



**Northern Ireland Practice and Education Council for
Nursing and Midwifery**

Timetable for Measures within NIPEC's Equality Scheme

September 2011
(updated December 2011 and May 2012)

| Measure [relevant section of Equality Scheme] | Lead responsibility | Timetable | Progress on completion |
|---|---|----------------------|---|
| Section 75 Annual Progress Report [2.7] | Chief Executive / Head of Corporate Services | 31 August (annually) | Achieved – 2010/11 report sent to meet 31 August deadline |
| Consultation on draft action plan [2.15] | Head of Corporate Services / Corporate Services Manager | Dec 2010 to Feb 2011 | Achieved – 12-week consultation period held from mid-December 2010 to mid-March 2011 |
| Finalised action plan published on website [2.18] | Head of Corporate Services / IT & Information Officer | May 2011 | Achieved – following ECNI formal approval received on 14 th September 2011 |
| Implementation of actions [2.11] | Chief Executive / Senior Management Team | May 2011 to Mar 2013 | Ongoing – HCS/senior team and CSM involved in implementation of actions, ensuring best practice followed and advice sought from BSO Equality Unit as and when required |
| Arrangements for monitoring progress in place [2.16] | Head of Corporate Services / Corporate Services Manager | May 2011 | HCS and CSM individual objectives reflect implementation of action plan and monitoring of progress during 2011/12 and 2012/13; update reports given to NIPEC Audit Committee; progress reports published on NIPEC website |
| Consultation list reviewed and updated [3.4] | Head of Corporate Services Corporate Services Manager (in liaison with BSO Equality Unit) | Nov 2010 and ongoing | As required, the consultation list is updated to reflect updated information either from the BSO Equality Unit or by direct contact with NIPEC |

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|---|---|----------------------------|--|
| Screening timetable [4.4] | Head of Corporate Services / relevant senior professional officer / Corporate Services Manager | Ongoing | New screening templates introduced April 2011. Templates plus guidance discussed with Senior Team. Equality screening awareness session held with senior team on 21 st October 2011; equality update given to senior team on 10 th May 2012 |
| Screening Reports [4.15] | Head of Corporate Services / Corporate Services Manager | Quarterly from May 2011 | Procedure for publication of screening documentation agreed with BSO Equality Unit who sends quarterly reports to consultees on behalf of NIPEC. New page added to NIPEC website on Equality issues which includes a link to screening documents held on BSO website |
| EQIA timetable [4.16] (based on screening outcomes) | Head of Corporate Services / relevant senior professional officer / Corporate Services Manager | Ongoing | No EQIAs during 2011/12 |
| Review of (EQIA) monitoring information [4.31] | Head of Corporate Services / Corporate Services Manager | annually | No EQIAs during 2011/12 – further review at end of current financial year |
| Publication of (EQIA) monitoring information [4.33;4.34] | Head of Corporate Services / Corporate Services Manager | annually | No EQIAs during 2011/12 – further review at end of current financial year |

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|--|---|---------------------------------------|--|
| Raise awareness with staff and make available equality scheme [5.4] | Head of Corporate Services / Corporate Services Manager | Within 6 months of scheme approval | Draft Equality Scheme discussed and approved by NIPEC Council. Final scheme discussed by NIPEC Senior Team and placed on internal staff meeting agendas. Summary of Scheme developed with other agencies and BSO – distributed to all staff and NIPEC Council members, and published on website in May 2012 |
| Development of overall training programme [5.5] | Head of Corporate Services / Corporate Services Manager (in liaison with BSO Equality Unit) | Annually | Equality update given to senior team on 10 th May 2012; equality section on NIPEC website developed in December 2011; ongoing awareness throughout organisation through induction programmes; and scheduled internal group and individual meetings |
| Focussed training [5.4] | Head of Corporate Services / Corporate Services Manager (in liaison with BSO Equality Unit) | Annually | Equality screening awareness session held for Senior staff on 21 st October 2011; equality update given to senior team on 10 th May 2012; relevant new staff scheduled for equality screening training in 2012/13; diversity e-learning programme included on NIPEC e-learning website |

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| Update training [5.4] | Head of Corporate Services / Corporate Services Manager (in liaison with BSO Equality Unit) | Ongoing | NIPEC participates as a member on the HSC agency equality group co-ordinated by BSO's Equality Unit, where any agreed developments/enhancements are taken forward and implemented; equality update given to senior team on 10 th May 2012 |
| Evaluation of training [5.6] | Head of Corporate Services / Corporate Services Manager (in liaison with BSO Equality Unit) | Ongoing | Training provided and monitored through BSO's Equality Unit; a record is kept of all focussed and awareness training throughout the year and will be reported in the annual progress report sent to ECNI |
| Assessing access to information and services [6.9] | Head of Corporate Services / Corporate Services Manager / IT & Information Officer | annually | This carried out on an ongoing basis during the year; no complaints received during 2011/12 |
| Ensure Section 75 complaints are integrated into NIPEC's general complaints procedure [8.3] | Head of Corporate Services / Corporate Services Manager | Within 3 months of scheme approval | Achieved; published December 2011 |

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|---|--|---------------------------------------|--|
| Communication of equality scheme [9.3] | Head of Corporate Services / Corporate Services Manager / IT & Information Officer | Within 6 months of scheme approval | Consultees advised of new Schemes in November 2011 via email from BSO Equality Unit, and how this and other supportive documentation can be accessed on organisations' websites; new Equality section developed on NIPEC website December 2011; article in Spring edition of NIPEC newsletter |
| Notification of consultees [9.3] | Head of Corporate Services / Corporate Services Manager (in liaison with BSO Equality Unit) | Within 6 months of scheme approval | |
| Review of equality scheme [10.1] | Chief Executive / Head of Corporate Services / Corporate Services Manager | Within 5 years after approval | The deadline for the review is currently during 2016. |



For further Information, please contact

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This document can be downloaded from the
NIPEC website <https://nipec.hscni.net/>

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