



Gender Action Plan – Table of Actions – October 2018 Update


Status Key:

 Complete or Complete for reporting period


 In progress/ongoing or On schedule to be progressed in line with timeline

 Partially achieved

 Overdue

 Action suspended

 New action

 Amended action

Gender Action Plan – Table of Actions – October 2018 Update

Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
Mentoring and Coaching	1) 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.	<p>Lead: Human Resources Office</p> <p>Timeline: Launch October 2015 – programme duration 9 months.</p> <p>Status: Complete</p>
	2) 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.	<p>Lead: Human Resources Office</p> <p>Timeline: Launch May 2015 – programme duration 12 months.</p> <p>Status: Complete</p>
	3) 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.	<p>Lead: Human Resources Office and Equality and Good Relations Unit+</p> <p>Timeline: Project commences October 2015, for 3 years.</p> <p>Status: Complete for reporting period.</p> <p>Project ongoing.</p>

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	4) Commission staff participation in Women in Public Life (WiPL) Programme.	Assembly Commission staff are afforded the opportunity to participate in programme (five places available).	<p>Lead: Politics Plus</p> <p>Timeline: October 15-June 16</p> <p>Status: Complete</p> <p>Pilot programme complete. Second cohort of the WiPL programme ran from March 2016 to December 2016. This was attended by 24 participants, 9 of whom were Assembly staff.</p>
Gender balance in presenting to SMG and Commission	5) 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.	<p>Lead: Commission and Clerk/Chief Executive's Office (CCEO)</p> <p>Timeline: 31 March 2017</p> <p>Status: Complete</p> <p>CCEO began gathering and recording data on 1 April 2016. Data continues to be collected.</p>
SMG and Commission Deputising Guides	6) 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.	<p>Lead: CCEO</p> <p>Timeline: 1 April 2016</p> <p>Status: Complete</p> <p>Revised guidelines and procedures for deputising agreed at SMG on 16 November 2016. Revised templates also published.</p>

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Issue Identified	Action	Planned outcome/measurement	Progress update
Tabling of Papers at SMG and Commission	7) 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: Complete Undertaking to increase number and range of staff attending SMG approved at SMG on 15 April 2016. Revised guidelines and procedures for attending SMG agreed at SMG on 16 November 2016. Revised templates also published.
	8) 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	9) 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: Complete Guidance and checklist approved in December 2016. Monitoring data continues to be collected and will be assessed over a period of years.

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Issue Identified	Action	Planned outcome/measurement	Progress update
Training	10) 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 for reporting period
	11) 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 for reporting period
	12) 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
	13) 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

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Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
	14) Dignity at Work Policy and Equal Opportunities Policy will continue to be kept under review to ensure compliance with legislation and that the interests of all categories, including gender, are addressed.	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: Complete
Continued focus on equal pay	15) 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 2017 review completed, next review scheduled for 2019.
Implementation of relevant AERC Review Recommendations	16) 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: Complete

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Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	Progress Update
<p>Gender Leadership Network</p> <p><i>Action amended to allow for further consideration of models for a Gender Leadership Network.</i></p>	<p>17) Consider models for a Gender Leadership Network, including model of Assembly Leadership Forum (ALF).</p>	<p>Research paper; identify models of good practice to promote the position of women in the workplace</p>	<p>Amended Lead: Gender Action Plan Implementation Group/RaSe Amended Timeline: Update provided to SMG by December 2018 Status: Amended action</p> <p>(Previous lead: RaSe Previous timeline: March 2017)</p> <p>RaSe paper, 'Supporting Women in the Workplace – Models of Good Practice', completed and presented to SMG and the Commission.</p> <p>At its June 2018 meeting, SMG requested that the Gender Action Plan Implementation Group give further consideration to the issue of a Gender Leadership Network.</p> <p>The group has discussed this issue at recent meetings, and additional meetings have been scheduled to</p>

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			<p>discuss what a leadership network would mean for Assembly staff.</p> <p>In addition, a meeting has been held with the Chair of the NICS Women’s Network to explore the possibility of Assembly Commission staff joining the network.</p> <p>Update to be provided to SMG by December 2018 with regard to options for proposed models.</p> <p><i>(Previous Lead: Raise Previous Timeline: March 2017)</i></p>
Awards	18) 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	<p>Lead: RaISe Timeline: March 2017 Status: Complete</p> <p>RaISe paper, ‘Supporting Women in the Workplace – Models of Good Practice’, completed and presented to SMG and the Commission.</p>

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Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	Progress Update
			Issue of awards to be considered further by the Gender Action Plan Implementation Group when full Assembly business is restored.
Utilise Existing Assembly Networks	<p>19) 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.</p>	<p>Female employees are provided with fellowship/shadowing opportunities through Assembly Community Connect and the Business Trust.</p>	<p>Lead: Engagement with assistance from Human Resources Office Timeline: 2017-18 Status: Action suspended</p> <p>The Assembly Trainers Network will offer Secretariat staff an opportunity to become recognised trainers. The aim is to train a number of staff to deliver 'How the Assembly Works' training to external groups and consequently play a key role in increasing public engagement.</p> <p>The Assembly Trainers Network paper was agreed by SMG on 25 August 2017. The project will be rolled out when the political situation is resolved.</p>

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Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Transgender – Inclusion in the Workplace	20) To submit a paper to SMG/Commission recommending that the Assembly Commission becomes a member of the Stonewall Diversity Champions Programme.	<p>If agreed by SMG/Commission, an application will be submitted to join 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>Lead: Equality and Good Relations Unit with assistance from HR</p> <p>Timeline: October/November 2018</p> <p>Status: New action</p> <p>Paper due to be submitted to SMG in October 2018.</p>

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Theme 3 – Life Balance/Health and Well-being			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Job Share Register	21) 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
Caring Responsibilities Guidance	22) 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: Complete
Job sampling	23) 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 for reporting period
Childcare Scheme	24) 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
Gather staff views on life balance	25) 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: Complete

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Theme 3 – Life Balance/Health and Well-being			
Issue Identified	Action	Planned outcome/measurement	Progress Update
			Survey conducted June 2017 and report published October 2017.
Domestic violence policy	26) Development of policy for Secretariat staff	Domestic Violence Policy is developed and issued to staff.	Lead: Human Resources Office Timeline: March 2017 Status: Overdue Policy scheduled to issue during quarter Sept-Dec 2018
Development of a Transgender Policy	27) 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: Overdue Development of policy postponed to give priority to domestic violence policy. Now included in 2019 policy programme.
Raise awareness around transgender issues	28) 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: Overdue Awareness training will be scheduled following development of policy as above.

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Reporting and Monitoring			
Issue Identified	Action	Planned outcome/measurement	Progress Update
<p>Regular monitoring of progress against identified actions</p>	<p>29) Provide progress update to SMG and the Assembly Commission every six months</p>	<p>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.</p>	<p>Lead: Equality and Good Relations Unit Timeline: Every six months from Commission approval of final plan Status: Complete for reporting period Update presented to SMG on 19 June 2018 and to the Commission on 5 July 2018.</p> <p>(Updates are usually presented in March and October of each year; as SMG’s consideration of the September 2017 update was extended to allow for the inclusion of additional actions, the March 2018 update was postponed until June 2018.)</p>

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	<p>30) Report to the Equality Commission annually on progress</p>	<p>As part of annual report to the Equality Commission, provide full update of directorate activity against action plan targets.</p>	<p>Lead: Equality and Good Relations Unit Timeline: 31 August every year Status: Complete for reporting period Gender update included in the 2017-18 report, which has been submitted to the Equality Commission</p>
<p>Central administration and co-ordination of work of Gender Action Implementation Group</p>	<p>31) 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 once established;</p> <p>Support provided to business areas where necessary;</p> <p>Progress of business areas tracked against targets;</p> <p>and written updates to SMG/Commission on progress against specific actions every six months.</p>	<p>Lead: Equality and Good Relations Unit Timeline: Ongoing until 2018 Status: Complete for reporting period The Gender Action Implementation Group met in March, April, June and September 2018. Minutes are available here on AsslSt. Six-monthly monitoring updates are provided to SMG/Commission (see action 29 above)</p>

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Additional Actions Identified Through Business in the Community (BiTC) Gender Project Audit			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Capture gender information on staff experience of working in the Assembly	32) Monitor future staff survey results on the basis of gender	Evidence will exist which will show staff experience of working in the Assembly, broken down by gender. This evidence will be captured through the bi-annual staff survey.	Lead: RaISe Timeline: Implementation September 2017, ongoing over lifetime of plan Status: Complete RaISe report, 'NIA Staff Survey 2017 Gender Report' was presented to SMG and Commission (June/July 2018) and has been published on AssISt .
Encourage employment applications from under-represented groups	33) Continue to use welcome statements as part of external recruitment, as appropriate	Increase in the number of applications by under-represented groups where a welcome statement has been used. Monitoring will be undertaken by the Human Resources Office.	Lead: Human Resources Office Timeline: Ongoing over lifetime of action plan Status: Complete for reporting period
Encourage employment applications from those with caring responsibilities	34) Proactively discuss flexible working options with panels as part of the recruitment planning process	Where post has been identified as suitable, an increase in the number of applicants expressing an interest in flexible working. Monitoring will be undertaken by the Human Resources Office.	Lead: Human Resources Office Timeline: Implementation September 2017, ongoing over lifetime of plan Status: Complete for reporting period
Increased awareness of HR policies that promote equality and diversity	35) To increase awareness of HR policies and the links across equality policies through: promotion of relevant policies to staff; learning activities and regular policy	Increased awareness of policies will be monitored by Human Resources Office through the evaluation of learning activities.	Lead: Human Resources Office Timeline: Ongoing over lifetime of action plan Status: Complete for reporting period

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Additional Actions Identified Through Business in the Community (BiTC) Gender Project Audit			
Issue Identified	Action	Planned outcome/measurement	Progress Update
	reminders; and refresher training at least every two years		
Exchange of information and ideas	36) To use networking to facilitate exchange of information and ideas (eg KESS seminars, subject-specific working groups and focus groups for policy development)	Positive impact of networking activities to be monitored by individual business areas.	Lead: All business areas Timeline: Ongoing over lifetime of action plan Status: Complete for reporting period
Increased awareness of corporate issues	37) Through publication of articles on AsslSt and interaction with senior managers, to provide information to staff on corporate matters	Increased awareness of staff on the work of SMG to be measured in future staff surveys	Lead: ICG Timeline: December 2017 Status: Complete Survey conducted June 2017 and report published October 2017
Unconscious bias training	38) To provide training to staff on unconscious bias	Improved understanding of unconscious bias will be monitored by Human Resources Office through evaluation of training activity	Lead: Human Resources Office Timeline: March 2018 Status: Complete
Promotion of Women in the Workplace	39) To consider the research papers on models for a Gender Leadership Network and Awards for promoting women in the workplace	Actions agreed to progress issues identified in research papers	Lead: Gender Action Plan Implementation Group Timeline: June 2018 Status: Complete Papers considered by group. See also actions 17 and 18