



**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)***



<b>Measure</b> [relevant section of Equality Scheme]	<b>Lead responsibility</b>	<b>Timetable</b>	<b>Progress on completion</b>
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 <sup>th</sup> 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

<b>Measure</b> [relevant section of Equality Scheme]	<b>Lead responsibility</b>	<b>Timetable</b>	<b>Progress on completion</b>
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 <sup>st</sup> October 2011; equality update given to senior team on 10 <sup>th</sup> 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

<b>Measure</b> [relevant section of Equality Scheme]	<b>Lead responsibility</b>	<b>Timetable</b>	<b>Progress on completion</b>
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 <sup>th</sup> 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 <sup>st</sup> October 2011; equality update given to senior team on 10 <sup>th</sup> May 2012; relevant new staff scheduled for equality screening training in 2012/13; diversity e-learning programme included on NIPEC e-learning website

<b>Measure</b> [relevant section of Equality Scheme]	<b>Lead responsibility</b>	<b>Timetable</b>	<b>Progress on completion</b>
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 <sup>th</sup> 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

<b>Measure</b> [relevant section of Equality Scheme]	<b>Lead responsibility</b>	<b>Timetable</b>	<b>Progress on completion</b>
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

**NIPEC**

Centre House  
79 Chichester Street  
BELFAST, BT1 4JE

**Tel:** (028) 9023 8152

**Fax:** (028) 9033 3298

This document can be downloaded from  
the NIPEC website [www.nipec.hscni.net](http://www.nipec.hscni.net)

**September 2011**  
*(updated December 2011 and May 2012)*