



**The Commission for  
Victims & Survivors**

## **Equality Action Plan**

## **Foreword**

This Equality Action Plan complements the Commissions Equality Scheme under Section 75 of the Northern Ireland Act 1998.

This is the second Equality Action Plan of the Commission and it outlines the identified actions and processes which the Commission will undertake to fulfill its duties.

Andrew Sloan  
**Chief Executive Officer**

**August 2019**

## Equality Action Plan

### 1. Communication and Accessibility

INEQUALITY IDENTIFIED	EVIDENCE / RESEARCH	SECTION 75 CATEGORIES	ACTION MEASURES	OUTCOME
Need for relevant information to be provided in accessible formats for people with sensory impairment or learning disability.	Experience at public meetings and through engagement with the sector indicates people with sensory impairment or learning disabilities require access to Commission work and information	Age  Men and women generally  Persons with a disability	Provide information in accessible formats – website and hard copy  Consider using TV or radio as a communication tool when working with people with limited or restricted literacy  Review Commission corporate communications to provide Easy read versions in print and on website	Improved access to information and awareness of the Commission and it's work
Need for relevant information to be provided in accessible formats for children and young people		Age (children and young people)	Review Commission corporate communications to provide relevant Easy read versions in print and on website  Engage with appropriate external agencies (e.g. NICCY /Play Board) to develop and promulgate information in formats appropriate to children and young people	Improved access to information and awareness of the Commission and it's work

<p>Possible inequality of physical access to the Commission office or external venues as arranged by the Commission</p>		<p>Age</p> <p>Men and women generally</p> <p>Persons with a disability and persons without</p> <p>Persons with dependants and persons without</p>	<p>Engage with disabled stakeholders to develop guidance for the management of disabled access.</p> <p>Provide details of public transport and car parking on website and in literature and forms of communication</p> <p>Increased presence of relevant Commission staff at relevant events, conferences, information days throughout NI</p> <p>Use venues fully compliant with DDA.</p> <p>Provide details of public transport and car parking.</p>	<p>Improved accessibility and arrangements for visitors.</p> <p>Improved outreach of Commission and staff in local or regional areas.</p>
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## 2. Human Resources

INEQUALITY IDENTIFIED	EVIDENCE / RESEARCH	SECTION 75 CATEGORIES	ACTION MEASURES	OUTCOME
Need for continued delivery of equality, diversity and disability equality training amongst staff		Religious Belief  Political opinion  Race  Age  Marital status  Sexual orientation  Men and women generally  Persons with a disability and persons without  Persons with dependants and persons without	All staff to receive equality, good relations and disability equality training as part of induction process  Programme of refresher training to be incorporated into training programme  Summary of Equality Scheme produced for staff	Increased awareness of equality, good relations and disability equality amongst staff

<p>Support for Board and Forum Members in demonstrating full commitment to the strategic direction for promoting equality, including access to learning and development opportunities</p>		<p>Religious Belief</p> <p>Political opinion</p> <p>Race</p> <p>Age</p> <p>Marital status</p> <p>Sexual orientation</p> <p>Men and women generally</p> <p>Persons with a disability and persons without</p> <p>Persons with dependants and persons without</p>	<p>Programme of planned Section 75 training and evaluation for Board and Forum Members</p>	<p>Mainstreaming of Section 75 cascading from the strategic lead of the organisation</p>
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### 3. Effective Governance

INEQUALITY IDENTIFIED	EVIDENCE / RESEARCH	SECTION 75 CATEGORIES	ACTION MEASURES	OUTCOME
Data gaps for measuring equality impacts in Commission work	During research Commission has become aware of the gaps in data of equality groups in the victims sector	Political opinion  Sexual orientation  Women  Persons with dependants and persons without	Assess gaps and report to TEO  Review equality data available in own Annual Report  Positively support best practice in other organisations whose data the Commissions uses.	Improved compliance by external contractors with Section 75 duties
Need to update the audit of inequalities and equality action plan on a regular basis	As above	Religious Belief  Political opinion  Race  Age  Marital status  Sexual orientation  Men and women generally  Persons with a disability and persons without  Persons with dependants and persons without	Review audit of inequalities and equality action plan on an annual basis  Consult on any significant changes to the action plan	Better information on the needs of victims and survivors

<p>Need to reference equality legislation in the risk management register</p>		<p>Religious Belief</p> <p>Political opinion</p> <p>Race</p> <p>Age</p> <p>Marital status</p> <p>Sexual orientation</p> <p>Men and women generally</p> <p>Persons with a disability and persons without</p> <p>Persons with dependants and persons without</p>	<p>Senior Management Team and Audit and Risk Assurance Committee should be made aware of equality aspects of risk management</p>	<p>Improved compliance with Section 75 duties and legislation included in policy and procedures</p>
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## 4. Engagement

INEQUALITY IDENTIFIED	EVIDENCE / RESEARCH	SECTION 75 CATEGORIES	ACTION MEASURES	OUTCOME
Need to engage with victims and survivors across all equality categories to enhance information on their needs and priorities		Religious Belief  Political opinion  Race  Age  Marital status  Sexual orientation  Men and women generally  Persons with a disability and persons without  Persons with dependants and persons without	Introduce equality monitoring of Forum members to ensure that key categories are represented  Communicate the role of the Commission in engaging with victims and survivors in relation to major public consultations initiated by other public authorities	Improved information on needs of victims and survivors will enhance the advice given by the Commission
Need for sensitivity in terms of language used to describe the Conflict/Troubles	Experience at public meetings and through engagement with the sector indicates that language can be divisive	Religious Belief  Political opinion  Men and women generally	Develop guidance on the use of language and make it available to all relevant public authorities	Consistency of approach and sensitivity to language issues will better promote good relations and increase support for the Commission's work

## Timetable for implementing Equality Scheme

Area of Implementation	Element	Performance Indicator	Timeframe	Responsibility
<b>Organisational Arrangements</b>	Integration of equality objectives into departmental business plans and integration of equality objectives into personal performance plans	<ol style="list-style-type: none"> <li>1. SMT agrees equality objectives</li> <li>2. Equality objectives included in Outcome Delivery Plan</li> <li>3. Equality objectives reviewed annually in consultation with SMT and included in Work Programme in future</li> <li>4. SMT agrees draft guidance for staff</li> <li>5. Objectives included in personal performance plans</li> </ol>	Annual formal review and on an ongoing basis	Senior Management Team
<b>Progress Reporting</b>	<p>Regular reports to Commission</p> <p>Annual reports to Equality Commission</p> <p>Review of Scheme</p>	<ol style="list-style-type: none"> <li>1. Reports provided at Board Meetings</li> <li>2. Report sent after approval by CVSNI</li> <li>3. Report incorporated in CVSNI Annual Report</li> <li>4. Review conducted, published and sent to ECNI</li> </ol>	<p>Ongoing</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>	Head of Corporate Services

<b>Consultation</b>	<p>Overview of Consultation</p> <p>Consultation on Equality Impact Assessments</p>	<ol style="list-style-type: none"> <li>1. Meeting takes place to consider approach to consultation</li> <li>2. Consultation takes place for Screening of Policies in line with the 2 stage approach</li> <li>3. Report of consultation on screening exercise to be included as part of annual report to Equality Commission</li> <li>4. Consultation takes place on each Equality Impact Assessment</li> </ol>	As required	Head of Corporate Services
<b>Training</b>	<p>Training programme</p> <p>Top Level briefing on Equality Scheme</p> <p>Awareness training</p> <p>Specialised/ focused training</p>	<ol style="list-style-type: none"> <li>1. Training programme agreed by and SMT</li> <li>2. Briefing on Equality Scheme by for Commission members and Senior Managers takes place</li> <li>3. All staff undergo annual refresher training</li> <li>4. All new staff to receive equality awareness training within 1 year of joining.</li> <li>5. Specialised/focused training for key staff (minimum of 1 in year 1)</li> </ol>	Annually	Senior Management Team

<b>Equality Impact Assessments (EQIAs)</b>	<p>Screening</p> <p>Plan for EQIAs</p> <p>Carrying out EQIAs</p>	<ol style="list-style-type: none"> <li>1. Finalise screening instrument and procedures, and pilot with sample of policies</li> <li>2. Screen all policies</li> <li>3. Prioritise policies for EQIA</li> <li>4. Consult with relevant interest groups on outcome of screening exercise (including proposed priorities for EQIA)</li> <li>5. Develop plan for carrying out EQIAs, taking account of consultation responses</li> <li>6. Agree plan for EQIAs with SMT</li> <li>7. Agree plan with Commission</li> <li>8. Begin EQIAs</li> <li>9. Review Plan for EQIAs</li> <li>10. Carry out EQIAs in accordance with for EQIAs</li> </ol>	<p>As required</p>	<p>Senior Management Team</p>
<b>Communication</b>	<p>Publication of Equality Scheme</p> <p>Dissemination to key stakeholders</p>	<ol style="list-style-type: none"> <li>1. Scheme to be published after approval from the Equality Commission</li> <li>2. Summary of Scheme to be developed and made available</li> <li>3. Scheme to be made available in accessible formats on request</li> <li>4. Scheme to be published on website</li> <li>5. Copy of Scheme to be made available to all staff</li> <li>6. Copy of Scheme mailed to all those consulted on the Scheme, and to others on request</li> </ol>	<p>Annually</p>	<p>Head of Corporate Services</p>

<b>Access</b>	Review of Access to Information and Services	<ol style="list-style-type: none"> <li>1. To conduct a review within one year of the implementation of the scheme covering all aspects of access to information and services, and produce report making recommendations</li> <li>2. To consult on review with key stakeholders</li> <li>3. Produce action plan for acting on review recommendations</li> <li>4. Implementation of action plan begins</li> <li>5. Carry out action plan to meet performance indicator targets</li> </ol>	As required in accordance with review of relevant policies and procedures.	Head of Corporate Services
<b>Complaints</b>	Complaints procedure	<ol style="list-style-type: none"> <li>1. To respond to any complaints of non-compliance within one month of complaint being made</li> <li>2. To report on complaints made on an annual basis to the Equality Commission as part of annual report</li> </ol>	Ongoing	Head of Corporate Services