








# Continuing Gender Action Plan 2019-23 – March - September 2021 progress update table

Annex 1

## Status Key:

-  Complete for this six-month reporting period
-  In progress/ongoing OR on schedule to be progressed in line with timeline
-  Partially achieved
-  Overdue
-  Action suspended / not commenced
-  New action
-  Amended action

## Continuing Gender Action Plan 2019-23 – March - September 2021 progress update table

Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
<p><b>Gender balance in presenting to SMG and Commission</b></p>	<p>1) Continue to collect data at SMG and Commission level until April 2019 and produce reports on findings. (Figures for Assembly Community Connect to be included on resumption of full business.)</p>	<p>One further year of complete data collected and analysed for 2018-19. The 2016-17 and 2017-18 reports are available on <a href="#">AsslSt</a>.</p> <p>Final overview analysis report of all three years of data.</p>	<p><b>Lead:</b> Commission and Clerk/Chief Executive’s Office/RaISe</p> <p><b>Status: Complete</b></p> <p>Action complete, RaISe reports presented to SMG in March 2020 update.</p> <p>At its October 2020 meeting, SMG agreed that, as an ongoing practice resulting from this action, the Equality and Good Relations Unit should periodically email Heads of Business to encourage them to consider inviting team members involved in working on specific projects/papers to appear with them when presenting at SMG meetings.</p> <p>A reminder email to that effect was issued to Heads of Business on 13 September 2021 and further reminder emails will be scheduled for September of each year.</p>

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Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
<p><b>Gender Balancing on Groups</b></p>	<p><b>2)</b> Monitoring of checklist returns on staff volunteering and representation on groups/panels.</p> <p>To be completed by HoBs and Directors utilising guidance issued by the Equality Unit</p>	<p>Monitoring data to be collected for two further years: 2018-19 and 2019-20. (Two returns were received for the first reporting period, January 2017 to March 2018).</p> <p>RaISe to analyse three years of data, including any findings in the final analysis report on gender balance in presenting to SMG and Commission.</p>	<p><b>Lead:</b> Equality and Good Relations Unit/RaISe and relevant Directors/HoBs</p> <p><b>Status:</b> Complete.</p> <p>RaISe analysis available on <a href="#">AssISt</a>.</p> <p>At its October 2020 meeting, SMG agreed that, as an ongoing practice resulting from this action, the Equality and Good Relations Unit should periodically email Heads of Business to remind them to consult the gender balance checklist when forming new internal groups or panels.</p> <p>A reminder email to that effect was issued to Heads of Business on 13 September 2021 and further reminder emails will be scheduled for September of each year.</p>

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Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
<b>Continued focus on equal pay</b>	<b>3)</b> The Assembly Commission will continue to conduct an equal pay review every two years and address issues arising	Equal pay reviews will be conducted every two years and gender-related statistically significant differences in pay (as determined by NISRA) will be considered by SMG	<p><b>Lead:</b> Human Resources Office</p> <p><b>Timeline:</b> Next review to be conducted in late 2021.</p> <p><b>Status: Complete</b></p> <p>Next review due in late 2021 – this is in progress with the assistance of NISRA for the analysis stage of the review.</p>

## Continuing Gender Action Plan 2019-23 – March - September 2021 progress update table

Theme 2 – Communication and Engagement			
<p><b>Senior Women’s Network</b></p>	<p>4) Implement Senior Women’s Network (AG4 and above) to meet at least twice a year.</p>	<p>To have in place a network that enables issues to be identified, discussed and – if appropriate – solutions proposed or raised at the appropriate platform; and where good practice can be shared and highlighted.</p>	<p><b>Lead:</b> Gender Action Plan Implementation Group.</p> <p><b>Timeline:</b> Every six months.</p> <p><b>Status: Complete</b></p> <p>This action has been superseded by a number of other measures, outlined in the previous 6-monthly update back in March 2021, that have been put in place that address which address the original issue identified and the planned outcome. These include:</p> <ul style="list-style-type: none"> <li>- Arranging for Secretariat staff to have the option of joining the NICS Women’s Network;</li> <li>-Ongoing role of the cross-Directorate Gender Action Implementation Group in identifying and considering gender issues across the Secretariat;</li> <li>- Ongoing provision of opportunity for staff to</li> </ul>

## Continuing Gender Action Plan 2019-23 – March - September 2021 progress update table

Theme 2 – Communication and Engagement			
			<p>participate in external coaching and mentoring programmes;</p> <p>-Implementation of the Assembly Commission’s People Manager Programme.</p>
Issue Identified	Action	Planned outcome/measurement	
<b>Awards</b>	<b>5)</b> Consider third party recognition awards and apply for awards as appropriate.	Application process completed and submission made.	<p><b>Lead:</b> Gender Action Implementation Group.</p> <p><b>Timeline:</b> Each award has a related timeline.</p> <p><b>Status: Complete</b></p> <p>See Stonewall and Diversity NI updates below.</p>
	<b>6)</b> Apply for Bronze Diversity NI Charter Mark	<p>Bronze Diversity NI Charter Mark achieved.</p> <p>Actions identified to progress to Silver Diversity NI Charter Mark within two years</p>	<p><b>Lead:</b> Equality and Good Relations Unit/HR.</p> <p><b>Timeline:</b> Bronze by October 2019.</p> <p><b>Status: Complete</b></p> <p>Following further consideration, the decision has been taken not to proceed with the application to achieve the Diversity NI Charter Mark.</p>

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Theme 2 – Communication and Engagement			
<p><b>Menopause Policy</b></p> <p><i>Action added October 2019</i></p>	<p>7) Develop a Menopause Policy to provide support and assistance to staff and managers</p>	<p>Menopause Policy is developed and issued to staff.</p>	<p><b>Lead:</b> Human Resources Office/Equality and Good Relations Unit</p> <p><b>Timeline:</b> December 2020.</p> <p><b>Status: Overdue</b></p> <p>Original timeline not met due to staff resourcing issues.</p> <p>The policy development process commenced in June 2021, with the research phase. However, due to the departure of the AG6 staff member leading this area of work, the provisional date for submission of the first draft of the policy/guidance to SMG will be delayed from September 2021 until early 2022. The early 2022 date will be dependent on the appointment of an AG6 agency worker to replace the staff member who left the Equality Unit. .</p>

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Theme 2 – Communication and Engagement			
<p><b>Transgender – Inclusion in the Workplace</b></p>	<p><b>8)</b> Participate in the Stonewall Diversity Champions Programme.</p>	<p>Through participation in this programme, the Assembly Commission would have access to a programme which offers organisations tailored one-to-one support to help build workplaces that are inclusive of lesbian, gay, bisexual and transgender (LGBT) people.</p>	<p><b>Lead:</b> Equality and Good Relations Unit with assistance from HR.</p> <p><b>Timeline:</b> Ongoing for lifetime of the plan.</p> <p><b>Status: Complete for reporting period</b></p>
<p><b>Development of a Transgender Policy</b></p>	<p><b>9)</b> Develop a Transgender Policy to address both managing and supporting staff and dealing with visitors to Parliament Buildings</p>	<p>Transgender Policy is developed and issued to staff</p>	<p><b>Lead:</b> Human Resources Office and Equality Unit.</p> <p><b>Timeline:</b> March 2020.</p> <p><b>Status: Overdue</b></p> <p>Original timeline not met due to staff resourcing issues.</p> <p>The draft policy and guidance was issued by HR to TUS for consultation in September 2021 and staff consultation is due to commence on 4 October and will conclude on 29 October 2021.</p> <p>As per Equality Scheme commitments, external pre-consultation will commence on 4</p>



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Theme 2 – Communication and Engagement			
			<p>October 2021 with relevant groups and will last for a period of 4 weeks.</p> <p>Following consultation, a final version will be provided to SMG in January 2022. Additional consultation on the visitor element of policy is scheduled to take place in January 2022.</p>
<p><b>Raise awareness around transgender issues</b></p>	<p><b>10)</b> Provide training to staff on transgender issues once Policy developed.</p>	<p>Staff are trained and equipped with knowledge to manage transgender issues in the workplace in accordance with Commission Policy</p>	<p><b>Lead:</b> Human Resources Office.</p> <p><b>Timeline:</b> On approval/issue of Transgender Policy.</p> <p><b>Status: Overdue</b></p> <p>From January to March 2022, L&amp;D will source general online training for all staff and specific training for front facing staff. L&amp;D to work with HR and the Equality Unit on training content and quality assurance. It is expected that staff training will be implemented in April 2022.</p>
<p><b>Research</b></p>	<p><b>11)</b> Participate in QUB PhD Project 'Gender equality in the UK and Germany: HR</p>	<p>Through participation in the project, the Assembly Commission will have feedback via anonymised employees' insights on gender equality in the</p>	<p><b>Lead:</b> Equality and Good Relations Unit with assistance from HR.</p>

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Theme 2 – Communication and Engagement			
	Management in light of conflicting constitutional logics'	organisation and relevant HR policies, which could be used to inform any further actions that may be required.	<p><b>Timeline:</b> In line with QUB requirements.</p> <p><b>Status: Ongoing</b></p> <p>Due to COVID-19 restrictions, the Gender research project was delayed. However, a collective research summary was received from the QUB researcher on 15 September 2021. The full QUB research report is due to be received in November 2021.</p>

## Continuing Gender Action Plan 2019-23 – March - September 2021 progress update table

Reporting and Monitoring			
Issue Identified	Action	Planned outcome/measurement	
<b>Regular monitoring of progress against identified actions</b>	<b>12)</b> Provide progress update to SMG every six months	Every six months, following liaison with business areas, provide summary of directorate activity to SMG/, charting progress against targets and including any additional actions.	<p><b>Lead:</b> Equality and Good Relations Unit.</p> <p><b>Timeline:</b> Every six months, generally March and October every year.</p> <p><b>Status: Complete for reporting period</b></p>
	<b>13)</b> Report to the Equality Commission annually on progress	As part of annual report to the Equality Commission, provide full update of Directorate activity against action plan targets.	<p><b>Lead:</b> Equality and Good Relations Unit.</p> <p><b>Timeline:</b> Annually by 31 August.</p> <p><b>Status: Complete</b></p> <p>The annual report for 2020-21 has been submitted to the Equality Commission and published on AssISt and Assembly website.</p>

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<p><b>Central administration and co-ordination of work of Gender Action Implementation Group</b></p>	<p><b>14)</b> Co-ordinate and oversee the roll-out of implementation of the action plan</p>	<p>Co-ordination of meetings and work of the Implementation Group;</p> <p>Support provided to business areas where necessary;</p> <p>Progress of business areas tracked against targets; and</p> <p>Written updates to SMG on progress against specific actions every six months.</p>	<p><b>Lead:</b> Equality and Good Relations Unit.</p> <p><b>Timeline:</b> Ongoing for lifetime of the plan.</p> <p><b>Status: Complete for reporting period</b></p> <p>The GAPIG met on 29 September 2021. Agreed minutes are available <a href="#">here</a> on Assist.</p> <p>Six-monthly monitoring updates were provided to SMG.</p>
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