[Your address]

Equality Officer

[name of public authority]

[Address]

[Date]

Dear

**Formal complaint: breach of equality scheme - failure to consult on [name of policy/ decision]**

In accordance with the procedure in chapter 3 of your approved Equality Scheme I am writing to lodge a formal complaint that the [name of public authority] has failed to abide by the equality scheme in relation to the above policy decision.

[Insert some background and what impact this will have]

In light of the above impact I am a person directly affected by the policy decision.

In the following paragraphs your approved Equality Scheme states:

3.2 We are committed to carrying out consultation in accordance with the following principles (as contained in the Equality Commission’s guidance *‘Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)’*)

3.2.1 All consultations will seek the views of those directly affected by the matter/policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and their trades unions and such other groups who have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

3.2.6 The consultation period lasts for a minimum of twelve weeks to allow adequate time for groups to consult amongst themselves as part of the process of forming a view. However, in exceptional circumstances when this timescale is not feasible (for example implementing EU Directives or UK wide legislation, meeting Health and Safety requirements, addressing urgent public health matters or complying with Court judgements), we may shorten timescales to eight weeks or less before the policy is implemented.

We may continue consultation thereafter and will review the policy as part of our monitoring commitments.

Where, under these exceptional circumstances, we must implement a policy immediately, as it is beyond our authority’s control, we may consult after implementation of the policy, in order to ensure that any impacts of the policy are considered.

It has become evident that the [name of public authority] has not consulted with those directly affected in line with the good practice set out in the Equality Commission guidance and in an adequate timescale (preferably the 12 weeks as stated in the scheme). Hence I believe this policy to be in breach of your statutory equality scheme and I look forward to receiving a response to this complaint in compliance with chapter 8 of your equality scheme.

Yours sincerely