







## Continuing Gender Action Plan 2019-23 – March 2020 update

### Status Key:

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

## Continuing Gender Action Plan 2019-23 – March 2020 update

Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
<b>Gender balance in presenting to SMG and Commission</b>	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.)	One further year of complete data collected and analysed for 2018-19. The 2016-17 and 2017-18 reports are available on <a href="#">AssISt</a> .  Final overview analysis report of all three years of data.	<b>Lead:</b> Commission and Clerk/Chief Executive's Office/RaISe  <b>Timeline:</b> RaISe report for 18-19 to be prepared by July 2019  Final overview analysis report to be prepared by the end of October 2019.  <b>Status: Complete</b>  Reports attached at Annexes 2 and 3
<b>Gender Balancing on Groups</b>	2) Monitoring of checklist returns on staff volunteering and representation on groups/panels.  To be completed by HoBs and Directors utilising guidance issued by the Equality Unit	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).  RaISe to analyse three years of data, including any findings in the final analysis report on gender balance in presenting to SMG and Commission.	<b>Lead:</b> Equality and Good Relations Unit/RaISe and relevant Directors/HoBs  <b>Timeline:</b> Final overview analysis of data to be prepared by end of Oct 2020  <b>Status: On schedule to be progressed in line with timeline</b>  Two returns received for the first reporting period, January 2017 to March 2018, and three returns received for the second reporting

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Issue Identified	Action	Planned outcome/measurement	Progress update
			period, 1 April 2018 to 31 March 2019.
<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 2019.</p> <p><b>Status: In progress</b></p> <p>NISRA has completed their analysis and a paper will be provided to SMG in April 2020.</p>

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Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	
<b>Senior Women's Network</b>	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><b>Lead:</b> Gender Action Plan Implementation Group.</p> <p><b>Timeline:</b> Every six months.</p> <p><b>Status: Action suspended/not commenced</b></p> <p>A plan to pilot the senior women's network was not progressed in autumn 2019.</p> <p>Following discussions with senior females, it may not be necessary to establish a senior women's network as the aims or planned outcome of this action are potentially met by a number of existing and planned measures.</p> <p>The action aims to <i>“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.”</i></p> <p>Measures/factors that contribute to meeting these aims include:</p>

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Issue Identified	Action	Planned outcome/measurement	
			<ul style="list-style-type: none"> <li>- Arranging for Secretariat staff to have the option of joining the NICS Women's Network, offering them the opportunity to engage in a larger and well established network which shares good practice across both the public and private sectors in Northern Ireland and beyond;</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 participate in external coaching and mentoring programmes;</li> <li>- Implementation of the Assembly Commission's People Manager Programme.</li> </ul> <p>A further meeting with senior females will be held in the spring to discuss whether they are content</p>

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			with this approach and to identify any potential gaps in provision.
<b>Awards</b>	5) 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:</b> In progress</p> <p>See below Stonewall and Diversity NI updates.</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><b>Lead:</b> Equality and Good Relations Unit/HR.</p> <p><b>Timeline:</b> Bronze by October 2019.</p> <p>Silver by end 2021.</p> <p><b>Status:</b> Overdue</p> <p>Feedback on initial submission has been provided but due to recent staffing pressures, this application has not been progressed. It will be taken forward later in the year.</p>

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Issue Identified	Action	Planned outcome/measurement	
<b>Menopause Policy</b>  <i>Action added October 2019</i>	<b>7)</b> Develop a Menopause Policy to provide support and assistance to staff and managers	Menopause Policy is developed and issued to staff.	<b>Lead:</b> Human Resources Office.  <b>Timeline:</b> December 2020.  <b>Status: Not yet commenced</b> Future target - to be progressed later in the year.
<b>Transgender – Inclusion in the Workplace</b>	<b>8)</b> 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.	<b>Lead:</b> Equality and Good Relations Unit with assistance from HR.  <b>Timeline:</b> Ongoing for lifetime of the plan.  <b>Status: Ongoing</b>  Programme ongoing. A Postmaster outlining the Commission's participation in the programme was issued to all staff on 20 January 2020 as part of an update on a number of equality issues.

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<b>Development of a Transgender Policy</b>	<b>9)</b> 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><b>Lead:</b> Human Resources Office and Equality Unit.</p> <p><b>Timeline:</b> March 2020.</p> <p><b>Status: Overdue</b></p> <p>This deadline has not been met due to staffing pressures. Consideration is being given to providing additional resource to support this project.</p>
<b>Raise awareness around transgender issues</b>	<b>10)</b> 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	<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>See status update for action 9 above</p>
<b>Research</b>	<b>11)</b> 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><b>Lead:</b> Equality and Good Relations Unit with assistance from HR.</p> <p><b>Timeline:</b> In line with QUB requirements.</p> <p><b>Status: In progress</b></p>



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Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	
			PhD project ongoing; interviews have been carried out across public institutions in the UK and Germany.

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Reporting and Monitoring			
Issue Identified	Action	Planned outcome/measurement	
Regular monitoring of progress against identified actions	12) 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:</b> 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><b>Lead:</b> Equality and Good Relations Unit.</p> <p><b>Timeline:</b> Annually by 31 August.</p> <p><b>Status:</b> On schedule to be progressed in line with timeline</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 Gender Action Plan Implementation Group met in December 2019. Minutes are available <a href="#">here</a> on Assist.</p> <p>Six-monthly monitoring updates are provided to SMG (see action 11 above).</p>
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