE	Ulster-Scots Agency
Ulster-Scots Community Network	UNISON Northern Ireland	Ulster Unionist Party
USEL	Victims Commissioner NI	Volunteer Now
Wheelworks	Women's Resource and Development Agency	Women's Spaces
Women's Support Network	Worker's Party	Youth Action

Appendix 4 Timetable for measures proposed

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

Note: All actions are the responsibility of the Human Resources Manager.

	Theme		Action measures	Equality Scheme ref.	Next target date	Frequency
1	Development of the Equality Scheme	1.1	Consult on draft of revised Equality Scheme and draft equality action plan	para 2.14	Aug 24 -Oct 24	Once only
		1.2	Finalise Equality Scheme and equality action plan	-	Nov 24	Once only
		1.3	Submit to Equality Commission for approval	-	Nov 24	Once only
		1.4	Prepare summary version of Equality Scheme	para 5.4	Following Commission approval	Once only
2	Publication of Equality Scheme	2.1	Publish on Northern Ireland Screen website	para 9.3	Following Commission approval	Once only
		2.2	Inform consultees of availability of Scheme	para 9.3	Following Commission approval	Once only
		2.3	Brief employee and Board Members	para 5.4	Dec 24	Once only
		2.4	Inform public of availability of Scheme	para 9.3	Following Commission approval	Once only

	Theme		Action measures	Equality Scheme ref.	Next target date	Frequency
3	Target setting	3.1	Integrate targets into annual operational business plan	para 2.5	Nov 24	Annually
		3.2	Integrate targets into corporate strategy	para 2.5	Nov 24	Every 3-5 years
4	Annual review of progress	4.1	Conduct review of progress and prepare annual report	para 2.7	May 25	Annually
		4.2	Submit report to Equality Commission	para 2.7	June 25	Annually
		4.3	Publish report on Northern Ireland Screen website	para 2.8	Sept 25	Annually
		4.4	Notify consultees of availability	para 2.8	Sept 25	Annually
		4.5	Include reference in Northern Ireland Screen annual review	para 2.7	Apr 25	Annually
5	List of consultees	5.1	Update list of consultees and publish on Northern Ireland Screen website	para 3.4	Nov 24	Annually
6	Assessment of policies	6.1	Screen all new policies and revisions of existing policies	para 4.5	Jan 25 -Mar 25	As appropriate
		6.2	Publish screening templates on Northern Ireland Screen website	para 4.15	July 25	On completion

	Theme		Action measures	Equality Scheme ref.	Next target date	Frequency
		6.3	Publish quarterly screening reports and notify consultees	para 4.22	Dec 24	Quarterly
		6.4	Conduct EQIAs as required	para 4.19	As required	As appropriate
		6.5	Publish EQIA reports on Northern Ireland Screen website	para 4.26	As required	On completion of EQIA
		6.6	Notify consultees and public of results of EQIAs	para 4.28	As required	On completion of EQIA
7	Monitoring	7.1	Review monitoring information and prepare report	para 4.37	Jun 25	Annually
		7.2	Publish report on Northern Ireland Screen website	para 4.37	Aug 25	Annually
		7.3	Include results in annual progress report	para 4.37	Aug 25	Annually

	Theme		Action measures	Equality Scheme ref.	Next target date	Frequency
8	Employee training	8.1	Make Equality Scheme and summary version available to all employees	para 5.4	Following Commission approval	Once only
		8.2	Provide briefing for all employees on this Equality Scheme	para 5.4	Following Commission approval	Once only
		8.3	Update induction materials	para 5.4	Following Commission approval	As required
		8.4	Implement training programme	para 5.4	Nov 25	Annually
9	Access to information and services	9.1	Review arrangements for ensuring access to information and services	para 6.10	Jan 25	Biennially
		9.2	Prepare report and action plan	para 6.10	Mar 25	Biennially
		9.3	Publish on Northern Ireland Screen website	para 6.10	Sep 25	Biennially
10	Review of the Equality Scheme	10.1	Conduct review of Equality Scheme and prepare review report	para 10.1	May 25	Every 3-5 years
		10.2	Submit review report to Equality Commission	para 10.3	Jun 25	Every 3-5 years

	Theme		Action measures	Equality Scheme ref.	Next target date	Frequency
		10.3	Publish report on Northern Ireland Screen website	para 10.3	Sept 25	Every 3-5 years
		10.4	Notify consultees of availability	para 10.4	Sept 25	Every 3-5 years
11	Equality Action Plan	11.1	Implement action measures set out in Appendix 6	para 2.13		As appropriate
		11.2	Review audit of inequalities and equality action plan	para 2.13	Apr 27	Every 3-5 years
		11.3	Consult on review of audit of inequalities and equality action plan	para. 2.16	Apr 27	Every 3-5 years
		11.4	Integrate revised targets into 3-5 year strategy	para 2.13	Apr 27	Every 3-5 years

Appendix 5 Glossary of terms

Action measures and outcomes

Specific measures to promote equality and good relations for the relevant Section 75 and good relations categories, linked to achievable outcomes, which should be realistic and timely.

Adverse impact

Where a Section 75 category has been affected differently by a policy and the effect is less favourable, it is known as an adverse impact. If a policy has an adverse impact on a Section 75 category, a public authority must consider whether or not the adverse impact is unlawfully discriminatory. In either case a public authority must take measures to redress the adverse impact, by considering mitigating measures and/or alternative ways of delivering the policy.

Audit of inequalities

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

Consultation

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

Differential impact

Differential impact occurs where a Section 75 group has been affected differently by a policy. This could either be positive, neutral or negative. A public authority must make a judgement as to whether a policy has a differential impact and then it must determine whether the impact is adverse, based on a systematic appraisal of the accumulated information.

Disability Discrimination Act 1995 (DDA)

The Disability Discrimination Act 1995 makes it unlawful to discriminate against people in respect of their disabilities in relation to employment, the provision of goods and services, education and transport.

Discrimination

The anti-discrimination laws prohibit the following forms of discrimination:

- Direct discrimination
- Indirect discrimination
- Disability discrimination
- Victimisation
- Harassment

Brief descriptions of these above terms follow:

Direct Discrimination

This generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, on one or more of the statutory non-discrimination grounds. A decision or action that is directly discriminatory will normally be unlawful unless: (a) in an age discrimination case, the decision can be objectively justified, or (b) in any other case, the public authority can rely on a statutory exception that permits it – such as a *genuine occupational requirement exception*; or, a *positive action exception* which permits an employer to use “welcoming statements” or to take other lawful positive action to encourage participation by under-represented or otherwise disadvantaged groups.

Indirect discrimination

The definition of this term varies across some of the anti-discrimination laws, but indirect discrimination generally occurs where a public authority applies to all persons a particular provision, criterion or practice, but which is one that has the effect of placing people who share a particular equality characteristic (e.g. the same sex, or religious belief, or race) at a particular disadvantage compared to other people. A provision, criterion or practice that is indirectly discriminatory will normally be unlawful unless (a) it can be

objectively justified, or (b) the public authority can rely on a statutory exception that permits it.

Disability discrimination

In addition to direct discrimination and victimisation and harassment, discrimination against disabled people may also occur in two other ways: namely, (a) *disability-related discrimination*, and (b) *failure to comply with a duty to make reasonable adjustments*.

(a) *Disability-related discrimination* generally occurs where a public authority, without lawful justification, and for a reason which relates to a disabled person's disability, treats that person less favourably than it treats (or, would treat) other people to whom that reason does not (or, would not) apply.

(b) *Failure to comply with a duty to make reasonable adjustments*: One of the most noticeable features of the disability discrimination legislation is that in prescribed circumstances it imposes a duty on employers, service providers and public authorities to take such steps as are reasonable to remove or reduce particular disadvantages experienced by disabled people in those circumstances.

Victimisation

This form of discrimination generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, because the person has previously exercised his/her rights under the anti-discrimination laws, or has assisted another person to do so. Victimisation cannot be justified and is always unlawful.

Harassment

Harassment generally occurs where a person is subjected to unwanted conduct that is related to a non-discrimination ground with the purpose, or which has the effect, of violating their dignity or of creating for them an intimidating, hostile, degrading, humiliating or offensive environment. Harassment cannot be justified and is always unlawful.

Equality action plan

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

Equality impact assessment

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

Equality of opportunity

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

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

Equality scheme

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

Good relations

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

Inequality

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

Mainstreaming

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

Monitoring

Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories.

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

Northern Ireland Act

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

Policy

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

Positive action

This phrase is not defined in any statute, but the Equality Commission understands it to mean any lawful action that a public authority might take for the purpose of promoting equality of

opportunity for all persons in relation to employment or in accessing goods, facilities or services (such as health services, housing, education, justice, policing). It may involve adopting new policies, practices, or procedures; or changing or abandoning old ones. *Positive action* is not the same as *positive discrimination*.

Positive discrimination differs from positive action in that *positive action* involves the taking of lawful actions whereas *positive discrimination* involves the taking of unlawful actions. Consequently, *positive action* is by definition lawful whereas *positive discrimination* is unlawful.

Qualitative data

Qualitative data refers to the experiences of individuals from their perspective, most often with less emphasis on numbers or statistical analysis. Consultations are more likely to yield qualitative than quantitative data.

Quantitative data

Quantitative data refers to numbers, typically derived from either a population in general or samples of that population. This information is often analysed by either using descriptive statistics, which consider general profiles, distributions and trends in the data, or inferential statistics, which are used to determine 'significance' either in relationships or differences in the data.

Schedule 9

Schedule 9 of the Northern Ireland Act 1998 sets out detailed provisions for the enforcement of the Section 75 statutory duties, including an outline of what should be included in an Equality Scheme.

Screening

The procedure for identifying which policies will be subject to Equality Impact Assessment, and how these 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.

Schedule 9

Schedule 9 of the Northern Ireland Act 1998 sets out detailed provisions for the enforcement of the Section 75 statutory duties, including an outline of what should be included in an equality scheme.

Section 75

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

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

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

Appendix 6 Action plan/action measures

Action measures	Desired outcomes	Performance indicators	Timescale
1. Attract a greater number of applicants from under-represented groups to skills development courses	Increased participation by groups such as people from a BME background, people with disabilities, people with dependants and those from lower social-economic backgrounds	No. of trainees from under-represented groups	By Dec 25
2. Increase the percentage of local crew to each project to 75% and senior crew ('Heads of Department') to 60%	Increased employment of local people	% of local crew employed	By Dec 25
3. Continue with the annual new entrant scheme and give priority to production-based training, e.g. work shadowing and mentoring	Increased employment of local people	Continuation of scheme. No. of applicants. Success rate of trainees	By Dec 25
4. Continue to create opportunities for Northern Ireland film makers to gain access to financiers, sales agents and distribution outlets	Increased opportunities for local companies	No. of opportunities created. Success rate of NI film makers	By Dec 25

Action measures	Desired outcomes	Performance indicators	Timescale
5. Continue to fund the exhibition community to collectively grow their audiences	Increased participation across S75 groups	To be identified as part of Action Measure 12	By Apr 25
6. Continue to develop the Digital Film Archive and endeavour to increase, through the training of third parties, the provision of outreach workshops using the DFA	Increased access to DFA. Increased participation in outreach workshops	To be identified as part of Action Measure 12	By Apr 25
7. Work with the exhibition community to improve monitoring of those who attend events and identify ways to increase attendance from under-represented groups	Increased attendance by under-represented groups	To be identified as part of Action Measure 12	By Apr 25
8. Increase support for the Creative Learning Centres and extend the partnership with the Department of Education to integrate the work of the centres into mainstream education. All CLC activity will give priority to young people in disadvantaged and marginalised groups and those living in poverty	Increased attendance at Creative Learning Centre courses. A minimum of 70% of all creative CLC programmes will focus on the reduction of poverty and social exclusion	To be identified as part of Action Measure 12	By Apr 25

Action measures	Desired outcomes	Performance indicators	Timescale
9. Support Cinemagic and the Nerve Centre to expand the After-School Film Clubs	Increase in number of schools participating	No of schools, sub-divided by school type and management type	By Apr 25
10. Review current monitoring systems, identify any gaps and take action to address them	Better information on participation/attendance by S75 categories	Breadth of monitoring information	By March 2025
11. Annual workshop for Northern Ireland Screen officers on key inequalities in NI	Increased awareness of key inequalities in NI	Self evaluation by officers	Annually from Nov 24
12. Review audit of inequalities and update Equality Action Plan as part of the development of the new corporate strategy	Identify additional action measures required	Publication of updated audit and Action Plan	By March 25
13. New Shorts Focus– continue this initiative to find and develop new film makers; priority will be given to film makers that are under-represented in the film and television sector	Under-represented new and emerging writers and writer/directors residing in Northern Ireland	No. of new film makers	By Nov 25

Appendix 7 - Freedom of Information Act 2000 – Confidentiality of Consultations

Northern Ireland Screen will publish a summary of responses following completion of the consultation process. Your response, and all other responses to the consultation, may be disclosed on request. Northern Ireland Screen can only refuse to disclose information in exceptional circumstances. Before you submit your response, please read the paragraphs below on the confidentiality of consultations and they will give you guidance on the legal position regarding any information given by you in response to this consultation.

The Freedom of Information Act gives the public a right of access to any information held by a public authority, namely Northern Ireland Screen in this case. This right of access to information includes information provided in response to a consultation. Northern Ireland Screen cannot automatically consider as confidential information supplied to it in response to a consultation. However, it does have the responsibility to decide whether any information provided by you in response to this consultation, including information about your identity should be made public or be treated as confidential. This means that information provided by you in response to the consultation is unlikely to be treated as confidential, except in very particular circumstances.

The Lord Chancellor's Code of Practice on the Freedom of Information Act provides that:

- Northern Ireland Screen should only accept information from third parties in confidence if it is necessary to obtain that information in connection with the exercise of any of its functions and it would not otherwise be provided;
- Northern Ireland Screen should not agree to hold information received from third parties "in confidence" which is not confidential in nature;

- acceptance by Northern Ireland Screen of confidentiality provisions must be for good reasons, capable of being justified to the Information Commissioner.

For further information about confidentiality of responses please contact the Information Commissioner's Office (or see website at: www.informationcommissioner.gov.uk).

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