

Heritage Lottery Fund NI – Key Inequalities

Action Plan 2017- 2022

Issues to Address	Main Areas for Action	Work Needed / Intended Outcomes	By when
<p><u>Leadership</u></p> <p>Integration of Section 75 duties into all corporate strategies; planning, and decision-making processes</p>	<ol style="list-style-type: none"> 1. HLF commits to ensuring that equality and good relations considerations are integrated into all aspects of work, both externally and internally. 2. As appropriate, ensure decisions relating to NI are subjected to S75 screening 3. HLF to encourage greater visibility of S75 equality standards in all HLF UK governance processes, documentation and websites. 	<ol style="list-style-type: none"> 1. Local committee meetings will be updated on progress 2. Complete Equality Screening and EQIA assessments as required; EQIA to be published online. 3. All NI equality info (e.g. Audit, Action Plans, progress reports) to be published and made easier to locate 4. All corporate and strategic plans, governance, websites, 	<ol style="list-style-type: none"> 1. 2018 2. 2017 3. from now 4. on 5. 2019

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		<p>publications, and financial planning processes to routinely include equality related aspects, targets and to report on progress</p> <p>5. Equality Action Plan to accompany each NI business plan</p>	
<p><u>Equality Data</u></p> <p>Develop equality data collection and monitoring arrangements</p>	<ol style="list-style-type: none"> 1. Seek advice and training from ECNI on Section 75 equality monitoring. 2. Establish and implement an effective method for the collection and co-ordination of S75 monitoring data across HLF NI grant 	<ol style="list-style-type: none"> 1. Develop systems to analyse grant funding data across projects and areas by equality categories; and produce management information on trends to inform future targeting, screening and policy decisions 	<ol style="list-style-type: none"> 1. 2018 2. 2018 3. 2019

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	<p>funding stages and processes.</p> <p>3. Potential applicants / beneficiaries to be made aware of reasons / benefits of equality monitoring and reassured of Data Protection Act confidentiality protections etc.</p>	<p>2. Develop staff to be able to use the data collected to inform evidence-based policy making, planning outreach work, informing their decision making processes etc.</p> <p>3. Data useful for including in responses to Government returns, content for reports, annual returns etc.</p>	
<p>1. <u>Implement new HLF NI Equality Screening process</u></p>	<p>1. Screening template and Guidance note to be developed incorporating the DDO duties, human</p>	<p>1. New approach to be introduced. Screening assessments to be</p>	<p>1. End 2017 2. From 2017 3. By End 2017 4. By end 5. 2017</p>

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<p>2. <u>Develop new Audit of Inequalities and Action Plan</u></p> <p>3. <u>Complete 5-year Review of Equality Scheme</u></p>	<p>rights and best practice standards.</p> <p>2. Develop and consult on new Audit and its accompanying Action Plan (2017-2022).</p> <p>3. Current Equality Scheme reaches 5-year review period in August 2017.</p>	<p>available on request.</p> <p>2. Action plan targets to be incorporated into NI strategies, business and planning documents. Progress to be reported and published as per Scheme.</p> <p>3. Carry out 5-year review. Carry out 12-week consultations on Audit of Inequalities and its Action Plan; and also Revised Equality Scheme.</p>	

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		<p>Finalise and share with consultees.</p> <p>4. Staff training to be provided on above aspects. Set S75 related targets in personal performance plans.</p>	
<p><u>Awareness Raising</u></p> <ul style="list-style-type: none"> - staff - consultees - interest groups - stakeholders - statutory orgs - public 	<ol style="list-style-type: none"> 1. <u>Promote work to date</u> – of HLF NI Equality Scheme, Audit and Action Plan, all progress reports, Disability Action Plans, screening and EQIAs, 2. <u>Upcoming work</u> – provide drafts to consultees on new equality screening process, Audit action plan, other 	<ol style="list-style-type: none"> 1. Better public awareness of the successes and equality work that HLF NI takes forward and of its commitment to ensuring equality outcomes across its remit. 2. HLF NI will raise the profile of its new work; have opportunities to engage with a wider 	<ol style="list-style-type: none"> 1. from now on 2. from now on 3. from now on 4. from now on

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	<p>docs for and seek input / comments</p> <p>3. Routinely incorporate equality updates, good news stories, info about targeted work into mailshots / emails / leaflets and web info that issues about grant programmes</p> <p>4. <u>Contact details</u> - Provide easy-to-find and easy-to-understand contact information on leaflets and on website, twitter etc. so that groups with diverse needs can access this information in a</p>	<p>audience as well as honouring its Scheme commitments on consultation.</p> <p>3. Providing updates on equality work, successful equality projects and work to target under-represented sectors could help encourage participation from other under-represented groups.</p> <p>4. Planned engagement with all groups, especially those who may not have access to the Internet, or have barriers such as</p>	

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	range of suitable ways.	language, disability etc. to deal with.	
<p><u>Awareness Raising</u></p> <ul style="list-style-type: none"> - staff - consultees - interest groups - stakeholders - statutory orgs - public - public bodies 	<ol style="list-style-type: none"> 1. <u>Engagement</u>- Proactively build and maintain good relations with smaller organisations and those sectors under-represented in HLF NI applications and successful grant awards. 2. Seek support from sector organisations in ways to help increase interest and participation in heritage projects and in considering grant-funding applications. 3. <u>Consultations</u> - Review consultee 	<ol style="list-style-type: none"> 1. Improved understanding of HLF NI's work by different S75 groups and minority communities and how the various funding programmes could be beneficial for them. 2. HLF staff will have a better understanding of the barriers different groups may experience 3. Increased interest. Community groups likely to know best how to engage with their members, e.g. 	<ol style="list-style-type: none"> 1. from now on 2. from now on 3. from now on 4. from now on 5. from now on

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	<p>list and seek representation from a more diverse spectrum. Amend Equality Scheme consultation list and publish revised list.</p> <p>4. <u>Speaking events</u> - Seek out useful opportunities to speak at events / meetings / conferences / webinars that represent more diverse views beyond the 'usual' organisations.</p>	<p>people with disabilities, older people, Chinese, Indian and Polish communities (and others) have established networks, group meetings, newspapers etc.</p> <p>4. Consultees list reviewed and updated on an annual basis. Under-represented groups included and kept up to date on HLF work.</p> <p>5. Get the message out about HLFs work to a wider audience. Seek</p>	

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		fresh ways to engage.	
<p><u>Accessible Services</u> <u>Accessible Information</u></p>	<p>Customers visiting HLF website should be able to find the information they need about all aspects of Northern Ireland's equality work easily and quickly.</p> <p>Our information and forms, whether printed or web based should be suitable for the needs of most potential applicants, and meet Shaw Trust accreditation.</p> <p>Details on how to obtain information from us in another format or language should be provided on the website and on all our published documents.</p>	<ol style="list-style-type: none"> 1. Ensure website meets appropriate standards. Better presentation of the NI team's work on equality for all to see. 2. Placing equality upfront will help demonstrate HLF commitment to equality. 3. Continue to take advice / test 'ease of use' with key disability organisations and others too. 4. Give consideration to preparing a short Easy read and / or 	<ol style="list-style-type: none"> 1. asap 2. asap 3. asap 4. asap 5. asap

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		<p>summary to accompany each lengthy or complicated document. Commit to reviewing assistance provided.</p> <p>5. Provide details about requesting other formats and languages upfront on the website and on the flyleaf of publications and corporate documents</p>	
<p><u>Staff Training</u> <u>Pre-Grant Application</u> <u>Support</u></p>	<p>Appropriate HLF staff to receive mandatory Section 75 training. This should include advice on carrying out equality screening and EQIAs, devising equality</p>	<p>1. Staff will understand how the equality duties impact on their work, their responsibilities and the actions they are required to take.</p>	<p>1. asap 2. asap 3. asap 4. asap 5. asap</p>

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	<p>monitoring arrangements and using equality data to support evidence-based decision-making.</p> <p>HLF NI and other relevant staff to receive mandatory NI related DDA / DDO training. This training should include advice on disability in the workplace, accessible services and information; promoting positive attitudes and public life opportunities.</p> <p>HLF NI will seek to widen the initial 'how to' support it provides to include all equality groups currently under-represented across grant funding streams</p>	<ol style="list-style-type: none"> 2. Staff will better understand the scope of the disability legislation and how it impacts on them and their work; as service providers, managers and as individual employees. 3. Equality Scheme commitments on staff training are met. 4. More applications submitted from, and more successful funding outcomes for, smaller under-represented groups. 	

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		5. Increase in the breadth and number of diverse applicants applying for our grants; ultimately leading to improved outcomes for all and an increase in total grant applicants.	