



GENDER ACTION PLAN - TABLE OF ACTIONS 2016-18

Update for October Commission meeting

Key:

 Complete

 In progress OR on schedule to be progressed in line with timeline

 Overdue

Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
Mentoring and Coaching	Seek access to NICS Mentoring Programme aimed at all NIA grades.	Assembly Commission staff are afforded opportunity to participate in the NICS Mentoring Programme. Target uptake five staff.	Lead: Human Resources Office Timeline: Launch October 2015 – programme duration 9 months. Status: Complete. Action relates to CO3 and NICS coaching and mentoring programmes. Evaluation of NICS programme is ongoing.
	Seek access to CO3 (Chief Executive Office Third Generation) mentoring project.	Assembly Commission staff are afforded opportunity to participate in the CO3 Mentoring Programme. Target uptake of five staff.	Lead: Human Resources Office Timeline: Launch May 2015 – programme duration 12 months. Status: Complete.

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	Join Business in the Community's Gender Project, which supports organisations to increase gender diversity, shift workplace behaviours and create enabling workplaces for men and women.	Full participation in the BiTC Gender Project over its three-year duration, leading to the development of a bespoke action plan as part of a collaborative approach to address unconscious bias and create a truly inclusive workplace.	Lead: Human Resources Office and Equality and Good Relations Unit Timeline: Project commences October 2015, for 3 years. Status: In progress Audit completed. PwC to analyse data and meeting to discuss findings scheduled for Oct 16
	Commission staff participation in Women in Public Life (WiPL) Programme.	Assembly Commission staff are afforded the opportunity to participate in programme (five places available).	Lead: Politics Plus Timeline: October 15-June 2016 Status: Pilot programme complete. Places allocated to Assembly staff in Pilot and current WiPL 2016/17
Gender balance in presenting to SMG and Commission	Collect data at SMG and Commission level and produce yearly report on findings.	One year of complete data available at reporting year end detailing gender balancing.	Lead: Commission and Clerk/Chief Executive's Office (CCEO) Timeline: 31 March 2017 Status: Complete. CCSU began gathering and recording data on 1 April 2016.
SMG and Commission Deputising Guides	Develop briefing guides/procedures for deputising at SMG and Commission to ensure that deputies have a full understanding of how SMG works.	Revised submission guide along with revised templates to be published on AsslSt.	Lead: CCEO Timeline: 1 April 2016 Status: Guidelines and procedures drafted. Paper requested by SMG with draft guidelines and procedures for

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			deputising. Revised templates already published.
Tabling of Papers at SMG and Commission	Introduce process to enable authors of SMG/Commission papers to present them at meetings.	Revised SMG guidance and communication to include note to Directors on increasing number and range of staff attending and presenting to SMG/Commission	Lead: CCEO Timeline: 1 April 2016 Status: Undertaking to increase number and range of staff attending SMG approved at SMG on 15 April 2016. Paper requested by SMG with draft guidelines and procedures for deputising. Revised templates already published.
	Make provision for HoBs to attend SMG at least once a year.	Revised SMG guidance and communication to include note to Directors on increasing number and range of staff attending and presenting to SMG/Commission	Lead: CCEO Timeline: 1 April 2016 Status: Complete. Undertaking to increase number and range of staff attending SMG approved at SMG on 15 April 2016.
Gender Balancing on Groups	Develop guidance for HoBs and Directors on staff volunteering and representation on groups/panels.	Guidance presented to SMG following liaison with directors and feedback from Gender Action Implementation Group.	Lead: Equality and Good Relations Unit Timeline: December 2016 Status: In progress
Training	Explore opportunities to partner with organisations where the potential uptake of courses is low.	HR Office will continue to liaise with partner organisations as appropriate.	Lead: Human Resources Office Timeline: Ongoing Status: Complete Partnering of training has taken place. Subject to ongoing review.

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	Continue practice of offering, as far as possible, a range of dates/times for learning events and ensure that this is reflected in learning and development written procedures.	Learning and development written procedures reviewed to reflect practice, which will be applied consistently.	Lead: Human Resources Office Timeline: Review of procedures by November 2015 – monitor over lifetime of action plan Status: Complete. HR Office monitor availability of staff for training courses with particular focus on ensuring flexible working staff are provided with opportunity to attend.
	Ensure as far as possible that training events are arranged in Northern Ireland	Learning and development written procedures reviewed to reflect practice, which will be applied consistently. 95% of training events will be offered within Northern Ireland.	Lead: Human Resources Office Timeline: Review of procedures by November 2015. Status: Complete. Implementation is monitored on an ongoing basis by HR Office.
	Explore option, where possible, of sharing training materials with all secretariat staff so that staff who are unable to attend training courses can access materials.	Procurement process for learning activities will be developed to include clause consenting to sharing of training materials internally via Moodle (Virtual Learning Environment)	Lead: Human Resources Office Timeline: March 2016 Status: Complete. Training materials are made available to those unable to attend an event via moodle, by email or in hard copy.
	Dignity at Work Policy and Equal Opportunities Policy will continue to be kept under review to ensure compliance with legislation and that	Policies will be kept under review on an ongoing basis in light of developments in legislation. Policies will be subject to full review by 31 March 2018, if not required before that date.	Lead: Human Resources Office Timeline: Ongoing and full review by 31 March 2018 Status: In progress

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	the interests of all categories, including gender, are addressed.		
Continued focus on equal pay	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.	Lead: Human Resources Office Timeline: By December 2015 and 2017 Status: Complete The HR Office conducts an equal pay review every two years, the next one due in 2017
Implementation of relevant AERC Review Recommendations	Bring AERC recommendations to Women in Politics Working Group and advise Gender Action Implementation Group of any potential impact on Secretariat.	Relevant impact from AERC recommendations is planned for and managed within Assembly Secretariat.	Lead: Clerking/Gender Action Implementation Group Timeline: March 2016 Status: Ongoing. Continuing to review impact of recommendations in regard to impact on Secretariat provision

Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Gender Leadership Network	Consider models for a Gender Leadership Network, including model of Assembly Leadership Forum (ALF).	Research paper; identify models of good practice to promote the position of women in the workplace	Lead: RaISe Timeline: March 2017 Status: In progress RaISe gathering information for paper
Awards	Explore the area of awards as discussed in the Working Paper from the European Commission's Network to Promote Women in Decision-Making in Politics and the Economy (copy circulated).	Research paper; identify models of good practice to promote the position of women in the workplace	Lead: RaISe Timeline: March 2017 Status: In progress RaISe gathering information for paper
Utilise Existing Assembly Networks	Explore potential for coaching and mentoring opportunities through Assembly Community Connect and the Business Trust, including potential for gender fellowships, where women from NIA shadow the work of women within the Business Trust/CO3. Members of the Business Trust and ACC could also contribute to a Gender Leadership Network, if created.	Female employees are provided with fellowship/shadowing opportunities through Assembly Community Connect and the Business Trust.	Lead: Engagement with assistance from Human Resources Office Timeline: 2017-18 Status: In progress Meeting to be held between Chair of Gender Implementation Group, Engagement Manager; Equality and Good Relations Manager

Theme 3 – Life Balance/Health and Well-being			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Job Share Register	Implement Job Share register	Job Share register and associated guidance issued to staff enabling them to register interest in job sharing arrangements.	Lead: Human Resources Office Timeline: March 2016 Status: Complete Register now in place and postmaster issued to all staff
Caring Responsibilities Guidance	Develop caring responsibilities guidance for managers and staff (subject to formal consultation) and include in staff handbook. Guidance should promote holding of meetings between 10am-4pm as far as possible	Caring responsibilities guidance is developed and issued to staff.	Lead: Human Resources Office Timeline: October 2017 Status: In progress
Job sampling	Address job sampling through implementation of Job Shadowing Policy	Job Shadowing Policy is developed and issued to staff.	Lead: Human Resources Office Timeline: Introduced October 2015 and will be kept under review throughout lifetime of plan Status: Complete
Childcare Scheme	Consider issues arising from review of childcare scheme	Issues identified and information provided to SMG and Commission as appropriate.	Lead: Human Resources Office Timeline: June 2016 Status: Complete. Revisions to childcare scheme put in place as agreed by Commission in Nov 2015. Childcare Support Measures Policy now issued.

Theme 3 – Life Balance/Health and Well-being			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Gather staff views on life balance	Continue to conduct staff surveys and review questions to ensure that gender aspects are included	Continued measurement of staff opinion and survey outcomes published on AsslSt	Lead: SMG/Internal Communications Group (ICG) Timeline: March 2017 Status: RaISe has produced draft survey, and meeting took place in October between CEO, Communications and ICG Chair.
Domestic violence policy	Development of policy for Secretariat staff	Domestic Violence Policy is developed and issued to staff	Lead: Human Resources Office Timeline: March 2017 Status: In progress
Development of a Transgender Policy	Develop a Transgender Policy to address both managing and supporting staff and dealing with visitors to Parliament Buildings	Transgender Policy is developed and issued to staff	Lead: Human Resources Office Timeline: March 2018 Status: Work will commence in due course
Raise awareness around transgender issues	Provide training to staff on transgender issues once policy developed.	Staff are trained and equipped with knowledge to manage transgender issues in the workplace in accordance with Commission Policy.	Lead: Human Resources Office Timeline: September 2017 Status: Will be progressed with Policy above

Reporting and Monitoring			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Regular monitoring of progress against identified actions	Provide progress update to SMG and the Assembly Commission every six months	Every six months, following liaison with business areas, provide summary of directorate activity to SMG/Commission, charting progress against targets and including any additional actions.	Lead: Equality and Good Relations Unit Timeline: Every six months from Commission approval of final plan Status: In progress Next update following October update is March 2017
	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.	Lead: Equality and Good Relations Unit Timeline: 31 August every year Status: In progress 2015-16 report submitted to Equality Commission and published.
Central administration and co-ordination of work of Gender Action Implementation Group	Co-ordinate and oversee the roll-out of implementation of the action plan	Co-ordination of meetings and work of the Implementation Group once established; Support provided to business areas where necessary; Progress of business areas tracked against targets; and written updates to SMG/Commission on progress against specific actions every six months.	Lead: Equality and Good Relations Unit Timeline: Ongoing until 2018 Status: In progress Cross-directorate Gender Implementation Group met in September 16 to discuss progress against targets. Next meeting to be held in early 2017.