

**EQUALITY COMMISSION
FOR NORTHERN IRELAND
Public Authority Progress Report 2003 - 2004**

**Template to assist Public Authorities to report on
implementation of the equality and good relations duties under
Section 75 of the NI Act 1998**

The information required from public authorities will be based on the period from **1 April 2003 to 31 March 2004**. Please ensure that it is submitted to the Commission by **31 August 2004**, electronically (by completing this template) and in writing, with a signed cover letter from the Chief Executive or, in his/her absence, the Deputy Chief Executive.

This year's progress report template builds upon earlier guidance, for purposes of consistency and comparison.

Please report on progress by entering information at the end of each Section in the template. Prompts are included under each Section to help you to assess the extent to which progress has been made within each area. Please note that these prompts are neither prescriptive nor inclusive. It is important that the authority reports on what it views as being relevant in terms of progress being made on implementation of the statutory duties.

Name of public authority (Enter details below)

Office of the Police Ombudsman

Equality Officer name and contact details (Enter details below)

**Mr Sam Pollock
Chief Executive
Office of the Police Ombudsman
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Section 1: Strategic Implementation of the Section 75 Duties

Please enter specific progress on implementation of the good relations duty under section 10 of this template.

- Outline evidence of progress made in developing/meeting equality and good relations objectives, performance indicators and targets and inclusion of these in corporate and annual operating plans. Your response should include any targets for 2004-2005.
- Outline steps taken to work with other public authorities in progressing the duties.
- Outline any details of partnership work developed or further progressed with the voluntary and/or community sector as a consequence of Section 75 work.
- Indicate if Section 75 is a standard agenda item for Board and/or Senior Management Team on a quarterly basis.
- Please provide details of the **direct** resourcing of Section 75 work during 2003 –4. This should include staff appointed/directed (*not names*) to specifically advance work on equality scheme delivery, and details of any budget allocation to specifically deliver equality scheme commitments.
- Outline any factors that enhanced or impeded the process of Strategic Implementation during the period.

Prompt:

Have the Board and Senior Officers reviewed the authority's progress report?

Has responsibility for equality been agreed and designated within the authority?

Has a clearly defined organisational structure with resources for implementation of the duties and assessment of policies been established?

Are equality objectives built into the job descriptions and performance targets of relevant staff, and are these reflected in the appraisal process?

(Enter text below)

The Office has met its equality and good relations objectives by means of the following:

- Maintaining a focus and priority in the Corporate planning and monitoring for equality and good relations/ performance.
- Commissioning questions in external public attitudes survey, assessing impact of Office on all groups in public domain.
- Issuing an EQIA survey to all staff, inviting them to identify which of the nine categories they belonged.
- Within this survey, staff were asked whether they felt that any of the Police Ombudsman's policies impacted adversely on them or on any individual within the nine categories.
- Assessing the impact of organizational policies on all employees through JNCC and management process.
- Issuing correspondence and information on our EQIA process to representative groups of the following categories – religious belief, political opinion, racial groups.

PERFORMANCE INDICATORS AND TARGETS

Progress made in relation to meeting our performance indicators include the in-house survey, which was developed and issued to staff. Information was also sent out to consultees regarding our EQIA process for 2003-2004. An external organizational research survey on "Public Awareness of the System for Complaints against the Police in Northern Ireland 2004" published in March 2004 addresses the Public Awareness policy selected for Impact Assessment within this reporting cycle. This information and future targets for 2004 –2005 are recorded within the Report enclosed and our Annual Report and Corporate Plan.

Steps taken to work with other public authorities have included liaison with the Equality Commission, voluntary and community

sector groups such as NICEM, Disability Action, religious groups and all mainstream political parties.

Section 75 is a standard agenda item for Senior Management Team meetings on a quarterly basis, where Equality targets and performance are reviewed as highlighted and referenced in our Annual Reports. Both the Senior Management team and staff representative Joint Negotiating Consultative Committee have reviewed the authority's progress report.

Responsibility for equality has been agreed and designated within the Office. The Office has established a working group, headed by the Chief Executive with managers and staff representatives from a cross representation of the directorates within the Office including Corporate Services, Policy and Practice and Investigations. These representatives have been selected to manage the EQIA process for the period 2003 –2004.

Factors that have impeded the progress of Strategic Implementation of amendments to policies include a lack of input, possibly owing to consultation fatigue from community groups. Nevertheless our public information work with schools, District Partnerships and a wide range of organisations in the community attempts to compensate for this.

Section 2: Screening & Equality Impact Assessment (EQIA)

2a)

If a Screening Report has not yet been submitted to the Commission please advise us on the current position with regard to producing this report and forwarding to the Commission.

2b)

- If a Screening Report and EQIA Timetable has previously been submitted to the Commission please provide information on the following, in relation to new/proposed/revised policies during 2003-4:

Please list new/proposed/revised policies screened in or out during the period.

- Outline any factors that enhanced or impeded the process of policy screening or EQIA.

We have already requested (9 January 2004) that an update on progress regarding EQIAs is forwarded to the Commission. If your authority has not yet forwarded this information (deadline date was 29 February 2004) please do so as a matter of urgency.

(Enter text below)

During the reporting period the Office has drafted a Code of Ethics which is currently in the process of being screened. This document has been subject to wide consultation within the Office, and also with stakeholders both internal and external.

We did not experience difficulty in the Equality Impact Assessment of our Public Awareness policy as mentioned above, achieving a very good outcome but our efforts to focus on particular recruitment and selection issues with related Section 75 community groups was disappointing in the response. Only one group responded to this invitation, despite several reminders having been issued.

Section 3: Training

- Indicate your organisation's progress on delivery of Section 75 related training and development during the period. Please state if the training is provided within a 5-year Training Plan.
- Outline details of staff and Management Board/Committee training associated with the Section 75 duties/Equality Scheme requirements. Provide details of types of training provision (e.g. general awareness raising, specialist training on EQIA, Screening, and Consultation) and who this training was provided for.
- Please provide details of training on awareness raising (for new staff) and refresher training (for existing staff).
- Provide details of how affected groups have been involved in the development and/or delivery of training.
- Provide a summary of any training evaluations and comments on the benefits of such training.
- Provide details of arrangements to review training needs as a result of staff recruitment, promotion or reorganisation.
- Outline any factors that enhanced or impeded the processes of Section 75 training during the period.

Prompt:

Does the authority monitor attainment of the training objectives contained within its equality scheme?

Has Section 75 training involved input from representatives of the nine categories? If so please state how this happened and if it proved useful?

Has Section 75 training been evaluated? If so, how has this happened and what are the lessons learned?

(Enter text below)

Training on awareness raising has been provided for new staff within the reporting period 2003 –2004 and it is anticipated that a further session will be provided on refresher training for all other staff.

Current members of management and the Section 75 committee working group have previously received general awareness training and EQIA training in 2003.

During the reporting period we have taken part in conferences and seminars, which relate to Section 75 matters. As such, staff representatives have attended 5 such events.

Furthermore we have recently appointed a Training Officer on secondment and our 5 year training plan is due for review in early autumn.

Section 4: Communication

- Provide details of internal and external communication of the authority's commitment to the statutory duties.
- Provide details of how the authority communicates progress on delivery of the statutory duties.
- Provide details of any review of communication activities to ensure effective communication on progressing the statutory duties.

Prompt:

Do the Board and/or Senior Officers promote the authority's equality objectives in public statements, interviews and external events such as conferences?

Does the authority have a plan for communication of progress on implementation of the statutory duties?

The Office of the Police Ombudsman communicates its commitment to the statutory duties both internally and externally. Internally this is done through staff briefings, team meetings, JNCC meetings, progress reporting emails, circulation of the EQIA staff survey and communication of developments on the staff intranet site. Most significantly in the past year this intranet site has been launched to ensure communication across all staff is readily accessible, open and transparent.

Externally the Office communicates its commitment to the statutory duty in public statements such as job advertisements, the Corporate Plan, Annual Report, press releases, media interviews and events such as public awareness conferences. The Office's website which is another form of external communication has also been revised and is subject to significant favourable comment. For example, the site facilitates detailed information on police complaints across all police districts and helps the public identify trends, patterns and profiles of complaints, including breakdown of gender, community background, age and occupational status in their immediate districts.

The Office also commissioned a strategic review of communication issues between the PSNI and our organization. This resulted in 17

recommendations which were implemented following the issuing of the report in July 2003.

Section 5: Data Collection & Analysis

- Describe any systems that have been established to supplement your available statistical and qualitative research, including consideration given to using internal organisational data and external networks.
- Describe any systems established to monitor the future adverse impact of policies that have been equality impact assessed.
- Outline any factors that enhanced or impeded the process of data collection and analysis during the period.

Prompt:

Has an audit of data sources been undertaken?

Are the results of awareness or satisfaction surveys used to inform the development and review of policies?

Is relevant external data (for example Census, workforce profiles, customer surveys, and focus groups) used to inform policy development?

Have new information systems been linked to arrangements for screening policies?

(Enter text below)

By means of supplementing existing statistical and qualitative data the Equality Working group has developed and circulated an internal survey to staff focusing on S.75 issues and the impact of organizational policies on staff.

Also an external survey has been conducted by our Research Branch and a report written based upon the findings “Public Awareness of the System for Complaints against the Police in Northern Ireland 2004.” Indeed both of these surveys have provided extremely valuable information and have certainly enhanced the task of data collection and analysis undertaken by the Equality Working Group during the period. Results of these surveys will be taken into consideration in the development and review of policies within the Office.

In addition, the Office is supported by a small research team, who provide monthly, quarterly and annual statistical data and research

information, impacting on police complaints systems and policing in general.

The Office monitors complaints of racial discrimination and in the reporting period registered 11 such complaints made against Police Officers.

The Northern Ireland Statistics and Research Agency (NISRA) has also carried out independent research on the Office, measuring the awareness and confidence of the public in this new institution over the three years. Awareness levels are now recorded as being at 86%. Belief in the independence of the office is also at 86%. The most recent research demonstrates that 88% of Protestants and 82% of Catholics felt that the Police Ombudsman was independent of police. 79% of Catholics and 70% of Protestants were either confident or fairly confident about the impartial nature of the Office when investigating complaints against police. 85% of Catholics and 73% of Protestants thought that the Police Ombudsman would “help the police do a good job”. 65% of Catholics and 63% of Protestants thought that the complainant and the police officer would be treated equally. These figures have continued to rise over the four years from 2000 –2004.

MONITORING OF ADVERSE IMPACT OF POLICIES

The Office will monitor the EQIA process and any future adverse impact of policies can be brought to the attention of the Chief Executive by an employee through their line manager or alternatively through the grievance procedure. If any of our external customers find an adverse impact of our policies, in compliance with our Satisfaction Policy they will be invited to register their complaint either verbally on the telephone or at the office, or in writing by letter or by fax. This will be investigated by a supervisor, manager or director and the complaint will be registered and acknowledged within three days with a response being provided within 20 working days.

Section 6: Information Provision, Access to Information and Services

- Outline what action has been taken to review and develop arrangements for the provision of information in accessible formats.
- Detail steps taken to audit/improve arrangements to make affected groups more aware of information disseminated by the authority and the services it provides.
- Describe any arrangements to develop monitoring systems regarding access to information and services to ensure equality of opportunity.
- Outline any factors that enhanced or impeded the process of information provision and ensuring/improving access to services during the period.

Prompt:

Are alternative formats provided where appropriate to enable people from across the nine Section 75 categories to have access to all services?

Does the authority monitor uptake of services as a standard procedure?

(Enter text below)

Alternative arrangements have been provided to make the provision of information more accessible to affected groups. This has involved making information available in large print, Plain English, Braille, on audio cassette and in a variety of languages including Irish, Ulster Scots and Chinese as well as on our Internet Site.

We have found that publishing reports/ information on our website, and ensuring that documents are readily available in various formats/languages has proved effective in enhancing the process of information provision. We also provide a summary of the outcome of complaints.

In addition, we also ensure that documentation from our Office is available throughout PSNI and CAB centres, thus enhancing our communication and information provision service further.

The Office is situated in Belfast and provides a 24 hour, 365 days a year “on call” investigation and public information facility. The office is open during normal working hours and complainants are seen with or without appointment. To facilitate maximum outreach, arrangements have been made with a number of organisations, such as the Citizens Advice Bureau, the Chinese Welfare Association and Northern Ireland Women’s Aid Federation for the use of rooms in their premises across Northern Ireland. This means that staff can meet complainants through a network of locations. These arrangements also provided for the needs of particular vulnerable complainants in places in which they felt safe and in which their special needs could be accommodated.

The Office has taken various steps to make affected groups aware of information regarding Section 75 issues and also information concerning the services that we provide. This has been supported by circulation of the Equality Scheme, Screening Report, Progress Report (2002-2003) Public Awareness Surveys and also through presentations to various groups across the province. A recent study focusing on the attitudes of young people towards the police has also been commissioned by the Office. This project was carried out by the Institute for Conflict Research, jointly funded by the Office and the Northern Ireland Policing Board. Over 1,100 young people were interviewed and 31 focus groups of young people were convened during the course of the study – making it the most extensive and authoritative study of its kind – as well as the first to explore the attitudes of young people to the reformed policing arrangements in Northern Ireland. A full report of the work entitled “Policing, Accountability and Young People” was published independently by the Institute for Conflict Research in June 2003 (Report Enclosed).

As part of a general programme to raise public awareness and to meet the public need for information, in November 2000 the Office produced a step-by –step guide to the new police complaints process which was approved by the Plain English Campaign and 50,000 copies were distributed to advice giving agencies across Northern Ireland. Details of the process were also made available for people with disabilities through the web site www.policeombudsman.org (which conforms with the W3C Web Content Accessibility Guidelines)

and were made available on audiotape for people with sight difficulties. The site also carried translations of the complaints process in Mandrin, Irish and Ulster Scots.

A commitment to dialogue with the community has been informed by key findings from research into public attitudes to the Office. Between 2002 – 2004 staff have visited more than 70 community groups and organisations. This has involved visits to areas, which may be perceived by those living in them as marginalized and on different sides of the political divide, including “Short Strand” and “Tigers Bay” in Belfast and the Creggan and Waterside areas of Londonderry/Derry. Good working relationships have been formed with Governmental and Non-Governmental Organisations, including the Human Rights Commission, NIO Community Safety Unit, Committee for the Administration of Justice and the Pat Finucane Centre. Increasing awareness and understanding among young people is a constant priority. Staff visited 29 schools across maintained and integrated sectors during this period. The Office has also joined with PSNI in several youth-related projects, including the provision of information about the police complaints process for the “Citizenship and Safety Key Stage Four” textbook. In conjunction with the Children’s Law Centre a leaflet on “Young People and The Police” has been developed.

The Office also has in place a Public Information Policy, which has been adopted by the Information Commissioner. This policy seeks to fulfill the corporate Mission to “ensure maximum public awareness of the Police Complaints service and that it is fully accessible and responsive to the community”. Through its Information Policy, OPONI will seek to fulfill and be guided by its Public Values outlined in its Corporate Plan 2002 –2005 and in particular the values of: Openness, Accountability and Integrity. (See Enclosed Policy for further information).

All contact data from within the Office, whether by visit, call, email or website access is monitored and reviewed six monthly and annually, see Annual Report and the monthly and quarterly reports referred to in the last section. See also our Public Confidence and Awareness Report 2004, and Baton Report published, indicating community background factors.

The Information and Investigations directorate also arranged visits to 15 of the 26 District Policing Partnerships across Northern Ireland. This is a forum in which members of the public can ask for information on issues relating to policing in all its application within the very diverse communities of Northern Ireland.

Section 7: Complaints

- Identify the number of formal Section 75 complaints received by the authority during the period.
- Identify the number of these Section 75 complaints which were resolved during the period.
- Identify the number of these Section 75 complaints which are in the process of being resolved.
- Identify the number of these Section 75 complaints which were not resolved to the satisfaction of the complainant.

Prompt:

*Does the authority have in place a Section 75 complaints procedure?
Does the authority monitor Section 75 complaints and the issues arising?*

Have complaints led to policy changes or an undertaking of an Equality Impact Assessment of a policy relating to a complaint?

(Enter text below)

The Office has a complaints policy and procedure in place and the nature of the complaint is identified. All complaints from the police and the public are registered and must be responded to within the procedure set down.

During the reporting period we have had 19 complaints from police officers, 12 relating to one incident, but none of these complaints have involved actions under Section 75. We have had 8 complaints from members of the public regarding conduct or outcomes of the work of the Office, but again not resulting in applications. There are currently 4 matters under Section 75 process not yet resolved.

Section 8: Timetable

- Provide an update of your equality scheme implementation timetable, identifying any changes since your previous report. Please detail planned actions undertaken during the year and planned actions outstanding.

Prompt:

Is the authority on course to complete the commitments in its 5-year timetable? If not what action is being taken to ensure completion of timetable commitments?

Do Board and Senior Officers review the implementation timetable on a regular basis?

(Enter text below)

Year 2 June 2003 – May 2004	Progress
Equality impact assessment of those policies identified for year 2 in the prioritisation schedule:	
<ul style="list-style-type: none"> • Public Awareness- To ensure maximum awareness of the Complaints Service and that it is fully accessible and responsive to the community. 	Completed
<ul style="list-style-type: none"> • Recruitment and Selection (including Advertising and Promotions and temporary/casual employees) 	Completed
Finalisation of any ongoing specialist staff training.	Ongoing
Complete second annual review and submit to the Equality Commission.	As enclosed
Screen and where necessary carry out equality impact assessments on all new policies, functions and duties.	Code of ethics – subject to screening and EQIA.

**Planned Actions for Year 3
June 2004 – May 2005**

Equality impact assessment of those policies identified for year 3 in the prioritisation schedule.

- Guidance for updating Complainants and Police Officers
- Informal Resolution of Complaints

Complete third annual review and submit to the Equality Commission.

Screen and where necessary carry out equality impact assessments on all new policies, functions and duties.

Provide training for all new staff.

Section 9: Consultation, participation and engagement

Provide details of organisational arrangements for managing Section 75 consultation exercises and processes e.g. system, processes, methods and communication channels used.

Provide details of processes adopted to participate/engage with affected groups.

Prompt:

Describe the system put in place by the authority to plan and manage consultation exercises.

What are the main consultation methods that you have used?

Have consultation exercises involved consulting on equality/good relations in conjunction with other policy development/review areas e.g. best value, good practice reviews?

Has the authority used the existing communication channels of groups or consortia within the voluntary/community sector? If so please give examples and comment on the usefulness of using such mechanisms.

Have consultation exercises been 'joined-up', in relation to consulting on similar policies at the same time or in relation to joint consultation exercises with other public authorities?

Has the authority developed an overall strategy, plans or processes to engage directly with representatives of affected groups? If so what mechanisms have been used and have benefits been realised?

Has consultation/participation been evaluated and improved during the period? Has evaluation led to better approaches to engagement with affected groups?

Consultation exercises are planned and managed by the Equality Working Group. The main consultation methods that the Office uses are questionnaires, public information/awareness sessions and individual face-to-face meetings.

The Office has developed a strategy to engage directly with representatives of affected groups. The Office has written to the affected groups inviting them to meet with staff representatives or to

provide written feedback to the Equality Working Group on the EQIA process of our policies.

Several consultation exercises have involved consulting on equality/good relations in conjunction with other policy development/review areas. For example, the Police and Policing Board consulting with young people.

The Office has also contacted several groups within the voluntary/community sector such as Disability Action, NICEM etc

A new challenge has been to develop a strategy to cover all police officers throughout Northern Ireland (9000 officers in total). A joint Committee with staff associations in PSNI has been established to ensure full consultation, participation and engagement.

Section 10: The Good Relations duty

Provide details of steps to progress the good relations duty, such as undertaking a good relations audit, developing a strategy or providing training.

Prompt:

What steps has the authority undertaken to promote the good relations duty?

Has the authority developed a strategy for implementing good relations? If so please provide details of the key elements of this.

Has the authority undertaken an audit of its policies that impact on good relations?

What models or approaches to good relations has the authority adopted?

Has the authority worked in partnership with other public authorities or other bodies to develop its approach to promotion of good relations?

Have any policies been changed to better address the promotion of good relations? If so please provide some detail on these.

(Enter text below)

The Office has undertaken an audit of its policies that impact on good relations throughout the screening process. The Office includes its commitment to Section 75 and good relations in public statements such as recruitment and selection advertisements .The Office also has in place an Equal Opportunities policy, which supports the good relations duty.

Furthermore the Office of the Police Ombudsman, in the development of its new duty to investigate Policy and Practice is developing a framework for community consultation on public relations with the police. For example, the current issue of identification of police officers by members of the public and the importance of this to all groups under Section 75 is the subject of formal consultation. The Office is also developing its new duty to mediate in conflict and

complaint issues. Amendments in primary legislation are not yet secured but the training of staff and the arrangements and protocols for resolution of complaints are being advanced.

Section 11: Impacts and outcomes

Please provide relevant information about the impact of implementation of Section 75 to end of March 2004. Information provided should be in relation to outputs and outcomes being achieved. Also clarify the outcomes which have impacted on the authority, in terms of efficiency or effectiveness, and outcomes for people in the nine categories.

This could include: details of existing policies changed to better deliver equality of opportunity; incorporation of the EQIA process into policy development; information about impact of new policy (better service provision, alternative service provision, accessibility to services, information gathering on users/non-users of services, satisfaction survey information); information on improved policy/services for the nine categories.

Prompt:

How is policy formulation being managed to take account of the need to mainstream the Section 75 duties?

Are all new or revised policies equality proofed by the authority? If so what processes are used? Is the 7 step EQIA process mainstreamed into policy processes?

Is there any evidence of how newly formulated policies, or existing policies changed as a result of impact assessment, are better delivering equality and/or good relations?

Has EQIA led to better policy making and service delivery? Please provide specific examples. These should indicate which Section 75 groups have benefited from policy changes and how.

What, at this stage, do you perceive to be the main outcomes from implementation of the statutory duties?

(Enter text below)

Most recently we have had to review and revise our Recruitment, Retention and Promotion Policy to remove scope for misinterpretation. Again this was subject to extensive consultation with staff representatives and unions. While the profile of the Office in

terms of gender and community background is representative and equitable we must ensure that competitions involving posts requiring specific qualifications or experience draw from a pool of staff which is representative. We must monitor carefully the density of male investigators which is high and also middle management posts require a stronger density of women.

Section 12: Additional comments on Mainstreaming

The main aim of the statutory duties is to help to mainstream equality of opportunity and good relations considerations into the functions of the authority, leading to better policies and service delivery.

Whilst many of the questions in the previous sections of this template relate to actions on mainstreaming of Section 75 duties we would be grateful if you could provide any additional information/comment which you think may be relevant to your report. You may wish to report here on your view of the:

- extent of mainstreaming of the duties within the authority
- benefits for the authority resulting from mainstreaming
- factors which have impeded mainstreaming
- plans for future effective mainstreaming of the duties.

(Enter text below)

The Office continues to maintain a profile of staff representative of the community, gender, age, disability and other Section 75 groupings. The mainstreaming of Section 75 duties continues to command the highest priority from the Police Ombudsman, whether in relation to the response of the Office to members of the public, members of the police service, or members of staff. The Annual Report illustrates the extent to which the Office is building a complaints system accessible to the public and in which the public should have confidence.

Section 13: Concluding questions

This short questionnaire is included in the template to enable you to, provide an overall view of the effectiveness of the statutory duties, for your authority and for the Section 75 categories.

QUESTION A

Does the authority believe its work to date on implementing the statutory duties has produced positive benefits for the organisation? (Please tick) YES NO

If you answered yes to QUESTION A, please tick appropriate boxes below to what extent the duties have:

	Very noticeably	Noticeably	No real change
Increased awareness of equality issues in policy making	<input checked="" type="checkbox"/>		
Increased ability to ensure policies are designed and targeted to reflect equal opportunities objectives	<input checked="" type="checkbox"/>		
Increased awareness of good relations issues in policy making		<input checked="" type="checkbox"/>	
Increased ability to ensure policies are designed and targeted to reflect good relations objectives		<input checked="" type="checkbox"/>	
Increased awareness of equality issues in service delivery	<input checked="" type="checkbox"/>		
Increased ability to ensure services are designed and targeted to reflect Section 75 requirements	<input checked="" type="checkbox"/>		

QUESTION B

Does the authority believe its work to date on implementing the statutory duties has produced positive benefits for groups within the Section 75 categories? (Please tick) YES NO

If you answered yes to QUESTION B, please tick appropriate boxes below on what extent the authority’s implementation of the statutory duties has increased equality of opportunity for

	Very noticeably	Noticeably	No real change
Persons of different religious belief	<input checked="" type="checkbox"/>		
Persons of different political opinion	<input checked="" type="checkbox"/>		
Persons of different racial groups		<input checked="" type="checkbox"/>	
Persons of different age	<input checked="" type="checkbox"/>		
Persons with different marital status			<input checked="" type="checkbox"/>
Persons of different sexual orientation			<input checked="" type="checkbox"/>
Men and women generally		<input checked="" type="checkbox"/>	
Persons with and without a disability	<input checked="" type="checkbox"/>		
Persons with and without dependents			<input checked="" type="checkbox"/>

Many thanks, in advance, for reporting to the Commission on your implementation of the duties during 2003 – 4. Please ensure that your completed progress report is forwarded to the Commission by 31 August 2004. This will enable us to produce and publish the overall progress report for the period in a timely way.

If a final signed off version of your report is not submitted by the closing date please ensure that the Commission receives a 'draft' report by that date.

Information in progress reports that do not meet the deadline date for submission will not be considered in the overall progress report for the year.