



Construction Industry Training Board

**EQUALITY SCHEME  
SECTION 75 NORTHERN IRELAND ACT 1998**

**September 2001**

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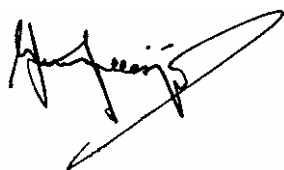
## **JOINT STATEMENT OF COMMITMENT**

The Construction Industry Training Board (CITB) is fully committed to the fulfillment of its statutory obligations, under Section 75 of the Northern Ireland Act, for the promotion of equality of opportunity and good relations.

The Equality Scheme relates to how the CITB carries out all its functions, powers and duties relating to Northern Ireland. CITB will endeavour to use its position as a major influencer, facilitator and provider of training services to advise and lead the construction industry in the improvement of equality of opportunity and the access to training and employment for all, irrespective of religious and political beliefs, racial group, age, marital status, sexual orientation, gender, disability and dependants.

CITB will ensure that there are effective internal arrangements in place to make certain that the statutory duties are effectively complied with and that progress on policies is monitored and reviewed. To this end CITB will allocate the necessary resources in terms of people, time and finance in order that the Equality Scheme can be drawn up and implemented effectively and efficiently.

CITB will also ensure that all its Board members, Committee members and staff are aware of the need to implement this Equality Scheme through the development and delivery of a planned programme of communication and training and we will provide leadership and commitment in order to achieve this purpose.



**W F Gillespie, OBE**  
Board Chairman



**Allan McMullen**  
Chief Executive

## **CITB's EQUALITY SCHEME**

### **1. Introduction**

1.1 Section 75 of the Northern Ireland Act requires public authorities, including Non-Departmental Public Bodies, in carrying out their functions, to promote equality of opportunity and good relations. This includes the preparation and submission of an Equality Scheme to the Equality Commission by 30 June 2000.

1.2 The Construction Industry Training Board (CITB) shall in carrying out all its functions, powers and duties relating to Northern Ireland 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;
- persons with and without a disability
- persons with and without dependants

Furthermore, whilst not required under the statutory duties, CITB also wishes to promote equality of opportunity between persons who have and do not have criminal convictions, where those convictions would not be considered as incompatible with the services or opportunities provided.

1.3 CITB shall in carrying out its functions relating to Northern Ireland have regard to the need to promote good relations between persons of different religious beliefs, political opinion or racial groups. This commitment will include ensuring equity of access, respect of diversity and encouragement of interdependence between the different groups.

1.4 Schedule 9 of the Act requires CITB to produce an Equality Scheme, detailing how it proposes to fulfill the statutory duties required of it as a Non-Departmental Public Body (NDPB). This document is CITB's public statement confirming how it intends to fulfil its statutory requirements relating to how it carries out all its functions, powers and duties relating to Northern Ireland. It will also be used within CITB as an operational management policy, thus ensuring that its staff are made fully aware of, and comply with, the duties of the Act.

- 1.5 The Draft Equality Scheme was issued directly to all parties with whom CITB has a working relationship and which represent persons likely to be affected by it, or which have a legitimate interest in the matter. A list of those who were consulted and a brief summary of their comments is contained in Appendix 1.
- 1.6 Prominent advertisements inviting consultation and comment on the Draft Scheme were displayed in the Belfast Telegraph, Irish News and the Newsletter as well as in trade journals and directly to levy paying employers (our stakeholders) through CITB's quarterly newsletter.
- 1.7 As a result of the public advertisement, six applications to consider the Scheme were received and four subsequent responses made by the NI Association for the Care and Resettlement of Offenders, the Coalition on Sexual Orientation, the West Belfast Economic Forum and the Committee on the Administration of Justice (CAJ).
- 1.8 In addition, ninety levy payers also requested a copy of the Draft Scheme, although no responses were received. A list of levy payers who requested a copy of the scheme is included as Appendix 2.
- 1.9 As a result of the responses received, the Draft Scheme was amended to take into consideration the representations received.

## **2. The Construction Industry Training Board**

- 2.1 The Construction Industry Training Board is one of the largest training organizations in Northern Ireland. It was established in 1964 under the Industrial Training Act (Northern Ireland) and later amended by the 1984 Industrial Training Order.
- 2.2 Its purpose, as defined in the 1964 Act, was and remains *“the encouragement of adequate training of persons employed in or intending to be employed in the construction industry”*.
- 2.3 CITB operates within the framework of the Department of Employment and Learning (DEL) and is based on mutual co-operation and partnership.

- 2.4 The Board will ensure that the commitment statements contained in the Equality Scheme being introduced by DEL will be endorsed and appropriately introduced within CITB.
- 2.5 The Mission Statement of CITB is *“To ensure a sufficient pool of competent people, trained in the skills needed to allow the industry to remain competitive and achieve growth”*
- 2.6 In this Scheme the following are to be regarded as CITB’s policies, developed to carry out its functions:
- **To facilitate the industry in identifying its needs for trained people**
  - **To enable the industry to meet its needs for people trained to the required standards of competence**
  - **To facilitate the development of standards for training and qualifications in the various crafts and skills within the industry**
  - **To maintain and monitor standards of training for the industry**
  - **To spread the cost and benefits of training across the industry with economy, efficiency and financial accountability**
- 2.7 Four key challenges have been identified in CITB’s Strategic Plan for the period 2001-2006, these are:
- To meet the skill needs of industry, through new entrant recruitment and retention.
  - To encourage employer involvement in training
  - To encourage industry competence and competitiveness
  - To maximize income from levy and additional resources
- 2.8 The key emphasis of the Strategic Plan is the need for CITB to work in closer partnership and in consultation with industry, the higher and further education sector, Government bodies, National Training Organisations and other training bodies in order to encourage and facilitate training based on equality of opportunity. Where CITB is responsible for implementing policies which have been formulated by another body, then CITB will accept its responsibilities as a partner organization as regards Section 75 requirements in relation to the policies concerned.

2.9 Specific targets with regard to the promotion of equality of opportunity are contained in the annual Operational Plan with respect to the responsibilities of the Chief Executive, who will ensure that CITB fulfils its Section 75 statutory duties through an approved Equality Scheme.

### **3. Consultation arrangements**

3.1 CITB currently operates through a process of consultation with its levy payers and their representative groups and through its Committee structure, as detailed in Appendix 3, when considering the development and implementation of policies.

3.2 CITB will ensure that it consults on matters relating to the statutory duties with those groups mentioned in 3.1 above and other groups who may be adversely affected by its policies. A list of those who will be consulted with regard to matters relating to the duties, the Equality Scheme, screening and impact assessments is contained in Appendix 4, including the Equality Commission, the Community Relations Council, voluntary groups, community groups, trade unions and appropriate organizations representing the various categories included in Section 75, with whom CITB will also consult on issues relevant to the fulfillment of the statutory duties. To develop consultation with young people and people with physical and learning disabilities, CITB will consult with individuals and representative organizations to determine the most effective ways of consulting and ensuring barriers to the consultation process are removed. These consultations will include seeking advice on the appropriate action to be taken by CITB to encourage greater participation by females in a traditionally male dominated industry and also how to facilitate greater employment opportunities for those with disabilities.

3.3 CITB will ensure that consultation with affected groups and individuals will begin as early as possible and that a period of at least two months will be allowed. It will also ensure that sufficient time is allowed for affected groups to consult amongst themselves as part of the process of forming a view.

3.4 An exceptional circumstance when it is not possible to comply with this requirement is the timescale set with regard to the raising of the annual legislation, which gives CITB its statutory powers to collect levy from employers deemed to be in scope to the

Board. In this case, it is only possible to allow one month for consultation with employer representative groups on the levy proposals each year. CITB will ensure that this circumstance will be monitored, reviewed, justified and reported on to the Board and Equality Commission.

- 3.5 CITB will ensure that all consultation is timely, open and inclusive by monitoring, reviewing and reporting on any occurrences which do not meet the Board's commitments to comply with the guiding principles on consultation. Consultation on alleviating any such occurrences will take place with affected groups and the findings and recommendations made available to those consulted.
- 3.6 CITB will consult with affected groups and appropriate organizations representing the various categories included in Section 75 in order to identify how best to obtain their views. This may involve face-to-face meetings, advisory groups, briefing papers with the opportunity to comment in writing, surveys, consultative panels, internet discussions, citizen juries and other innovative ways of consulting as there will be different means of consultation for different groups and it will be important to establish the basis for dialogue and engagement during the life of the Scheme.
- 3.7 CITB will seek to ensure full participation in any meetings by considering, in consultation with the affected groups, the time of day, the appropriateness of the venue and in particular whether it can be accessed by those with disabilities, how the meeting is to be run, the use of appropriate language, whether a signer is necessary, and the provision of childcare. In addition, the media for placing advertisements for such meetings will be considered in order to ensure the widest participation and representation of affected groups.
- 3.8 CITB will ensure that specific training will be given for those engaged in consultation exercises so that they have the necessary skills to communicate effectively with those being consulted. This training will be developed in consultation with the affected groups.
- 3.9 CITB will take steps to ensure that sufficient timely and appropriate information is provided to enable all affected groups and individuals to consider the full implications

of proposals. Relevant quantitative and qualitative data and other documentation such as consultants' reports will be provided to ensure meaningful consultation.

- 3.10 When carrying out consultation on matters relating to the statutory duties, CITB will ensure accessibility to information. It will ensure that the information required for consultation on matters relating to the statutory duties will be made available in appropriate and accessible written and audio formats such as Braille, large print, audiotape, disk or minority languages to meet the needs of special needs groups and those who are not fluent in English, in consultation with the affected groups, in order to ensure the highest level of inclusivity in any policy decision-making.
- 3.11 CITB will ensure that the current systems employed in relation to the procurement and distribution of information will be implemented and monitored, and will assess its arrangements for providing information in alternative formats mentioned in paragraph 3.10. The assessment will take account of the statutory requirements, the likely demand for information in such formats across all the main policy areas listed at paragraph 2.6, and resource implications. CITB will consult on the findings and recommendations of the assessment and will implement them appropriately.
- 3.12 In carrying out its functions to promote equality of opportunity and good relations, CITB will consult with the recognized staff representative trade union, the Northern Ireland Public Service Alliance in relation to policies which have a direct impact on its staff. These will include consultation on CITB's personnel policies, especially those relating to recruitment and selection, training and development, pay, grading, attendance plans and leave entitlement in order to ensure that there is fair and equitable treatment for all staff.

#### **4. Equality Commitment Statement**

- 4.1 The Construction Industry Training Board is fully aware of its responsibilities to ensure that the statutory duties that have been introduced to ensure that equality issues are given due regard by all organizations that provide services to the general public.
- 4.2 In order to ensure that these responsibilities are carried out and to ensure that this is communicated effectively, an Equality Commitment Statement by the Chairman and

Chief Executive of the Board, confirming the commitment by CITB to undertake appropriate action has been approved by the Board and incorporated into the Scheme.

## **5. Internal Arrangements for Assessing Compliance with Section 75 duties**

- 5.1 CITB is committed to the fulfillment of its Section 75 obligations in carrying out all its functions, powers and duties relating to Northern Ireland. CITB will ensure that there are effective internal arrangements in place to ensure that the statutory duties are effectively complied with and that progress on policies is monitored and reviewed. To this end CITB will allocate the necessary resources in terms of people, time and finance in order that the Equality Scheme can be drawn up and implemented effectively and efficiently. The implementation of the Equality Scheme will be monitored and reviewed following the existing reporting mechanisms through a monthly Executive Management Team meeting, headed by the Chief Executive and comprising the Head of Strategic Planning and Communications, Head of Training Advisory Division, Head of Training and Head of Finance, and a quarterly Strategy Formulation Unit meeting, which involves the Chairman, Chief Executive and Head of Strategic Planning and Communications.
- 5.2 The Chairman and Chief Executive of the Board have the overall responsibility for ensuring compliance with the statutory duties. Overall management responsibility for the effective and timely implementation of the Equality Scheme will lie with the Executive Management Team.
- 5.3 The point of contact for CITB's Equality Scheme will be the Head of Strategic Planning and Communications, who reports directly to the Chairman and Chief Executive on strategic policy matters and also liaises with CITB's sponsoring government department on all matters pertaining to CITB's status as an NDPB. She will have specific responsibility for all equality issues, including the drafting of policies, consultation process, monitoring and review and reporting on progress. She will be assisted by the Research and Development Officer who will have responsibility for conducting equality impact assessments, and the Chief Executive's Personal Assistant who is designated as CITB's Complaints Officer, responsible for the maintenance of a register of all complaints received and for the provision of a quarterly report to the Board members.

- 5.4 The point of contact for correspondence relating to the Equality Scheme will be: Mrs. Lesley Wallis, Head of Strategic Planning and Communications, CITB, 17 Dundrod Road, Crumlin BT29 4SR, Tel: 028 9082 5466 Fax: 028 9082 5693 Email: LWallis@citbni.org.uk
- 5.5 The Head of Strategic Planning and Communications will report on the statutory duties and review of the Equality Scheme on a quarterly basis to the Executive Management Team, Chief Executive and Chairman.
- 5.6 Objectives and targets relating to the statutory duties will be included in CITB's Strategic and Operational Plans, and will be included in the individual performance targets of specific staff who have particular responsibilities in relation to the implementation of the Equality Scheme. In line with the current process, objectives and targets relating to the statutory duties will be implemented and monitored through monthly line management reviews and reported on a monthly basis to the Executive Management Team and on a quarterly basis to the Board. Individual performance targets will be monitored, evaluated and agreed through the current six-monthly performance appraisal.
- 5.7 CITB will include in its Annual Report a review of the progress made in implementing the arrangements specified in the Equality Scheme and in complying with the statutory duties and will submit this to the Equality Commission. CITB will liaise with the Equality Commission to ensure that progress in these areas is being maintained.
- 5.8 In addition, general awareness training and information will be provided by appropriately trained internal and external personnel to all staff to ensure that they are knowledgeable on the requirements of the Act and its implications for CITB. Specific detailed training will also be provided to those members of staff who will have particular responsibilities to promote equality of opportunity and encouragement of good relations.

## **6. Existing and New Policies**

- 6.1 The purpose of CITB is clear and unambiguous; i.e. to encourage the adequate training of people employed or intending to be employed in the construction industry.
- 6.2 All of CITB's current policies are clearly stated in paragraph 2.6.

- 6.3 In promoting careers opportunities, CITB's careers officers are responsible for ensuring that all potential recruits to the industry are advised of the requirements for the various new entrant schemes and encouraged to join the industry.
- 6.4 However, it is recognized that difficulties of equal opportunity for females and those with disability are to be encountered in the construction industry, due to the nature of work carried out. CITB will ensure that its actions relating to positive discrimination promote equality of opportunity and address these difficulties.
- 6.5 At present, there are entry requirements for new entrants to the building engineering services sector of the industry. In future, when considering such entry requirements, CITB's Building Engineering Services Committee will give due regard to equality of opportunity and Section 75 duties.
- 6.6 When changes to existing policies, or new policies are being considered, CITB will assess whether the proposal is likely to impact on equality of opportunity or good relations and will also identify which groups are likely to be affected. The criteria and factors set out in paragraphs 7.1 to 7.5 for screening and equality impact assessment will be applied when considering all policies. The outcome of this assessment will be recorded and will be available on request.
- 6.7 If a proposal for a change in policy is considered to be likely to have an adverse impact on equality of opportunity or good relations, then before adopting such a proposal, CITB will seek advice from the Equality Commission and consult with appropriate representative bodies and others (as detailed in Appendix 4) and give due regard to their comments before making a final decision. If no alternative option is available, CITB will seek ways to mitigate any adverse effects and also provide a detailed explanation to all those consulted on the reasons why such a decision had been made.
- 6.8 CITB will take steps to ensure that information which has informed, or has been directly responsible for, a decision taken by CITB will be made available to those being consulted. This information will include quantitative and qualitative data and other documentation such as consultants' reports and briefing papers. Confidential information regarding the personal details of levy payers, which is protected under

Data Protection, will not be released. The Head of Strategic Planning and Communications will be responsible for ensuring the release of such information in a timely fashion.

## **7. Screening Process and Equality Impact Assessments**

7.1 CITB is committed to conducting impact assessments in accordance with the Procedure for Conduct of Equality Impact Assessments as set out in Annex 1 of the Equality Commission's Guide to the Statutory Duties.

7.2 In carrying out its programme of equality impact assessments, CITB will conduct a screening exercise of all its policies as identified in paragraph 2.6 and seek views on how these policies may affect the Section 75 categories in terms of equality of opportunity and their priority for equality impact assessment. CITB will ensure that it consults in a meaningful way, explaining policy and seeking views as openly and inclusively as possible.

7.3 In particular, CITB will consider the following:

- is there any evidence of higher or lower participation or uptake by different groups?
- is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular objective?
- is there an opportunity to improve and promote quality of opportunity or better community relations by altering the objective or working in partnerships with others?
- have consultations with relevant representative bodies indicated that particular policies create problems which are specific to them?

7.4 Consultation on the screening exercise will take place through CITB's Committee structure and with relevant interest groups, the Equality Commission, other public authorities, community, voluntary and trade union groups, and other groups with a legitimate interest in the matter as detailed in the list of consultees in Appendix 4.

7.5 The outcomes of such exercises will be made available to all groups involved in the consultation process, and will also be detailed in CITB's annual report to the Equality

Commission. The report will detail which policies will be subject to impact assessment and which policies proposed by those consulted as appropriate for impact assessment have not been so included and why.

- 7.6 The equality impact assessment will aim to identify whether the policy under consideration has created, or may create, differential impacts between groups or has the potential to enhance quality of opportunity, particularly in terms of participation and traditional roles, stereotypes, division of labour, attitudes and behaviour.
- 7.7 When considering the proposed annual levy rate, which requires secondary legislation, CITB will conduct a consultation exercise through the representatives of the employer bodies. It is however considered that as the levy rate will affect all those employers who are deemed to be within the scope to CITB, an assessment of the implications for the Section 75 duties will not therefore be included in the proposal for Assembly approval.
- 7.8 The same criteria and factors identified for screening and equality impact assessment in paragraphs 7.1 to 7.5 will be applied when considering other new policies that may be developed but cannot yet be specified.

## **8 Monitoring**

- 8.1 Knowledge of the uptake of services provided by CITB and the impact of its policies on the Section 75 categories will be necessary in order to ascertain progress towards equality of opportunity. CITB will ensure that access to information and services is monitored to ensure equality of opportunity.
- 8.2 CITB already monitors delivery of some of its programmes and services in terms of equality as required for receipt of European Social Funds. It will ensure that a system will be established to monitor the impact of policies in order to identify their effects on the relevant groups. This will be reviewed on an annual basis and the results of all policy monitoring published widely and openly through appropriate press and media associated with the Section 75 categories, taking into account how best to communicate with young people, people with learning disabilities and those who are not fluent in English.

- 8.3 Existing monitoring processes, including FEC returns, will also be reviewed to ensure that accurate data of staff in relation to the Section 75 categories is collected. This will include examination of the necessary methodology to record employment returns on age, gender, postcode, duration of employment, pay rates, grades, political opinion, ethnic origin, disability, religion, marital status and educational qualifications.
- 8.4 The Head of Strategic Planning and Communications will report on a quarterly basis to the Executive Management Team progress on meeting the statutory duties of the Equality Scheme. The Executive Management Team will consider whether the progress being made is satisfactory or whether a more pro-active approach is required.
- 8.5 If 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, CITB's Executive Management Team will recommend to the Board that the policy be revised and the results of monitoring published.
- 8.6 Within one year of approval of this scheme, CITB will conduct an assessment on the extent of the monitoring system and will submit a report to the Board who will consider whether the statutory duties are being effectively complied with. This assessment will take into account resource implications, readiness of levy payers and others to supply information and the availability of alternative measures. This will be reviewed on an annual basis and widely and openly through appropriate press and media associated with the Section 75 categories, taking into account how best to communicate with young people, people with learning disabilities and those who are not fluent in English.
- 8.7 In line with the current process, the strategic and operational objectives and targets relating to the statutory duties will be monitored through monthly line management reviews and reported on a monthly basis to the Executive Management Team and on a quarterly basis to the Board. Individual performance targets will be monitored, evaluated and agreed through the current six-monthly performance appraisal.
- 8.8 As part of its current annual review of performance, CITB will conduct an annual review of the progress made in implementing the arrangements specified in the Equality Scheme and in complying with the statutory duties. This annual review will be submitted to the Equality Commission, and will include an assessment of the

progress made and the limitations experienced in relation to the promotion of equality of opportunity and good relations.

## **9 Publication Arrangements**

- 9.1 When approval has been given by the Equality Commission to the Equality Scheme, a copy of the Scheme will be provided to every member of the Board and its staff to ensure everyone will be aware of the responsibilities required under Section 75. All individuals and groups that were consulted in relation to the draft scheme will also receive a copy of the approved Scheme.
- 9.2 Reference to the Scheme will be included in CITB's Annual Report and Summary Report and information provided on how a copy of the Scheme can be obtained. In addition, a summary of the Scheme and the planned programme of action will be detailed on CITB's Internet site.
- 9.3 CITB will ensure information relating the Scheme, consultation, screening, impact assessment and monitoring is made available in a timely fashion through its internet site, in printed form and on request in appropriate and accessible written and audio formats such as Braille, large print, audiotape, disk or minority languages to meet the needs of special needs groups and those who are not fluent in English, in consultation with the affected groups.
- 9.4 CITB will directly inform those bodies and individuals consulted that this material is available and will inform the public and through press releases, prominent advertisements in the press carried by all three Belfast daily newspapers, including the North West version of the Belfast Telegraph and through appropriate press and media associated with the Section 75 categories, taking into account how best to communicate with young people, people with learning disabilities and those who are not fluent in English.
- 9.5 When publishing these results, CITB will confirm the aims of the policies to which the assessments relate and supply details of the consideration given by the Board to measures which may mitigate any adverse impact on those policies on equality of opportunity and to any alternative policies which may achieve improved equality of opportunity.

## **10. Access to CITB's Services**

- 10.1 As a statutory Non-Departmental Public Body, CITB's main responsibilities are to its stakeholders, the levy paying employers from within the industry, who provide the funding necessary to carry out its functions relating to the encouragement of adequate training for those employed or intending to be employed in the construction industry.
- 10.2 All levy payers are kept informed of the services available from CITB through written and electronic media, including the Board's Internet site, Employers' Guide, Training Prospectus, literature on grants and other services, a quarterly information newsletter and by means of the direct contact with members of the Regional Training Advisory Service.
- 10.3 CITB ensures that the public also has access to information on the range of services available, through CITB's Internet site and written publications. Regular press bulletins are also issued to advertise specific promotional and training activities.
- 10.4 In addition, CITB's careers advisory service provides the public with information on careers opportunities within the construction industry. CITB's careers promotion activities include visits to primary and secondary level schools, careers conventions and seminars, job sampling opportunities and written and internet based publications.
- 10.5 CITB will ensure that its careers services are available and accessible to all potential entrants to the industry irrespective of religious and political beliefs, racial group, age, marital status, sexual orientation, gender, disability and dependants.
- 10.6 CITB will ensure that information relating to its direct training provision, through its Training Unit, will be made available and accessible to encourage participation. It will ensure that it can reasonably provide facilities to assist those with disabilities to ensure they have equal opportunity to such training and assessment provision.

## **11. Training**

- 11.1 CITB will prepare an effective detailed communication and training programme over the 5-year period to which the Equality Scheme refers in order that every member of

staff, including new staff, is given the appropriate level of awareness of equality issues and Section 75 duties and understands the implications on their role within the organization. This commitment to training will be stated in the responsibilities of Heads of Divisions contained in the annual Operational Plan. The training programme will be developed in association with the affected groups.

- 11.2 CITB will provide staff involved in the screening and impact assessment of policies with the necessary skills and knowledge to do this work effectively.
- 11.3 More focused training will be provided for staff in management roles, and other specialist staff involved in research and data collection, policy development, service design and delivery, dealing with complaints and monitoring and evaluation to ensure they have the necessary skills and knowledge to do this work effectively. CITB will ensure that specific training will be given for those engaged in consultation exercises so that they have the necessary skills to communicate effectively with those being consulted. This training will be developed in consultation with the affected groups.
- 11.4 Training will be provided to CITB's careers officers and will include awareness of the need to communicate effectively to young people and those with disabilities to ensure that they are made fully aware of career opportunities within the construction industry and the direct training provision available from CITB.
- 11.5 All new members of staff will be provided, as part of their induction training programme, with details of the requirements of Section 75 and how the needs of the Equality Scheme will be addressed. In line with the current process for induction training, training objectives for new members of staff will be established in agreement with the employee's line manager, and will be evaluated through the six-monthly performance appraisal.
- 11.6 The delivery of this training will be provided through a variety of sources, which will be co-ordinated by CITB's internal Training and Development Team: general awareness and explanation of the Section 75 requirements will be provided using appropriately trained personnel from within and external to CITB. More specific and detailed training will be provided through the Training Advisory Service of the Chief Executives' Forum which is currently drawing up training programmes for public bodies who are associated with the Forum.

11.7 In line with the current process, the extent to which staff participating in this training programme have acquired the necessary skills and knowledge to achieve each of the above objectives will be evaluated through the current six-monthly performance appraisal.

## **12. Complaints**

12.1 Whenever a person considers that he/she had been affected or disadvantaged by a failure by CITB to comply with its Section 75 duties, he/she should raise this complaint with the Chief Executive's Personal Assistant who is designated as CITB's Complaints Officer, responsible for the maintenance of a register of all complaints received and for the provision of a quarterly report to the Board members.

12.2 CITB will ensure that its Complaints Procedure will be made available and accessible through its Internet site, in printed form and in appropriate and accessible written and audio formats to meet the needs of special needs groups and those who are not fluent in English. The contact details of the person to whom complaints should be addressed are: Complaints Officer, CITB, 17 Dundrod Road, Crumlin BT29 4SR, Tel: 028 9082 5466 Fax: 028 9082 5693 Email: chiefexec@citbni.org.uk

12.3 The Complaints Officer will discuss the matter fully with the Head of Strategic Planning and Communications Division and the Chief Executive and an internal enquiry will be conducted to investigate the complaint.

12.4 A response will be made to the complainant within one month. In setting out CITB's response to the complaint, the Chief Executive will inform the complainant of the procedure for pursuing the complaint further with the Equality Commission, if still dissatisfied, as specified in paragraph 10 of Schedule 9 of the Act.

12.5 If the Equality Commission decides to investigate any complaint, CITB will undertake to co-operate fully with this investigation, including access to any relevant information. CITB's Board will be kept fully informed of any such investigations and any subsequent recommendations and course of action.

### 13. Timetable

13.1 The following timetable summarises the actions which CITB proposes to take during the years following submission of this Scheme to the Equality Commission and its subsequent approval.

13.2 Following the screening exercise CITB may need to amend the timetable for conducting equality impact assessments on its current policies. Should the need arise, CITB will consult the Equality Commission with a view to agreeing a revised timetable, and will communicate any such changes to consultees as necessary.

Year	Month	Action
2001	September- December	Staff, Committee and Board awareness training  Specialised consultation training for specific staff (depending on the training programmes published)
2002	January	Consultation on Screening
2002	March	Impact Assessment of Policy 2 <i>To enable the industry to meet its needs for people trained to the required standards of competence</i> begins
2002	September	Impact Assessment of Policy 1 <i>To facilitate the industry in identifying its needs for trained people</i> begins
2003	September	Impact Assessment of Policy 3 <i>To facilitate the development of standards for training and qualifications in the various crafts and skills within the industry</i> begins
2004	September	Impact Assessment of Policy 4 <i>To maintain and monitor standards of training for the industry</i> begins
2002 - 2005	April	Results of impact assessments published  Implementation of Equality Scheme and quarterly Monitoring reviews carried out  Submission of Annual Report to Equality Commission and inclusion of Summary in CITB's Annual Report
2005	August	5-year Review of Equality Scheme carried out.

#### **14. Promotion of Good Relations**

- 14.1 In addition to the requirements to promote equality of opportunity, CITB will also have due regard to its duties on the promotion and encouragement of good relations between people of different racial groups, religious beliefs and political opinions.
- 14.2 In order to fulfill these duties, CITB will ensure that all literature promoting training programmes, careers opportunities and training advice will display role models from different ethnic backgrounds.
- 14.3 In addition, CITB's careers services offers job sampling opportunities for young school children from different schools and from different religious communities working together on sampling the different trades and skills required in the construction industry.
- 14.4 The careers service also plays an active role in the promotion of the Industry Matters Primary School challenge when school children from all communities compete against each other on different projects in collaboration with local industries.
- 14.5 CITB is also responsible for the promotion and encouragement of young apprentices from all religious, racial and political backgrounds to compete in Skills competitions. NI winners in the local competitions then compete in the national and often international skills competitions where they experience close relationships with young people from all backgrounds and countries.
- 14.6 CITB also works in close collaboration with FAS (Foras Aiseanna Saothair), the Irish Government Department equivalent to the Training & Employment Agency. Joint cross-border ventures have included the development of a skilled manpower forecasting model and in demonstrations of construction skills by young people from both counties and involving residential stays and opportunities for socializing together.

**15. Review of the Scheme**

- 15.1 CITB will arrange to conduct a review of the Scheme within five years of its submission to the Equality Commission. This review will include an assessment of how CITB has complied with its Section 75 duties in the implementation of all aspects of its Equality Scheme and how equality of opportunity and good relations have been enhanced in relation to its strategic objectives.
- 15.2 Consultations will take place with relevant parties, as detailed in Appendix 4, before submission of a report of this review to the Equality Commission. CITB will ensure that the 5-year review is made public through in a timely fashion through appropriate and accessible media.

**CONSULTATION PROCESS FOR CITB'S DRAFT EQUALITY SCHEME**

The Draft Equality Scheme was issued to the following groups with which CITB has a working relationship and which represent the interests of those groups or individuals likely to be affected it:

- British Constructional Steel Association (NI) Region
- Ceiling & Partitioning Contractors Association
- Construction Employers Federation
- Demolition Contractors Association
- Glass & Glazing Federation
- Heating & Ventilation Contractors Association
- National Federation of Roofing Contractors (NI Branch)
- NI Federation of Master Builders
- NI Master Painters Association
- NI Master Plumbers Association
- Plant Hire Association
- Scottish and NI Plumbing Employers Federation
- Equality Commission
- Community Relations Council
- Dept of Higher and Further Education, Training & Employment
- Dept of Education
- Assembly Committee for Higher and Further Education, Training & Employment
- Association of Northern Ireland Colleges
- Association of Construction Heads
- Belfast Institute of Further & Higher Education
- Trade Unions (AEEU), (GMB), (UCATT)
- NI Public Service Alliance (NIPSA)

A public invitation to comment on the Draft Scheme was also publicized through prominent advertisements displayed in the Belfast Telegraph, Irish News and the Newsletter as well as in trade journals. CITB's levy paying employers (our stakeholders) were also directly invited to participate in the consultation process by way of CITB's quarterly newsletter.

As a result of the public advertisement placed in conjunction with the Chief Executives' Forum, six requests for copies of the Draft Scheme were received from:

- NI Council for Ethnic Minorities
- NI Association for the Care and Resettlement of Offenders
- Coalition on Sexual Orientation
- Committee on the Administration of Justice (CAJ)
- West Belfast Economic Forum
- Women's TEC

As a result of direct contact with levy payers, ninety employers also requested a copy of the draft scheme, although no responses were received. A list of levy payers who requested a copy of the scheme is included as Appendix 2.

### **Summary of responses received**

As a result of the responses received, the draft scheme was amended to take into consideration the representations received:

- Named member of staff to be appointed to deal with Equality issues
- Joint commitment to Scheme by Chairman and Chief Executive
- Explicit in the exact level and type of training being provided for staff
- Information and services to be made in languages other than English, namely Irish
- Policies to be screened should include employment and procurement procedures
- Use of external appropriately trained personnel on equality issues
- Use of media to inform public in an inclusive, appropriate and timely fashion

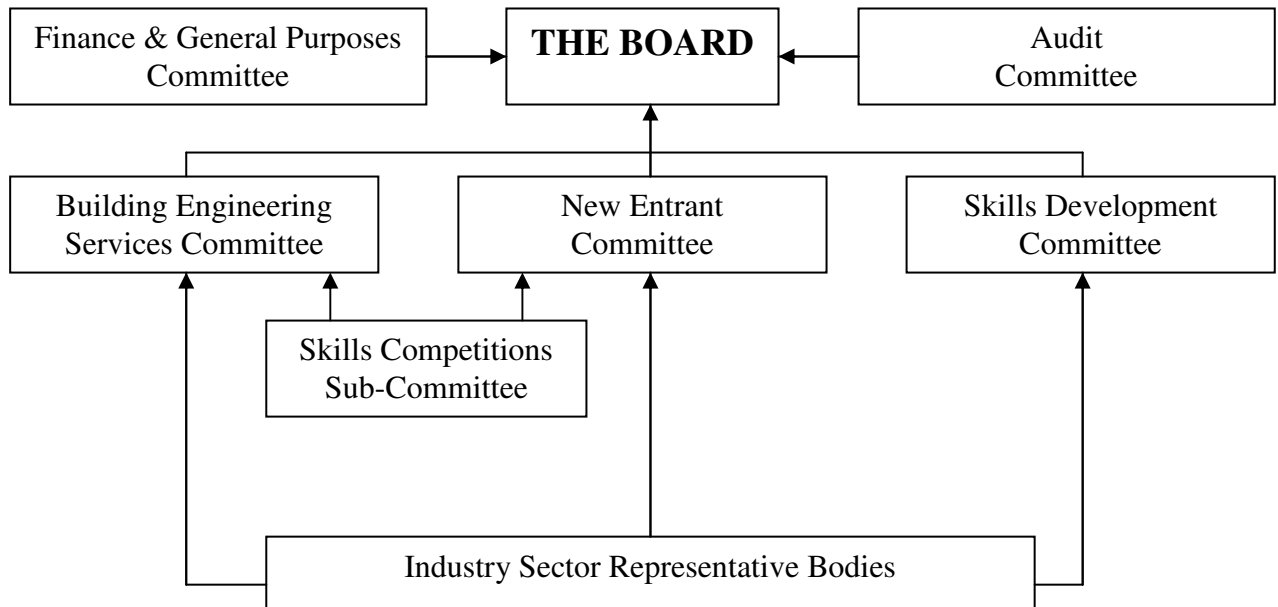
## Appendix 2

### LIST OF LEVY PAYERS WHO REQUESTED COPIES OF CITB'S DRAFT EQUALITY SCHEME

<u>Name</u>	<u>Organisation</u>	<u>City</u>
Mr. Eric Lyttle		Cookstown
Mr. Donald Montgomery		Larne
Mr. P J McEldowney		Maghera
Mr. James McCaffrey		Omagh
Mr. Gerry McCusker		Omagh
Mr. Victor Emerson		Moy
	A S Ballantine Ltd.	Strabane
Mr. Brian McKee	Ashleigh Contracts	Ballynahinch
Mr. P Lyon	B Crawford Contracts	Newcastle
Mr. B Mullan	B Mullan & Sons Ltd.	Limavady
	Balloo Hire Centre Ltd.	Bangor
Mr. Mark Ferguson	Ballymore Builders	Tandragee
Mrs. Angela Bateson	Bateson Brothers	Magherafelt
Mr. Peter Boyd	Boyd Landscapes	Ballyclare
Mr. C O'Neill	C. O'Neill Engineering	Maghera
	Castleberg Contracts	Annalong
Mr. Cecil Hunter	Cecil Hunter Building Contractor	Kesh
	Central Boiler Services Ltd.	Belfast
	Chimcoat (N.I.) Ltd.	Dunmurry
	Clarke Contracts	Ballymena
	D & D Flooring	Belfast
Ms. Valerie Douglas	D J Gibb & Sons	Magheramorne
	D M M Carpentry & Joinery	Newry
	Dawson Wam Ltd.	Saintfield
Mr. Alfred Derby	Derby Builders	Magherafelt
Mr. Eamon Savage	E Savage Contracts	Rostrevor
Mrs. Ruth Elaine Bell	E W Bell Fencing Systems	Lisburn
Mr. Terence McGearry	Engineering Services	Stewartstown
Ms. Ruth Gibson	Gibson Contracts	Ballymena
Ms. Maria Bradley	Gilbert-Ash N.I Ltd.	Belfast
Mr. Liam Gribbin	Gribbin Construction Ltd.	Castledawson
	Hagan Homes Ltd.	Ballyclare
	Handley Heating Services	Banbridge
Mr. Wilson Freeburn	Homewrap Ltd.	Craigavon
Mr. Liam Laverty	Hugh Laverty & Sons	Magherafelt
	John Graham (Dromore) Ltd.	Dromore
Mr. Harry Foster	John Graham (Dromore) Ltd.	
Mr. John McDowell	John McDowell Civil Engineering Ltd.	Dromore
Mr. Sean Faron	Johnston Construction	Newry
Mr. S Corry	K J McElroy Ltd.	Omagh
Mr. K J Porter	K J Porter Plumbing & Heating Centre	Omagh
Mr. David Daly	Karl Construction Ltd.	Antrim
Ms. Andrea Smith	Killaney Construction	Ballynahinch
Mr. Leo Hughes	L Hughes Engineering	Coalisland
Mr. W Kernohan	Lisca Engineering Services Ltd.	Glenavy
Mr. A. P. ...	...	...

Mr. Michall G McCabe	M & G Glass Ltd.	Draperstown
Mr. Walter Berry	M G McCabe	Enniskillen
Mr. John Hanna	M P Insulation Products (NI) Ltd.	Newtownards
	Marjon (Antrim) Ltd.	Antrim
	Maurice Stevenson Ltd	Lurgan
Mr. B McGarrity	McAlear & Mcgarrity	Cookstown
Mrs. Rosemary Scott	McCloskey & O'Kane Bld. Co. Ltd.	Limavady
Mr. Brendan McKay	McKay Plumbing & Heating	Randalstown
Mr. H McLarnon	H McLarnon & Sons	Ballymena
Ms. Rosemary Patterson	Micwall Developments Limited	Ballygowan
	Mid-Antrim Guttering	Portglenone
	Monreale Homes	Carrickfergus
Ms. Shirley Kearney	Morrow Contracts Ltd.	Belfast
Ms. Eleanor White	N & B McBride	Annalong
Mr. Noel McBride	New Quay Developments Ltd.	Tandragee
Ms. Pauline McConnell	Oldtown Joinery	
Mr. Pius Diamond	P T McWilliams Contracts	Omagh
	Pat Devine Homes Ltd.	Feeny
Mr. Patrick Devine	Pat McCorley Mechanical Services	Toomebridge
Mr. Pat McCorley	PM Construction	Downpatrick
Mr. Paul Magorrion	R & F Mechanical Services Ltd.	Ballymoney
	R Beveridge Engineering Limited	Coleraine
Mrs. Fiona Campbell	R J Stothers & Sons Ltd.	Belfast
Ms. Elizabeth Nixon	Roy Douglas Building Services	Newtownards
Mr. Roy Douglas	S J McConville	Portadown
Ms. Catherine McConville	Sloan Developments	Belfast
Mr. Ian Sloan	Smyth Steel Limited	Coleraine
Mr. James Smyth	Steelweld (Fabrications) Ltd.	Cookstown
Mr. Dominic Crilly	Surrey Building Works	Belfast
Mr. Patrick McGuinness	T J Herron Co. Ltd.	Lisburn
Mr. Thomas D Herron	T Richards Contracts	Bangor
Mr. T Thallon	Thomas D McKane & Son	Castlederg
	Timber Frame Structures Ltd.	Belfast
Mr. J Conlon	Tyrone Guttering Services	Dungannon
	Vaughan Engineering Group Ltd	Newtownabbey
Mr. G W Vaughan	Venture International	Belfast
Ms. Claire Conroy	Verner Contracts	Lurgan
	W J B Moore	Crumlin
Mr. D Moore	W J Hunter & Son	Ballynahinch
Ms. Shirley Hunter	W J McLaughlin & Sons	Drumquin
Mr. Patrick McLaughlin	W J Sproule	Castlederg
Mr. Jack Sproule		

**CITB'S COMMITTEE STRUCTURE**



### LIST OF BODIES TO BE CONSULTED

The primary stakeholders of the Construction Industry Training Board are those individuals and firms working within the construction industry who are deemed to be within scope to pay levy to CITB.

CITB will ensure that consultation with regard to matters relating to the duties, the Equality Scheme, screening and impact assessments will take place with the following relevant interest groups, the Equality Commission, other public authorities, community, voluntary and trade union groups, and other groups with a legitimate interest in the matter. This will include those directly affected by the policy to be assessed, whether or not they have a direct economic or personal interest:

- British Constructional Steel Association (NI) Region
- Ceiling & Partitioning Contractors Association
- Construction Employers Federation
- Demolition Contractors Association
- Glass & Glazing Federation
- Heating & Ventilation Contractors Association
- National Federation of Roofing Contractors (NI Branch)
- NI Federation of Master Builders
- NI Master Painters Association
- NI Master Plumbers Association
- Plant Hire Association
- Scottish and NI Plumbing Employers Federation
- Equality Commission
- Community Relations Council
- Department for Employment and Learning
- Department of Education
- Assembly Committee for Employment and Learning
- Association of Northern Ireland Colleges
- Association of Construction Heads

- Belfast Institute of Further & Higher Education
- Amalgamated Engineering & Electrical Union (AEEU)
- G.M.B.
- Union of Construction Allied Trades and Technicians (UCATT)
- NI Public Service Alliance (NIPSA)
- Northern Ireland Committee, Irish Congress of Trade Unions
- Health & Safety Executive NI
- Chief Executives' Forum
- NI Training Councils Association
- City & Guilds (NI)
- Age Concern
- Children's Law Centre
- Coalition on Sexual Orientation
- Committee on the Administration of Justice (CAJ)
- Disability Action
- NI Association for the Care and Resettlement of Offenders
- NI Council for Ethnic Minorities
- Northern Ireland Council for Voluntary Action
- Rural Community Network
- Traveller Movement Northern Ireland
- Womens TEC
- Youth Council For Northern Ireland

This list of consultees is not exhaustive and may be amended in light of experience to include other appropriate groups representing the various categories included in Section 75.