



# **Equality Scheme for Ulster University**

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

**If you have any questions or comments on this scheme or if you require it in an alternative format/language, please contact the Section Leader for Equality, Diversity and Inclusion by any of the following methods:**

**Email: [equality@ulster.ac.uk](mailto:equality@ulster.ac.uk)  
Telephone: 028 9036 8869**

**Or if you prefer you can write to:**

**Angela Getty  
Equality, Diversity and Inclusion  
Ulster University  
Shore Road  
Jordanstown  
BT37 0QB**

## 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 Act.

Whilst Ulster University is not a public authority, rather it is an educational charity, for the purposes of Section 75 it is treated as if it is a public authority and is designated under the statutory provisions.

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

We will commit the necessary resources, from those available, 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 continue to deliver our programme of communication and training to ensure that all staff and Council members are made fully aware of the University's equality scheme and understand the commitments and obligations within it.

We, the Chair of Council and the Vice-Chancellor of Ulster University, are fully committed to effectively fulfilling our Section 75 statutory duties across all our functions 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 have a positive influence on how we carry out our functions in line with our Section 75 statutory duties. It also offers the means for people directly

affected by what they consider to be a failure, on our part, to comply with our equality scheme, to make complaints.

On behalf of Ulster University and its 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.

Professor Paul Bartholomew  
Vice-Chancellor and President



Date:

4<sup>th</sup> February 2021

Ms. Jenny Pyper  
Pro-Chancellor and Chair  
of Council



Date:

9<sup>th</sup> February 2021

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# Chapter 1

## Introduction

### Section 75 of the Northern Ireland Act 1998

1. Whilst Ulster University is not a public authority, rather it is an educational charity, for the purposes of Section 75 it is treated as if it is a public authority and is designated under the statutory provisions. Section 75 of the Northern Ireland Act 1998 (the Act) requires Ulster University to comply with two statutory duties:

#### Section 75 (1)

In carrying out its functions relating to Northern Ireland, the University is required to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

#### Section 75 (2)

In addition, without prejudice to the obligations above, in carrying out its functions in relation to Northern Ireland the University is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

2. “Functions” include the “powers and duties” of a public authority<sup>1</sup>. Please see paragraphs 5-11 for further information on the University and its core functions and corporate goals.
3. Schedule 9 4. (1) of the Act requires Ulster University as a designated public authority to set out in an equality scheme how it proposes to fulfil the duties imposed by Section 75 in relation to its relevant functions. This equality scheme is intended to fulfil that statutory requirement. It is both a statement of the University’s arrangements for fulfilling the Section 75 statutory duties and its plan for their implementation.

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<sup>1</sup> Section 98 (1) of the Northern Ireland Act 1998.

4. Ulster University is committed to the discharge of its Section 75 obligations in all parts of its organisation and will commit the necessary resources, from those available, in terms of people, time and money to ensure that the Section 75 statutory duties are complied with and that its equality scheme can be implemented effectively.
5. Ulster University is Northern Ireland's largest university and with campuses in Greater Belfast, Coleraine and Derry~Londonderry. It has a national and international reputation for excellence in higher education, innovation and regional engagement and makes a major contribution to the economic, social and cultural development of Northern Ireland playing a key role in attracting inward investment. Core functions include teaching and learning, research and innovation, technology and knowledge transfer and widening access.
6. With over 25,000 students across four campuses; 2000+ staff, an annual turnover of over £200m+ and over 145,000 alumni in over 80 countries worldwide, Ulster University is a modern, progressive University with links locally, nationally and internationally.
7. The Vice-Chancellor and President, Professor Paul Bartholomew, is the Chief Accountable Officer of the University. The Deputy Vice-Chancellor, the Chief Strategy and Finance Officer, the Chief People Officer and three Pro-Vice-Chancellors who are appointed by Council support the Vice-Chancellor. These staff, together with the University Secretary, Executive Deans of Faculties, the Director of the Vice-Chancellor's Office, the Director of Marketing and Communications and the Director of the Transformation Office, are the Senior Leadership Team of the University (Appendix 1).

#### **Five and Fifty Strategic Plan 2016-2034**

8. This equality scheme is linked to the University's Five and Fifty Strategic Plan (2016-2034), which sets out the University's values, vision and mission, strategic priorities and themes and provides the overarching framework within which the University will take forward the best interests of its staff and students. The Five and Fifty Strategic Plan was adopted in October 2016 and is available at:

[ulster.ac.uk/fiveandfifty](http://ulster.ac.uk/fiveandfifty)

9. Ulster University's community is characterised by its values which define its ethos and underpin the delivery of its Five and Fifty Strategic Plan and everything it does. These are:
- **Integrity**, which means that we are open and honest with each other;
  - **Collaboration**, which means that people and relationships are central to everything we do;
  - **Enhancing potential**, which means that we strive to be the best that we can be; and
  - **Inclusion**, which means that we promote a place to work and study where everyone is accepted.
10. The University's vision is "*As Northern Ireland's civic university, to deliver outstanding research and teaching that encourages the innovation, leadership and vision needed to help our community thrive*".
11. The University's mission is to "*transform lives, stretch minds, develop skills and raise ambitions, deliver globally significant research with local relevance, encourage a diverse university community and make a lasting contribution to society as a whole.*"
12. The University has agreed four strategic priorities relating to its vision, as follows:

### **Civic Contribution**

We will be an international exemplar of the role of a university building civic society. Our objectives – areas of focus are:

- Social and economic development;
- Meaningful networks;
- Employment and widening access; and
- Campus identities.

### **Global Vision**

Our global vision is premised on building a globally engaged and globally relevant university. Our objectives – areas of focus are:



- Global citizenship;
- Diverse University communication;
- International networks; and
- Global challenge, local impact.

### **Academic excellence**

Our research activities and outcomes will continue to have global significance and meaningful impact. Our objectives – areas of focus are:

- Research and impact and
- Researcher development.

### **Operational Excellence**

Our strong developmental framework will build capacity and capability to ensure we achieve our ambitions. Our objectives – areas of focus are:

- People and culture;
- Reputation;
- Financial sustainability; and
- World-class infrastructure.

13. Under ‘People and Culture’, we will:

- nurture a community of staff, students, alumni and partners who have a deep sense of belonging to the University and pride in their connection with it;
- build leadership capability that sets direction and expectations of staff to embrace change as needed to deliver the ambitions of the University;
- attract, develop and retain the best people from national and international markets, developing talent, offering career progression opportunities and rewarding achievement; and
- foster a culture based around our values and ethos, encouraging integrity, diversity and inspiring work. We will endeavour to reflect the make-up of the communities and global society we serve.

14. The University's civic endeavours are focussed around the following themes, which are embedded within each strategic priority:

- **Social Renewal:** Peace conflict and transition, educational attainment, social and economic leadership, communication and leadership;
- **Sustainability:** Urban renewal, energy and the environment, national infrastructure, food security, digital futures;
- **Health communities:** Mental health, ageing, health innovation and policy, sport for life, history and heritage;
- **Creativity and culture:** Creative economy, cultural diversity, media and the arts, innovation and creative entrepreneurship.

## Chapter 2

### Arrangements for assessing compliance with the Section 75 duties

15. Responsibility for the effective implementation of the equality scheme lies with the Council of the University. The Vice-Chancellor is accountable to the Council for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998. The Chief People Officer oversees and reviews the implementation of the Scheme.
16. All questions or comments regarding the equality scheme should be directed to Angela Getty, Section Leader for Equality, Diversity and Inclusion (please see front cover for contact details). The Equality, Diversity and Inclusion section will respond as soon as possible.
17. Employees' job descriptions include the requirement for all staff to comply with the University's Equal Opportunities policy. Additionally, line managers have specific responsibility for ensuring compliance within their own area.
18. The University prepares an annual report on the progress it has made on implementing the arrangements set out in this equality scheme to discharge its Section 75 statutory duties (Section 75 annual progress report).
19. The Section 75 annual progress report is sent to the Equality Commission by 31 August each year and follows guidance on annual reporting issued by the Equality Commission.
20. Progress on the delivery of Section 75 statutory duties is reported to the University's Council and will also be included in the University's annual report.
21. The latest Section 75 annual progress report is available from the Equality, Diversity and Inclusion section. It is also available at:

[ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme](http://ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme)

22. The University liaises with the Equality Commission to review progress on the implementation of its equality scheme, for example by submitting annual progress reports.
23. The University is developing an action plan to promote equality of opportunity and good relations.
24. The action plan is being developed and prioritised on the basis of an audit of inequalities. The audit of inequalities gathered and analysed information across the Section 75 categories<sup>2</sup> to identify any inequalities that may exist for service users and those affected by University policies.
25. The action plan will last for five years in order to align with the University's corporate planning cycle. Implementation of the action measures will be incorporated into the University's business planning process. The Chief People Officer will oversee and review the implementation of the Action Plan.
26. The University will consult on its action plan before it is sent to the Equality Commission (the Commission).
27. The University will monitor progress on the delivery of the action measures annually and update the action plan if considered appropriate, to ensure that it remains effective and relevant to its functions and activities.
28. The University will inform the Commission of any changes or amendments to its action plan and will also include this information in its Section 75 annual progress report to the Equality Commission. Its Section 75 annual progress report will incorporate information on progress the University made in implementing its action plans/action measures.
29. Once finalised, the action plan will be available from the Equality, Diversity and Inclusion section. It will also be available at:  
  
[ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/strategies-and-action-plans](http://ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/strategies-and-action-plans)

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<sup>2</sup> See paragraph 1 and Appendix 2 of this equality scheme for a list of these categories.

## Chapter 3

### Arrangements for consulting

30. The University recognises the importance of consultation in all aspects of the implementation of its statutory equality duties. Specific training is provided to those facilitating consultations to ensure that they have the necessary skills to communicate effectively with consultees.
31. The University will consult on matters to which the duty is likely to be relevant, including its equality scheme, action measures, and the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity (i.e. screening reports and equality impact assessments) in accordance with the principles contained in the Equality Commission's guidance (see: <http://www.equalityni.org/Employers-Service-Providers/Public-Authorities/Section75/Section-75/Implementing-S75>).
32. Initially all consultees (see Appendix 3), as a matter of course, will be notified (by email or post) of the matter/policy<sup>3</sup> being consulted upon to ensure they are aware of all consultations. Where appropriate, the University will take a targeted approach to consultation for those consultees who may have a particular interest in the matter/policy being consulted upon and to whom the matter/policy is of particular relevance.
33. The University will engage with affected individuals and representative groups to identify what their preferred consultation methods are and will give consideration to these. Consultation with all stakeholders will begin as early as possible.
34. The University will consider the accessibility and format of every method of consultation used in order to remove barriers to the consultation process and ensure meaningful consultation. The University will give particular consideration as to how best to communicate with young people, children, those with disabilities and minority ethnic communities.

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<sup>3</sup> See glossary for definition of 'policy'

35. All relevant information<sup>4</sup> will be made available to consultees in appropriate formats to ensure meaningful consultation. Information will be made available, on request, in alternative formats<sup>5</sup>, in a timely manner (i.e. usually within one month of the request being received, unless the timescales of third-party providers dictate otherwise e.g. translation providers). Consultees requiring alternative formats will have adequate time to respond.
36. Consultation periods will normally last for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), the consultation period may be shortened to eight weeks or less before the policy is implemented. Consultation thereafter may continue to inform the review of the policy as part of our monitoring commitments<sup>6</sup>.
37. However, if the policy must be implemented immediately or the consultation period shortened to eight weeks or less it will be reviewed as part of the monitoring commitment, and comments received will be taken into consideration.
38. In making any decision with respect to a policy adopted or proposed to be adopted, the University will take into account any assessment and consultation carried out in relation to the policy together with any feedback received during consultation.
39. The University will provide feedback to consultees in a timely manner. A feedback report will be prepared which includes summary information on the policy consulted upon, a summary of consultees' comments and a summary of the University's consideration of and response to consultees' input. The feedback will normally be provided electronically, for example by email or by placing it on the University's website.

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<sup>4</sup> This will include detailed information on the policy/proposal being consulted upon and any relevant quantitative and qualitative data.

<sup>5</sup> See Chapter 6 of the equality scheme for further information on alternative formats of information we provide.

<sup>6</sup> Please see Chapter 4 for details on monitoring.

40. A list of consultees is included in this equality scheme at Appendix 3. It can also be obtained at:

[ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme/consultation-exercises](http://ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme/consultation-exercises)

41. This consultation list is not exhaustive and is reviewed on an annual basis to ensure it remains relevant to the University's functions and policies.
42. The University welcomes enquiries from any individual or organisation wishing to be added to or removed from the list of consultees.

## Chapter 4

### Arrangements for assessing, monitoring and publishing the impact of policies

43. The University uses the screening and equality impact assessment (EQIA) tools to assess the likely impact of a policy on the promotion of equality of opportunity and good relations. In carrying out these assessments it relates them to the intended outcomes of the policy in question and follows Equality Commission guidance.
44. The purpose of screening is to identify those policies which are likely to have an impact on equality of opportunity and/or good relations. Screening is completed at the earliest opportunity in the policy development/review process and normally before implementation. More detailed strategies or policies that are to be put in place through a series of stages will be screened at various stages during implementation.
45. 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 normally involves other relevant staff, for example, staff from the Equality, Diversity and Inclusion section, those who implement the policy and staff members from other relevant departments.
46. The following questions are applied to all University 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?
47. In order to answer the screening questions, relevant information and data is gathered. In taking this evidence into account the University considers the different needs, experiences and priorities for each of the Section 75 equality categories. Any screening decision will be informed by this evidence.
48. The screening process leads to one of the following three outcomes:
- the policy is 'screened in' for equality impact assessment;
  - the policy is 'screened out' with mitigation or an alternative policy proposed to be adopted; or
  - the policy is 'screened out' without mitigation or an alternative policy proposed to be adopted.
49. If 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, the University may on occasion decide to proceed with an equality impact assessment, depending on the policy. If an EQIA is not to be conducted the University 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.
50. Where mitigation is required, the reasons to support this decision, together with the proposed changes, amendments or alternative policy, will be outlined in the screening template.
51. If 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, this will normally result in an equality impact assessment being carried out.
52. If 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, the policy will be screened out.
53. As soon as possible following the completion of the screening process, the screening template will be available on request from the Equality, Diversity and Inclusion section and at:

Consultees will also be informed of the screening decisions on a regular basis (i.e. at least twice a year). All screening decisions, and the reasons to support these, will be set out in the screening template.

54. If a consultee raises a concern about a screening decision based on supporting evidence, the screening decision will be reviewed.
55. Once a policy is screened and screening has identified that an equality impact assessment is necessary, an EQIA will be carried out in accordance with Equality Commission guidance, normally before implementation.
56. 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.
57. Any EQIA will be subject to consultation at the appropriate stage(s).

**Arrangements for publishing the results of the assessments of the likely impact of policies (which have been adopted or it is proposed to adopt) on the promotion of equality of opportunity**

58. Screening reports are published regularly on the University's website. They detail:
- all policies screened by the University in the intervening 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; and
  - a link to the completed screening template(s).
59. EQIA reports are published once the impact assessment has been completed. These 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; and
  - future monitoring plans.
60. All published information is accessible and can be made available in alternative formats on request. Results of assessments (screening reports and completed templates, the results of equality impact assessments) are available from the Equality, Diversity and Inclusion section and at:
- [ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme](http://ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme)
61. The University recognises that monitoring can assist it to deliver its services better. 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, the University follows guidance from the Office of the Information Commissioner and the Equality Commission.

62. The University monitors any adverse impact on the promotion of equality of opportunity of policies which it has adopted through policy screening, EQIA and policy/EQIA review<sup>7</sup>. It also recognises that monitoring can identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.
63. Qualitative and quantitative data are collected, collated and analysed across the equality categories on an ongoing basis. Equality monitoring systems are reviewed on an ongoing basis. Where necessary, new data are commissioned. EQIA monitoring information is reviewed on an annual basis, together with other monitoring information.
64. In addition, the University reports on its equality profile on an annual basis to its Council. This information will continue to inform screening and EQIAs.
65. 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, the University will ensure that the policy is revised to achieve better outcomes for relevant equality groups.
66. Monitoring information, including on EQIAs, is published within the University's Section 75 Progress Report, on the University's website, and is made available to consultees (listed at Appendix 3).

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<sup>7</sup> Within the University's policy review process, all new and revised policies and EQIAs are normally reviewed after 2 years.

## Staff training

67. The University recognises that raising awareness and training play a crucial role in the effective implementation of the Section 75 duties. Therefore, it has introduced an effective training and communication programme for all staff, which aims to achieve the following objectives:

- to raise awareness of the provisions of Section 75 of the Northern Ireland Act 1998, the University's equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that 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 the University's 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; and
- to provide those staff involved in the implementation and monitoring of the University's equality scheme with the necessary skills and knowledge to do this work effectively.

68. Furthermore, it will ensure that the University's commitment to the Section 75 statutory duties is made clear in all relevant publications.

69. The following arrangements are in place to ensure all staff and Council members are aware of and understand their equality obligations:

- a summary of this equality scheme will be developed and made available to all staff;
- access to the full equality scheme will be provided for all staff. Any queries will be addressed by the Equality, Diversity and Inclusion section;

- staff will receive a briefing on the new equality scheme within 6 months of its approval;
- information on the Section 75 statutory duties will continue to be included in induction training for new staff;
- the mandatory online and face-to-face equality awareness training will continue to be rolled out to all staff;
- focused training will continue to be provided for key staff who are directly engaged in taking forward the implementation of the equality scheme;
- 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;
- training on Section 75 and the new equality scheme and action plan will be provided for University Council members;
- where requested training will be provided for students going on work placements;
- where relevant, training and awareness raising programmes may be developed and delivered in association with the appropriate Section 75 groups and staff;
- where appropriate, participants' learning will be assessed. This will also indicate the effectiveness of the training provision;
- the extent to which training objectives have been met will be reported on as part of the Section 75 annual progress report, which will be sent to the Equality Commission; and
- the University will continue to maintain a database of staff who have completed the training. This will assist in targeting future training activity.

## Chapter 6

### **Arrangements for ensuring and assessing public access to information and services the University provides**

70. The University strives to ensure that its information and services are accessible. In line with the general monitoring arrangements the University monitors across all its functions in relation to access to information and services, to ensure that equality of opportunity and good relations are promoted. In support of this, it has also developed an action within the equality action plan.
71. The University is aware that some groups will not have the same access to information and where practicable will seek to address this. To ensure equality of opportunity in accessing information, the University provides information in alternative formats on request, where reasonably practicable. This may include Braille, audio formats, large print or minority languages to meet the needs of those for whom English is not their first language. The list of alternative formats is not exhaustive.
72. The University will continue to liaise with the Equality Commission and representative organisations with regard to good practice in this area.
73. The University will respond to requests for information in alternative formats usually within one month of the request being received, unless the timescale of the third-party providers dictate otherwise.
74. The University will continue to use its website as the primary means of disseminating information.
75. The University endeavours to ensure that all of its services are fully accessible to everyone in the community through its Strategy for Learning and Teaching Enhancement, Research and Impact and Widening Access and Participation Strategies, and its Student Recruitment and Admissions and Physical Access and Egress for Disabled People policies. The University also has a dedicated 'Student Support' department, which offers support for all aspects of a student's personal and academic life while they are studying at the University and an 'International' department for international students.

## **Chapter 7**

### **Timetable for measures proposed in this equality scheme**

76. Appendix 4 outlines the timetable for all measures proposed within this equality scheme. The measures outlined in this timetable will be incorporated into the University's business planning processes.
77. This timetable is different from and in addition to the University's commitment to developing action plans/action measures to specifically address inequalities and further promote equality of opportunity and good relations (as described in Chapter 2).



## Chapter 8

### Complaints procedure

78. The University is responsive to the views of members of the public and will endeavour to resolve all complaints made regarding this Scheme.
79. 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.
80. If the complaint has not been resolved within a reasonable timescale, the complaint can be brought to the Equality Commission.
81. A person wishing to make a complaint that the University has failed to comply with its approved equality scheme should contact, Angela Getty, Section Leader for Equality, Diversity and Inclusion. (please see front cover for contact details).
82. Complaints will be acknowledged within 5 working days of their receipt.
83. The University will carry out an internal investigation of the complaint and will respond substantively to the complainant within one month of the date of receiving the letter of complaint. Under certain circumstances, if the complexity of the matter requires a longer period, the period for response to the complainant may be extended to two months. In those circumstances, the complainant will be advised of the extended period within one month of making the complaint.
84. During this process the complainant will be kept fully informed of the progress of the investigation into the complaint and of any outcomes.
85. In any subsequent investigation by the Equality Commission, the University will co-operate fully, providing access in a timely manner to any relevant documentation that the Commission may require.

86. Similarly, the University will co-operate fully with any investigation by the Equality Commission under sub-paragraph 11 (1) (b) of Schedule 9 to the Northern Ireland Act 1998.
87. The University will make all efforts to implement promptly and in full any recommendations arising out of any Commission investigation.

## Chapter 9

### Publication of the equality scheme

88. The University's equality scheme is available free of charge in print form and alternative formats from the Equality, Diversity and Inclusion section. It is also available at:

[ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme](http://ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme)

89. The following arrangements are in place for the publication of the equality scheme:

- The University will make every effort to communicate widely the existence and content of its equality scheme; and
- It will email a link to its approved equality scheme to its consultees on its consultation lists. Other consultees without e-mail will be notified by letter that the scheme is available on request. It will respond to requests for the equality scheme in alternative formats in a timely manner, as described in paragraph 30.

90. A list of the University's consultees is provided at Appendix 3 of the equality scheme. It is also available from the Equality, Diversity and Inclusion section and at:

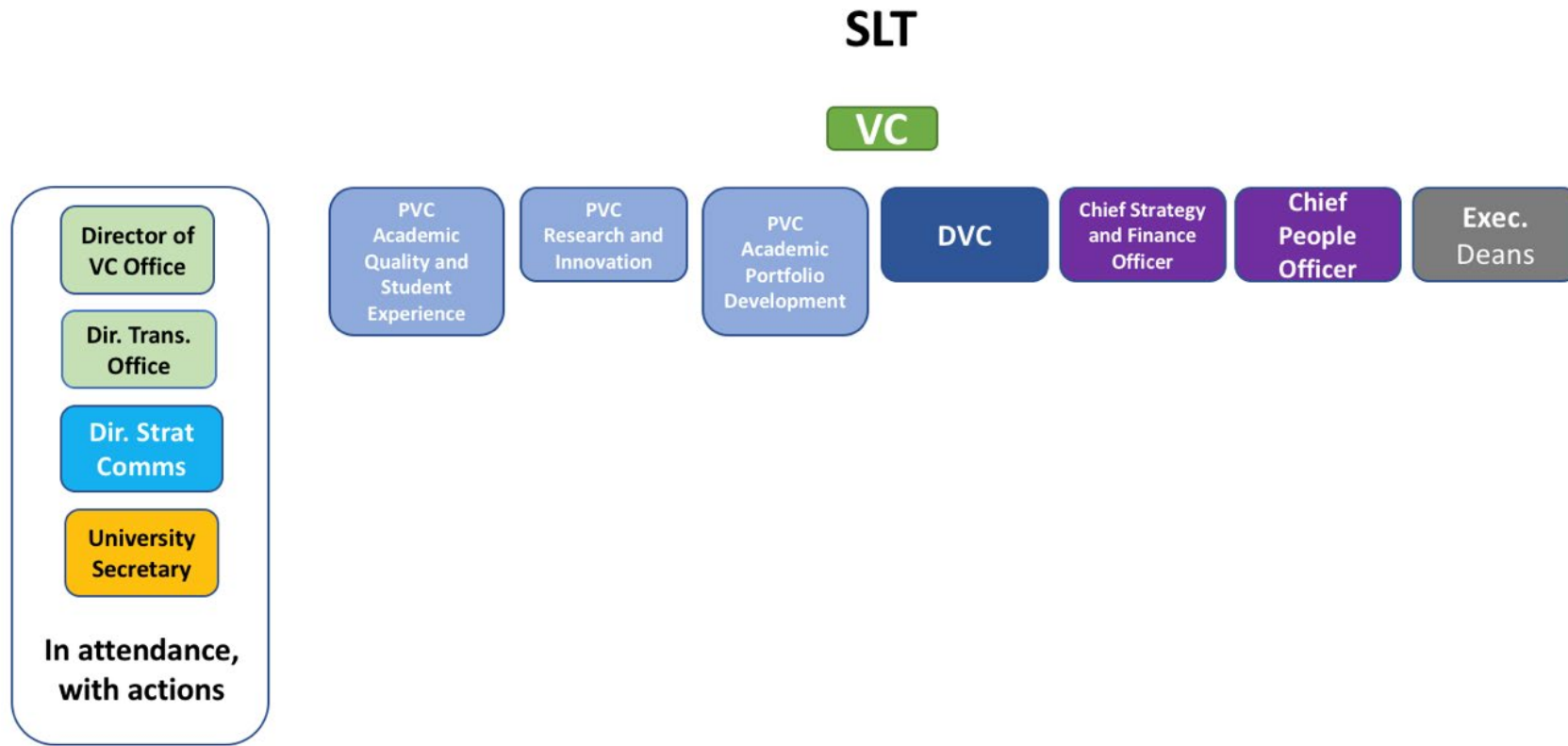
[ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme](http://ulster.ac.uk/peopleandculture/employee-benefits/equality-diversity/equality-scheme)

## **Chapter 10**

### **Review of the equality scheme**

91. As required by Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 the University will conduct a thorough review of this equality scheme, 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.
92. The review will evaluate the effectiveness of the scheme in relation to the implementation of the Section 75 statutory duties relevant to the University's functions in Northern Ireland.
93. In undertaking this review the University will consider, as may be appropriate, any guidance issued by the Equality Commission. A report of this review will be made public via the University's website and sent to the Commission.

SENIOR MANAGEMENT STRUCTURE 2021-2022



Key:

## Appendix 2

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

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

Category	Example groups
Religious belief	Buddhist; Catholic; Hindu; Jewish; Muslims, people of no religious belief; Protestants; Sikh; other faiths.  For the purposes of Section 75, the term “religious belief” is the same definition as that used in the <i>Fair Employment &amp; Treatment (NI) Order</i> <sup>8</sup> . Therefore, “religious belief” also includes any <i>perceived</i> religious belief (or perceived lack of belief) and, in employment situations only, it also covers any “ <i>similar philosophical belief</i> ”.
Political opinion <sup>9</sup>	Nationalist generally; Unionists generally; members/supporters of other political parties.
Racial group	Black people; Chinese; Indians; Pakistanis; people of mixed ethnic background; Polish; Roma; Travellers; White people.
Men and women generally	Men (including boys); Trans-gendered people; Transsexual people; women (including girls).
Marital status	Civil partners or people in civil partnerships; divorced people; married people; separated people; single people; widowed people.
Age	Children and young people; older people.
Persons with a disability	Persons with disabilities as defined by the Disability Discrimination Act 1995.
Persons with dependants	Persons with personal responsibility for the care of a child; for the care of a person with a disability; or the care of a dependant older person.
Sexual orientation	Bisexual people; heterosexual people; gay or lesbian people.

<sup>8</sup> See Section 98 of the Northern Ireland Act 1998, which states: “*In this Act “political opinion” and “religious belief” shall be construed in accordance with Article 2(3) and (4) of the Fair Employment & Treatment (NI) Order 1998.*”

<sup>9</sup> *ibid*

## **Appendix 3                      List of consultees**

Action Deaf Youth  
Action on Hearing Loss  
Age NI  
Agriculture Food & Rural Enterprise (CAFRE)  
Agri-Food and Biosciences Institute  
Alliance Party of Northern Ireland  
Antrim & Newtownabbey Borough Council  
Archbishop of Armagh & Primate of All Ireland  
Armagh, Banbridge & Craigavon District Council  
Arthritis Care in Northern Ireland  
Arts Council for Northern Ireland  
Association of Teachers & Lecturers (ATL)  
Autism NI  
Barnardos  
Belfast City Council  
Belfast Health & Social Care Trust  
Belfast Hebrew Congregation  
Belfast Interface Project  
Belfast Islamic Centre  
Belfast Metropolitan College  
Belfast Unemployed Resource Centre  
Bryson Charitable Group  
Business in the Community  
Business Services Organisation  
Cara Friend  
Careers Service Support Unit  
Carers NI  
Catholic Maintained Schools  
Causeway Coast & Glens Council  
CCEA  
Cedar Foundation  
Chartered Society of Physiotherapists  
Chief Executives Forum  
Children in Northern Ireland (CiNI)  
Childrens' Law Centre  
Chinese Welfare Association  
Church of Ireland  
Committee on the Administration of Justice (CAJ)  
Community Relations Council  
Confederation of British Industry NI  
Co-operation Ireland  
Craigavon Traveller Support Committee  
Democratic Unionist Party

Department for Communities  
Department for the Economy  
Department of Agriculture, Environment & Rural Affairs  
Department of Education  
Department of Finance  
Department of Infrastructure  
Department of Health  
Department of Justice  
Derry City & Strabane District Council  
Disability Action  
Down's Syndrome Association  
Early Years – The Organisation for Younger Children  
East Belfast Community Development Agency  
Education Authority  
Employers for Disability NI (EFDNI)  
Equality 2000  
Equality Commission for Northern Ireland (ECNI)  
Extern  
Falls Community Council  
Federation of Small Businesses  
Fermanagh & Omagh District Council  
Fibromyalgia NI  
Foyle Women's Information Network  
Generation Women  
Green Party NI  
Guide Dogs for the Blind  
INCORE  
Inspire  
Institute of Directors  
Irish National Teachers' Organisation  
Labour Relations Agency  
Law Centre NI  
Libraries NI  
Londonderry Methodist City Mission  
Marie Curie Centre  
MENCAP  
Men's Action Network  
Methodist Church in Ireland  
Methodist Church in Ireland – Board of Education  
Mid & East Antrim District Council  
Mindwise  
MS Society NI  
NASUWT



National Association for Head Teachers  
Newry, Mourne & Down District Council  
NIACRO  
NI Chamber of Commerce & Industry  
NI Chest, Heart & Stroke Association  
NI Commissioner for Children & Young People  
NI Commissioner for Older People  
NI Committee – Irish Congress of Trade Unions  
NI Community Relations Council  
NI Council for Integrated Education  
NICVA  
NI Guardian Ad Litem Agency  
NI Human Rights Commission  
NIPEC  
NIPSA  
NI Social Care Council  
NI Women’s Aid Federation  
North Down & Ards District Council  
North West Regional College  
Northern Regional College  
NSPCC  
NUS-USI  
Oasis NI  
OFMDFM  
Opportunity Now  
Orchardville Society  
People Before Profit  
POBAL Community  
Police Service for Northern Ireland  
PRAXIS  
Presbyterian Church in Ireland  
Progressive Unionist Party  
Queer Space  
Rainbow  
Relate NI  
Royal College of Nursing  
RNIB  
Rural Action  
Sai Pak Chinese Community Association  
SDLP  
Sense NI  
Simon Community  
Sinn Fein

Society of St Vincent de Paul  
South Eastern Health & Social Care Trust  
South Eastern Regional College  
South West College  
Southern Health & Social Services  
Southern Regional College  
Spina Bifida & Hydrocephalus Association  
U3A Foyle  
Through the Roof  
Training for Women Network  
UCU  
Ulster Scots Agency  
Ulster Teachers' Union  
Ulster Unionist Party  
Ulster University Students' Union  
UNESCO Centre  
Unison  
Unite the Union  
West Belfast Partnership  
Western Health & Social Care Trust  
Women's Resource & Development Agency  
Women's Support Network  
Worker's Party

## Appendix 4 Timetable for measures proposed

Measure	Lead responsibility	Timetable
Section 75 Annual Progress Report	Chief People Officer	31 August (annually)
Develop an action plan to promote equality of opportunity and good relations	Chief People Officer, All Senior Officers, and Section Leader for Equality, Diversity and Inclusion	30 June 2017
Consultation on draft action plan	Section Leader for Equality, Diversity and Inclusion	September – December 2017
Implement/deliver an action plan	Section Leader for Equality, Diversity and Inclusion	2017/18 – 2021/22
Submit equality scheme to ECNI for approval	Section Leader for Equality, Diversity and Inclusion	8 May 2017
Final equality scheme published	Vice Chancellor	Post approval of Equality Scheme by ECNI
Development of summary scheme	Section Leader for Equality, Diversity and Inclusion	Within 3 months of approval of Scheme by ECNI
Communication of equality scheme and notification to consultees	Vice Chancellor/ Section Leader for Equality, Diversity and Inclusion	As above
Arrangements for review of the Scheme	Section Leader for Equality, Diversity and Inclusion	Five years from approval
Consultation list reviewed and updated	Section Leader for Equality, Diversity and Inclusion	Annually
Screening timetable	Chief People Officer and Section Leader for Equality, Diversity and Inclusion	In accordance with the business plan and the development/review of new and existing

		policies of the University
Publication of Screening Reports	Chief People Officer and Section Leader for Equality, Diversity and Inclusion	Ongoing
EQIA timetable	Chief People Officer and Section Leader for Equality, Diversity and Inclusion	Based on outcome of screening activity
Monitoring of EQIAs	Section Leader for Equality, Diversity and Inclusion / Chief People Officer	Ongoing
Review of equality monitoring data	Section Leader for Equality, Diversity and Inclusion	Annually
Publication of monitoring information	Section Leader for Equality, Diversity and Inclusion	Annually in Section 75 Progress report
Training		
Develop staff and student briefing on new Scheme	Section Leader for Equality, Diversity and Inclusion	Within 3 months of approval of Scheme by ECNI
Monitor completion of mandatory online and face-to-face equality awareness training	Section Leader for Equality, Diversity and Inclusion	Annually
Focussed training		
<ul style="list-style-type: none"> <li>• Equality screening</li> </ul>	Section Leader for Equality, Diversity and Inclusion	As required (for each new and revised policy)
<ul style="list-style-type: none"> <li>• EQIAs</li> </ul>	Section Leader for Equality, Diversity and Inclusion	As required (for each EQIA)

Training for University Council members	Chief People Officer and Section Leader for Equality, Diversity and Inclusion	Within 3 months of approval of Scheme by ECNI
Assessing access to information and services	Section Leader for Equality, Diversity and Inclusion	Annually within Section 75 progress report

**Action plan**

A plan which sets out actions a public authority will take to implement its Section 75 statutory duties. It is a mechanism for the realisation of measures to achieve equality outcomes for the Section 75 equality and good relations categories.

**Action measures and outcomes**

Specific measures to promote equality and good relations for the relevant Section 75 and good relations categories, linked to achievable outcomes, which should be realistic and timely.

**Adverse impact**

Where a Section 75 category has been affected differently by a policy and the effect is less favourable, it is known as adverse impact. If a policy has an adverse impact on a Section 75 category, a public authority must consider whether or not the adverse impact is unlawfully discriminatory. In either case a public authority must take measures to redress the adverse impact, by considering mitigating measures and/or alternative ways of delivering the policy.

**Affirmative action**

In general terms, affirmative action can be defined as being anything consistent with the legislation which is necessary to bring about positive change. It is a phrase used in the Fair Employment and Treatment Order (NI) 1998 to describe lawful action that is aimed at promoting equality of opportunity and fair participation in employment between members of the Protestant and Roman Catholic communities in Northern Ireland.

**Audit of inequalities**

An audit of inequalities is a systematic review and analysis of inequalities which exist for service users and those affected by a public authority's policies. An audit can be used by a public authority to inform its work in relation to the Section 75 equality and good relations duties. It can also enable public authorities to assess progress on the implementation of the Section 75 statutory duties, as

it provides baseline information on existing inequalities relevant to a public authority's functions.

### **Consultation**

In the context of Section 75, consultation is the process of asking those affected by a policy (ie. service users, staff, the general public) for their views on how the policy could be implemented more effectively to promote equality of opportunity across the 9 categories. Different circumstances will call for different types of consultation. Consultations could, for example, include meetings, focus groups, surveys and questionnaires.

### **Differential impact**

Differential impact occurs where a Section 75 group has been affected differently by a policy. This effect could either be positive, neutral or negative. A public authority must make a judgement as to whether a policy has a differential impact and then it must determine whether the impact is adverse, based on a systematic appraisal of the accumulated information.

### **Discrimination**

The anti-discrimination laws prohibit the following forms of discrimination:

- Direct discrimination
- Indirect Discrimination
- Disability Discrimination
- Victimisation
- Harassment

Brief descriptions of these above terms follow:

#### Direct discrimination

This generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, on one or more of the statutory non-discrimination grounds. A decision or action that is directly discriminatory will normally be unlawful unless: (a) in an age discrimination case, the decision can be objectively justified, or (b) in any other case, the public authority can rely on a statutory exception that permits it – such as a *genuine*

*occupational requirement exception; or, a positive action exception* which permits an employer to use “welcoming statements” or to take other lawful positive action to encourage participation by under-represented or otherwise disadvantaged groups.

#### Indirect discrimination

The definition of this term varies across some of the anti-discrimination laws, but indirect discrimination generally occurs where a public authority applies to all persons a particular provision, criterion or practice, but which is one that has the effect of placing people who share a particular equality characteristic (e.g. the same sex, or religious belief, or race) at a particular disadvantage compared to other people. A provision, criterion or practice that is indirectly discriminatory will normally be unlawful unless (a) it can be objectively justified, or (b) the public authority can rely on a statutory exception that permits it.

#### Disability discrimination

In addition to direct discrimination and victimisation and harassment, discrimination against disabled people may also occur in two other ways: namely, (a) *disability-related discrimination*, and (b) *failure to comply with a duty to make reasonable adjustments*.

- (a) *Disability-related discrimination* generally occurs where a public authority, without lawful justification, and for a reason which relates to a disabled person’s disability, treats that person less favourably than it treats (or, would treat) other people to whom that reason does not (or, would not) apply.
- (b) *Failure to comply with a duty to make reasonable adjustments*: One of the most notable features of the disability discrimination legislation is that in prescribed circumstances it imposes a duty on employers, service providers and public authorities to take such steps as are reasonable to remove or reduce particular disadvantages experienced by disabled people in those circumstances.



### Victimisation

This form of discrimination generally occurs where a public authority treats a person less favourably than it treats (or, would treat) another person, in the same or similar circumstances, because the person has previously exercised his/her rights under the anti-discrimination laws, or has assisted another person to do so. Victimisation cannot be justified and is always unlawful.

### Harassment

Harassment generally occurs where a person is subjected to unwanted conduct that is related to a non-discrimination ground with the purpose, or which has the effect, of violating their dignity or of creating for them an intimidating, hostile, degrading, humiliating or offensive environment. Harassment cannot be justified and is always unlawful.

### **Equality impact assessment**

The mechanism underpinning Section 75, where existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for the relevant Section 75 categories. Equality impact assessments require the analysis of both quantitative and qualitative data.

### **Equality of opportunity**

The prevention, elimination or regulation of discrimination between people on grounds of characteristics including sex, marital status, age, disability, religious belief, political opinion, dependants, race and sexual orientation.

The promotion of equality of opportunity entails more than the elimination of discrimination. It requires proactive measures to be taken to secure equality of opportunity between the categories identified under Section 75.

### **Equality scheme**

A document which outlines a public authority's arrangements for complying with its Section 75 obligations. An equality scheme must include an outline of the public authority's arrangements for carrying

out consultations, screening, equality impact assessments, monitoring, training and arrangements for ensuring access to information and services.

### **Good relations**

Although not defined in the legislation, the Commission has agreed the following working definition of good relations: 'the growth of relations and structures for Northern Ireland that acknowledge the religious, political and racial context of this society, and that seek to promote respect, equity and trust, and embrace diversity in all its forms'.

### **Mitigation of adverse impact**

Where an equality impact assessment reveals that a particular policy has an adverse impact on equality of opportunity, a public authority must consider ways of delivering the policy outcomes which have a less adverse effect on the relevant Section 75 categories; this is known as mitigating adverse impact.

### **Monitoring**

Monitoring consists of continuously scrutinising and evaluating a policy to assess its impact on the Section 75 categories. Monitoring must be sensitive to the issues associated with human rights and privacy. Public authorities should seek advice from consultees and Section 75 representative groups when setting up monitoring systems.

Monitoring consists of the collection of relevant information and evaluation of policies. It is not solely about the collection of data, it can also take the form of regular meetings and reporting of research undertaken. Monitoring is not an end in itself but provides the data for the next cycle of policy screening.

### **Northern Ireland Act**

The Northern Ireland Act, implementing the Good Friday Agreement, received Royal Assent on 19 November 1998. Section 75 of the Act created the statutory equality duties.

## **Policy**

The formal and informal decisions a public authority makes in relation to carrying out its duties. Defined in the New Oxford English Dictionary as ‘a course or principle of action adopted or proposed by a government party, business or individual’. In the context of Section 75, the term **policies** covers all the ways in which a public authority carries out or proposes to carry out its functions relating to Northern Ireland. Policies include unwritten as well as written policies.

## **Positive action**

This phrase is not defined in any statute, but the Equality Commission understands it to mean any lawful action that a public authority might take for the purpose of promoting equality of opportunity for all persons in relation to employment or in accessing goods, facilities or services (such as health services, housing, education, justice, policing). It may involve adopting new policies, practices, or procedures; or changing or abandoning old ones. *Positive action* is not the same as *positive discrimination*.

Positive discrimination differs from positive action in that *positive action* involves the taking of lawful actions whereas *positive discrimination* involves the taking of unlawful actions. Consequently, *positive action* is by definition lawful whereas *positive discrimination* is unlawful.

## **Qualitative data**

Qualitative data refers to the experiences of individuals from their perspective, most often with less emphasis on numbers or statistical analysis. Consultations are more likely to yield qualitative than quantitative data.

## **Quantitative data**

Quantitative data refers to numbers, typically derived from either a population in general or samples of that population. This information is often analysed by either using descriptive statistics, which consider general profiles, distributions and trends in the data, or inferential statistics, which are used to determine ‘significance’ either in relationships or differences in the data.

## **Screening**

The procedure for identifying which policies will be subject to equality impact assessment, and how these equality impact assessments will be prioritised. The purpose of screening is to identify the policies which are likely to have a minor/major impact on equality of opportunity so that greatest resources can be devoted to improving these policies. Screening requires a systematic review of existing and proposed policies.

## **Schedule 9**

Schedule 9 of the Northern Ireland Act 1998 sets out detailed provisions for the enforcement of the Section 75 statutory duties, including an outline of what should be included in an equality scheme.

## **Section 75**

Section 75 of the Northern Ireland Act provides that each public authority is required, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status and sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

Without prejudice to these obligations, each public authority in carrying out its functions relating to Northern Ireland must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

## **Section 75 investigation**

An investigation carried out by the Equality Commission, under Schedule 9 of the NI Act 1998, arising from the failure of a public authority to comply with the commitments set out in its approved equality scheme.

There are two types of Commission investigation, these are as follows:

1. An investigation of a complaint by an individual who claims to have been directly affected by the failure of a public authority to comply with its approved equality scheme;
2. An investigation initiated by the Commission, where it believes that a public authority may have failed to comply with its approved equality scheme.