

Gender Action Plan 2019-23 – October 2022 Progress Update Table

	Status Key	No of actions
	Complete <u>or</u> Complete for this six-month reporting period	11
	Overdue	3
Total actions		14

Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
Gender balance in presenting to SMT and Assembly Commission	1) Continue to collect data at SMT and Assembly Commission level until April 2019 and produce reports on findings. (Figures for Assembly Community Connect to be included on resumption of full business.)	One further year of complete data collected and analysed for 2018-19. The 2016-17 and 2017-18 reports are available on AsslSt . Final overview analysis report of all three years of data.	<p>Lead: Commission and Clerk/Chief Executive's Office/RaISe</p> <p>Status: Complete</p> <p>Action complete, RaISe reports presented to SMT in March 2020 update.</p> <p>At its October 2020 meeting, SMT 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</p>

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			<p>specific projects/papers to appear with them when presenting at SMT meetings.</p> <p>A reminder email is issued to Heads of Business in September of each year.</p>
<p>Gender Balancing on Groups</p>	<p>2) 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 SMT and Commission.</p>	<p>Lead: Equality and Good Relations Unit/RaISe and relevant Directors/HoBs</p> <p>Status: Complete.</p> <p>RaISe analysis available on AsslSt.</p> <p>At its October 2020 meeting, SMT 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 is issued to Heads of Business in September of each year.</p>

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Issue Identified	Action	Planned outcome/measurement	Progress update
Continued focus on equal pay	3) 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 SMT	<p>Lead: Human Resources Office</p> <p>Status: Complete for the Reporting period</p> <p>Analysis has been completed by NISRA and was considered by SMT in February 2022.</p> <p>SMT has taken the decision that in future Equal Pay Reviews should be conducted every <u>three</u> years, with the next Review due in 2025.</p>

Theme 2 – Communication and Engagement

Issue Identified	Action	Planned outcome/measurement	
Senior Women's Network	4) Implement Senior Women's Network (AG4 and above) to meet at least twice a year.	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>Lead: Gender Action Plan Implementation Group.</p> <p>Status: Complete</p> <p>This action has been superseded by a number of other measures, outlined in previous updates, which have been put in place and address the original issue identified and the planned outcome.</p>
Awards	5) Consider third party recognition awards and apply for awards as appropriate.	Application process completed and submission made.	<p>Lead: Gender Action Plan Implementation Group.</p> <p>Status: Complete</p> <p>See Stonewall and Diversity NI updates below.</p>
	6) 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>Lead: Equality and Good Relations Unit/HR.</p> <p>Status: Complete</p> <p>In October 2021, following consideration, the decision was taken not to proceed with the</p>

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Issue Identified	Action	Planned outcome/measurement	
			application to achieve the Diversity NI Charter Mark.
Menopause Policy <i>Action added October 2019</i>	7) Develop a Menopause Policy to provide support and assistance to staff and managers	Menopause Policy is developed and issued to staff.	Lead: Human Resources Office/Equality and Good Relations Unit Timeline: December 2020. Status: Overdue Original timeline not met due to resourcing issues. On 25 May 2022 SMT agreed that the HR Office would take forward work on the Menopause policy A draft Menopause Policy will be presented to SMT by December 2022.
Transgender – Inclusion in the Workplace	8) Participate in the Stonewall Diversity Champions Programme.	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.	Lead: Equality and Good Relations Unit with assistance from HR Office. Status: Complete. The purpose of joining the Stonewall Diversity Champions programme was to be able to

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			access assistance and support in the development of a Transgender Policy and Guidance. As development of a draft Policy and Guidance now complete, membership for 2022 was not renewed.
Development of a Transgender Policy	9) 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	<p>Lead: Human Resources Office and Equality Unit.</p> <p>Timeline: March 2020.</p> <p>Status: Overdue</p> <p>The draft Transgender Policy and Guidance was approved by SMT for consultation with staff and a small number of transgender groups. The draft policy and guidance was issued by the HR Office to TUS for consultation in September 2021 and staff consultation concluded on 29 October 2021.</p> <p>The draft policy and guidance was tabled at the February 2022 SMT meeting. SMT noted the consultation responses and</p>

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			<p>subsequent proposed revisions to the draft policy and guidance and suggested that additional time was required for further consideration. A pre-SMT meeting was held on 20 October 2022 and it was agreed that given the significant change to the scope of the draft policy, that further consultation would take place on the revised policy. It is anticipated that consultation on the scope of the policy will commence in November 2022.</p>
<p>Raise awareness around transgender issues</p>	<p>10) 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>Lead: Human Resources Office.</p> <p>Timeline: On approval/issue of Transgender Policy.</p> <p>Status: Overdue</p> <p>The Learning and Development Team will work with the Equality Unit on training content, quality assurance and to source general online training for all staff and specific training for front-facing staff once the draft Transgender Policy is approved.</p>

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Research	11) Participate in QUB PhD Project 'Gender equality in the UK and Germany: HR Management in light of conflicting constitutional logics'	Through participation in the project, the Assembly Commission will have feedback via anonymised employees' insights on gender equality in the organisation and relevant HR policies, which could be used to inform any further actions that may be required.	<p>Lead: Equality and Good Relations Unit with assistance from HR Office.</p> <p>Status: Complete</p> <p>The research has now concluded and the research summary was received on 15 September 2021.</p>

Reporting and Monitoring			
Issue Identified	Action	Planned outcome/measurement	
Regular monitoring of progress against identified actions	12) Provide progress update to SMT every six months	Every six months, following liaison with business areas, provide summary of directorate activity to SMT/, charting progress against targets and including any additional actions.	<p>Lead: Equality and Good Relations Unit.</p> <p>Timeline: Every six months, generally March and October every year.</p> <p>Status: Complete for reporting period</p>
	13) 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>Lead: Equality and Good Relations Unit.</p> <p>Timeline: Annually by 31 August.</p> <p>Status: Complete for the reporting period</p> <p>The 2021-2022 Annual Equality Progress Report has been submitted to the Equality Commission and published on the Assembly website.</p>
Central administration and co-ordination of work of Gender Action Implementation Group	14) Co-ordinate and oversee the roll-out of implementation of the Action Plan	<p>Co-ordination of meetings and work of the Implementation Group;</p> <p>Support provided to business areas where necessary;</p>	<p>Lead: Equality and Good Relations Unit.</p> <p>Timeline: Ongoing for lifetime of the Plan.</p>

		<p>Progress of business areas tracked against targets; and</p> <p>Written updates to SMT on progress against specific actions every six months.</p>	<p>Status: Complete for reporting period</p> <p>The GAPIG met on 28 September 2022. Agreed minutes are available here on Assist. Six-monthly monitoring updates were provided to SMT.</p>
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