



EQUALITY SCHEME

5 YEAR REVIEW

This report covers a review of the operation of an Equality Scheme
for the period 2013-2018

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EQUALITY COMMISSION FOR NORTHERN IRELAND

Public Authority Five Year Review Report

Name of public authority

Northern Ireland Fishery Harbour Authority (NIFHA)

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Executive Summary

Please provide some main conclusions in terms of:

- a) To what extent has your public authority's approved scheme provided a workable basis for mainstreaming the need to promote equality of opportunity and good relations into policy-making over the past five years?

The Northern Ireland Fishery Harbour Authority (NIFHA) Equality Scheme was approved in February 2013. Mainstreaming the promotion of equality of opportunity and good relations in policy making in NIFHA needs to be placed in context. NIFHA is a Non-Departmental Public Body of the Department of Agriculture Environment and Rural Affairs (DAERA) and delivers a range of services in the three Harbours of Ardglass, Portavogie and Kilkeel. A key feature of the business of NIFHA is to meet high standards of environmental protection and Health and Safety Compliance. The core business of the organisation and decision-making powers relate to the effective and efficient management and development of the three Harbours. NIFHA is a small organisation with just 21 staff (18 FTE) based across four locations, which includes an administrative office in Downpatrick. The organisation manages the operations in three busy fishing harbours with very limited staffing resources. Therefore, the capacity of NIFHA to engage in Section 75 duties is limited and is proportionate to what is achievable. Notwithstanding these limitations, through the leadership and commitment of the Board, Chief Executive and Staff to implementing Section 75, NIFHA has made considerable progress over

the last five years.

The areas where Equality and Good Relations can be promoted are in relation to: HR policy and practice, Corporate Responsibility and Engagement with the communities where the Harbours are based.

Since the development of the first scheme in 2012 NIFHA has successfully devoted considerable effort to modernising its overall culture. The organisation has become proactive in engaging with stakeholders; new HR policies have been adopted in relation to the management and development of employees, and further systems and processes have been adopted to implement good governance. The changes implemented have been made to support the delivery of the following vision:

“To set the standard for fishery harbours by delivering excellence in all that we do”

The development of the 2012 scheme was a useful exercise. The original scheme enabled the organisation to recognise what was proportionate and achievable in terms of the promotion of Equality and Good Relations, given its remit and scale.

One of the main themes to emerge from the Audit of inequalities and picked up in the Action Plan was the opportunity to achieve greater impact in terms of promotion of Equality and Good Relations through partnership working. The approach to implementing Section 75 has changed during the lifetime of NIFHA’s Equality Scheme. A more

proactive approach has been taken to engaging with local communities, schools, harbour user groups and stakeholders.

Actions were identified in the original Action Plan in relation to the following equality groups: gender, religion, disability, race and age. Changes implemented in relation to the workforce have included the implementation of HR policies and procedures to promote equality and fairness in the workforce.

A proactive approach has been taken to reaching out to young people in the local schools and to the communities where the Harbours are based, to promote the work of NIFHA and the careers that exist in the fishing industry. Partnership working has also been enhanced through working with the local support groups providing support to migrant workers and through engaging with the local council on community initiatives.

The Equality Scheme and timetable has facilitated the delivery and evaluation of timely, targeted training for all employees and Board members in relation to Equality and Good Relations.

The changes that have been adopted in terms of mainstreaming equality and good relations into decision making in NIFHA are in the main down to the adoption of the cultural change that has taken place in the organisation over the last five years as opposed to the framework provided through the Equality Scheme.

b) What key lessons have been learnt over the past five years in terms of effectively implementing the approved equality scheme?

Through benchmarking with the good practice recommended by the Equality Commission it has been established that the approach taken by NIFHA to this review and to annual reporting is compliant in this regard in relation to the following¹.

There is evidence of the importance of leadership and commitment to the promotion of Equality and Good Relations from senior management by the Chief Executive and Board. The Chief Executive has overall responsibility in NIFHA for the implementation of Section 75 and for the HR strategy. A holistic, strategic approach to the Article 55 Review monitoring and Section 75 has been implemented and employees have been empowered to take a more active role and interest in implementing the Equality duties.

Effecting change in the composition of the workforce of this scale with a low rate of staff turnover is problematic. Small changes can skew the percentage representation of the two communities in the workforce. The Senior Management and Board has taken cognizance of the statistics in the Article 55 monitoring review and see merit in continuing to implement affirmative action measures that will ensure young people, women and both sections of the community consider the fishing sector to be a welcoming environment to work in.

¹ Connolly H, and Watson S, (2017) A review of Action Plans developed by Public Authorities in relation to their statutory equality and good relations duties

Through empowering and engaging staff in the implementation of practical projects there is evidence in the annual report of actions and outcomes for the local communities where NIFHA operates. Section 75 has now become more meaningful and real for employees. Going forward however, there is a recognition that more could be done in terms of capturing information on the outcomes of the activities NIFHA has been involved in. Consideration will be given in the future to capturing and reporting on the outcomes of the activities implemented for the nine section 75 groups.

The scheme has resulted in a more focused approach to implementing training. Short training sessions that are practical in nature and tailored to NIFHA have worked well for both employees and Board members. Capturing evaluation feedback from the sessions has proved helpful in ensuring future training is targeted and developed to meet actual needs.

The approach to training going forward will continue to make use of practical sessions that engage employees in identifying how they can take responsibility for promoting Equality and Good Relations.

There has been limited activity in terms of screening or EQIA over the period of the review and consideration will be given going forward (in terms of good governance) to having a system for tracking policies and for ensuring that Equality and Good Relations considerations are fully integrated into the policy development and review cycle².

² Policy Arc Ltd. and Kremer Consultancy Services Ltd. (2016) Section 75 screening and equality impact assessment: a review of recent practice.

c) What more needs to be done to achieve outcomes for individuals from the nine equality categories?

As stated in the earlier section of the report, due to the nature of the business NIFHA is engaged in and its scale, there are limitations on the outcomes it can achieve for the individuals from the nine equality categories. Notwithstanding the nature of the business, the Board and senior management remain committed to adopting a best practice approach to equality matters and to integrating it into the governance of the organisation. This will continue to be a feature of how NIFHA implements the equality duties going forward.

In terms of the workforce composition, the Article 55 reviews have demonstrated that there has been little change in the workforce composition over the last five years. Overall, the organisation has a low staff turnover rate and due to the lower numbers of applicants available in specialist skills, progress in making changes in the representation of women and both communities in the workforce is affected by wider societal factors. Notwithstanding, the difficulties in effecting changes in the workforce, the organisation will continue to engage in affirmative action measures to promote NIFHA as an organisation that welcomes applicants from under-represented section 75 groups.

Through the changes made in the organisation on community engagement there has been considerable progress over the last five years in the level of community outreach and engagement. Positive anecdotal feedback has been received from groups representing young

people and ethnic minority communities on the outreach work. It is however recognised that going forward greater focus needs to be given to capturing data on the outcomes for targeted Section 75 groups.

NIFHA has recognised thought needs to be given to how this will be achieved through employee and customer surveys, monitoring the participation levels from schools and levels of attendance at events.

1. A general introductory statement specifying the purpose of the scheme and the public authority's commitment to the statutory duties.

The NIFHA equality scheme has been used to ensure that the organisation has where appropriate fulfilled its duties in terms of Section 75(1) and (2) i.e., the duties to have:

- due regard to the need to promote equality of opportunity and
- regard to the desirability of good relations

Leadership commitment to the promotion of Equality and Good Relations has been championed by the Chief Executive and the Board members who have taken a keen interest in the activities the organisation has engaged in with regard to Section 75.

During the five years since the development of the revised equality scheme NIFHA has continued to engage in outreach measures which raise the profile of Equality and Good Relations.

Examples of the activities that have taken place are as follows:

- Stakeholder meetings held at NIFHA's 3 harbours; Ardglass, Kilkeel and Portavogie are used as an opportunity to promote good practice and achieve better outcomes. They are also used as a forum for consultation on Equality, Good Relations and Disability issues.
- Shore side facilities for migrant workers at the 3 harbours are improved through NIFHA's continued collaboration with the Fisherman's Mission charity.
- A primary schools' education programme for the schools in the local community which includes a Section 75 focus.
- Support for the local Harbour based community festivals in all three areas.
- A NIFHA employee acts as their local representative to offer support and provide assistance to Filipino workers at the harbour.
- Merchant Navy Welfare (which provides assistance to migrant crew members) meetings are attended by the Ardglass Harbour Master.
- One of NIFHA's Kilkeel employees attends the Newry, Mourne and Down District Council Good Relations Forum.

The Corporate Plan objectives contain a commitment to implementing Equality and Good Relations under the following strategic objective.

“To ensure the work of NIFHA builds wider socio-economic prosperity for the coastal communities which it serves while ensuring that concern for the environment is at the heart of what we do.”

The Board members and management team receive regular reports on promotion of equality and good relations. Performance in these areas is monitored throughout the year.

The senior management team and the Board regularly review the actions agreed and progress in implementing actions.

A summary of the annual review is produced and circulated to the Board members for consideration.

NIFHA has made significant progress over the past five years in terms of community outreach. There has been increased interaction with young people through their schools programme, with local communities in the areas where the harbours are located, and with non-nationals employed on the fleets.

1a) To what extent were senior management involved in ensuring scheme compliance over the 5 year period and what further steps could be undertaken to ensure effective internal arrangements?

The commitment to Section 75 starts from the top of NIFHA. The Chief Executive recognises that leadership commitment to Section 75 sits with him, for example, he has acted as an ambassador for promoting the needs of Section 75 groups by undertaking a sponsored skydive for the Fisherman's Mission which was widely publicised.

The Corporate Plan objectives and actions contain a commitment to the effective implementation of Section 75 and this commitment is then cascaded throughout the whole organisation. The Board members and management team receive regular reports on promotion of equality and good relations.

Under the organisation's governance arrangements senior level accountability for equality and good relations has been allocated to the Chief Executive who is accountable for the delivery of all processes and procedures including Section 75.

Management ensure that employees are aware of their responsibilities in relation to equality and good relations by ensuring they attend induction training and ongoing refresher training in this regard.

Having taken cognizance of the findings in the Section 75 screening and equality impact assessment, review of recent practice², recommendations and the comments of the senior management; it is proposed that going forward further consideration is given to the following:

- Adopting a clear process for tracking all new and revised policies and that screening of all policies is reported on;
- Ensuring that managers have a clearer understanding of how to integrate the duty on good relations into the screening exercise;
- Ensuring that the "due regard" duty is fully incorporated into the screening methodology;
- Ensuring that there is a clear understanding that the Section 75 duties are regarded as continuous and that screening should be revisited if new evidence or information requires it.
- Continued work on effective monitoring systems to provide accurate and useful information on the impact of policies.

² Policy Arc Ltd. and Kremer Consultancy Services Ltd. (2016) Section 75 screening and equality impact assessment: a review of recent practice.

1b) Outline annual **direct** expenditure of resources to ensure that the statutory duties were complied with, in terms of staff and money over the past 5 years, and comment on the extent that all necessary resources were allocated.

Prompts – Identify costs related to equality unit staff, use of consultants, allocation of budgets to training/publications/research, extent of in-year bids and/or reallocation of resources. What were the lessons learnt in terms of enablers and impediments to monitoring resourcing? What could the public authority do in future to ensure effective allocation and monitoring of necessary resources?

NIFHA has resourced the implementation of Section 75 over the last five years by dedicating a proportion of the Chief Executive's time and an Administration Officer's role to Equality and Good Relations. The Chief Executive provides the strategic overview on Equality and Diversity and advises the Board and Management on policy and practice in this regard. The Chief Executive is supported by the Administration Officer who collates and reports on all the Section 75 data and engages in outreach activities.

A strategic decision was taken by NIFHA not to employ a full-time equality officer due to the scale of the organisation and limited resources to fund a post of this nature. The internal resource is supported through using an external consultancy resource as and when required.

Due to the mainstreaming of Equality and Diversity within the organisation it is the responsibility of each manager to ensure onsite compliance is achieved. The Chief Executive and Administration Officer provide an advisory and support role to the managers who are responsible as stated for the day to day implementation of the Equality Scheme.

During the review period NIFHA has committed £14,900 in direct costs which include external consultancy fees and internal staff costs.

This excludes the direct spend on community outreach activities and programmes.

2. An outline of how the public authority intends to assess its compliance with the Section 75 duties and for consulting on matters to which a duty under that section is likely to be relevant.

2a) Outline impacts and outcomes (for the public authority and/or individuals from the nine equality categories) over the past five years and what further steps could be undertaken to build on these or address underreporting?

Prompt – Were outcomes delivered for all of the nine equality categories? Were annual progress reports critically reviewed before or after submission to the Commission? What examples of good practice from other public authorities could be adopted?

Through the process of change that has taken place in the organisation over the last five years, a cultural shift has taken place. NIFHA now engages more proactively with a wide range of stakeholders across the nine Section 75 groups.

NIFHA is now accessible to a much wider cross-section of the community and the range of stakeholders that front line staff comes into contact with, is much more diverse.

Specific equality- related outcomes delivered to date include:

1. Leadership commitment to the promotion of equality and good relations has been achieved through the ongoing role of the CEO and the Board.

2. NIFHA has brought about a positive cultural change in relation to mainstreaming Section 75 through aligning NIFHA's corporate objectives with the equality duties.
3. Evaluation of the equality and good relations training has indicated there is an enhanced awareness of roles and responsibilities in promoting equality and good relations.
4. Positive impacts and outcomes have been achieved for young people, for women, and for people from ethnic minority communities. Going forward greater attention will be focused on gathering data on the actual impacts.
5. Through the events sponsored by NIFHA, schools from both the main communities and young people from areas of social deprivation are invited to participate in educational activities.
6. The Annual Progress Report is reported on to the Senior Management Team. The Board is also briefed on performance in relation to the Annual Review.
7. Positive impact in terms of income to communities through assisting to build community pride in towns, promote good relations and create a positive image in each of the three towns.
8. To enhance communication with the stakeholders NIFHA has recently set up a Facebook site.

In the audit of inequalities produced prior to the launch of the first equality scheme it was identified that actions would be taken in relation to the following section 75 groups: gender, religion, young people, race, and people with disabilities. Further research is required to demonstrate quantifiable outcomes for these Section 75 groups.

The lessons from this review are that while NIFHA has been much more proactive in engaging with stakeholders it could be more proactive in capturing the outcomes from the extensive range of outreach activities.

2b) Outline the number of equality scheme related consultation exercises undertaken by your authority over the past five years. Set out the number and percentage related to screening exercises and to EQIAs and indicate the extent that your scheme helped you to engage with external stakeholders.

Prompt – Identify your authority’s most and least successful means of consultation in relation to s75 categories. Why were some means of consultation more or less successful in relation to particular equality categories?

NIFHA has extended their level of engagement with a wide range of stakeholders over the last five years due to the commitment in their corporate plan:

“To be a customer centred organisation engaging and communicating with NIFHA’s Customers and Stakeholders”

Measures to consult with stakeholders have included: a stakeholder advisory forum; the Harbour Users Meetings; Engagement of an employee on a Newry Mourne and Down District Council Good

Relations Forum; consultations with groups representing migrant workers; enhanced use of social media; and employee and customer satisfaction surveys.

No Equality Scheme related consultation exercises have been undertaken over the past five years in relation to screening or EQIA. It is proposed going forward to consider how NIFHA could integrate consultation on Section 75 into the consultation exercises they currently engage in.

Five screening exercises have been undertaken and the outcomes published on the website. The screening reports have not resulted in facilitating consultation with external stakeholders.

The culture in NIFHA is to ensure they do the right thing for their customers and stakeholders. This has driven the cultural change that has taken place over the last five years. The commitment to deliver for Section 75 groups helps to determine the outreach activities NIFHA engages in.

2c) Indicate if your list of consultees was amended during the 5 year period and what further steps could be taken to develop your level of engagement and consultation?

Prompt - Outline the extent your authority did or did not move away from formal consultation and on what criteria was any such consultation targeted? To what extent were requests to be included and/or objections from those not included in the consultation process received and how were these addressed?

Equality Consultation List

NIFHA has reviewed the list of consultees over the last five years and has removed those consultees who have indicated they do not wish to remain on the list. New consultees have been added that are reflective of the business NIFHA is engaged in and their key stakeholders.

The experiences of equality consultation has demonstrated that both the organisation and consultees would benefit in considering how to integrate equality matters into internal and external communication and outreach activities rather than as a stand-alone exercise.

Through the community outreach activities, NIFHA has established strong links with individuals and organisations represented in the following Section 75 Groups: young people, women, cross-community groups; groups representing non-nationals.

2d) To what extent did your authority consult directly with directly affected individuals as well as with representative groups, particularly in relation to young people and those with learning disabilities, and was this sufficient?

Prompt – How effective was your authority at providing feedback to consultees as a result of consultation exercises? What were the lessons learnt in terms of enablers and impediments to consulting directly with affected individuals? What could your authority do in future to provide effective consultee feedback?

With regard to decisions and policies impacting on staff and external stakeholders, the organisation undertook engagement and consultation on the following policies:

- Consultation was undertaken with groups representing the nine section 75 groups on the Corporate Plan
- Consultation took place on the Disability Action Plan in 2015
- Staff surveys and stakeholder consultations take place on a regular basis
- Users with disabilities consulted in relation to new capital projects in the Harbours
- Placements have been provided for young people with disabilities

In seeking the views of young people, NIFHA has engaged with a range of groups representing young people. Moreover, through the enhanced social media presence, updated website and extensive volunteering activities, engagement with young people and those with a range of disabilities have been enhanced.

Examples of the feedback from two of the schools taking part in the engagement project are as follows:

What do you feel has been the main benefit to your school of taking part in the programme?

School 1

Many of the children have family members involved in the fishing industry but would never venture near the harbour. Also the children were able to investigate various aspects of the local industry and history. I feel it did succeed in its aims and I was very impressed with the project and with the work Rosemary and others involved put into it. I would highly recommend it and would see it developing next year now that we have had a run through.

School 2

An increased interest, respect and knowledge of their immediate environment and the fishing industry.

With recent increased pressure on the fishing industry fewer local families are becoming involved in fishing. This affords the children the opportunity to see the industry first hand and relate to the heritage of the village.

3. The authority's arrangements for assessing and consulting on the impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity.

3a) Outline and discuss the number of policies your authority subject to screening over the past five years, setting out the number and percentage of 'policies screened in' on the basis of equality considerations and the percentage 'screened in' on the basis of the good relations duty.

Prompt - What were the lessons learnt in terms of enablers and impediments to screening in terms of, screening criteria and priority factors? Are there any other criteria which could usefully be included? What lessons are there regarding responsibility for screening at regional level and subsequent screening of local policy? What could your authority do in future to ensure effective screening arrangements? Set out in an appendix a list of all policies screened out during scheme implementation.

Due to the nature of the business there are high level policies which are specifically related to safe and effective running of the Harbours which would not have any impacts in terms of Section 75. NIFHA does not deem it necessary to screen policies of this nature.

The experience to date of screening in an organisation of this scale engaged in the safe and efficient running of three harbours has demonstrated that there is a limited requirement to screen policies in for EQIA.

The following policies were screened:

2014/15

Harassment policy, Partnership policy, Child Protection policy

2015/16

Conflict of Interest policy, Complaints policy

Table 2: Policies Screened over the last five years

Year	2013/14	2014/15	2015/16	2016/17
Total No. of policies	0	3	2	0
Screening Decision Out	0	3	2	0
Screening Decision In	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Key factors that have contributed to the effectiveness of the screening process during the last five years include: a professional and focused approach, a culture of doing the right thing and training.

Having benchmarked the activities of the organisation against research in this area commissioned by the Equality Commission, we propose that going forward the following measures be adopted:

- That we train managers employed in screening through providing practical consultancy support to them when they are engaged in screening exercises

- That we continue to maintain and develop records, registering all existing, revised and new policies and record Section 75 activity and review cycles
- That in terms of sign off; when screening templates are signed off by the policy owner, the Board will receive an annual report on screening
- That the organisation will continue to adopt a flexible and proportionate approach to defining the business that should proceed to screening
- That consideration is given to how to access more effectively, useful internal and external data sets when conducting screening in the future
- That NIFHA will continue to use the informal contacts it has established with various representative groups willing to offer advice and comment when conducting screening

3b) To what extent did your authority's consideration of the screening criteria **not** identify equal opportunity implications on any of s75 categories, but for which consultees then highlighted problems?

Prompt –Identify the extent the collection of quantitative and qualitative data informed screening processes. Outline the extent consultations with representative groups produced data to inform the screening process which was not otherwise available to your authority. Outline any difficulties in identifying policies and equality implications using the definition of policy set out in the Guide to the Statutory Duties.

In relation to screenings that are published as part of the quarterly screening reports, the organisation has to date received no comments from consultees. The lack of feedback received reinforces the point made earlier that in an organisation of this scale engaged in the safe and efficient running of three harbours there is a limited requirement to screen policies in for EQIA.

3c) Outline over the past five years how many EQIAs your authority commenced as a result of i) initial screening and ii) as a result of screening new/revised policies subsequently, and discuss the extent that your authority has become more effective at identifying equality of opportunity dimensions in its policies.

Prompt – Were changes made to the screening process?

Outline any examples of any changes made to policies to better promote equality of opportunity and/or good relations, rather than to address any perceived differential impact, as a result of screening policies that were ‘screened out’?

The organisation did not undertake any Equality Impact Assessments during the five year review period.

3d) Outline over the past five year period the percentage of your authority’s initial EQIA timetable that reached i) stage 6 of the EQIA process i.e. decision making, and ii) stage 7 of the EQIA process i.e. annual monitoring & publication of results, and indicate the extent that your authority has become more effective at progressing EQIAs.

Prompt – Explain any slippage that occurred and what was done to rectify it. To what extent did you notify representative groups of this slippage and what was their reaction? What were the lessons learnt in terms of enablers and impediments to monitoring EQIAs?

Not applicable

4. The authority's arrangements for monitoring any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.

4a) To what extent were sufficient arrangements put in place to collect data relating to the nine equality categories to monitor the impact of policies and what could your authority do in future to develop monitoring arrangements?

Prompt - What were the lessons learnt in terms of enablers and impediments to monitoring and developing new/additional quantitative data over the past five years? Did your authority consult its own employees or collaborate with other authorities to collect data? Did your authority engage with representative groups to develop monitoring arrangements?

Appropriate mechanisms have been put in place to monitor the impact of policies on the nine Section 75 categories and a summary of the monitoring arrangements have been put in place in the organisation.

Monitoring of the workforce is implemented in terms of gender, religion, disability, marital status, age, race, dependants and caring responsibilities.

5. The authority's arrangements for publishing the results of equality impact assessments and of monitoring any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.

5a) Indicate the number of reports published outlining the results of EQIAs and monitoring over the past five years, and outline what your authority could do in future in relation to improving the publication of EQIA results and monitoring.

Prompt – Identify the number of reports that were provided in alternative formats. What were the lessons learnt in terms of enablers and impediments to publishing the results of EQIAs and monitoring?

Not applicable

6. A commitment that in making any decision with respect to a policy adopted or proposed to be adopted by it, that the public authority shall take into account any equality impact assessment and consultation carried out in relation to the policy.

6a) In terms of the number of EQIAs that reached stage 6 i.e. decision making to what extent were mitigation measures and alternative policies adopted?

*Prompt - Outline the extent to which your authority produced EQIAs that did **not** identify adverse impact on any of s75 categories, but which consultees then gave an indication of adverse impact of s75 category and/or proposed mitigation measures or alternative policies.*

Not applicable

6b) To what extent did consideration of EQIAs and consultations contribute to a change in policy, as opposed to policy decisions which would probably have been made in any event by your authority?

Prompt - Set out any key examples. What were the lessons learnt in terms of enablers and impediments to making a decision and taking into account an EQIA and consultation? What could your authority do in future to ensure decision making effectively takes these issues into account?

Not applicable

7. The authority’s arrangements for training staff on issues relevant to the duties.

7a) To what extent were sufficient arrangements put in place to develop and deliver a training programme in accordance with scheme commitments?

Prompt - Was the training programme focused on the initial period of scheme implementation or did it effectively cover all five years? To what extent were outside trainers from representative groups used in designing or delivering training? Was focused training for staff in management and roles associated with aspects of scheme implementation provided on an ongoing basis?

NIFHA has implemented a practical and proportionate training plan over the last five years. The training plan was informed by an evaluation of Section 75 training that was undertaken as one of the actions in the action plan arising from the initial Equality Scheme.

The training provided has included:

Position	Course Title	Service Provider	Date
Harbour Foreman Board Member Administration Officers Administration Assistant Assistant Project Manager Ardglass Harbour Master	Section 75 Awareness and NIFHA Equality Scheme Review	Dorothy McKee Consulting	05-Jun-13
Harbour Operatives Harbour Foreman Portavogie Harbour Master	Section 75 Awareness and NIFHA Equality Scheme Review	Dorothy McKee Consulting (Tony Steed)	11-Jun-13

Position	Course Title	Service Provider	Date
Administration Assistant Maintenance Fitter Fishmarket Chargehand Dredger Operative Harbour Foreman Kilkeel Harbour Master	Section 75 Awareness and NIFHA Equality Scheme Review	Dorothy McKee Consulting (Tony Steed)	13-Jun-13
Project Manager Accounts Administrator Chief Executive Chairman Board Members	Section 75 Awareness and NIFHA Equality Scheme Review	Dorothy McKee Consulting	21-Jun-13
Administration Officer	Article 55 Review Seminar	Equality Commission	16-Jan-14
Chief Executive	Section 75 Screening	Tony Steed, DMcK Consulting	08-Apr-14
Accounts Administrator Administration Officer Chief Executive	Section 75 Screening	Dorothy McKee	05-Nov-14
Administration Officer	Migrant Workers (Part 1) Migrant Workers (Part 2)	Equality Commission Equality Commission	12-Nov-14 26-Nov-14
Chief Executive	Disability Action Plans Delivering Results	Equality Commission	03-Dec-14
Chief Executive	Managing Bullying & Harassment at Work	Equality Commission	05-Feb-15
Board Members Accounts Administrator	Section 75 Refresher Awareness	Dorothy McKee Consulting	05-Oct-16
Administration Assistant Chief Executive Maintenance Fitter Dredger Operatives Fishmarket Chargehand Harbour Foreman Kilkeel Harbour Master	Section 75 Refresher Awareness Bullying & Harassment Fraud Whistleblowing	Dorothy McKee Consulting (at Kilkeel Harbour)	03-Nov-16
Administration Officer Project Manager Administration Assistant Administration Officer Harbour Foreman Harbour Operative Ardglass Harbour Master	Section 75 Refresher Awareness Bullying & Harassment Fraud Whistleblowing	Dorothy McKee Consulting (at Ardglass Harbour a.m.)	07-Nov-16

Position	Course Title	Service Provider	Date
Harbour Operatives Harbour Foreman Portavogie Harbour Master	Section 75 Refresher Awareness Bullying & Harassment Fraud Whistleblowing	Dorothy McKee Consulting (at Portavogie Harbour p.m.)	07-Nov-16
Administration Assistant Accounts Administrator	Section 75 Refresher Awareness, Fraud Bullying & Harassment, Whistleblowing	Kevin Quigley (in- house)	10-Jan-17
Administration Officer Chief Executive	Mental Health Awareness	Equality Commission	23-Feb-17
Administration Officer	Mental Health Cafe Workshop	Equality Commission	22-Mar-17
Chief Executive Administration Officer	Mental Health First Aid	Action Mental Health (AMH)	04 May & 11 May 17
Portavogie Harbour Master Administration Officer	Mental Health Awareness for Line Managers	NI Civil Service Centre for Applied Learning (CAL)	21-Nov-17
Accounts Administrator Chief Executive Ardglass & Kilkeel Harbour Masters	Mental Health Awareness for Line Managers	NI Civil Service Centre for Applied Learning (CAL)	06-Dec-17

All sessions were evaluated and the feedback demonstrated that employees and Board members found the sessions effective in meeting the aims and objectives.

7b) Have all staff received awareness training and what could your authority do in future to deliver an effective training programme?

Prompt – Does the authority have evidence that over the past five years staff understood their role in implementing the scheme? What were the lessons learnt in terms of enablers and impediments to communication and training?

All employees have received awareness training. Going forward refresher and update training will be provided that is practical and provides live evidence of the measures taken by NIFHA to better promote Equality and Good Relations, ensuring that the activities and achievements in relation to Section 75 are communicated to all employees.

8. The authority's arrangements for ensuring and assessing public access to information and to services provided by the authority.

8a) To what extent were sufficient arrangements put in place to ensure and assess public access to information and to services provided by the authority?

Prompt - Was an audit of information provision undertaken? To what extent did you provide accessible formats without specific requests? What were the lessons learnt in terms of enablers and impediments to ensuring and assessing public access to information and to services? What could your authority do in future to ensure equality of opportunity in public access to information and to services?

NIFHA has become a much more open, accessible and responsive organisation as a result of strategic objectives in the Corporate Plan

“To ensure the business of NIFHA is conducted in an open and fully accountable manner by delivering best practice in corporate governance, accountability and effectively addressing all legal responsibilities”

Since the development of the revised Equality Scheme NIFHA has referenced the Equality Commission guidance on good practice on consultation.

The recently launched Facebook site was designed to enhance access and to provide information about activities of NIFHA.

Briefings are provided in all Harbours on access issues for migrant workers to community services.

Alternative Formats

NIFHA has included a statement in all Section 75 documents indicating that the documents can be produced in alternative formats on request. However, to date no such requests have been received.

NIFHA Website

NIFHA’s website has been redesigned to enhance the content and accessibility. Positive feedback has been received on the upgraded site.

9. The authority's timetable for measures proposed in the scheme.

9a) Outline the extent to which measures set out in the original timetable have been implemented. Any detailed information should be included in as an appendix to the report.

Prompt –Update any progress previously reported as underway or delayed. Has a mechanism been developed to report by exception i.e. on specific issues that have not been progressed?

NIFHA's commitment to providing an Annual Report to the Equality Commission, continuing training and communication on the equality scheme commitments have all been met.

9b) If your authority was to be reconstituted in the next five years what would be the main scheme actions/equality considerations that an incoming authority should address? Any detailed information should be included as an appendix to the report.

Prompt –Outline what arrangements could be put in place to transfer equality scheme knowledge.

Not applicable.

10. Details of how the scheme will be published.

10a) Were scheme commitments in this section delivered and what evidence supports this view?

- Commitments on how the scheme would be published were met
- A summary of the scheme in an easy read format was produced
- Notification of the draft and final version of the scheme were issued to all consultees on the consultation list and targeted consultation was undertaken
- The scheme was made available to consultees on the website
- The equality scheme is available to the public on the NIFHA website and will continue to be placed on the site

11. The authority's arrangements for dealing with complaints arising from a failure to comply with the scheme.

11a) Outline the number and nature of complaints received by your authority, and what your authority could do in future to develop its complaints handling process and learn from complaints.

Prompt – Outline the nature of complaints and scheme element e.g. screening, consultation. What effect did complaints have on the operation of your scheme?

The NIFHA scheme sets out the procedure for investigating any complaints regarding section 75 duties. No complaints were lodged under the NIFHA equality scheme during the five-year period.

12. A commitment to conducting a review of the scheme within five years of its submission to the Equality Commission and to forwarding a report of this review to the Equality Commission.

12a) What has been your authority's experience of conducting this review? To what extent has the Commission's guidance been useful in undertaking the review?

The review has helped to take stock of achievements to date, to benchmark our activities and to reflect on where the organisation can improve upon Section 75 activities going forward.