



## **DOWN DISTRICT COUNCIL**

**Annual Progress Report  
1 April 2010 to 31 March 2011**

**Section 75 of the NI Act 1998  
&  
Section 49A of the Disability Discrimination order (DDO)2006**

## EQUALITY COMMISSION FOR NORTHERN IRELAND

### Public Authority 2010 – 2011 Annual Progress Report on Section 75 of the NI Act 1998 and Section 49A of the Disability Discrimination Order (DDO) 2006

This report template includes a number of self assessment questions regarding implementation of the Section 75 statutory duties from **1 April 2010 to 31 March 2011**. This template also includes a number of questions regarding implementation of Section 49A of the DDO from the **1 April 2010 to 31 March 2011**. Please enter information at the relevant part of each section and ensure that it is submitted electronically (by completing this template) and in hardcopy, with a signed cover letter from the Chief Executive or, in his/her absence, the Deputy Chief Executive to the Commission by **31 August 2011**.

In completing this template it is essential to focus on the application of Section 75 and Section 49. This involves progressing the commitments in your equality scheme or disability action plan which should lead to outcomes and impacts in terms of measurable improvement for individuals from the equality categories. Such outcomes and impacts may include changes in public policy, in service provision and/or in any of the areas within your functional remit.

Name of public authority (Enter details below)

Down District Council

Equality Officer (Enter name and contact details below)

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DDO (if different from above):

Please indicate whether you would prefer to receive correspondence from the Commission by:

Post

Electronically

## **S75 Executive Summary**

- **What were the key policy/service developments made by the authority during this reporting period to better promote equality of opportunity and good relations and what outcomes were achieved?**

Down District Council continues to promote equality of opportunity and good relations through internal training and awareness events and externally by supporting and encouraging good practice with its partners and local organizations through the following activities:

- Continued support for the Down District Disability Forum whose remit is to provide a local voice for people with disabilities in the District in regard of disability issues
- Raising issues and identifying solutions via the Council's Corporate Business Team
- Provision of grant funding to local groups and organizations to promote diversity, working in partnership, co-operation and understanding across religious, political and cultural divide with 23 good relation grants provided during the period
- Planning, organizing and promotion of the St Patrick's Festival particularly the Cross Community Carnival Parade, a recognized major success involving a wide mix of diverse cultures and people of all backgrounds.
- Providing support for the Down Diversity in Action Forum which actively provides support and assistance to minority ethnic communities and migrant workers through several initiatives e.g. information road shows, multi-cultural and sharing culture events, diversity training and the employment of an Ethnic Minority Development Officer
- Hosting the Holocaust Memorial Day event at the Down Museum
- History of Down Museum building and access 15 students with disabilities took part in the ADAPTNI project.
- Action Mental Health Downpatrick which included the attendance of people with disabilities from Clough and Bowtown
- Supporting the research and launch of a Minority Ethnic Community Audit Report (MECA) . An executive summary of the report was produced in English Bengali, Polish, Chinese (simple & traditional), Bulgarian, Romanian, Latvian, Russian, Ukrainian, Lithuanian and Slovak

- Participation at a MECA workshop to consider the recommendations in the MECA report and to identify opportunities for the three supporting Councils to work together on collaborative projects
  - Launch and support of the Rural Enabler Programme to support rural communities to take steps in addressing conflict impacts, racism and social inequality
  - Working in partnership with Ards and North Down Councils to obtain PEACE III funding to address sectarianism and racism
  - Supporting the Killyleagh Shared Neighbourhood Programme (SNP) a three year pilot programme of working in partnership with local communities to develop and support shared neighbourhoods
  - Provision of fifty seven community development grants to groups across the District
  - Provision of funding support to the Down Citizens Advice Bureau (CAB) which provides vital support to people in need of advice regarding a number of economic and social issues
  - Carried out an access audit of Council facilities including buildings, play areas and picnic areas
  - Annual summer programme of cross community Summer Soccer Schools for boys and girls aged 6-14 years. The Soccer Schools promote cross-community co-operation and understanding between children from different backgrounds and help address issues of difference over 700 children attended the summer soccer schools
  - Attainment and continued development of the Council's Investment In People (IiP) standard
- **What are the main initiatives planned in the coming year to ensure the authority improves outcomes in terms of equality of opportunity and good relations for individuals from the nine categories covered by Section 75?**

During 2011 – 2012 Down District Council plans to:

- Carry out an inequalities audit across the Council functions to inform the production and content of the new Council Equality Scheme 2011 – 2015
- Ensure Equality is mainstreamed into the Council Corporate Plan 2011 – 2015
- Address the issues identified in the Council Access Audit – tender documents to include the statement: *'Consideration should be made by tenders to select /*

*specify appropriate equipment that incorporates the needs of all children irrespective of their physical, sensory or cognitive abilities'*

- Deliver the targets set in the new Council Equality Scheme and Disability Action Plan
  - Provide support through the Councils Community Relations Grant Scheme
  - Run and promote Leisure Services Summer schemes
  - Hold and promote St Patrick's Festival and Cross Community Carnival Parade
  - Continued support of the Down District Disability Forum
  - Continued support of the Down Diversity in Action Forum
  - Mainstream equality and diversity via the Council Corporate Plan and Business Plans
  - Establish a Councillor Disability Awareness Working Group
  - Continue to monitor and encourage job applications from less represented sections of the community
  - Continue to work in partnership with other Councils and organisations to promote equality of opportunity and good relations
  - Promote staff awareness of Equality and Good Relations through training and Development
  - Continue to support the Down District Policing Partnership and the Down Community Safety Partnership to identify and address issues of vandalism, criminal activity and anti-social behaviour
- **Please give examples of changes to policies or practices which have resulted in outcomes. If the change was a result of an EQIA please tick the appropriate box in column 3 and reference the title of the relevant EQIA in the space provided below:**

**NOTE:** Down District Council operates a revision of Policy plan where each policy is reviewed with Section 75 duties included in any identified amendments prior to the policy being screened. All new policies adhere to the same practice. A list of policies screened in 2010 – 2011 are contained in section 2: Screening

	Outline change in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons of different religious belief	•	
Persons of different political opinion	•	
Persons of different racial groups	•	
Persons of different age	•	
Persons with different marital status	•	
Persons of different sexual orientation	•	
Men and women generally	•	
Persons with and without a disability	•	
Persons with and without dependants	•	

## Section 1: Strategic Implementation of the Section 75 Duties

- **Please outline evidence of progress made in developing and meeting equality and good relations objectives, performance indicators and targets in corporate and annual operating plans during 2010-11**
  - Cross community leisure services summer scheme run in several of the District's towns during the summer period with over 700 children having taken part
  - Mail shot to 250 local community, voluntary and statutory organisations containing information on grants, events, equality, good relations, seminars and services
  - Funding provided through the Council's small grant scheme to good relations and partnership working
  - Inclusion in the Council's emergency plan for actions to be taken to ensure the safety of people in Section 75 categories during major incidents e.g. flooding
  - Bonfire Liaison Committee - Introduced bonfire beacons as an alternative to the traditional bonfires with 2 used in July, 1 in Internment and 4 during Halloween to reduce the negative effect bonfires have on local communities and the environment.
  - Crossroads Project a multi-agency intensive youth programme for use with local children already in contact with the PSNI or Youth Justice Agency

- o Ethnic Minority and Domestic Violence Seminar which explored the impact of domestic violence and abuse on ethnic minority groups and the barriers facing people in reporting and dealing with crime.
- o Supporting the Estate Based Inter Agency Forums to help address the wide range of issues of concern to community representatives and residents and to provide information and good practice in the areas of good relations and community development.

**Section 2: Screening**

- Please provide an update of new/proposed/revised policies screened during the year.

Title of policy subject to screening	Was the <u>F</u> ull Screening Report or the <u>R</u> esult of initial screening issued for consultation? <i>Please enter <u>F</u> or <u>R</u></i>	Was initial screening decision changed following consultation? <u>Y</u> es/ <u>N</u> o	Is policy being subject to EQIA? <u>Y</u> es/ <u>N</u> o? If yes indicate year for assessment.
Chairman's Charitable Fund			No
Grievance Policy			No
Freedom Of Information			No
Dangerous Buildings			No
Business Continuity Management			No
Internal Trawls, Secondments, 'Acting Ups' and Honorariums			No

**Section 3: Equality Impact Assessment (EQIA)**

- Please provide an update of policies subject to EQIA during 2010-11, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2011-12

No policies were subject to EQIA during the period April 2010 to March 2011.

EQIA Timetable – April 2010 - March 2011

Title of Policy EQIA	EQIA Stage at end March 2011 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals, and the relevant Section 75 categories due to be affected.

- Where the EQIA timetable for 2010-11 (as detailed in the previous annual S75 progress report to the Commission) has not been met, please provide details of the factors responsible for delay and details of the timetable for re-scheduling the EQIA/s in question.

No policies were subject to EQIA during the period April 2010 to March 2011.

Ongoing EQIA Monitoring Activities April 2010- March 2011

Title of EQIA subject to Stage 7 monitoring	Indicate if differential impacts previously identified have reduced or increased	Indicate if adverse impacts previously identified have reduced or increased

- Please outline any proposals, arising from the authority’s monitoring for adverse impacts, for revision of the policy to achieve better outcomes the relevant equality groups:

2011-12 EQIA Time-table

Title of EQIAs due to be commenced during April 2011 – March 2012	Existing or New policy?	Please indicate expected timescale of Decision Making stage i.e. Stage 6
Street Naming and Numbering	Existing	July 2011
Claiming Travel / Mileage Expenses	Existing	July 2011
Employee Learning and Development	New	July 2011
Payment of Professional Fees to Officers	Existing	September 2011

**Section 4: Training**

- Please outline training provision during the year associated with the Section 75 Duties/Equality Scheme requirements including types of training provision and conclusions from any training evaluations.
  - Training sessions on Equality and Disability with 18 existing and 22 new staff attending

- Selection Interview training contains section on the importance of equality and disability
- Attendance at Equality network seminar
- Corporate induction covers Equality Matters underlining the Council's policies relating to Equal Opportunities, Code of Conduct, Customer Care and Equality Scheme.

## **Section 5: Communication**

- **Please outline how the authority communicated progress on delivery of the Section 75 Duties during the year and evidence of the impact/success of such activities.**
  - Council Annual Report
  - Quarterly Core Brief
  - Monthly mail shot to 250 local voluntary, community and statutory organizations.
  - Via the Down District Disability Forum
  - Via the Down Diversity in Action Forum
  - Equality Officers Network

## **Section 6: Data Collection & Analysis**

- **Please outline any systems that were established during the year to supplement available statistical and qualitative research or any research undertaken/commissioned to obtain information on the needs and experiences of individuals from the nine categories covered by Section 75, including the needs and experiences of people with multiple identities.**

No new systems introduced during the year. Monitoring information obtained from the Equality Commission, Community Relations Council, OFMDFM and NISRA.

- **Please outline any use of the Commission's Section 75 Monitoring Guide.**

Use of the Equality Commission '*Realising outcomes from the Section 75 Equality Duties: Advice to Public Authorities*' when setting Council outcome measures in regards of equality duties. Use of the Equality Commission Model equality scheme as guidance for the production of the Council's new equality scheme.

## **Section 7: Information Provision, Access to Information and Services**

- **Please provide details of any initiatives/steps taken during the year, including take up, to improve access to services including provision of information in accessible formats.**

Council supported:

- A Community Safety Partnership and District Policing Partnership joint ethnic minority and domestic violence seminar to explore the impact of domestic violence and abuse on ethnic minority groups and to identify the barriers facing people in reporting and dealing with such crimes.
- The Down Diversity In Action Forum to deliver two advice road shows which provided ethnic minorities with advice in their place of work on health, community safety, money management, benefits, housing, legislation and policing.
- A sharing cultures event held in Downpatrick to celebrate the diverse range of cultures now living in the District.
- Gays and Lesbians Across Down Group to run a Gay History and Culture Night in Down Museum. The event included a photographic exhibition along with poetry reading.
- Leaflets on the Council website highlighting the services available in the district in eight languages
- Advertising all Council job opportunities in both regional and local newspapers, Council website, via community groups, job centres and the disablement advisory service
- Council provides information concerning its products and services in alternative formats on request e.g. induction loops, text phone, Braille, and large print.

## **Section 8: Complaints**

- **Please identify the number of Section 75 related complaints:**

The following complaints were received by Council during the period 1 April 2010 – 31 March 2011:

- 4 Bullying / Harassment
- 1 Section 75 complaint

## **Section 9: Consultation and Engagement**

- **Please provide details of the measures taken to enhance the level of engagement with individuals and representative groups during the year.**
- **Please outline any use of the Commission's guidance on consulting with and involving children and young people.**

Down District Council engages a number of consultation and engagement strategies which include Community Safety, District Policing Partnership, sporting and leisure events, Down District Disability Forum, Down Diversity in Action Forum, meetings and consultations.

Examples of successful engagements during the year:

- GLAD – Gay History and Culture Night held in the Down Museum, Downpatrick
- Sharing Cultures Event held in Downpatrick
- Estate Based Inter Agency Forums
- Down District Citizens Advice Bureau
- Killyleagh Shared Neighbourhood Programme
- Minority Ethnic Community Audit
- Rural Enabler Programme
- Bonfire liaison groups
- Neighbourhood Watch Coordinators

## **Section 10: The Good Relations Duty**

- **Please provide details of additional steps taken to implement or progress the good relations duty during the year. Please indicate any findings or expected outcomes from this work.**
  - Continued development of Saint Patrick's Festival which this year included 50 events which included talks, exhibitions, church services, concerts and street entertainment
  - Working with Ards and North Down Councils to finalise a PEACE III plan to address sectarianism and racism
  - Supporting a Minority Ethnic Community Audit Report workshop to discuss and identify the priority issues identified in the report to allow plans to be agreed to address them.
  - Soccer Fun weeks which promoted cross-community co-operation the development of friendships across religious, political and cultural divides
- **Please outline any use of the Commission's Good Relations Guide.**

The guide is used as the reference point by Council departments for the application of good practice in the development and delivery of programmes to build and develop partnerships.

## **Section 11: New/Revised Equality Schemes**

- **If the Commission has notified you of its intention to request a new/revised scheme or formally requested a new/revised scheme and associated action**

**plan, please outline below what progress has been made in this reporting period.**

The Council Equality and Policy Officer is a member of a working group made up of Equality Officers from various Councils and the Local Staff Commission who have developed a template for use in the inequalities audit to be carried out to inform the New Equality Scheme.

## **Section 12: Additional Comments**

- **Please provide any additional information/comments.**

Down District Council believe the promotion of equality of opportunity and good relations is enhanced by mainstreaming the required activities into the normal business cycle of the organization. To achieve this objective the Council leads by example promoting community relations and community development, encouraging and enabling local voluntary, community and statutory organisations to engage and work together with the Council to improve community relations and development.

Annual Report 1 April 2010 / 31 March 2011  
'Disability Duties' Questions

1. How many action measures for this reporting period have been?

26

Fully  
Achieved?

3

Partially  
Achieved?

1

Not  
Achieved?

2. Please outline the following detail on **all actions that have been fully achieved in the reporting period.**

**2 (a) Please highlight what public life measures have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:**

Level	Public Life Action Measures	Outputs <sup>1</sup>	Outcomes / Impact <sup>2</sup>
National <sup>3</sup>			
Regional <sup>4</sup>			
Local <sup>5</sup>	Down District Disability Forum	Forum meets quarterly	Reviews issues affecting people with disabilities and provides consultation advice to the Council

<sup>1</sup> **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

<sup>2</sup> **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

<sup>3</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

<sup>4</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level

<sup>5</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

**2(b) What training action measures were achieved in this reporting period?**

	Training Action Measures	Outputs	Outcome / Impact
1	Corporate Induction	40 employees attended training session	Employees increased awareness of the importance of equality and disability

**2(c) What Positive attitudes action measures in the area of Communications were achieved in this reporting period?**

	Communications Action Measures	Outputs	Outcome / Impact
1	All staff made aware of Council's Disability Action Plan	Increased awareness of the needs of people with disabilities	Positive attitude to people with disabilities
2	Down District Disability Forum Annual Report presented to Council	Councillors made aware of issues affecting people with disabilities	Increases awareness of the action needed to address issues affecting people with disabilities

**2 (d) What action measures were achieved to 'encourage others' to promote the two duties:**

	Encourage others Action Measures	Outputs	Outcome / Impact
1	2 work experience students with disabilities	(a) Students received work experience (b) Staff more aware of people with disabilities and their work capability	(a) Facilitating minor changes to facilitate the students (b) Work experience for the students (c) Students part of the team
2	Down District Disability Forum input to Council policies	Forum provides feedback / identifies any issues contained in Council policies regarding disability	Policies meet the need of people with disabilities

**2 (e) Please outline any additional action measures that were fully achieved other than those listed in the tables above:**

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact

**3. Please outline what action measures have been partly achieved as follows:**

	Action Measures partly achieved	Milestones <sup>6</sup> / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Positive imagery of people with disabilities	Some imagery used when opportunity presented itself	Increase positive attitudes to people with disabilities	Not always an opportunity
2	Collect data from employees and applicants relating to disability	Response is voluntary	Question included in survey	Reviewing how / when an employee survey can be carried out
3	Revise Council's complaints procedure	Complaints are dealt with effectively and efficiently		Awaiting the introduction of new CRM process

**4. Please outline what action measures have not been achieved and the reasons why?**

	Action Measures not met	Reasons
1	Include feature in Down Time	Down Time no longer produced

<sup>6</sup> **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.

5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

**(a) Qualitative**

Each section of the organisation reviews opportunities for employing people with disabilities

**(b) Quantitative**

Monitoring included in job applications

6. As a result of monitoring progress against actions, has your organisation either:

- made any **revisions to your plan during the reporting period** or
- taken any **additional steps to meet the disability duties which were not outlined in your original disability action plan / any other changes?**

No

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			

7. Do you intend to make any further **revisions to your plan** in light of your organisation's annual review of the plan? If so, please outline proposed changes?

No – work progresses to complete the outstanding actions in the plan