



EQUALITY SCHEME

**Drawn up in accordance with Section 75 and Schedule 9 of the Northern
Ireland Act 1998**

Revised April 2023

**Nutts Corner Training Centre
17 Dundrod Road
Crumlin BT29 4SR**

**Approved by the Equality Commission for Northern Ireland on 25 January 2012
revised version reviewed 31 March 2023**

Foreword

Section 75 of the Northern Ireland Act 1998 (the Act) requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act¹.

In our equality scheme we set out how CITB NI proposes to fulfil the Section 75 statutory duties.

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

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

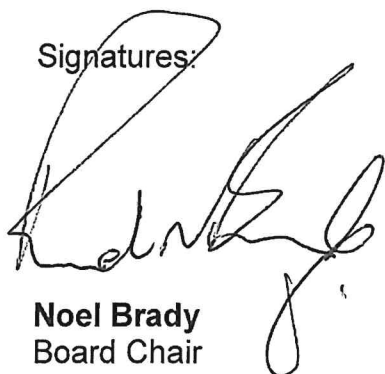
We will develop and deliver a programme of communication and training with the aim of ensuring that all our staff and board members are made fully aware of our equality scheme and understand the commitments and obligations within it. We will develop a programme of awareness raising for our consultees on the Section 75 statutory duties and our commitments in our equality scheme.

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

We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented. Our equality scheme demonstrates how determined we are to ensure there are opportunities, for people affected by our work, to positively influence how we carry out our functions in line with our Section 75 statutory duties. It also offers the means whereby persons directly affected by what they consider to be a failure, on our part, to comply with our equality scheme, can make complaints.

On behalf of CITB NI and our staff we are pleased to support and endorse this equality scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 and Equality Commission guidelines.

Signatures:



Noel Brady
Board Chair



Barry Neilson
Board Chief Executive

¹ See section 1.1 of our Equality Scheme.

Contents

Page No.

Forward	3
Chapter One: Introduction.....	5
Chapter Two: Arrangements for assessing our compliance.....	8
Chapter Three: Consultation Arrangements.....	12
Chapter Four: Assessing, monitoring & publishing the impact of policies	16
Chapter Five: Staff training.....	24
Chapter Six: Ensuring & assessing Public Access to information services...	27
Chapter Seven: Timetable for measures we propose.....	30
Chapter Eight: Complaints procedure	31
Chapter Nine: Publication of scheme	33
Chapter Ten: Review of the Scheme.....	35
Appendix One: Consultation process for CITB NI	36
Appendix Two: CITB NI organisational chart.....	37
Appendix Three: CITB NI Committee structure.....	38
Appendix Four: List of Bodies to be consulted	39
Appendix Five: Timetable of measures proposed.....	41
Appendix Six: Example groups relevant to Section 75 categories for NI.....	43

Chapter 1 - CITB NI's Equality Scheme

1. Introduction

- 1.1 Section 75 of the Northern Ireland Act 1998 (the Act) requires public authorities, including Non-Departmental Public Bodies, in carrying out their functions, to comply with two statutory duties - promote equality of opportunity and good relations. This includes the preparation and submission of a revised equality scheme to the Equality Commission.

Section 75 (1)

The Construction Industry Training Board (CITB NI) 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 NI 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.

Section 75 (2)

In addition, without prejudice to the obligations above, in carrying out our functions in relation to Northern Ireland we are required to have regard to the desirability of promoting good relations between persons of different religious beliefs, political opinion or racial group. This commitment will include ensuring equity of access, respect of diversity and encouragement of interdependence between the different groups.

"Functions" include the "powers and duties" of a public authority. This includes our employment and procurement functions. Please see below

under “purpose and nature of business” for a detailed explanation of our functions.

- 1.2 Schedule 9 4. (1) of the Act requires CITB NI 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 equality scheme is CITB NI’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 NI as an operational management policy, thus ensuring that its staff are made fully aware of, and comply with, the duties of the Act.
- 1.3 CITB NI are committed to discharge our Section 75 obligations in all parts of our organisation and we will commit the necessary resources in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that our equality scheme can be implemented effectively.

Purpose and Nature of the Business

- 1.4 CITB NI was formally established as an Industrial Training Board (ITB) under the Industrial Training Act (Northern Ireland) 1964 and subsequently amended by the 1984 Industrial Training Order, to encourage the adequate training of those employed or intending to be employed in the construction industry in Northern Ireland.

The legislation enables the raising of a statutory levy for the purposes of encouraging employers to participate in training and to fund the Board’s activities. Relevant employer bodies are consulted annually in respect of the levy rate, which is set by the Board and approved by the Department for the Economy.

Organisational Values:

Teamwork, Learning, Professionalism and Integrity

Organisational Mission Statement:

To develop and embed a training culture which will improve the skills and productivity of the Northern Ireland construction industry

Vision:

A construction industry where skills and competence are at the core of every business, supported by a respected and valued CITB NI

Chapter 2 - Arrangements for Assessing our Compliance with Section 75 duties

(Schedule 9.4 (2) (a))

- 2.1 Some of our arrangements for assessing our compliance with the Section 75 statutory duties are outlined in other relevant parts of this equality scheme. CITB NI operates within the framework of the Department for the Economy and the relationship is based on mutual co-operation and partnership.
- 2.2 CITB NI is committed to the fulfilment of its Section 75 obligations in all parts of our work. CITB NI 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 NI will allocate the necessary resources in terms of people, time and money in order that the revised 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 regular Executive Management Team meeting, headed by the Chief Executive and comprising the Director of Strategic Services, Director of Industry Training, Director of Finance and Human Resources Manager and regularly monitoring by the Finance and General Purposes Committee. The Board will review annually, which involves the Chair, Chief Executive, Director of Finance, Director of Strategic Services and Director of Industry Training.

The Chair 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.

2.3 Responsibility for the effective implementation of our equality scheme lies with the Chief Executive, who reports directly to the Chair and liaises with CITB NI's sponsoring government department on all matters pertaining to CITB NI's status as an NDPB. He will have specific responsibility for all equality issues, including the drafting of policies, consultation process, monitoring and review and reporting on progress. He will be assisted by the Human Resources Manager and Project Managers who will have responsibility for conducting equality impact assessments, and the Board Administrator who is designated as CITB NI's Complaints Officer, responsible for the maintenance of a register of all complaints received and for the provision of a report when complaints arise, to the Board members.

2.4 If you have any questions or comments regarding our equality scheme please contact in the first instance: HR Manager, CITB NI, 17 Dundrod Road, Crumlin BT29 4SR, Tel: 028 9082 5466. Email: HR@citbni.org.uk

The Human Resources Manager will report on the statutory duties and review of the equality scheme on an annual basis to the Executive Management Team, Chief Executive and Chair.

2.5 Objectives and targets relating to the statutory duties will be included in CITB NI's Strategic and Operational Plans.

2.6 Employees' job descriptions and performance plans reflect their contributions to the discharge of the Section 75 statutory duties and implementation of the equality scheme, where relevant and will be included in the individual performance targets of specific staff who have 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 line management reviews and reported on to the Executive Management Team and annually to the Board. Individual performance targets will be monitored, evaluated, and agreed through the current annual performance review.

- 2.7 CITB NI 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 a progress report to the Equality Commission by 31 August each year and will follow any guidance on annual reporting issued by the Equality Commission. CITB NI will liaise with the Equality Commission to ensure that progress in these areas is being maintained.
- 2.8 The latest Section 75 annual progress report is available on our website. www.citbni.org.uk/section75
- 2.9 CITB NI liaise closely with the Equality Commission to ensure that progress on the implementation of our equality scheme is maintained.
- 2.10 Specific targets with regards 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 NI fulfils its Section 75 statutory duties through an approved equality scheme. 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 NI. 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.
- 2.11 CITB NI has developed an action plan to promote equality of opportunity and good relations. This action plan is set out at the end of our Audit of inequalities.
- 2.12 The action measures that will make up our action plan will be relevant to our functions. They will be developed and prioritised based on an audit of inequalities. The audit of inequalities will gather and analyse information across the Section 75 categories² to identify the inequalities that exist for our service users and those affected by our policies³.

² See Appendix 6 of this Equality Scheme for a list of these categories

³ See section 4.1 of this Equality Scheme for a definition of policies

- 2.13 Action measures will be specific, measurable, linked to achievable outcomes, realistic and time bound. Action measures will include performance indicators and timescales for their achievement.
- 2.14 We will develop any action plans for a period of between one and five years in order to align them with our strategic and operational business planning cycles. Implementation of the action measures will be incorporated into our business planning process.
- 2.15 We will seek input from our stakeholders and consult on our action plan before we send it to the Equality Commission and thereafter when reviewing the plan as per 2.16 below.
- 2.16 We will monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions and work.
- 2.17 CITB NI will inform the Commission of any changes or amendments to our action plan and will also include this information in our Section 75 annual progress report to the Commission. Our Section 75 annual progress report will incorporate information on progress we have made in implementing our action plans/action measures.
- 2.18 Once finalised, our action plan will be available on our website: www.citbni.org.uk/section75

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

Human Resources Manager
CITB NI
Nutts Corner Training Centre
17 Dundrod Road
Crumlin BT29 4SR

Tel: 028 9082 5466
Email: HR@citbni.org.uk

Chapter 3 - Our arrangements for consulting

(Schedule 9 4. (2) (a)) - on matters to which a duty (S75 (1) or (2)) is likely to be relevant (including details of the persons to be consulted).

(Schedule 9 4. (2) (b)) on the likely impact of policies adopted or proposed to be adopted by us on the promotion of equality of opportunity

- 3.1 We recognise the importance of consultation in all aspects of the implementation of our statutory equality duties. We will consult on our equality scheme, action measures, equality impact assessments and other matters relevant to the Section 75 statutory duties.
- 3.2 We are committed to carrying out consultation in accordance with the following principles (as contained in the Equality Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*')

CITB NI currently operates through a process of consultation with its levy payers and their representative groups and through its committee structure, as detailed in Appendix 4, when considering the development and implementation of policies.

- 3.2.1 All consultations will seek the views of those directly affected by the matter/policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and their trades unions and such other groups who have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

Initially all consultees (see Appendix 4), as a matter of course, will be notified (by email or post) of the matter/policy being consulted upon to ensure they are aware of all consultations. Thereafter, to ensure the effective use of our and our consultees' resources, we will take a targeted approach to consultation for those consultees that may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of relevance. This may include for example regional or local consultation, sectoral or thematic consultation etc.

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 organisations representing the various categories included in Section 75, with whom CITB NI will also consult on issues relevant to the fulfilment of the statutory duties. To develop consultation with young people and people with physical and learning disabilities, CITB NI will consult with individuals and representative organisations 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 NI to encourage greater participation by females in a traditionally male dominated industry and how to facilitate greater employment opportunities for those with disabilities.

3.2.2 Consultation with all stakeholders will begin as early as possible. We will engage with affected individuals and representative groups to identify how best to consult or engage with them. We will ask our consultees what their preferred consultation methods are and will consider these. Methods of consultation could include:

- Face-to-face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/opt out of the consultation
- Internet discussions or
- Telephone consultations

Information will be made available on request in alternative formats, in a timely manner, usually within 20 working days. We will ensure that such consultees have equal time to respond.

This list is not exhaustive, and we may develop other additional methods of consultation more appropriate to key stakeholders and the matter being consulted upon.

3.2.3 We will consider the accessibility and format of every method of consultation we use in order to remove barriers to the consultation process. Specific consideration will be given as to how best to communicate with children and young people, people with disabilities (in particular people with learning disabilities) and minority ethnic communities. We take account of existing and developing good practice, including the Equality Commission's guidance *Let's Talk Let's Listen – Guidance for public authorities on consulting and involving children and young people (2008)*.

When carrying out consultation on matters relating to the statutory duties, CITB NI 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 if requested accessible written and audio formats such as Braille, large print, audiotape, 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.

3.2.4 CITB NI 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.

3.2.5 To ensure effective consultation with consultees⁴ on Section 75 matters, we will develop a programme of awareness raising on the Section 75 statutory duties and the commitments in our equality scheme by undertaking the following:

CITB NI will consult with affected groups and appropriate organisations representing the various categories included in Section 75 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

⁴ Please see Appendix 4 for a list of our consultees

groups and it will be important to establish the basis for dialogue and engagement during the life of the Scheme.

- 3.2.6 CITB NI will ensure that consultation with affected groups and individuals will begin as early as possible and that a period of between 8 and 12 weeks 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.

In exceptional circumstances when this timescale is not feasible (for example with regard to consultation with employer representative groups in respect of annual levy proposals, when implementing EU Directives or UK wide legislation, meeting Health and Safety requirements or complying with a court judgement) we may shorten the timescale to eight weeks or less for consultation. We may continue consultation thereafter and will review the policy as part of our monitoring commitments.

- 3.2.7 CITB NI 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. If a consultation exercise is to take place over a period when consultees are less able to respond, e.g. over the summer or Christmas break, or if the policy under consideration is particularly complex. We will consider the feasibility of allowing a longer period for the consultation.

- 3.2.8 We are conscious of the fact that affected individuals and representative groups may have different needs. CITB NI 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.

- 3.2.9 We make all relevant information available to consultees in appropriate formats to ensure meaningful consultation. This includes detailed information on the policy proposal being consulted upon and any relevant quantitative and qualitative data.
- 3.2.10 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy.
- 3.2.11 We provide feedback to consultees in a timely manner. A feedback report is prepared which includes summary information on the policy consulted upon, a summary of consultees' comments and a summary of our consideration of and response to consultees' input. The feedback is provided in formats suitable to consultees.
- 3.3 The list of our consultees is included in this equality scheme at Appendix 4.
- 3.4 Our Consultation list is not exhaustive and is reviewed on an annual basis to ensure it remains relevant to our functions and policies.

We welcome enquiries from any person/s or organisations wishing to be added to the list of consultees.

Chapter 4 - Our arrangements for assessing, monitoring and publishing the impact of policies

(Schedule 9 4. (2) (b); Schedule 9 4. (2) (c); Schedule 9 4. (2) (d); Schedule 9 9. (1); Schedule 9 9.(2))

Our arrangements for assessing the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity (Schedule 9 4. (2) (b))

- 4.1 In the context of Section 75, 'policy' is very broadly defined, and it covers all the ways in which we carry out or propose to carry out our functions in relation to Northern Ireland. In respect of this equality scheme, the term policy is used for any (proposed/amended/existing) strategy, policy initiative or practice

and/or decision, whether written or unwritten and irrespective of the label given to it, e.g., 'draft', 'pilot', 'high level' or 'sectoral'.

4.2 In making any decision with respect to a policy adopted or proposed to be adopted, we take into account any assessment and consultation carried out in relation to the policy, as required by Schedule 9 9. (2) of the Northern Ireland Act 1998.

4.3 CITB NI uses the tools of **screening** and **equality impact assessment** to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments we will relate them to the intended outcomes of the policy in question and will also follow Equality Commission guidance:

- the guidance on screening, including the screening template, as detailed in the Commission's guidance '*Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)*' and
- on undertaking an equality impact assessment as detailed in the Commission's guidance '*Practical guidance on equality impact assessment (February 2005)*'.

Screening

4.4 The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations.

4.5 Screening is completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

4.6 The lead role in the screening of a policy is taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from

other relevant work areas. Where possible we will include key stakeholders in the screening process.

CITB NI will conduct a screening exercise of all its policies 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 NI will ensure that it consults in a meaningful way, explaining policy and seeking views as openly and inclusively as possible. Consultation on the screening exercise will take place through CITB NI's Committee structure and include relevant groups such as the Equality Commission, other public authorities, community, voluntary and trade union groups and other groups with a legitimate interest in the matter.

4.7 The following questions are applied to all our policies as part of the screening process:

- What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)
- Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
- To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)
- Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

4.8 In order to answer the screening questions, we gather all relevant information and data, both qualitative and quantitative. In taking this evidence into account we consider the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.

4.9 Completion of screening, taking into account our consideration of the answers to all four screening questions set out in 4.7 above, will lead to one of the following three outcomes:

1. the policy has been 'screened in' for equality impact assessment.
2. the policy has been 'screened out' with mitigation⁵ or an alternative policy proposed to be adopted.
3. the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.

4.10 If our screening concludes that the likely impact of a policy is 'minor' in respect of one, or more, of the equality of opportunity and/or good relations categories, CITB NI may on occasion decide to proceed with an equality impact assessment, depending on the policy. If an EQIA is not to be conducted we will nonetheless consider measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations.

Where we mitigate we will outline in our screening template the reasons to support this decision together with the proposed changes, amendments or alternative policy.

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

4.11 If our screening concludes that the likely impact of a policy is 'major' in respect of one, or more, of the equality of opportunity and/or good relations categories, will normally subject the policy to an equality impact assessment. This screening decision will be 'signed off' by the appropriate Director or Chief Executive.

4.12 If our screening concludes that the likely impact of a policy is 'none', in respect of all of the equality of opportunity and/or good relations categories, we may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, we will give details of the reasons for the decision taken. This screening decision will be 'signed off' by the appropriate Director or Chief Executive.

4.13 As soon as the screening process has been completed and the screening template, signed off and approved by the manager responsible, it will be made available on our website at www.citbni.org.uk.

⁵ Mitigation – Where an assessment (screening in this case) reveals that a particular policy has an adverse impact on equality of opportunity and / or good relations, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories.

and on request.

CITB NI
Nutts Corner Training Centre
17 Dundrod Road
Crumlin BT29 4SR

Tel: 028 9082 5466

Email: info@citbni.org.uk

- 4.14 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.
- 4.15 Our screening reports are published quarterly [see below at 4.20 - 4.22 and 4.23 for details].

Equality impact assessment

- 4.16 An equality impact assessment (EQIA) is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of that policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.
- 4.17 Once a policy is screened and screening has identified that an equality impact assessment is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The equality impact assessment will be carried out as part of the policy development process, before the policy is implemented.
- 4.18 Any equality impact assessment will be subject to consultation at the appropriate stage(s). (For details see above Chapter 3 “Our Arrangements for Consulting”).

Our arrangements for publishing the results of the assessments of the likely impact of policies we have adopted or propose to adopt on the promotion of equality of opportunity

(Schedule 9 4. (2) (d); Schedule 9 9. (1))

- 4.19 We make publicly available the results of our assessments (screening and EQIA) of the likely impact of our policies on the promotion of equality of opportunity and good relations.

What we publish

4.20 Screening reports

These are published quarterly. Screening reports detail:

- All policies screened by CITB NI over the three-month period
- A statement of the aim(s) of the policy/policies to which the assessment relates
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity;
- Screening decisions, i.e:
 - whether the policy has been 'screened in' for equality impact assessment.
 - whether the policy has been 'screened out' with mitigation or an alternative policy proposed to be adopted.
 - whether the policy has been 'screened out' without mitigation or an alternative policy proposed to be adopted.
- Where applicable, a timetable for conducting equality impact assessments
- A link to the completed screening template(s) on our website

4.21 Screening templates

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

4.22 Equality impact assessments

EQIA reports are published once the impact assessment has been completed.

These reports include:

- A statement of the aim of the policy assessed
- Information and data collected
- Details of the assessment of impact(s)
- Consideration given to measures which might mitigate any adverse impact
- Consideration given to alternative policies which might better achieve the promotion of equality of opportunity
- Consultation responses
- The decision taken
- Future monitoring plans.

How we publish the information

- 4.23 All information we publish is accessible and can be made available in alternative formats on request.

Where we publish the information

- 4.24 The results of our assessments (screening reports and completed templates, the results of equality impact assessments) are available on our website at www.citbni.org.uk/section75

and on request.

Human Resources Manager
CITB NI
Nutts Corner Training Centre
17 Dundrod Road
Crumlin BT29 4SR

Tel: 028 9082 5466
Email: HR@citbni.org.uk

- 4.25 In addition to the above, screening reports (electronic link or hard copy on request if more suitable for recipients) which include all policies screened over a three-month period are also sent directly to all consultees on a quarterly basis.

- 4.26 We will inform the general public about the availability of this material through communications such as press releases where appropriate.

Our arrangements for monitoring any adverse impact of policies we have adopted on equality of opportunity

(Schedule 9 4. (2) (c))

When considering the proposed annual levy rate, which requires secondary legislation, CITB NI will conduct a consultation exercise through the representatives of the employer bodies. The Levy Order is screened annually to determine if there will be any adverse impacts on any of the Section 75 groups.

- 4.27 Monitoring can assist us to deliver better public services and continuous improvements. Monitoring Section 75 information involves the processing of sensitive personal data (data relating to the racial or ethnic origin of individuals, sexual orientation, political opinion, religious belief, etc). In order to carry out monitoring in a confidential and effective manner, CITB NI follows guidance from the Office of the Information Commissioner and the Equality Commission.
- 4.28 We monitor any adverse impact on the promotion of equality of opportunity of policies we have adopted. We are also committed to monitoring more broadly to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.
- 4.29 The systems we have established to monitor the impact of policies and identify opportunities to better promote equality of opportunity and good relations are:
- The collection, collation and analysis of existing relevant primary quantitative and qualitative data across all nine equality categories on an ongoing basis
 - The collection, collation and analysis of existing relevant secondary sources of quantitative and qualitative data across all nine equality categories on an ongoing basis

- An audit of existing information systems within one year of approval of this equality scheme, to identify the extent of current monitoring and take action to address any gaps in order to have the necessary information on which to base decisions
 - Undertaking or commissioning new data if necessary.
- 4.30 If over a two year period monitoring and evaluation show that a policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, we will recommend to the Board that the policy is revised to achieve better outcomes for relevant equality groups.
- 4.31 We review our EQIA monitoring information on an annual basis.

Within one year of approval of this scheme, CITB NI 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 consider 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, considering how best to communicate with young people, people with learning disabilities and those who are not fluent in English.

In line with the current process, the strategic and operational objectives and targets relating to the statutory duties will be monitored through regular line management reviews and reported regularly to the Executive Management Team and annually to the Board. Individual performance targets will be monitored, evaluated and agreed through the current annual performance review.

Our arrangements for publishing the results of our monitoring

(Schedule 9 4. (2) (d))

- 4.32 Schedule 9 4. (2) (d) requires us to publish the results of the monitoring of adverse impacts of policies we have adopted. However, we are committed to

monitoring more broadly and the results of our policy monitoring are published as follows:

- 4.33 EQIA monitoring information is published as part of our Section 75 annual progress report
- 4.34 As part of its current annual review of performance, CITB NI 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.
- 4.35 All information published is accessible and can be made available in alternative formats on request. Please see below at 6.3 for details.

Chapter 5 - Staff Training

(Schedule 9.4 (2) (e))

Commitment to staff training

- 5.1 We recognise that awareness raising and training play a crucial role in the effective implementation of our Section 75 duties.
- 5.2 Our Chief Executive wishes to positively communicate the commitment of CITB NI to the Section 75 statutory duties, both internally and externally.
- 5.3 CITB NI will draw up/has drawn up a detailed training plan for its staff which will aim to achieve the following objectives:
- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme
 - to provide those staff involved in the assessment of policies (screening and EQIA) with the necessary skills and knowledge to do this work effectively
 - to provide those staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
 - to provide those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
 - to provide those staff involved in the implementation and monitoring of the effective implementation of CITB NI's equality scheme with the necessary skills and knowledge to do this work effectively.

CITB NI will prepare an effective detailed communication and training programme 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 organisation. This commitment to training will be stated in the responsibilities of Directors and contained in the Balance Score Card.

Awareness raising and training arrangements

- 5.4 CITB NI will provide staff involved in the screening and impact assessment of policies with the necessary skills and knowledge to do this work effectively.

The following arrangements are in place to ensure all our staff and board members are aware of and understand our equality obligations.

- We will develop a summary of this equality scheme and make it available to all staff.
- We will provide access to copies of the full equality scheme for all staff; ensure that any queries or questions of clarification from staff are addressed effectively.
- Staff will receive a briefing on this equality scheme as soon as possible after approval of scheme
- The Section 75 statutory duties form part of induction training for new staff.
- Focused training is provided for key staff who are directly engaged in taking forward the implementation of our equality scheme commitments (for example those involved in research and data collection, policy development, service design, conducting equality impact assessments, consultation, monitoring and evaluation).
- Where appropriate, training will be provided to ensure staff are aware of the issues experienced by the range of Section 75 groups.
- When appropriate and on an ongoing basis, arrangements will be made to ensure staff are kept up to date with Section 75 developments.

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 NI 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.

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 performance reviews.

- 5.5 Training and awareness raising programmes will, where relevant, be developed in association with the appropriate Section 75 groups and our staff.

The delivery of this training will be provided through a variety of sources, which will be co-ordinated by CITB NI's Human Resources Manager: general awareness and explanation of the Section 75 requirements will be provided using appropriately trained personnel from within and external to CITB NI.

Monitoring and evaluation

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

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

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

- 6.1 CITB NI are committed to ensuring that the information we disseminate and the services we provide are fully accessible to all parts of the community in Northern Ireland. We keep our arrangements under review to ensure that this remains the case.
- 6.2 We are aware that some groups will not have the same access to information as others. In particular:
- People with sensory, learning, communication and mobility disabilities may require printed information in other formats.
 - Members of ethnic minority groups, whose first language is not English, may have difficulties with information provided only in English.
 - Children and young people may not be able to fully access or understand information.

Access to information

- 6.3 To ensure equality of opportunity in accessing information, we provide information in alternative formats on request, where reasonably practicable. Where the exact request cannot be met we will ensure a reasonable alternative is provided. Alternative formats may include Easy Read, Braille, audio formats (CD, mp3 or DAISY), large print or minority languages to meet the needs of those for whom English is not their first language.

CITB NI liaises with representatives of young people and disability and minority ethnic organisations and takes account of existing and developing good practice. We will respond to requests for information in alternative formats in a timely manner.

Access to services

- 6.4 CITB NI are committed to ensuring that all of our services are fully accessible to everyone in the community across the Section 75 categories. In disseminating information through the media we will seek to advertise in the press where appropriate.
- 6.5 As a statutory Non-Departmental Public Body, CITB NI'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. All levy payers are kept informed of the services available from CITB NI through written, electronic and face to face means including the social media platforms, website, employer engagement events, telephone enquiry line, literature on grants and other services, an quarterly online magazine CITB NI ensures that the public also has access to information on the range of services available, through CITB NI's website and written publications.

In addition, CITB NI provides the public with information on careers opportunities within the construction industry. CITB NI's careers promotion activities include our construction ambassador programme, visits to secondary level schools, careers conventions and seminars and written and web-based publications.

CITB NI 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.

CITB NI will ensure that information relating to its direct training provision 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.

Assessing public access to information and services

- 6.6 We monitor annually across all our functions, in relation to access to information and services, to ensure equality of opportunity and good relations are promoted.
- 6.7 In addition to the requirements to promote equality of opportunity, CITB NI 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. In order to fulfil these duties, CITB NI will ensure that literature promoting training programmes, careers opportunities and training advice will proportionally and appropriately display role models from different ethnic backgrounds.

CITB NI 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.

Chapter 7 - Timetable for measures we propose in this equality scheme

(Schedule 9 4. (3) (b))

- 7.1. The timetable as outlined summarises the actions which CITB NI proposes to take during the years following submission of this Scheme to the Equality Commission and its subsequent approval. The measures outlined in this timetable will be incorporated into our business planning processes. Following the screening exercise CITB NI may need to amend the timetable for conducting equality impact assessments on its current policies. Should the need arise, CITB NI will consult the Equality Commission with a view to agreeing a revised timetable and will communicate any such changes to consultees as necessary.
- 7.2 This timetable is different from and in addition to our commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations. We have included in our equality scheme a commitment to develop an action plan. Accordingly, this commitment is listed in the timetable of measures at Appendix 5.

Chapter 8 - Our complaints procedure

(Schedule 9 10.)

- 8.1 CITB NI are responsive to the views of members of the public. We will endeavour to resolve all complaints made to us.
- 8.2 Schedule 9 paragraph 10 of the Act refers to complaints. A person can make a complaint to a public authority if the complainant believes he or she may have been directly affected by an alleged failure of the authority to comply with its approved equality scheme.

Whenever a person considers that he/she had been affected or disadvantaged by a failure by CITB NI to comply with its Section 75 duties, he/she should raise this complaint with the Board Administrator who is designated as CITB NI'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.

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

- 8.3 CITB NI will ensure that its Complaints Procedure will be made available and accessible through its Website, 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 NI, 17 Dundrod Road, Crumlin BT29 4SR, Tel: 028 9082 5466 Fax: 028 9082 5693 Email: info@citbni.org.uk

- 8.4 The Complaints Officer will discuss the matter fully with the Chief Executive and an internal enquiry will be conducted to investigate the complaint.
- 8.5 An internal investigation of the complaint will be carried out and will respond substantively to the complainant within 20 working days of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to

the complainant may be extended to two (2) months. In those circumstances, the complainant will be advised of the extended period within 20 working days of making the complaint.

- 8.6 During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.
- 8.7 In any subsequent investigation by the Equality Commission, the CITB NI will co-operate fully, providing access in a timely manner to any relevant documentation that the Equality Commission may require.

If the Equality Commission decides to investigate any complaint, CITB NI will undertake to co-operate fully with this investigation, under sub paragraph 11 (1) (b) of schedule 9 to the Northern Ireland Act 1998. CITB NI's Board will be kept fully informed of any such investigations and any subsequent recommendations and course of action.

- 8.8 CITB NI will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

Chapter 9 - Publication of our equality scheme

(Schedule 9 4. (3) (c))

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

CITB NI
Nutts Corner Training Centre
17 Dundrod Road
Crumlin BT29 4SR

Tel: 028 9082 5466

- 9.2 Our equality scheme is also available on our website at:
www.citbni.org.uk/Section75

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

- We will make every effort to communicate widely the existence and content of our equality scheme. This may include press releases, prominent advertisements in the press, the internet and direct mail shots to groups representing the various categories in Section 75.
- We will email a link to our approved equality scheme to our consultees on our consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. We will respond to requests for the equality scheme in alternative formats in a timely manner.
- Our equality scheme is available on request in alternative formats such as Easy Read, Braille, large print, audio formats (CD, mp3, DAISY) and in minority languages to meet the needs of those not fluent in English.
- 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.

CITB NI will directly inform those bodies and individuals consulted that this material is available and will inform the public through press releases, 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.

When publishing these results, CITB NI 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.

- 9.4 For a list of our stakeholders and consultees please see Appendix 4 of the equality scheme, visit our website at www.citbni.org.uk or contact

CITB NI
Nutts Corner Training Centre
17 Dundrod Road
Crumlin BT29 4SR

Tel: 028 9082 5466

Chapter 10 - Review of our equality scheme

(Schedule 9 8. (3))

- 10.1 As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 we will conduct a thorough review of this equality scheme. This review will take place either within five years of submission of this equality scheme to the Equality Commission or within a shorter timescale to allow alignment with the review of other planning cycles.

The review will evaluate the effectiveness of our scheme in relation to the implementation of the Section 75 statutory duties relevant to our functions in Northern Ireland.

- 10.2 In undertaking this review we will follow any guidance issued by the Equality Commission. Consultations will take place with relevant parties as detailed in Appendix 4, and a report of this review will be made public before submission to the Equality Commission. CITB NI will ensure that the 5-year review is made public in a timely fashion through appropriate and accessible media.

CONSULTATION PROCESS FOR CITB NI's DRAFT EQUALITY SCHEME

The Draft equality scheme was issued to the companies/groups outlined Appendix 4. These are organisations and groups with whom CITB NI has a working relationship, and which represent the interests of those groups or individuals likely to be affected by it.

A public invitation to comment on the Draft Scheme was also publicised on our website and our levy paying employers (our stakeholders) were also directly invited to participate in the consultation process.

Summary of responses received

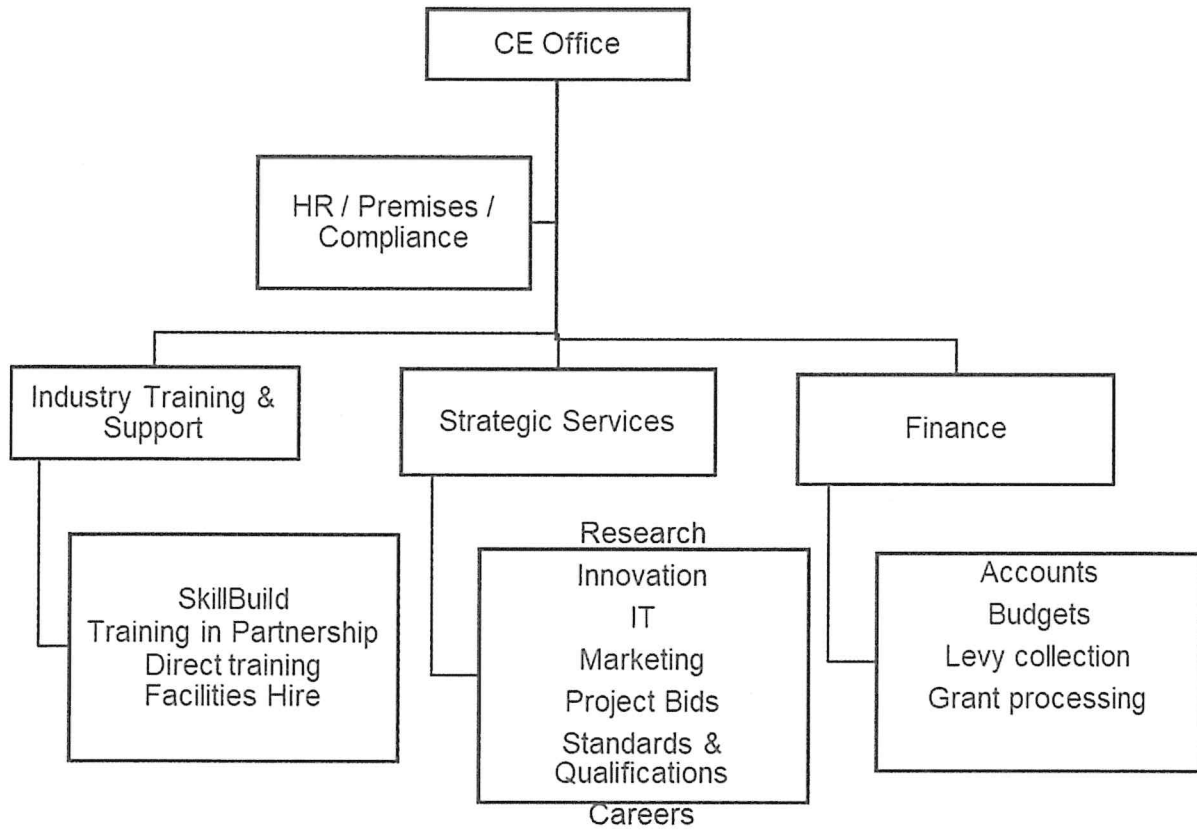
We received XX responses to our consultation:

-

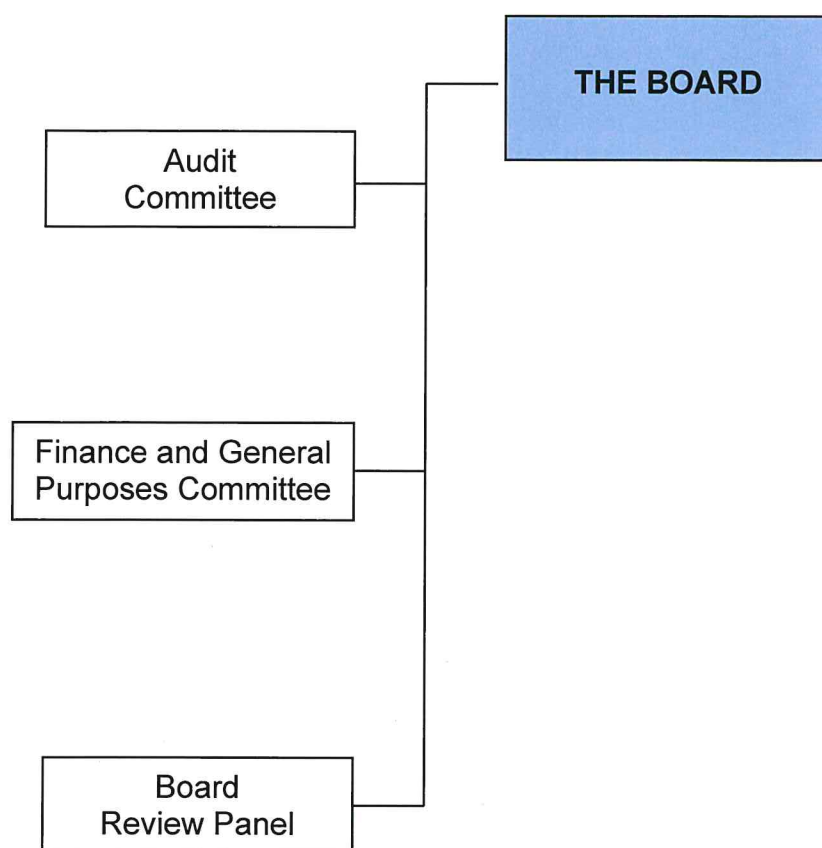
As a result of the responses received, the draft scheme was amended to take into consideration the representations received:

-

CITB NI ORGANISATIONAL CHART



CITB NI's COMMITTEE STRUCTURE



LIST OF BODIES TO BE CONSULTED

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

CITB NI 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:

Levy consultee list:

- Construction Employers Federation
- Demolition Contractors Association
- Glass & Glazing Federation
- Institute of Civil Engineers
- National Federation of Roofing Contractors (NI Branch)
- NI Federation of Master Builders
- Mineral Products Association NI
- NI Master Painters Association
- Royal Society of Ulster Architects
- Plant Hire Association
- Road Safety Marking Association
- National Association of Shopfitters
- Association Landscape NI
- National Insulation Association
- Department for the Economy
- Invest NI
- Health & Safety Executive NI
- Chief Executives' Forum
- Womens TEC
- City & Guilds (NI)
- Strategic Investment Board

- Belfast Metropolitan College
- Northern Regional College
- North West Regional College
- Southern Regional College
- South Eastern Regional College
- South West College

Other consultees:

- Equality Commission
- Community Relations Council
- NI Council for Racial Equality
- Bryson Intercultural
- The Princes Trust
- Youth Council For Northern Ireland
- The Rainbow Project
- Disability Action
- Northern Ireland Council for Voluntary Action
- NI Association for the Care and Resettlement of Offenders - offenders
- Unite
- G.M.B.
- NI Public Service Alliance (NIPSA)

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.

Timetable for measures proposed (Schedule 9 4.(3) (b))

Measure	Lead responsibility	Timetable
Section 75 Annual Progress Report [2.7]	HR/Project Managers / Chief Executive	31 August (annually)
Action plan		
Consultation on draft action plan [2.15]	Executive Management Team	June – August 2023
Finalised action plan published [2.18]	Executive Management Team	September 2023
Arrangements for monitoring progress in place [2.16]	HR Manager	September 2023
Consultation list reviewed and updated [3.2]	Executive Management Team	June (annually)
Screening timetable [4.4 – 4.5)	HR/Project Managers / Chief Executive	Ongoing as required
Screening Reports [4.15]		Ongoing as required
EQIA timetable [4.16]	HR/Project Managers / Directors	Ongoing as required
Monitoring	HR/Project Managers / Directors/Board	Annually each June Annual performance reviews in April of each year.
Review of monitoring information [4.31]		As soon as possible thereafter
Publication of monitoring information [4.33;4.34]		September after each review.

<p>Training</p> <p>Development of summary scheme [5.4]</p> <p>Development of overall training programme [5.5]</p> <p>Focussed training [5.4]</p> <p>Update training [5.4]</p> <p>Evaluation of training [5.6]</p>	<p>Executive Management Team/Project Managers</p> <p>HR Manager</p> <p>HR Manager</p>	<p>August 2023</p> <p>Sept – August (annually)</p> <p>February - August 2023</p> <p>Quarterly</p> <p>Quarterly reports to EMT</p>
<p>Assessing access to information and services [6.9]</p>	<p>Strategic Services</p>	<p>Ongoing through the course of the Equality scheme/annual report</p>
<p>Communication of equality scheme [9.3]</p> <p>Notification of consultees [9.3]</p>	<p>Executive Management Team</p>	<p>Initially May – August 2023 thereafter ongoing</p> <p>April 2023</p>
<p>Review of equality scheme [10.1]</p>	<p>Hr/Project Managers / Directors</p>	<p>Within 5 years</p>

Example groups relevant to the Section 75 categories for Northern Ireland purposes

Please note, this list is for illustration purposes only, it is not exhaustive.

Category	Example groups
Religious belief	<p>Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths.</p> <p>For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment & Treatment (NI) Order</i>. Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “<i>similar philosophical belief</i>”.</p>
Political opinion	Nationalist generally; Unionists generally; members/supporters of other political parties.
Racial group	Black people; Chinese; Indians; Pakistanis; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Transsexual people; women (including girls).
Marital status	Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people.
Age	Children and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.
Persons with dependents	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependent older person.
Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.