

GENDER ACTION PLAN - TABLE OF ACTIONS 2016-18 - June 2018 Update

Status Key:

 Complete or 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

 New action

 Amended action

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.	Lead: Human Resources Office Timeline: Launch October 2015 – programme duration 9 months. Status: Complete
	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.	Lead: Human Resources Office Timeline: Launch May 2015 – programme duration 12 months. Status: Complete
	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.	Lead: Human Resources Office and Equality and Good Relations Unit Timeline: Project commences October 2015, for 3 years. Status: Complete for reporting period Project is ongoing.
	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).	Lead: Politics Plus Timeline: October 15-June 16 Status: Complete 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.

Theme 1 – Leadership and Development

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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.	Lead: Commission and Clerk/Chief Executive's Office (CCEO) Timeline: 31 March 2017 Status: Complete. CCEO began gathering and recording data on 1 April 2016. Data continues to be collected.
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.	Lead: CCEO Timeline: 1 April 2016 Status: Complete. Revised guidelines and procedures for deputising agreed at SMG on 16 November 2016. Revised templates also published.
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	Lead: CCEO Timeline: 1 April 2016 Status: Complete. Undertaking to increase number and range of

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		range of staff attending and presenting to SMG/Commission	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 by SMG in December 2016 and circulated to Directors for implementation. First set of monitoring data has been requested (Jan 17 – May 18) and two returns have been received for this period. Data will continue to be gathered and will be assessed over a period of years.
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 Monitoring ongoing

Theme 1 – Leadership and Development

Issue Identified	Action	Planned outcome/measurement	Progress update
	<p>12) Ensure as far as possible that training events are arranged in Northern Ireland</p>	<p>Learning and development written procedures reviewed to reflect practice, which will be applied consistently. 95% of training events will be offered within Northern Ireland.</p>	<p>Lead: Human Resources Office Timeline: Review of procedures by November 2015. Status: Complete Procedures revised – monitoring ongoing annually.</p>
	<p>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.</p>	<p>Procurement process for learning activities will be developed to include clause consenting to sharing of training materials internally via Moodle (Virtual Learning Environment)</p>	<p>Lead: Human Resources Office Timeline: March 2016 Status: Complete</p>
	<p>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.</p>	<p>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.</p>	<p>Lead: Human Resources Office Timeline: Ongoing and full review by 31 March 2018 Status: Partially achieved Review of legislative compliance is complete. Review of Dignity at Work Policy is in progress.</p>
<p>Continued focus on equal pay</p>	<p>15) The Assembly Commission will continue to conduct an equal pay review every two years and address issues arising.</p>	<p>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>	<p>Lead: Human Resources Office Timeline: By December 2015 and 2017 Status: Complete for reporting period. 2017 Review has been completed and further Equal Pay Review will be carried out in approximately two years.</p>

Theme 1 – Leadership and Development

Issue Identified	Action	Planned outcome/measurement	Progress update
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

Theme 2 – Communication and Engagement

Issue Identified	Action	Planned outcome/measurement	Progress Update
Gender Leadership Network	17) 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: Complete RaISe paper 'Supporting Women in the Workplace – Models of Good Practice' covers a range of issues, including networks and mentoring, and is attached at Annex 5.
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	Lead: RaISe Timeline: March 2017 Status: Complete RaISe paper 'Supporting Women in the Workplace – Models of Good Practice' covers the issue of awards and is attached at Annex 5.

Theme 2 – Communication and Engagement

Issue Identified	Action	Planned outcome/measurement	Progress Update
<p>Utilise Existing Assembly Networks</p> <p><i>Action amended to reflect new approach to coaching and mentoring opportunities.</i></p>	<p>Amended action: 19) Explore potential for coaching and mentoring opportunities.</p> <p><i>(Previous action: 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.)</i></p>	<p>Amended outcome/measurement: Staff will be provided with an opportunity to attend a ‘Train the Trainer’ session to develop their capacity to deliver Engagement Programmes.</p> <p><i>(Previous outcome/measurement: Female employees are provided with fellowship/shadowing opportunities through Assembly Community Connect and the Business Trust.)</i></p>	<p>Amended Lead: Engagement with assistance from Human Resources Office</p> <p>Amended Timeline: To be implemented when full Assembly business resumes.</p> <p>Status: Amended action 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> <p><i>(Previous Lead/Timeline: Lead: Engagement with assistance from Human Resources Office Timeline: 2017-18)</i></p>

Theme 3 – Life Balance/Health and Well-being

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Issue Identified	Action	Planned outcome/measurement	Progress Update
Job Share Register	20) 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	21) 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: Overdue Guidance completed 12 June 2018
Job sampling	22) 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 Policy introduced in October 2015 and will be kept under review.
Childcare Scheme	23) 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

Theme 3 – Life Balance/Health and Well-being

Issue Identified	Action	Planned outcome/measurement	Progress Update
Gather staff views on life balance	24) 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 Survey conducted June 2017 and report published October 2017
Domestic violence policy	25) Development of policy for Secretariat staff	Domestic Violence Policy is developed and issued to staff.	Lead: Human Resources Office Timeline: March 2017 Status: Overdue Timeline changed to December 2018 to allow for further consultation Trade Union Side required additional time to provide comments and these have now been received by the HR Office. Revisions are currently being made to policy but further consultation with TUS and staff will be necessary.
Development of a Transgender Policy	26) 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 was postponed to give priority to domestic violence policy and is now included in the 2018/19 policy programme of work.

Theme 3 – Life Balance/Health and Well-being

Issue Identified	Action	Planned outcome/measurement	Progress Update
			NIPSA toolkit in place in the interim period.
Raise awareness around transgender issues	27) 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 need to follow development of policy (see action 26 above).

Reporting and Monitoring			
Issue Identified	Action	Planned outcome/measurement	Progress Update
Regular monitoring of progress against identified actions	28) 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.	<p>Lead: Equality and Good Relations Unit</p> <p>Timeline: Every six months from Commission approval of final plan</p> <p>Status: Complete for reporting period</p> <p>Update presented to SMG on 27 September 2017. Updates are usually prepared 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>
	29) 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: 31 August every year</p> <p>Status: In progress</p> <p>Gender update included in the 2017-18 annual report, which has been prepared and will be presented to SMG/Commission.</p>

<p>Central administration and co-ordination of work of Gender Action Implementation Group</p>	<p>30) 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</p> <p>Timeline: Ongoing until 2018</p> <p>Status: Complete for reporting period.</p> <p>Gender Action Implementation Group met in January, March and April 2018, with another meeting scheduled for June 2018. Minutes are available here on AssISt.</p> <p>Updates provided to SMG during reporting period (see action 28 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
<p>Capture gender information on staff experience of working in the Assembly</p>	<p>31) Monitor future staff survey results on the basis of gender</p>	<p>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.</p>	<p>Lead: RaSe Timeline: Implementation September 2017, ongoing over lifetime of plan Status: Complete. Staff survey carried out between 14 June 2017 and 7 July 2017. RaSE report 'NIA Staff Survey 2017 Gender Report' presents the findings of the 2017 staff survey disaggregated by gender. Report is attached at Annex 2.</p>
<p>Encourage employment applications from under-represented groups</p>	<p>32) Continue to use welcome statements as part of external recruitment, as appropriate</p>	<p>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.</p>	<p>Lead: Human Resources Office Timeline: Ongoing over lifetime of action plan Status: Complete for reporting period.</p>
<p>Encourage employment applications from those with caring responsibilities</p>	<p>33) Proactively discuss flexible working options with panels as part of the recruitment planning process</p>	<p>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.</p>	<p>Lead: Human Resources Office Timeline: Implementation September 2017, ongoing over lifetime of plan Status: Complete for reporting period.</p>
<p>Increased awareness of HR policies that</p>	<p>34) To increase awareness of HR policies and the links across equality policies through: promotion of relevant policies to staff; learning activities and regular policy</p>	<p>Increased awareness of policies will be monitored by Human Resources Office through the evaluation of learning activities.</p>	<p>Lead: Human Resources Office Timeline: Ongoing over lifetime of action plan</p>

Additional Actions Identified Through Business in the Community (BiTC) Gender Project Audit			
Issue Identified	Action	Planned outcome/measurement	Progress Update
promote equality and diversity	reminders; and refresher training at least every two years		Status: Complete for reporting period
Exchange of information and ideas	35) 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: Ongoing
Increased awareness of corporate issues	36) 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	37) 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 Online training rolled out to staff during reporting period and evaluation will be carried out.
Promotion of Women in the Workplace	38) 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 for reporting period.

Additional Actions Identified Through Business in the Community (BiTC) Gender Project Audit

Issue Identified	Action	Planned outcome/measurement	Progress Update
			Paper considered by Gender Action Implementation Group.