



## **Warrenpoint Harbour Authority**

### **Five Year Equality Scheme Review**

**This report covers review of the operation of an Equality Scheme for the period 2019-2023.**

This document is available in an accessible format if required, e.g. Braille, large print, audio cassette or in a minority ethnic language.

Name: Kieran Grant Telephone: 028 41773381

Email: [kgrant@warrenpointharbour.co.uk](mailto:kgrant@warrenpointharbour.co.uk)

Name of public authority (Enter details below)

Warrenpoint Harbour Authority

Equality Officer name and contact details (Enter details below)

Kieran Grant Finance Director  
Warrenpoint Port  
Warrenpoint Harbour Authority  
Town Dock Office  
Warrenpoint  
Newry  
BT34 3JR  
Tel: 028 41773381  
Email kgrant@warrenpointharbour.co.uk

## **Executive Summary**

Please provide some main conclusions in terms of:

a) To what extent has your public authority's approved scheme provided a workable basis for mainstreaming the need to promote equality of opportunity and good relations into policy-making over the past five years?

The Warrenpoint Harbour Authority (WHA) Equality Scheme was approved in February 2013. This is the second five-year review of the Scheme.

During the period of this review mainstreaming the promotion of equality of opportunity and good relations in policy making has taken on greater impetus through:

- the adoption of “On Board” (the overarching strategy for Warrenpoint Port’s involvement in the local community);
- proactive development and screening of new and revised HR policies
- and commitments to the health and well-being of the workforce during and post the pandemic.

The focus of our activities over the last five years was informed by our commitment to being a good corporate citizen, previous audit of inequalities, and the Equality Scheme Action Plan.

Warrenpoint Harbour Authority is the second largest Port in Northern Ireland. As the Port is not owned by Government, it operates autonomously, with a degree of public accountability and a strong public interest ethos. The Port is required to operate in a commercial manner and is an independent statutory body governed by its own legislation.

Most of the policies and major strategic decisions taken by Warrenpoint Harbour are commercial in nature and/or relate to the legislative imperatives in terms of Health and Safety and/or environmental issues. The areas where the Port can effect change in terms of equality and good relations are as follows: employment and internal policies; the physical environment of the Port; the potential to promote equality and better relations in the general area of the Port with the community and stakeholders.

Our Mission is as follows:

*“Fulfilling customer expectation and effectively managing assets to enjoy profitable targeted business growth in a safe and sustainable way for our current and future stakeholders”.*

Our Values

**Safety First-** We adhere to the highest health and safety standards to deliver a safe environment for customers and colleagues.

**Complete Integrity-** We are honest, open, and ethical in all our activities and interactions.

**Our Team-** we work as one team, flexible and willing to learn for the benefit of all.

**Total Respect –** We treat everyone as we would like to be treated ourselves.

The commitments made in the Equality Scheme have provided the basis for mainstreaming equality considerations into policy review and development and service delivery where applicable.

Progress on meeting the commitments made in the Equality Scheme has been monitored over the past 5 years by the Board and senior management. The senior leadership in the organisation take an active interest in ensuring that we deliver on our commitments in relation to Section 75 and reflect evolving good practice. WHA has been proactive in the development of employment policy and practice and in outreach activities. Notwithstanding our ongoing commitment to proactively impact where we can in terms of equality and good relations it must be recognised that the period covered by this review represented a challenging time for WHA due to COVID and BREXIT.

Notable areas where the WHA has adopted good practice in equality and good relations are in the areas of:

- Through the Corporate Citizenship Strategy “On Board” and working in partnership with local communities to promote greater equality in terms of gender, for young people and for those with disabilities. The

Warrenpoint Port Community Fund that has provided over £90,000 financial support to local community sector organisations over the last 4 years.

- Section 75 and Good Relations events supported through the volunteering activities of staff.
- The launch of the community Forum.
- Launch of Dignity at Work policy and training.
- Proactive approach to HR policy update and screening.
- Health, and Well-Being initiatives for staff.

b) What key lessons have been learnt over the past five years in terms of effectively implementing the approved equality scheme?

Through the Senior level commitment to the implementation and management of the Equality Scheme there has been a realisation of the importance of taking an integrated approach to mainstreaming equality and good relations into certain aspects of how we do business. The Board and Senior Management team acknowledge that the implementation of the commitments in the Equality Scheme are an important aspect of their governance role.

The scheme has been an integral part of the changes that have taken place in the organisation. The more proactive approach to screening and monitoring of policy has resulted in greater targeting of policies to ensure they promote equality and good relations and there is evidence of greater focus on measuring the impact of actions and targets in Appendix 1 (the Audit of Inequalities).

Notable progress has been made in the representation of women (with the appointment of the first female Chief Executive in the sector in Ireland). Representation of the two main communities in the workforce has also changed over the period of the review. There has been a notable commitment to outreach work and to promoting the Port as a welcoming organisation to work for. The corporate citizenship activities, support for

local groups through funding and volunteering and establishment of the Forum has assisted to build a positive image of the organisation as employer and socially responsible organisation.

The value of partnerships and collaborative working have been evidenced over the last five years and the involvement with community sector organisations representing the Section 75 groups has assisted in reflecting good practice in Corporate Responsibility activities.

c) What more needs to be done to achieve outcomes for individuals from the nine equality categories?

As stated in the earlier section of the report, due to the commercial nature of WHA, there are limitations to the outcomes it can achieve for the individuals from the nine equality categories. Notwithstanding, the focus of their business, the Board and the Senior Management Team remain committed to adopting a best practice approach to equality matters. This will continue to be a feature of the way the organisation does business going forward. The investment in the Health and Well-Being of the workforce will continue and this will have positive impacts for those with a disability and the older workers in the workforce.

The proactive approach to screening and monitoring of HR policies will continue and where monitoring identifies opportunities to better promote equality for women, people from different ethnic minorities, people with disabilities, carers and or young people these will be explored.

A more proactive approach is to be adopted to working with the community groups supported by WHA and to encourage them to provide evidence of the positive impacts of their activities are having on Section 75 groups. The new Forum and will be used as a method of consulting the local community on the promotion of equality and good relations.

We plan to continue the training for staff and Board members on Section 75 and the Disability duties. The impact of the training will be assessed through ongoing evaluation surveys.

Continuing to ensure that there is a clear understanding that the Section 75 duties are regarded as continuous by line managers through training and integrating responsibility for promotion of equality into some job descriptions.

Through the implementation of the corporate responsibility strategy there has been considerable progress over the last five years in the level of community outreach. The activities supported through community outreach activities will be targeted going forward at young people, women, people with disabilities and ethnic minority communities and those that promote good relations between the two main communities.

Having taken cognizance of the findings of the Section 75 screening and review of recent practice it is recommended that going forward further consideration is given to:

Continuing to ensure that there is a clear understanding that the Section 75 duties are regarded as continuous by line managers through training and integrating responsibility for promotion of equality into some job descriptions.

**1. A general introductory statement specifying the purpose of the scheme and the public authority's commitment to the statutory duties.**

1a) To what extent were senior management involved in ensuring scheme compliance over the 5 year period and what further steps could be undertaken to ensure effective internal arrangements?

The WHA Equality Scheme was approved by the Equality Commission in February 2013. The scheme clearly sets out how WHA aims to achieve equality of opportunity in its processes and procedures, and specific

commitments in relation to carrying out equality screenings, EQIAs, consultations and staff training.

The equality scheme has been used to ensure that the organisation has where appropriate fulfilled its duties in terms of Section 75 (1) and (2) i.e. the duties to have:

- due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations.

1a) To what extent were senior management involved in ensuring scheme compliance over the 5 year period and what further steps could be undertaken to ensure effective internal arrangements?

The Board and Senior Management in WHA take an active leadership role in ensuring the organisation fulfils its commitments in the Equality Scheme. The Equality Scheme has provided a solid framework for structuring Section 75 activities at Board and operational level.

Leadership commitment to the promotion of equality and good relations has been championed by the Chief Executive and Board who have supported the outreach work WHA has engaged in and adoption of proactive HR policies and practices. For the period under review equality has been mainstreamed into the strategic planning process, including our mission and values.

A more proactive approach to Equality screening has been adopted on all new or amended policies through the dedicated resourcing allocated to the HR team.

Through the resources dedicated to implementation of the Equality Scheme compliance has been enhanced through more targeted training; through reviewing and screening new and updated HR policies aimed at



the enhancing the promotion of equality and good relations; through affirmative action activities that promote careers in WHA; commitment to being an equal opportunities employer and through showcasing the good practice adopted in promoting Health and Well-Being at Work.

1b) Outline annual **direct** expenditure of resources to ensure that the statutory duties were complied with, in terms of staff and money over the past 5 years, and comment on the extent that all necessary resources were allocated.

The Authority has resourced the implementation of Section 75 over the last five years by dedicating a proportion of the Finance Director's time and a Human Resources Officer's role to Equality and Good Relations. The Director of Finance and Management Team provide the strategic overview on Equality and Diversity and advise the Board and Management on policy and practice in this regard. The Director of Finance is supported by a Human Resource Officer who collates and reports on all the Section 75 data and engages in outreach activities.

A strategic decision was taken by WHA not to employ a full-time equality officer due to the scale of the organisation and limited resources to fund a post of this nature. The internal resource is supported through using an external consultancy resource as and when required.

Due to the mainstreaming of Equality and Diversity within the organisation it is the responsibility of each manager. The Director of Finance and Human Resource Officer provide an advisory and support role to the managers who are responsible for the day-to-day implementation of the Equality Scheme.

During the review period WHA has committed £13,417 in direct costs which include external consultancy fees and internal staff costs.

This excludes the direct spend on community outreach activities and programme.

## **2. An outline of how the public authority intends to assess its compliance with the Section 75 duties and for consulting on matters to which a duty under that section is likely to be relevant.**

2a) Outline impacts and outcomes (for the public authority and/or individuals from the nine equality categories) over the past five years and what further steps could be undertaken to build on these or address underreporting?

### Religion

A sustained range of cross-community activities with schools and community organisations have been supported by the Authority over the last five years. A three-year community impact assessment has been undertaken on the Community Fund. The objectives of the Community Fund are:

- To break down barriers with the local community
- Give back to the community in which we live and work
- Be a good corporate citizen that cares
- Be an open and transparent organisation with people at its heart

To date the number of monetary allocations has been analysed by geographic locality and volume and value of donations to community sector organisations. The Community Impact analysis of the Community Fund also demonstrates that the geographical reach of the allocation of funds has been enhanced to ensure wider impact and reach of the fund.

WHA has also been proactive in communicating with local people through social media. Through tracking the followers on social media there is evidence of a marked increase in the followers for Facebook, Twitter and LinkedIn between 2020 and 2023. An online Newsletter “On Board is published quarterly on the WHA website.

An action has been identified in audit of inequalities to monitor the impact of the funding to cross-community activities. The organisations supported through the cross-community activities will be required to

provide evidence of the impacts of the activities in the future (see Appendix 1 page one on the Audit of Inequalities).

The Fair Employment Monitoring returns over the last five years have demonstrated that the workforce is broadly in line with the population in the local district council area. Moreover, there is evidence of an increase in the representation of employees from the Protestant community. Ongoing monitoring of applicants, appointees will be used to continue to demonstrate fair participation in recruitment and selection and in the workforce. (See Appendix 1 page two of the Audit of Inequalities).

A Dignity at Work Policy has been implemented and training undertaken. It is however recognised that further work could be undertaken internally and externally to promote good relations.

#### Political Opinion

As above

Further to this, WHA management team meet routinely with cross community political representatives.

#### Race

As with the outreach activities targeted at religion actions have been identified in the Audit of Inequalities to monitor social responsibility activities to ensure cross-community representation and impacts.

The organisations supported through the cross-community activities will be required to provide evidence of the impacts of the activities in the future.

A commitment has been given arising from the outcome of the audit of inequalities to use consultation forums to consider the needs of migrant workers; to monitor the impact of the revised HR policies for people of different race and to continue with training on dignity at work for employees.

(See Appendix 1 page 5 of the Audit of Inequalities).

## Gender

The percentage of women in the workforce has increased over the period of the review from 6% to 8%. The change in the representation of women was mainly due to the appointment of a female Chief Executive. The Chief Executive was proactive during her tenure with WHA in championing careers for women in the Port.

In the previous five-year review, there was a recognition of the low level of female employees due to the specialised nature of the roles and the additional caring commitments women often undertake. Accordingly, a review of employment policies was undertaken during the period of the review and new policies on flexible/ hybrid working implemented. Affirmative action has been taken to encourage more women to apply for positions with WHA through including a welcome statement in job adverts. An internal Women's Forum has been established dedicated to promoting careers for women in the Authority.

Opportunities to promote equality of opportunity for women in the workforce have been identified through the screening of HR policies.

WHA has been proactive during the last five years in engaging in outreach measures to promote the organisation as an equal opportunities' employer. Women's Aid Armagh/Down has been the main beneficiary of the community fund established by the Authority in 2020

The analysis of the social media followers in the Community Impact report (2020-23) demonstrates that in terms of local businesses 56.1% of the Facebook followers were female and 43.9% male.

Actions have been identified in the Audit of Inequalities to monitor the impact of the HR policies and Corporate Responsibility initiatives on promoting equality for women and to report on the outcomes.

(See Appendix 1 of the Audit of Inequalities page 6)

## Age

The enhanced community outreach measures include increased interaction with young people through the continued activities with schools, local sports clubs, and community organisations for young people.

Through stakeholder engagement activities supported through “Onboard” and the donations to local community groups, (which has increased from £12,000 to £26,000 between 2020 and 2023) a considerable number of the 78 groups that have benefitted from funding are those that support children and youth either directly or indirectly. Source: Warrenpoint Harbour Authority: Warrenpoint Port Community Fund 3 Year Community Impact

The extended range of initiatives with young people are in accordance with the recommendation on providing opportunities for educational activities in the Children and Young People’s Strategy 2020-23. Moreover, research undertaken by the Education Authority demonstrates the Newry Mourne and Down council area ranks 5<sup>th</sup> out of the 11 councils in terms of young people (4-25) living in deprived areas. The total percentage is 25.20% and for Newry Mourne and Down it is 18.10%. Source: EA Newry Mourne and Down Youth Profile 2021.

In the Annual Progress Reports to the Equality Commission a strong commitment is given by the Authority to do more for young people and older people in the local community

The workforce profile for WHA demonstrates that most of the workforce fall in the 40-64 (37%) age range.

Through the screening of HR policy measures are identified to enhance promotion of equality for the older members of the workforce. Initiatives have also been taken through the Health and Well-being strategy to support this section of the workforce.

It is planned to monitor the impact of the revised HR policies and the Health and Well-being initiatives on the older members of the workforce.

(See Appendix 1 of the Audit of Inequalities pages 7).

To promote age equality in the workforce initiatives have been targeted to encourage more young people to take up careers in the Authority through the work undertaken with local schools and apprenticeships.

(See Appendix 1 of the Audit of Inequalities pages 7).

Actions have been identified in the Audit of Inequalities to monitor social responsibility activities to ensure positive impacts for younger people.

(See Appendix 1 of the Audit of Inequalities page 7)

## Disability

There has been an extensive amount of investment by WHA in community consultation and in supporting local groups representing those with disabilities. The Authority has also been proactive during and following the pandemic in ensuring the well-being of the workforce. Eight staff members have been supported to become mental health first aiders.

The Disability Action Plan is under review at present and consideration is to be given in the revised plan to ensuring positive outcomes are achieved for people with disabilities.

Actions highlighted in the Annual Progress Reviews for the last five years demonstrate an extensive amount of investment by the Authority in community consultation and in supporting groups representing those with disabilities.

Specific activities undertaken by WHA include the policy of working with Sail Ability Carlingford Lough to provide dedicated facilities allowing access to sailing vessels to people with disabilities. WHA has now provided restroom facilities and services and will continue to work with this charity to ensure that these facilities can be used safely and effectively. The following groups have also been supported through the allocation of financial aid, through the community fund launched in 2021/22: Head Injury Support; Down Right Brilliant, Advocacy VSV, Newry Mourne and Armagh MS society, Women's Aid, Macmillan cancer; providing financial support to Autism NI, Head Injury Support, Happiness Café (Dementia), MS Society, MACS, Action Mental Health, Caring Coins, People In Need, RNLI, Hiking Hens, and Daisy Hill Hospital; Action Mental Health New Horizons Newry and Mourne – Funded florist-based course over 4-6 weeks for people with mental health issues.

WHA has also worked with Action Mental Health and offered work to people living with mental ill-health; Mental Health First Aid training has helped in supporting employees in relation to mental health issues; in the 2020/21 APR a commitment was given in the incoming plan to promoting the involvement of people with disabilities within the organisation.

The Authority has also been proactive during and following the pandemic in ensuring the well-being of the workforce with completion of health checks for all staff. This aids in any reasonable adjustments that must be made to ensure staff continue to work; consultation particularly on the out-workings of the port masterplan and monitoring of the outcomes of policy implementations particularly around certain groups such as young people, women, or those with a disability.



The review of the HR policies measures to address Health and Well-Being and enhanced level of support for community groups need to be monitored closely going forward to ensure the positive impacts are achieved for people with disabilities.

(See Appendix 1 of the Audit of Inequalities page 9)

### Sexual Orientation

Workforce monitoring and monitoring of applicants in terms of sexual orientation is not undertaken by WHA. Actions have however been identified in the audit of inequalities to further raise awareness of issues for people of different sexual orientation through the Dignity at Work policy (and other allied policies) and of employee responsibilities regarding the promotion of equality of opportunity. Refresher training is to be provided to staff and Board members and arrangements put in place to monitor the impact of the Dignity at Work Policy.

(See Appendix 1 of the Audit of Inequalities page 11)

### Dependents

The Authority adopted a working from home policy in 2022/2023 that will provide greater flexibility for those with caring responsibilities and create greater opportunities for women and those with caring responsibilities to pursue a career in the Authority. APR 2022/2023

Through ongoing monitoring of the outcome of screening the Authority will monitor the impact of the policy on those with caring responsibilities.

A wide cross-section of the organisations supported through the Community Fund will have a positive impact for those with dependents. Source Warrenpoint Harbour Authority: Warrenpoint Port Community Fund 3 Year Community Impact.

The Authority is in discussion with local organisations representing lone parents and those with dependents on the practical support that can be provided.

(See Appendix 1 of the Audit of Inequalities page 12)

## Marital Status

As above and initiatives to support lone parents with caring responsibilities.

2b) Outline the number of equality scheme related consultation exercises undertaken by your authority over the past five years. Set out the number and percentage related to screening exercises and to EQIAs and indicate the extent that your scheme helped you to engage with external stakeholders.

*Prompt – Identify your authority’s most and least successful means of consultation in relation to s75 categories. Why were some means of consultation more or less successful in relation to particular equality categories?*

In the Impact report on the Community Fund it is reported that there is a marked decrease in the number of complaints received by WHA. A ‘What’s App’ group has been set up by WBR Chamber with other businesses. Staff members are now being invited to events such as the Warrenpoint Bowling Club Open Day and Rostrevor Light Orchestra Spring Concert. Moreover, the Authority been invited to the Currach Club open day and has hosted Green Spaces, Men’s Sheds and Women’s Aid for example, down at the Port.

There has been a marked increase year on year in the social media followers. In the report on the assessment of the Community fund the following statistics are sited.

### Number of Followers:

<b>Date: Social Outlet</b>	<b>Facebook</b>	<b>Twitter</b>	<b>LinkedIn</b>
December 2020	1,307	438	318
May 2023	3,441	726	1251
% Increase	163%	66%	293%

Facebook tends to have the most local audience showing that local people are resonating with the Port and are content. 60% of followers on Facebook are in the 35-54 age bracket while the breakdown by gender is much more evenly spread than most businesses with 56.1% female and 43.9% male. Almost 60% of Facebook followers come from the greater Warrenpoint/Newry area.

Through the “On Board” initiative a quarterly Newsletter or equivalent is published on the website and a Forum is to be established that will present a further opportunity to consult with the local community on the promotion of Equality and Good Relations.

No specific Equality related consultation exercises have been undertaken over the last five years. It is proposed going forward to consider how WHA could integrate consultation on Section 75 into the consultation with stakeholders they currently engage in. The Disability Action Plan is currently under review and a consultation exercise is now underway.

A summary of the key findings arising from the Audit of Inequalities and the Five-Year Review of the Equality Scheme will be made available to Board members and staff.

2c) Indicate if your list of consultees was amended during the 5 year period and what further steps could be taken to develop your level of engagement and consultation?

*Prompt - Outline the extent your authority did or did not move away from formal consultation and on what criteria was any such consultation targeted? To what extent were requests to be included and/or objections from those not included in the consultation process received and how were these addressed?*

The consultee list is reviewed.

2d) To what extent did your authority consult directly with directly affected individuals as well as with representative groups, particularly in relation to young people and those with learning disabilities, and was this sufficient?

*Prompt – How effective was your authority at providing feedback to consultees as a result of consultation exercises? What were the lessons learnt in terms of enablers and impediments to consulting directly with affected individuals? What could your authority do in future to provide effective consultee feedback?*

In seeking the views of young people, WHA has engaged with a range of groups representing young people through the work with schools volunteering activities and funding allocated through the community fund.

Moreover, through the enhanced social media presence, updated website and extensive activities funded through the Community Fund, engagement with young people has been significantly enhanced. The table included in section 2b indicates the significant increase in social media presence and followers.

Consultation been undertaken with people with learning disabilities through the community fund e.g. Friends of St Dallan's and working with Action Mental Health to support an (employee placement).

Stakeholder consultation takes place on an ongoing basis through the "On Board" initiatives.

### **3. The authority's arrangements for assessing and consulting on the impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity.**

3a) Outline and discuss the number of policies your authority subject to screening over the past five years, setting out the number and percentage of 'policies screened in' on the basis of equality considerations and the percentage 'screened in' on the basis of the good relations duty.

*Prompt - What were the lessons learnt in terms of enablers and impediments to screening in terms of, screening criteria and priority*

*factors? Are there any other criteria which could usefully be included? What lessons are there regarding responsibility for screening at regional level and subsequent screening of local policy? What could your authority do in future to ensure effective screening arrangements? Set out in an appendix a list of all policies screened out during scheme implementation.*

Due to the nature of the business, there are high level policies which are specifically related to the safe and effective running of a commercial Port which would not have any impact in terms of Section 75. The Authority does not deem it necessary to screen policies of this nature.

The experience over the last five years on screening in an organisation of this type engaged in the safe and effective running of the Harbour has demonstrated there is a limited requirement to screen policies in for EQIA.

The following policies were screened over the last five years:

2020-21

0

2021-22

2 Menopause policy and Drug and Alcohol Policy

2022-2023

2 Working from home policy and Flexible Working Policy

3b) To what extent did your authority's consideration of the screening criteria **not** identify equal opportunity implications on any of s75 categories, but for which consultees then highlighted problems?

*Prompt – Identify the extent the collection of quantitative and qualitative data informed screening processes. Outline the extent consultations with representative groups produced data to inform the screening process which was not otherwise available to your authority. Outline any difficulties in identifying policies and equality implications using the definition of policy set out in the Guide to the Statutory Duties.*

N/A

3c) Outline over the past five years how many EQIAs your authority commenced as a result of i) initial screening and ii) as a result of screening new/revised policies subsequently, and discuss the extent that your authority has become more effective at identifying equality of opportunity dimensions in its policies.

*Prompt – Were changes made to the screening process? Outline any examples of any changes made to policies to better promote equality of opportunity and/or good relations, rather than to address any perceived differential impact, as a result of screening policies that were ‘screened out’?*

The organisation did not undertake any Equality Impact Assessments during the five -year review period.

3d) Outline over the past five year period the percentage of your authority’s initial EQIA timetable that reached i) stage 6 of the EQIA process i.e. decision making, and ii) stage 7 of the EQIA process i.e. annual monitoring & publication of results, and indicate the extent that your authority has become more effective at progressing EQIAs.

*Prompt – Explain any slippage that occurred and what was done to rectify it. To what extent did you notify representative groups of this slippage and what was their reaction? What were the lessons learnt in terms of enablers and impediments to monitoring EQIAs?*

N/A

#### **4. The authority’s arrangements for monitoring any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.**

4a) To what extent were sufficient arrangements put in place to collect data relating to the nine equality categories to monitor the impact of policies and what could your authority do in future to develop monitoring arrangements?

*Prompt - What were the lessons learnt in terms of enablers and impediments to monitoring and developing new/additional quantitative data over the past five years? Did your authority consult its own employees or collaborate with other authorities to collect data? Did your authority engage with representative groups to develop monitoring arrangements?*

Appropriate mechanisms have been put in place to monitor the impact of policies in the 9 Section 75 categories and a summary if the monitoring information has been/ or will be put in place.

Monitoring of the workforce is implemented in terms of gender, religion age and disability.

**5. The authority's arrangements for publishing the results of equality impact assessments and of monitoring any adverse impact of policies adopted by the authority on the promotion of equality of opportunity.**

5a) Indicate the number of reports published outlining the results of EQIAs and monitoring over the past five years, and outline what your authority could do in future in relation to improving the publication of EQIA results and monitoring.

*Prompt – Identify the number of reports that were provided in alternative formats. What were the lessons learnt in terms of enablers and impediments to publishing the results of EQIAs and monitoring?*

N/A

**6. A commitment that in making any decision with respect to a policy adopted or proposed to be adopted by it, that the public authority shall take into account any equality impact assessment and consultation carried out in relation to the policy.**

6a) In terms of the number of EQIAs that reached stage 6 i.e. decision making to what extent were mitigation measures and alternative policies adopted?

*Prompt - Outline the extent to which your authority produced EQIAs that did **not** identify adverse impact on any of s75 categories, but which consultees then gave an indication of adverse impact of s75 category and/or proposed mitigation measures or alternative policies.*

N/A

6b) To what extent did consideration of EQIAs and consultations contribute to a change in policy, as opposed to policy decisions which would probably have been made in any event by your authority?

*Prompt - Set out any key examples. What were the lessons learnt in terms of enablers and impediments to making a decision and taking into account an EQIA and consultation? What could your authority do in future to ensure decision making effectively takes these issues into account?*

N/A

## **7. The authority's arrangements for training staff on issues relevant to the duties.**

7a) To what extent were sufficient arrangements put in place to develop and deliver a training programme in accordance with scheme commitments?

*Prompt - Was the training programme focused on the initial period of scheme implementation or did it effectively cover all five years? To what extent were outside trainers from representative groups used in designing or delivering training? Was focused training for staff in management and roles associated with aspects of scheme implementation provided on an ongoing basis?*

WHA has implemented a practical and proportionate training plan over the last five years. The training plan was informed by an evaluation of Section 75 training that was undertaken as one of the actions in the action plan developed arising from the initial Equality Scheme.

The training provided has included:

HR officer undertook training in Bullying and Harassment, Recruiting Fairly, and Introduction to Equality.

The Finance Director undertook training in Recruiting Fairly.

Mental Health First aid training

Refresher training on Dignity at Work and other policies such as the Menopause policy and working from home policy.

Equality and Disability Awareness Training undertaken as part of induction for all new starts.

Offsite training for senior management team for inclusion and diversity.

7b) Have all staff received awareness training and what could your authority do in future to deliver an effective training programme?

*Prompt – Does the authority have evidence that over the past five years staff understood their role in implementing the scheme?*



*What were the lessons learnt in terms of enablers and impediments to communication and training?*

Going forward refresher and update training will be provided to the Board members and staff that is practical and provides live evidence of the measures taken by WHA to better promote Equality and Good Relations. Ensuring the activities and achievements in relation to Section 75 are communicated to all employees.

## **8. The authority's arrangements for ensuring and assessing public access to information and to services provided by the authority.**

8a) To what extent were sufficient arrangements put in place to ensure and assess public access to information and to services provided by the authority?

*Prompt - Was an audit of information provision undertaken? To what extent did you provide accessible formats without specific requests? What were the lessons learnt in terms of enablers and impediments to ensuring and assessing public access to information and to services? What could your authority do in future to ensure equality of opportunity in public access to information and to services?*

WHA has become a more open, accessible, and responsive organisation through the implementation of the initiatives under "On Board". It is reported in the Warrenpoint Port Community Fund 3 Year Community Impact Report 2020-2022 that the number of complaints against the Harbour have decreased and that the level of contact between WHA and the local community has significantly increased as evidenced in analysis of social media and comments and feedback from community groups.

The website has been designed to enhance access to information on WHA.

In the future the Forum could become a mechanism for consulting the local community on Section 75 issues.

Alternative Formats

WHA has included a statement in all Section 75 documents indicating that the documents can be produced in alternative formats on request. However, to date no such requests have been received.

The Authority is guided in any consultation undertaken in relation to Section 75 by the Equality Commission guidance on good practice on consultation.

## **9. The authority's timetable for measures proposed in the scheme.**

9a) Outline the extent to which measures set out in the original timetable have been implemented. Any detailed information should be included as an appendix to the report.

*Prompt – Update any progress previously reported as underway or delayed. Has a mechanism been developed to report by exception i.e. on specific issues that have not been progressed?*

The WHA commitment to providing an Annual Report to the Equality Commission, continuing training and communication on the equality scheme commitments have all been met.

9b) If your authority was to be reconstituted in the next five years what would be the main scheme actions/equality considerations that an incoming authority should address? Any detailed information should be included as an appendix to the report.

*Prompt – Outline what arrangements could be put in place to transfer equality scheme knowledge.*

N/A

## **10. Details of how the scheme will be published.**

10a) Were scheme commitments in this section delivered and what evidence supports this view?

Commitments on how the scheme would be published were met. A summary of the scheme in an easy read format was produced. Notification of the draft and final version of the scheme were issued to all consultees on the consultation list and targeted consultation was

undertaken. The scheme was made available to consultees on the website. The equality scheme is available to the public on the WHA website and will continue to be placed on the site.

**11. The authority's arrangements for dealing with complaints arising from a failure to comply with the scheme.**

11a) Outline the number and nature of complaints received by your authority, and what your authority could do in future to develop its complaints handling process and learn from complaints.

*Prompt – Outline the nature of complaints and scheme element e.g. screening, consultation. What effect did complaints have on the operation of your scheme?*

The WHA scheme sets out the procedure for investigating any complaints regarding section 75 duties. No complaints were lodged under the WHA equality scheme during the five-year period.

**12. A commitment to conducting a review of the scheme within five years of its submission to the Equality Commission and to forwarding a report of this review to the Equality Commission.**

12a) What has been your authority's experience of conducting this review? To what extent has the Commission's guidance been useful in undertaking the review?

The review has helped to take stock of achievements to date, to benchmark our activities and to reflect on where the organisation can improve upon section 75 activities going forward.