



***Equality Scheme for
the Strategic Investment Board Limited***

***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 2 for contact details).***

**Strategic Investment Board Limited
5th Floor, 9 Lanyon Place
Belfast
BT1 3LP**

www.sibni.org

***Approved by the Equality Commission on 27 February 2013.
Updated 2018 and 2019.***

Contact details

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

Name Ursula Doherty
Title Human Resources Manager
Address Strategic Investment Board Limited
5th Floor, 9 Lanyon Place
Belfast
BT1 3LP

Telephone: 02890 250 930
E-mail: ursula.doherty@sibni.org
Mobile/Text: 07887 808480

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.

In our equality scheme we set out how the Strategic Investment Board Limited (SIB) proposes to fulfil the Section 75 statutory duties.

We will commit the necessary resources in terms of people, time and money to make sure that the Section 75 statutory duties are complied with and that the equality scheme is implemented effectively, and on time.

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

We will develop and deliver a programme of communication and training with the aim of ensuring that all our staff 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 for our consultees on the Section 75 statutory duties and our commitments in our equality scheme.

We, the Chairman of the Board and the Chief Executive Officer of SIB, are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions (including service provision, employment and procurement) through the effective implementation of our equality scheme.

We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our equality scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to positively influence how we carry out our functions in line with our Section 75

¹ See section 1.1 of our Equality Scheme.

statutory duties. It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

On behalf of SIB 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.

Gerry McGinn CBE
Chairman

Brett Hannam
Chief Executive Officer

(Contact details revised throughout due to change of head office address in April 2019)

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Chapter 1 Introduction

Section 75 of the Northern Ireland Act 1998

1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires SIB 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
- persons with dependants 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 fulfil the Section 75 duties in relation to the relevant functions of SIB

1.2 Schedule 9 4. (1) of the Act requires SIB 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 SIB is committed to the discharge of its Section 75 obligations in all parts of our organisation and we will commit 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.

Who we are and what we do

1.4 SIB is a company limited by guarantee and owned by the Executive Office (TEO), financed from within the departmental expenditure limit, with a Board reporting to the First Minister and the Deputy First Minister. (Details of current Board Members are set out in Appendix 1b.)

1.5 SIB is based at 9 Lanyon Place in Belfast. SIB works with NI government departments and agencies to help them achieve the delivery of major public infrastructure projects economically and efficiently. In parallel, SIB works with the private sector to inform the market of planned projects, generate confidence and stimulate market interest, thus driving competitive tension and resulting in improved value for the taxpayer.

1.6 SIB has the following key responsibilities:

- preparing the Investment Strategy for Northern Ireland (ISNI), a 10 year rolling programme for the delivery of public infrastructure that covers all areas of government including education, health, and transport;
- assisting the public sector to deliver large infrastructure projects and programmes of investment, by deploying advisers into key project management and advisory roles;
- fostering and promoting reform both in the delivery of major infrastructure and as a prerequisite for such investment, and helping to build delivery capability by encouraging the development of specialist skills and the use of innovative approaches not usually found in the public sector.

1.7 Further information is set out in the SIB Strategic Priorities, a copy of which is attached at Appendix 6 for information.

1.8 In addition SIB acts as an employer for 118 employees, with full responsibility for recruitment, management, welfare and remuneration of staff. An organisational chart setting out the structure of SIB is attached at Appendix 1a. When it was established in 2003, SIB adopted employment policies based on Northern Ireland Civil Service (NICS) standard policies. In particular, SIB follows the NICS Code of Practice on recruitment and selection which is rigorous in terms of its objectivity regarding the promotion of equality of opportunity. SIB has adopted an Equal Opportunities Policy, which was subjected to EQIA in 2008-09.

1.9 Procurement and contracting procedures, in line with Central Procurement Directorate's practices, are set out in Appendices A and B of SIB's Financial Memorandum (which can be accessed on the SIB website www.sibni.org). These purchasing arrangements reflect the need to be openly and demonstrably fair and impartial in awarding public contracts and should be such as to secure best value for money in terms of quality (i.e. fitness for purpose), delivery, whole-life costs, etc.

1.10 SIB's internal policies are based on NICS standard policies, adapted to suit the particular requirements of the organisation. When it was established in 2003, SIB developed a small number of operational policies including, for example, guidance on the standardisation of PFI contracts and procurement of advisory services for projects (which include appropriate references to Section 75); it has not been necessary to add to the operational policies in subsequent years.

1.11 It is important to note that SIB does not deliver services directly to the public, although the advice and support which we provide clearly have significant indirect benefits to the population of Northern Ireland as a whole. SIB plays a key role in facilitating the development of the Investment Strategy for Northern Ireland (ISNI) which, together with the Programme for Government and the Budget, forms the government's overall strategic approach to carrying out its responsibilities. The promotion of equality of opportunity and good relations is central to this strategic approach.

1.12 SIB does not have primary responsibility for developing and implementing projects, although it provides extensive support to the government departments and agencies which do. Identifying and addressing the equality implications of projects is the responsibility of the government department or agency, not SIB. Similarly the monitoring of impacts of each completed project is undertaken by the responsible department or agency.

1.13 SIB acknowledges the importance of promoting equality of opportunity and good relations through the selection, development and implementation of infrastructure projects. Although SIB is not primarily a source of advice to departments and agencies on Section 75 duties, we have developed an approach to mainstreaming equality as part of project management which ensures that the assessment of potential impacts and stakeholder engagement are addressed at the appropriate stages of each project.

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:

- 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. 4.1-4.18;
- arrangements for publishing the results of assessments – see Chapter 4 paras. 4.19-4.26;
- arrangements for monitoring the impact of policies – see Chapter 4 paras. 4.27-4.31;
- arrangements for publishing the results of monitoring – see Chapter 4 paras. 4.32-4.35;
- arrangements for ensuring and assessing public access to information and services we provide – see Chapter 6;
- 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 We 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 Chairman of the Board and the Chief Executive Officer. The Chief Executive Officer is accountable to the SIB Board 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.

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 we will respond to you as soon as possible:

Name Ursula Doherty
Title Human Resources Manager
Address Strategic Investment Board Limited
5th Floor, 9 Lanyon Place
Belfast
BT1 3LP

Telephone: 02890 250 930
E-mail: ursula.doherty@sibni.org
Mobile/Text: 07887 808480

2.5 Objectives and targets relating to the statutory duties will be integrated 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 SIB 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 (organisational) annual report.

2.8 The latest Section 75 annual progress report is available on our website

www.sibni.org

³ See Appendix 4 'Timetable for measures proposed' and section 2.11 of this equality scheme.

or by contacting:

Name Ursula Doherty
Title Human Resources Manager
Address Strategic Investment Board Limited
5th Floor, 9 Lanyon Place
Belfast
BT1 3LP

Telephone: 02890 250 930
E-mail ursula.doherty@sibni.org
Mobile/Text: 07887 808480

2.9 SIB liaises closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.

Action plan/action measures

2.10 SIB has developed an action plan to promote equality of opportunity and good relations. This action plan is set out in Appendix 6 to this equality scheme.

2.11 The action measures that will 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.

2.12 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 We will develop any action plans for a period of between one and five years in order to align them with our corporate and

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.

business planning cycles. Implementation of the action measures will be incorporated into our business planning process.

2.14 We will consult on our action plan before it is sent to the Equality Commission.

2.15 We 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 SIB 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 on our website:

www.sibni.org

or by contacting:

Name	Ursula Doherty
Title	Human Resources Manager
Address	Strategic Investment Board Limited 5th Floor, 9 Lanyon Place Belfast BT1 3LP

Telephone:	02890 250 930
E-mail:	ursula.doherty@sibni.org
Mobile/Text:	07887 808480

If you require it in an alternative format please contact us on the details provided.

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 We 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, screening and equality impact assessments and other matters relevant to the Section 75 statutory duties.

3.2 We 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)*'):

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 staff 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.

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 and 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.

3.2.2 Consultation with all stakeholders will begin as early as possible. 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 or
- 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.

3.2.3 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.

Information will be made available, on request, in alternative formats⁶, in a timely manner, usually within 4-6 weeks. We will ensure that such consultees have equal time to respond.

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

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

3.2.5 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.

3.2.6 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 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.

3.2.7 If 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

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

⁸ Please see below at 4.27 to 4.31 for details on monitoring.

particularly complex, we will give consideration to the feasibility of allowing a longer period for the consultation.

3.2.8 We 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 appropriateness 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.

3.2.9 We 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. SIB has already established a list of suppliers of translation and associated services who can supply the various accessible formats which may be required in a timely fashion.

3.2.10 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.

3.2.11 We provide feedback to consultees in a timely manner. 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 equality scheme at Appendix 3. It can also be obtained from our website at:

www.sibni.org

or by contacting:

Name	Ursula Doherty
Title	Human Resources Manager
Address	Strategic Investment Board Limited

**5th Floor, 9 Lanyon Place
Belfast
BT1 3LP**

**Telephone: 02890 250 930
E-mail: ursula.doherty@sibni.org
Mobile/Text: 07887 808480**

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.

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees. Please contact the Human Resources Manager 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, eg, '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 SIB 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 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 staff members 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
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.

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.

This screening decision will be 'signed off' by the appropriate policy lead within SIB.

4.11 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 SIB.

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.

4.12 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 SIB.

4.13 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.sibni.org

and on request by contacting:

Name	Ursula Doherty
Title	Human Resources Manager
Address	Strategic Investment Board Limited 5th Floor, 9 Lanyon Place Belfast BT1 3LP

Telephone:	02890 250 930
E-mail:	ursula.doherty@sibni.org
Mobile/Text:	07887 808480

4.14 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.

4.15 Our screening reports are published quarterly [see below at 4.20 - 4.22 and 4.23 for details].

Equality impact assessment

4.16 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.

4.17 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.

4.18 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))

4.19 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

4.20 Screening reports

These are published quarterly. Screening reports detail:

- All policies screened by SIB over the three month period;
- A statement of the aim(s) of the policy/policies to which the assessment 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.
 - 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;
- A link to the completed screening template(s) on our website.

4.21 Screening templates

For details on the availability of our screening templates please refer to 4.13.

4.22 Equality impact assessments

EQIA reports are published once the impact assessment 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;
- Future monitoring plans.

How we publish the information

4.23 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

4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on our website:

www.sibni.org

and by contacting:

Name	Ursula Doherty
Title	Human Resources Manager
Address	Strategic Investment Board Limited 5th Floor, 9 Lanyon Place Belfast BT1 3LP

Telephone:	02890 250 930
E-mail:	ursula.doherty@sibni.org
Mobile/Text:	07887 808480

4.25 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.

4.26 We 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))

4.27 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, SIB follows guidance from the Office of the Information Commissioner and the Equality Commission.

4.28 We monitor any adverse impact on the promotion of equality of opportunity of policies we have adopted. We are also committed to monitoring more broadly to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.

4.29 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 quantitative and qualitative data across all nine equality categories on an ongoing basis;
- The collection, collation and analysis of existing relevant secondary sources of 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;
- Undertaking or commissioning new data if necessary.

4.30 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, we will ensure that the policy is revised to achieve better outcomes for relevant equality groups.

4.31 We review our EQIA monitoring information on an annual basis. Other monitoring information is also reviewed on an annual basis.

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

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

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

4.34 The Section 75 annual progress report is published on the SIB website:

www.sibni.org

Consultees on the list set out at Appendix 3 are notified when a report is available (by electronic link or hard copy on request if more suitable for recipients).

4.35 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 Staff training

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

Commitment to staff training

5.1 We 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 SIB to the Section 75 statutory duties, both internally and externally.

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

Training objectives

5.3 SIB has drawn up a detailed training plan for its staff 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 staff fully understand their role in implementing the scheme;
- to provide those staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively;
- to provide those staff 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 staff involved in consultation processes with the necessary skills and knowledge to do this work effectively;
- to provide those staff involved in the implementation and monitoring of the effective implementation of the SIB 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 staff and Board Members are aware of and understand our equality obligations.

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all staff; ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff in SIB will receive a briefing on this equality scheme within three months of the approval of the scheme.
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff within SIB 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 staff are aware of the issues experienced by the range of Section 75 groups.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff 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 staff.

In order to share resources and expertise, SIB 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:

- We 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.
- The extent to which training objectives have been met will be reported on as part of the Section 75 annual progress report, which will be sent to the Equality Commission.

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

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

6.1 SIB 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 We 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.
- 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, we 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.

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. SIB liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice.

We will respond to requests for information in alternative formats in a timely manner, usually within 4-6 weeks.

SIB liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice. We have made use of the OFMDFM (now TEO) *Guide to Making Information Accessible* 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.

6.4 In disseminating information through the media we will seek to advertise in the press where appropriate.

6.5 The main medium for disseminating information about the work of SIB is the website www.sibni.org. All information posted on the website is designed to be fully accessible to people with disabilities and includes the facility to search for information on specific subjects or specific geographical areas. In addition, SIB often disseminates information to the public on specific projects using a variety of methods, including press and media briefings, newspaper and business paragraphs, news-sheets, information seminars, community conventions, school visits and face-to-face meetings with community groups.

Access to services

6.6 SIB is committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories.

SIB also adheres to the relevant provisions of current anti-discrimination legislation.

Assessing public access to information and services

6.8 We monitor annually across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.

6.9 Monitoring includes:

- keeping records of requests for information in alternative formats, the cost and length of time taken to respond to such requests;
- requesting feedback from recipients on the quality of the information provided in alternative formats and whether it met their needs;

- where SIB assists in developing a communication or public relations programme in respect of a specific project, appropriate targets are set and performance measures are utilised to assess the effectiveness of the programme.

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 is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop an action plan. Accordingly, this commitment it is listed in the timetable of measures at Appendix 4. For information on these action measures please see above at 2.10 – 2.17.

Chapter 8 Our complaints procedure

(Schedule 9 10.)

8.1 SIB 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.

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

8.3 A person wishing to make a complaint that SIB has failed to comply with its approved equality scheme should contact:

Name Ursula Doherty
Title Human Resources Manager
Address Strategic Investment Board Limited
5th Floor, 9 Lanyon Place
Belfast
BT1 3LP

Telephone: 02890 250 930
E-mail: ursula.doherty@sibni.org
Mobile/Text: 07887 808480

8.4 SIB 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).

8.5 We will in the first instance acknowledge receipt of each complaint within 5 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, SIB will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

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

8.9 The SIB will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

Chapter 9 Publication of our equality scheme (Schedule 9 4. (3) (c))

9.1 SIB's equality scheme is available free of charge in print form and alternative formats from:

Name Ursula Doherty
Title Human Resources Manager
Address Strategic Investment Board Limited
5th Floor, 9 Lanyon Place
Belfast
BT1 3LP

Telephone: 02890 250 930
E-mail: ursula.doherty@sibni.org
Mobile/Text: 07887 808480

9.2 Our equality scheme is also available on our website at:

www.sibni.org

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

- We 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.
- We 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 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.

9.4 For a list of our stakeholders and consultees please see Appendix 3 of the equality scheme, visit our website at

www.sibni.org

or contact:

Name	Ursula Doherty
Title	Human Resources Manager
Address	Strategic Investment Board Limited 5th Floor, 9 Lanyon Place Belfast BT1 3LP
Telephone:	02890 250 930
E-mail:	ursula.doherty@sibni.org
Mobile/Text:	07887 808480

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 we 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 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.

10.2 In undertaking this review we will follow any guidance issued by the Equality Commission. A report of this review will be made public and sent to the Equality Commission. The report will be published on the SIB website and we will notify those on our consultee list of its availability.

Appendix 1a: Organisational chart (as at March 2018)

SIB Organisation Chart

As at 31 March 2018

Brett Hannam Chief Executive

Legal Team

Gregor Hamilton Legal Director
Anna Gray Associate Legal Counsel (*on maternity leave*)

Project Directors and Managers

John Green arc21
Jonathan Porter HMS Caroline
Richard Rodgers RHI Taskforce
Ruairi Lavery SRC Project Director
Kieran Mooney NRC Project Director
Paul Wilson Shared Network Project Director
Jennifer Morgan Construction Director: SSEC (DE)

Ebrington & NW Projects

Martin Turner Ebrington & NW Projects Director
Noel Conway Ebrington Construction Manager
Ciaran Doherty Ebrington Construction Manager

DfC Community Cohesion Advisory Group

Denise Stockman Director
Rory Miskelly DfC GAA/Case ment Park Project Director
Pheilm Maguire Project Manager
Jacqueline Fearon Head of Capital Delivery
Andrew Dadley Technical Project Sponsor

Asset Management Unit

Scott Wilson Head of AMU
Michael Donnelly Head of Corporate Finance
Johnny Moore Land and Property Advisor
Kevin Hegarty Wind Energy
Ronan O'Hara Strategic Adviser
Mark Wishart Head of Estates Rationalisation

AMU: Reform of Property Management

Derek Kennedy Transformation Director
Gareth Kimpton Office Transfer Manager
Suzanne Allen Asset Management Adviser
Christine Williams RPM Project Manager
Siobhan White RPM Project Manager
Peter Gilleece RPM Project Manager
Mags Millar RPM Project Manager
Conor McCrory RPM Project Manager & Procurement Manager: NICSC

Buy Social Unit

Mary McKee Strategic Adviser - Social Regeneration/ Head of Buy Social Unit
Lisa Beers Buy-Social Development Officer
Nuala Griffiths Buy-Social Development Officer
Andrea MacLean Buy-Social Development Officer
Esther Barnes Buy Social Development Officer/ ISNI DTS Manager
Lizzie Scott Business & Research Officer

Strategic Support Unit

Patricia Mallon Head of SSU
Francis Ashe SSU Co-ordinator

SSU: Associate Strategic Advisers

Kyle Alexander Therese Hogg
James Gilchrist Karen McShane
Susan Lindsay John Miskelly
Richard MacFarlane Stephanie Morrow
Colin Maxwell Angela Reavey
James McCombe Colin Stutt
Philip McDonagh Sian Thornthwaite
Mark Graham Julie Donnelly
John O'Neill

SSU: Business Analysts

Ciaran Boylan Niall McGurk
Lenny Henry Sarah Villiers

Research Officers

Dearbhla Sloan
Dean McBride

Strategic Advisers

Anne McCreedy United Youth Adviser (TEO, DfE)
Brenda Burns Strategic Adviser
Bryan Gregory MLKDC Acting Chief Executive (TEO)
Dave Vincent Chief Digital Officer, TNI/INI
John Adamson Strategic Adviser
Julie Harrison Strategic Adviser, Good Relations
Pat O'Neill Strategic Adviser
Patrick McMeekin Economic Adviser
Paul Priestly Strategic Adviser
Roy Bell Procurement Adviser: EnergyWise (DfC, TEO, DfE)
Wesley Emmett Organisational Development & Recruitment Advisor

Investment Strategy, Research & Data Exploitation

Martin Spollen Chief Investment Officer
Johann Gallagher Economic Adviser
Paul McWilliams Data Analytics Associate

Social Investment Fund (SIF)

Kenny Knox SIF (Revenue Projects)
Darryl Petticrew SIF Project Manager

Urban Villages

Stephen McGowan Strategic Programmes Manager
Jane McCarthy Creative & Strategic Projects Manager
Justine Daly Urban Design and Physical Regeneration Manager
Ciaran McGurk Capital Delivery Manager
Emma Donnelly Local Co-ordinator
Joe Hinds Local Co-ordinator
Maureen Fox Local Co-ordinator (Derry~Londonderry)
Joy Hadden Local Delivery Manager
Donna McGuckin UV Administrative Co-ordinator
Jonathon Fulton UV Marketing and Communications Delivery Officer
Carl Southern Capital Projects Sponsor (Technical)

Education Authority Implementation Team

John Jennings ICT Projects Manager
Alison McVitty Associate Recruitment Specialist

Northern Ireland Digital Catapult

Tom Gray NI Digital Catapult Director
Nigel McAlpine NI Digital Catapult Immersive Lab Lead
Adam Wallace NI Digital Catapult Co-ordinator

Council Support Unit

Alan McVicker Council Support Unit/ SBRI Projects
Jonathan Gray Project Director, DCDCS/ CC&Gs
Nick Harkness Project Manager: Causeway Coast and Glens
Alan Campbell Project Manager: Mid and East Antrim Council
Andrew Stevenson Programme Manager: ABC Borough Council
Fergal McNicholl Project Manager: DCSDC
Mike Smith SBRI Adviser
Colin McCrossan Project Manager
Adrian Grimshaw Project Manager: Newry Civic Centre

Communications

Jean Wylie Director of Communications and Marketing
Rachel Edwards Manager of Communications and Marketing
Maggie Cassidy Marketing/ Communications Officer (maternity leave)

Administration

Alison Stafford Interim Finance Manager
Louise Johnston Finance Manager (maternity leave)
James McLroy Deputy Finance Manager
Noreena Coll Finance Officer
Joyce Agnew Finance Assistant
Sam Pringle Information & Compliance Manager
Ursula Doherty HR Manager
Catherine Hughes HR Officer
Karen Smith Associate HR Adviser
Helen McNeill PA to CEO
Elaine Allen Receptionist

Appendix 1b: Board of Directors (as at March 2018)

Gerry McGinn, CBE ***Chairman***

Gerry McGinn CBE is Chairman of the Strategic Investment Board and brings senior executive and Board-level skills, with strategic management experience, in both the private and public sectors. He has extensive financial services and banking experience, having held the chief executive position in financial institutions in London, Dublin, and Belfast. In addition, he was the Permanent Secretary in both the Department of Education and the Department for Regional Development. Mr McGinn is currently Chairman of Capita Asset Services (Ireland) and is on the board of the Progressive Building Society.

Duncan McCausland ***Non-Executive Director***

Duncan McCausland brings senior management level skills with experience in developing, implementing and monitoring corporate business strategies and strategic change.

He is a former Assistant Chief Constable of the Police Service of Northern Ireland, with over 30 years experience in policing at a national and international level, being a life member of Association of Chief Police Officers (UK) and Police Executive Research Forum (USA). He is currently a self employed Security and Justice Consultant, with appointments including the Department for International Development, and G4S Security providers. He has had a number of roles providing advice on police reforms and peace and reconciliation in various countries around the World including the USA, Iraq, Sri Lanka, Lebanon, Nepal, Bangladesh, Georgia, Armenia, Pakistan and Oman. He has been/is a Non Executive Director with the NI Tourist Board, Maze Long Kesh Development Corporation as well as the Strategic Investment Board. He is chair of the independent panel that oversees the operation of the Responsible Retail Code in relation to drinks promotions by the Licence Trade in NI.

Mr McCausland is a Deputy Lieutenant for Co Down and a committee member of the Princes Trust Council for Northern

Ireland as well as a Patron of Special Olympics Ireland. He previously has been a Trustee of SS Nomadic and a member of the Commission for Prison Reform oversight.

Mr McCausland is since 2017 an independent Board member for the Department of Communities, and vice Chair of the Departments Audit and Risk Committee.

Marie-Thérèse McGivern
Non-Executive Director

Ms Marie-Thérèse McGivern brings senior management level skills with experience in developing, implementing and monitoring corporate business strategies and in corporate governance and change.

She has been the Principal and Chief Executive of the Belfast Metropolitan College since November 2009. From March 1999 until October 2009 she was the Director of Development at Belfast City Council. Prior to this Ms McGivern worked for the Belfast Regeneration Office from 1995 to 1999.

Ms McGivern has held a position as a Director at the Titanic Foundation since October 2010. She is also a member of the CBI NI Council and the Changing Childhood Appeals Board.

Danny McSorley
Non-Executive Director

Danny McSorley is a Chartered Civil Engineer. He worked for ten years in Roads Service before transferring to the Department of Agriculture and being appointed Chief Executive of Rivers Agency in 1996.

He has spent the last sixteen years working in Local Government until his retirement earlier this year. He served as Chief Executive of Strabane District Council for two years before his appointment as Chief Executive of Omagh District Council in 2001. He was Chief Executive of both Councils from 2011 to 2015.

Mr McSorley has been heavily involved in developing and taking forward an extensive programme of regeneration in Omagh, Strabane and the wider North-West region. More recently he has played a leading role in supporting Local Government Reform and

developing a Local Government led approach to securing improvement and efficiency through collaborative working.

He was awarded the OBE in the 2015 New Years Honours for services to Local Government.

He is Chair of the Safety Technical Group for the DCAL Stadia Project. He has no public appointments.

Kathryn Thomson
Non-Executive Director

Kathryn Thomson has been Chief Executive of National Museums NI since March 2016.

Prior to that she was Chief Operating Officer at Tourism NI for 11 years. Before that Kathryn worked in the senior finance team within NHS Greater Glasgow, primarily involved in business and financial planning.

Kathryn holds a BCom (Hons) degree in Business Studies from the University of Edinburgh, completed her accountancy training at PriceWaterhouseCoopers and has a professional qualification as a Chartered Accountant with the Chartered Institute of Public Finance and Accountancy (CIPFA). In addition, Kathryn holds a public appointment as a Director of the Strategic Investment Board. She is also sits on the Boards of both Tourism Ireland and Visit Belfast, as well as being a Director and Trustee on the Board of two charities – the Simon Community and Open House Festival.

Brett Hannam
Chief Executive Officer

Brett Hannam has been Chief Executive of the Strategic Investment Board since 2012, having joined the organisation as Chief Operating Officer in 2006. He holds honorary fellowships of the Royal Institution of Chartered Surveyors and the Institution of Civil Engineers.

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	Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; 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; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Transsexual 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 and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.
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 consultation list is indicative and not exhaustive and is reviewed on an annual basis to ensure it remains relevant to our functions and policies.

Action on Hearing Loss
Age NI
Alliance Party
An Munia Tober
Association of Chief Officers of Voluntary Associations
Barnardo's NI
Belfast Butterfly Club
Belfast Gay Pride Committee
British Deaf Association NI
Bryson House
Carafriend
Carers NI
Child Poverty Action Group
Children's Law Centre
Chinese Welfare Association NI Ltd
Church of Ireland
Committee on the Administration of Justice
Community Relations Council
Consumer Council
Confederation of British Industry
Counteract
Democratic Unionist Party
Department of Agriculture, Environment and Rural Affairs
Department for Communities
Department for the Economy
Department of Education
Department for Infrastructure
Department of Finance
Department of Health
Department of Justice
Disability Action
East Belfast Community Development Agency
Equality Commission for NI

The Executive Office
Falls Community Council
Family Planning Association NI
First Division Association
Foyle Friend
Foyle Women's Network
Gingerbread NI
Institute of Directors NI Division
Labour Party
Law Centre NI
Lesbian Line
Library, Parliament Buildings
Local Government Staff Commission
MENCAP (Royal Society for Mentally Handicapped Children & Adults)
Methodist Church in Ireland
National Society for the Prevention of Cruelty to Children
National Union of Students/Union of Students in Ireland NI Student Centre
NI Association for the Care and Resettlement of Offenders
NI Association for Mental Health
NI Committee, Irish Congress of Trade Unions
NI Council for Ethnic Minorities
NI Council for Voluntary Action
NI Gay Rights Association
NI Human Rights Commission
NI Public Service Alliance
NI Women's Aid Federation
NI Women's European Platform
NI Youth Forum
North West Community Network
North West Forum of People with Disabilities
Parenting NI
Presbyterian Church in Ireland
Press for Change
Progressive Unionist Party
Queer Space
Relate
Roman Catholic Church
Royal National Institute for the Blind
Royal National Institute for Deaf People
Rural Community Network NI

Rural Development Council
Save the Children
Social Democratic and Labour Party
Simon Community NI
Sinn Féin
The Rainbow Project
The Workers Party
UK Unionist Party
Ulster Scots Agency
Ulster Unionist Party
Unison
West Belfast Partnership
Women's Resource and Development Agency
Women's Support Network
Youth Council for NI
Youthnet

Appendix 4 Timetable for measures proposed/Equality Action Plan

Measure	Lead responsibility	Timetable
Section 75 Annual Progress Report	Chief Executive/ Human Resources Manager	By 31 August (annually)
Consultee list reviewed	Human Resources Manager	By 31 August (annually)
Screening reports completed	Project/ Programme/ Team Lead	Within 3 months of project/ policy development
Screening reports published on website	Human Resources Manager	Quarterly (as and when screening reports are completed)
Review of equality monitoring information	Human Resources Manager	Annually
Publication of monitoring information		By 31 August (annually – Section 75 report)
Communication and marketing of the Buy Social approach to support Government Departments' use of Buy Social approach in contracts.	Head of Buy Social	Roll out and implementation: throughout 2017/18 – 2019/20
Training: Development of Equality Scheme Summary Review, plan and/or implement training	Human Resources Manager	Annually and or as need arises
Assess access to information and services	Chief Executive/ Human Recourses Manager	By 31 August annual (Section 75 report)
Review of equality scheme	Chief Executive/ Human Recourses Manager	Within 5 years

Appendix 5 Glossary of terms

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, staff, 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.

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 every day 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.

Screening

The procedure for identifying which policies will be subject to equality impact assessment, and how these equality impact assessments 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.

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 Strategic Priorities

SIB's Strategic Priorities are

1. the statutory requirement for SIB to advise the Executive in relation to the formulation and implementation of its programme of major investment projects;
2. the need to deliver those projects to the required quality, on time and within budget;
3. the need to obtain value for money for infrastructure investment (including the delivery of social value through sustainable procurements and use of assets);
4. the need to make best use of existing assets and dispose of those that are surplus to requirements;
5. the need to engage with the private sector more closely in order to optimise the use of private funding in support of public investment, (while recognising that private funds do not have general applicability at all times or across all types of infrastructure);
6. the need to deliver the best possible return to the Executive through the use of Financial Transactions Capital (FTC) and the Investment Fund;
7. the need to support strategic infrastructure planning;
8. the need to improve the infrastructure delivery capabilities of government departments;
9. the need for continual improvement in the processes and procedures for the commissioning and procurement of major capital investment;

10. the need to develop SIB's capacity and capabilities to ensure it continues to meet the needs of its partners; and
11. the need to be flexible and informed to support departments in the delivery of new major investment policies and programmes.