

EQUALITY COMMISSION FOR NORTHERN IRELAND

Public Authority 2012 – 2013 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 2012 to 31 March 2013 (Part A)*.

This template also includes a number of questions regarding implementation of **Section 49A of the DDO** from the *1 April 2012 to 31 March 2013 (Part B)*.

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 2013**.

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)

The Charity Commission for Northern Ireland

Equality Officer (Enter name and contact details below)

Policy Manager
Charity Commission for NI
admin@charitycommissionni.org.uk
DDO (if different from above):

Part A: Section 75 Annual Progress Report 2012 - 2013

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?
(Enter text below)

In accordance with the Equality Commission for Northern Ireland's (ECNI) Procedures for the Approval on Schemes the Charity Commission for Northern Ireland's (CCNI) Equality Scheme was approved on 24 April 2013. In the twelve months covered by this progress report the Board and staff of CCNI were committed to the successful development of the Scheme, embedding consideration of equality of opportunity and the promotion of good relations in what the Charity Commission does. This involved scoping the Commission's functions, liaison with ECNI and other charity regulators who are subject to similar equality duties. This identified the need to focus on awareness building for staff involved in regulatory matters such as registration, enquiry handling and communications work.

- 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?
(Enter text below)

In accordance with the scheme approved in April 2013 CCNI will be taking forward the action plan which sets out the main initiatives designed to promote equality of opportunity and good relations.

Key activities for the incoming year will include developing mechanisms and capacity to identify equality and good relations implications of emerging policies and training for Commissioners, committee members and staff as required. In the autumn of 2013 we will commence the registration of charities and once this becomes fully established we will monitor the operation of this process in line with Section 75 and Section 49A duties. We will also be consulting on the Interim Charity Accounting and compliance arrangements. As with all our consultations we will seek the views of those directly affected by this matter and representative groups of Section 75. We will engage with our consultees to identify how best to consult with them. We will be developing information systems so that we can assess the charity

sector's performance and consider the impact of our work on Section 75 groups. During the year we also intend to progress a policy development plan and a research strategy. In developing monitoring in an effective and confidential manner the Charity Commission for Northern Ireland will seek advice and consider guidance from the Office of the Information Commissioner and the Equality Commission for Northern Ireland.

New / Revised Equality Schemes

- Please indicate whether this reporting period applies to a new or revised scheme and (if appropriate) when the scheme was approved? **(Enter text below)**

This reporting period applies to a scheme that was not approved until April 2013.

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 2012-13. **(Enter text below)**

In anticipation of the approval of CCNI's scheme and plan the Commission included the specific aim (6.2 b) to "Deliver the Equality Scheme and Action Plan commitment to equality and good relations in the workplace and in service delivery" in its 2013-16 Corporate Plan Strategic Aim 6 Delivery "To manage the Charity Commission for Northern Ireland as an effective and efficient non-departmental public body."

Section 2: Examples of Section 75 Outcomes / Impacts

Given the renewed focus of Section 75 aiming to achieve more tangible impacts and outcomes and addressing key inequalities; please report in this section how the authority's work has impacted on individuals across the Section 75 categories. Consider narrative in the following structure:

- *Describe* the action measure /section 75 process undertaken.
- *Who* was affected across the Section 75 categories?
- *What impact* it achieved?
- Please give examples of changes to policies or practices using **screening or EQIA**, which have resulted in **outcomes or impacts**

for individuals. If the change was a result of an EQIA please indicate this and also reference the title of the relevant EQIA.

(Enter text below)

The Commission did not undertake any EQIA's to identify the policies that are likely to have an impact on equality of opportunity and or good relations. A screening exercise was built into the scheme which the Commission approved in April 2013.

- Please give examples of **outcomes or impacts on individuals** as a result of any **action measures** undertaken as part of your Section 75 action plan:

(Enter text below)

NA - action plan not approved during reporting period.

- Please give examples of **outcomes or impacts on individuals** as a result of any **other Section 75 processes** e.g. consultation or monitoring:

(Enter text below)

During development of the Commission's Equality scheme and plan a series of changes were made in relation to Public Benefit guidance and further work is underway to provide guidance to charities regarding the provision of public benefit and charitable purposes.

Section 3: Screening

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

For those authorities that have started issuing of screening reports in year; this section may be completed in part by appending, to this annual report, a copy of all screening reports issued within the reporting period.

Where screening reports have not been issued, for part or all of the reporting period, please complete the table below:

Title of policy subject to screening	What was the screening decision? E.g. screened in, screened out, mitigation, EQIA...	Were any concerns raised about screening by consultees; including the Commission?	Is policy being subject to EQIA? Yes/No If yes indicate timeline for assessment.
N/A	N/A	N/A	N/A

Section 4: Equality Impact Assessment (EQIA)

Please provide an update of policies subject to EQIA during 2012-13, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2013-14.

- EQIA Timetable: April 2012 - March 2013

Title of Policy EQIA	EQIA Stage at end March 2013 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals and the relevant Section 75 categories due to be affected.
N/A	N/A	N/A

Where the EQIA timetable for 2012-13 (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.

(Enter text below)

- Ongoing EQIA Monitoring Activities: April 2012- March 2013

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
N/A	N/A	N/A

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:

(Enter text below)

2013-14 EQIA Timetable

Title of EQIAs due to be commenced during April 2013 – March 2014	Revised or New policy?	Please indicate expected timescale of Decision Making stage i.e. Stage 6
Pending development of policy development plan and research strategy.	N/A	N/A

Section 5: 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.

(Enter text below)

The Charity Commission for Northern Ireland held awareness sessions with staff and briefed Commissioners as part of the initial development of the scheme and plan to ensure that everyone understood their role in implementing the Equality scheme and plan. Qualitative feedback at events suggested this was achieved and particular issues that would affect people across the range of Section 75 categories were clearly conveyed. The statutory equality and good relations duties form part of the induction training for new staff and ongoing arrangements were

made to make sure that staff and Commissioners were kept up to date with Section 75 developments and publications.

In the coming year staff will be provided with training to boost their necessary skills to work effectively in assessment of policies (screening and EQIA), in investigating and monitoring complaints and in the consultation process. Training has been accessed through the Centre for Applied Learning. Section 75 statutory duties form part of the induction training for new staff and ongoing arrangements will be made to make sure that staff are kept up to date with Section 75 developments. This will be done by mandatory annual in house training sessions and specific issue-led awareness raising and training.

Section 6: 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.

(Enter text below)

This is CCNI's first Equality Scheme and Plan and the organisation prepared not only this annual report on the progress but also noted progress in its overall annual report which was signed off by the Accounting Officer and submitted to the Assembly. In addition to implementing consultation arrangements and using Twitter to communicate with young people and hard to reach groups, the Commission published its annual report on the CCNI website, a site that attracts over 30,000 hits per year. Communication and engagement with a range of our stakeholders were also delivered through attending conferences, providing over 50 presentations and carrying out over 12 consultation events.

Section 7: 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.

(Enter text below)

During the year the Commission published the results of its first public opinion monitoring using the Life & Times Survey. This set out information on the experiences of individuals from across various Section 75 categories. The results were published in a report which is available on the Commission's website. Pending the development of

regulations by DSD governing charity annual reporting requirements, the Commission is continuing to develop interim arrangements and gather information to allow issues of mismanagement or maladministration within charity organisations to be investigated.

- Please outline any use of the Commission's Section 75 Monitoring Guide.
(Enter text below)

Use in relation to development of employment monitoring and categorization criteria in survey designs.

Section 8: 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.
(Enter text below)

During the year the Commission undertook steps to ensure the website remained accessible using on-line checker software and put in place arrangements to ensure information was available in alternative formats on three occasions during consultation activities.

Section 9: Complaints

- Please identify the number of Section 75 related complaints:
 - received and resolved by the authority (including how this was achieved);
 - which were not resolved to the satisfaction of the complainant;
 - Which were referred to the Equality Commission.**(Enter text below)**

NA – No approved scheme in place.

Section 10: 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.
(Enter text below)

The Charity Commission for Northern Ireland recognised the importance of consultation in particular in the implementation of its statutory equality duties. Consultation and engagement were promoted by the Commission throughout the year and in particular in relation to the consultation on draft public benefit guidance. Consultations sought the views of those directly affected by the issues we were consulting on.

Six consultation events took place between March and April 2013 in different locations. Our consultation page on our website attracted 5,756 hits. We considered the accessibility and format of every method of consultation in order to remove any barriers to the consultation process and to fully engage with all our stakeholders. This was particularly relevant in 'hard to reach groups'. Specific consideration was given as to how best we could communicate with children and young people, older people, people with disabilities, especially people with a learning disability, and ethnic minority communities. From these, several representative groups were invited to participate in the pilot registration process.

Section 11: 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.

(Enter text below)

CCNI is committed to developing a working culture and practice that embody our values and objectives. We aim to develop good practice and establish standards for the charity sector that include

- *Acting fairly ,honestly, with integrity and transparency towards all our stakeholders*
- *Seeking continuous improvement in our operating systems and our values to our stakeholders*
- *Developing our staff to meet challenges of change and acknowledge self worth.*
- *Recognising and embracing the principles of equality and diversity within the workplace.*

As a regulator the Commission believes that the charity sector plays a significant part in the transition to a more equitable society and that the Commission is involved in regulating those engaged in helping people out of poverty and the other charitable purposes. In doing so the Commission is aware of the specific role it has to encourage work that is intended to promote good relations and better achieve equality for individuals across the various backgrounds.

- Please outline any use of the Commission's Good Relations Guide.

(Enter text below)

The Good Relations Guide was used to inform thinking on Public Benefit guidance for example. It will be used in the coming year when further work is undertaken on this guidance and on regulating charity activities.

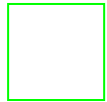
Section 12: Additional Comments

- Please provide any additional information/comments.
(Enter text below)

NONE

Part B: 'Disability Duties'
Annual Report 1 April 2012 / 31 March 2013

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



Fully
Achieved?



Partially
Achieved?



Not
Achieved?

NA The Equality Scheme and action measures were not approved until April 2013.

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 ¹	Outcomes / Impact ²
National ³			
Regional ⁴			
Local ⁵			

NA The Equality Scheme and action measures were not approved until April 2013.

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

	Training Action Measures	Outputs	Outcome / Impact
1			
2			
3			

¹ **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.

² **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.

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

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

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

4			

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			
2			
3			
4			

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1			
2			
3			
4			

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
1			
2			
3			

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

	Action Measures partly achieved	Milestones ⁶ / Outputs	Outcomes/Impacts	Reasons not fully achieved
1				
2				
3				
4				

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

	Action Measures not met	Reasons
1		
2		
3		

⁶ **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

(b) Quantitative

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?

Please delete: Yes / No

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			
4			
5			

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?
