Statutory Duty Investigations Committee

Equality Commission for Northern Ireland

Equality House
7-9 Shaftesbury Square
Belfast

BT2 7DP

[DATE]

Dear Sir or Madam

**Paragraph 10 Complaint, failure of the [Name of public authority] to abide by its Equality Scheme by not** [consulting/ screening/ properly assessing the impact of [name of policy]

I am writing to lodge a formal complaint against [name of public authority] for breaching the commitments in their Equality Scheme in relation to the above matter. I am directly affected and have exhausted the internal complaints process with [name of public authority] without receiving a satisfactory response. The breach in question relates to [name of Pubic Authority] not subjecting the above policy to [consultation/ screening/ proper assessment the impact of the policy] [include brief outline of complaint].

I issued a complaint to [name of Public Authority] on this matter on the [date], in accordance with the complaints procedure in chapter 8 of their approved Equality Scheme. I received a formal response on the [date] from [name of Public Authority]. Both of these documents are attached.

**Policy Decision in question**

Brief outline of the decision

In their response to my complaint [Include details]

**Equality Impacts**

The policy decision will have an adverse impact on [include details]

**Direct affect**

I am a directly affected person by the policy decision. [Client details]

**The breach of Equality Scheme**

Paragraph [number] commits the [name of public authority] to [equality screen/ impact access/ consult] such policies as follows:

[Quote from relevant paragraph within the scheme]

**The response to my complaint**

[Detail the response and why this is not satisfactory]

(Can also attach further evidence/ research in an appendix)

Yours sincerely